



HILLINGDON
LONDON



Council

To all Members of the Council

Date: THURSDAY, 10 JULY 2014

Time: 7.30 PM

Venue: COUNCIL CHAMBER -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

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Agenda

Prayers

To be said by the Reverend Chris Rankin

- 1 Apologies for Absence
- 2 Declarations of Interest 1 - 2
To note any declarations of interest in any matter before the Council
- 3 Minutes 3 - 30
To receive the minutes of the meetings held on:
 - 20 February,
 - 3 April and
 - 5 June 2014 (*all attached*)
- 4 Mayor's Announcements
- 5 Report of the Head of Democratic Services 31 - 36
- 6 The Hillingdon Local Plan 37 - 122
To consider the recommendations of Cabinet (*attached*)
- 7 Confirmation of an Article 4 Direction 123 - 126
To consider the confirmation of the proposed Article 4 Direction (*attached*)
- 8 Members' Questions 127 - 128
To take questions submitted by Members in accordance with Council Procedure Rule 11
- 9 Motions 129 - 130
To consider Motions submitted by Members in accordance with Council Procedure Rule 12

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DECLARATIONS OF INTEREST

Reporting Officers: Head of Democratic Services and Borough Solicitor

SUMMARY

When The Mayor asks at item 2 if any Member has any interest to declare you must consider the items on the agenda and declare if you feel you have either:

a) a Pecuniary interest (that you have not already declared to the Monitoring Officer and is therefore included in the General Register of Members' Interests) or

b) a Non-Pecuniary interest.

Pecuniary and Non-Pecuniary interests are covered by Part 2 of the Code of Conduct.

What is a Pecuniary interest and what should I do if one arises?

A Member's pecuniary interests are their business interests (or those of their spouse or civil partner, or person with whom they are living as if spouse or civil partner). This would include their employment, trade, profession, contracts, or any company with which they are associated - and wider financial interests they might have (for example trust funds, investments, and assets including land and property).

If you consider that you have a Pecuniary interest in any item on the agenda and that interest has not already been entered onto the authority's General Register of Members' Interests, then you must disclose the interest under item 2 (or as it becomes apparent) as long as the matter is not a 'sensitive interest'. A 'Sensitive Interest' is one where disclosure of the details of the interest could lead to the Member or a person connected with the Member, being subject to violence or intimidation.

Unless dispensation has been granted, you must leave the Chamber when any item is being considered in which you have declared a Pecuniary Interest (whether already on the General Register or declared at the meeting) and may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest.

What should I do if a Non-Pecuniary interest arises?

Any other type of interest is defined as Non-Pecuniary and must, similarly be disclosed under item 2 (or as it becomes apparent).

In declaring a Non-Pecuniary interest a Member must consider if the extent of that interest will be such that it would reasonably be considered by a member of the public, in possession of the full facts, to be so significant as to prejudice the Member's judgement of the public interest in the matter under consideration.

If you consider the Non-Pecuniary interest to be prejudicial, in that it would affect your impartial judgement on the matter under consideration, then you must leave the Chamber and may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have such an interest.

If you do not consider the Non-Pecuniary interest you have declared to be prejudicial, then you may remain in the Chamber, participate in any discussion of and vote on the item in question.

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Agenda Item 3



HILLINGDON
LONDON

Minutes

COUNCIL

20 February 2014

Meeting held at Council Chamber - Civic Centre, High Street, Uxbridge UB8 1UW

Councillor Allan Kauffman (Mayor)
Councillor Catherine Dann (Deputy Mayor)

	<p>MEMBERS PRESENT:</p> <p>Councillors: David Allam Beulah East Douglas Mills Lynne Allen Sid Garg Richard Mills Bruce Baker Dominic Gilham John Morgan Tim Barker Raymond Graham June Nelson Richard Barnes Paul Harmsworth Susan O'Brien Josephine Barrett Shirley Harper-O'Neill Mary O'Connor David Benson John Hensley David Payne Jonathan Bianco Henry Higgins Ray Puddifoot Lindsay Bliss Patricia Jackson Andrew Retter Wayne Bridges Phoday Jarjussey John Riley Mike Bull Sandra Jenkins David Routledge Keith Burrows Judy Kelly Avtar Sandhu Paul Buttivant Peter Kemp Robin Sansarpuri George Cooper Mo Khursheed Scott Seaman-Digby Judith Cooper Kuldeep Lakhmana David Simmonds Philip Corthorne Eddie Lavery Brian Stead Brian Crowe Richard Lewis Michael White Peter Curling John Major David Yarrow Jazz Dhillon Michael Markham Janet Duncan Carol Melvin</p>
	<p>OFFICERS PRESENT: Fran Beasley, Jean Palmer, Paul Whaymand, Merlin Joseph, Tony Zaman, Raj Alagh, Lloyd White, Mark Braddock, Morgan Einon, Trevor Langworth, Andy Evans, Nancy LeRoux and Stephen Maiden</p>
43.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Brar, Fyfe, Gardner, Ghei and MacDonald.</p>
44.	<p>MINUTES (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That the minutes of the meeting held on 16 January 2014 be agreed as a correct record.</p>
45.	<p>DECLARATIONS OF INTEREST (<i>Agenda Item 3</i>)</p> <p>Councillor D Mills declared a non pecuniary interest in Agenda Item 6: High Speed 2 – Authority to Petition in Parliament, as a local resident affected by High Speed 2, and remained in the room during the consideration thereof.</p>

46.	<p>MAYOR'S ANNOUNCEMENTS (<i>Agenda Item 4</i>)</p> <p>The Mayor was delighted to announce that, to date, £47,000 had been raised for his rainbow charity appeal.</p>
47.	<p>REPORT OF THE HEAD OF DEMOCRATIC SERVICES (<i>Agenda Item 5</i>)</p> <p>(i) URGENT IMPLEMENTATION OF DECISIONS</p> <p>Councillor Puddifoot moved the recommendation as set out on the Order of Business. The motion was seconded by Councillor Simmonds and it was:</p> <p>RESOLVED: That the urgency decisions detailed in the report be noted.</p> <p>(ii) AMENDMENT TO THE COUNCIL CONSTITUTION – THE LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) (AMENDMENT) REGULATIONS 2014</p> <p>Councillor Puddifoot moved the recommendation as set out on the Order of Business. The motion was seconded by Councillor Simmonds and it was:</p> <p>RESOLVED: That, in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, and with effect from 25 February 2014, Part 4A of the Council Constitution (Council Procedure Rules) be amended to require recorded votes to be taken at the annual budget setting meeting on any motion, amendment to motion or substantive motion regarding the General Fund Revenue Budget, Housing Revenue Account and Capital Programme.</p> <p>(iii) AMENDMENT TO THE COUNCIL CONSTITUTION – RESIDENTS SERVICES SCHEME OF DELEGATIONS</p> <p>Councillor Puddifoot moved the recommendation as set out on the Order of Business. The motion was seconded by Councillor Simmonds and it was:</p> <p>RESOLVED: That the Deputy Chief Executive and Corporate Director Residents Services Internal Scheme of Delegation (referred to in Part 3 of the Council's Constitution) be amended so that all applications to which Paragraph A.4 of schedule 2 (Class A) of the Town and Country Planning (General Permitted Development) Order 1995 applies (42 day prior approval applications) cannot be referred to a Planning Committee.</p> <p>(iv) MEMBERS' ALLOWANCES 2014/15</p> <p><u>Basic Allowance</u></p> <p>Councillor Puddifoot moved the Members' basic allowance as detailed on the Order of Business. The motion was seconded by Councillor Simmonds.</p> <p>Councillor Retter moved the following amendment to the basic allowance in the Members' Allowances Scheme 2014/15, which was seconded by Councillor Barnes:</p>

“For 2014/15 an allowance of £7,586.35 will be payable to all Councillors. This figure will be increased each subsequent year in line with the annual Local Government Pay Settlement and it will be paid in equal monthly instalments. The basic allowance includes intra borough travel and subsistence costs.”

Following debate (Councillor Puddifoot), the amendment was put to the vote and lost.

The original motion was put to the vote and it was:

RESOLVED: For 2014/15 an allowance of £10,586.35 will be payable to all Councillors. This figure will be increased each subsequent year in line with the annual Local Government Pay Settlement and it will be paid in equal monthly instalments. The basic allowance includes intra borough travel and subsistence costs. ”

Special Responsibility Allowances – Mayor

Councillor Puddifoot moved the special responsibility allowance for the Mayor as stated on the Order of Business. This was seconded by Councillor Bianco.

Councillor Retter moved an amendment to vary all the special responsibility allowances. The amendment was seconded by Councillor Barnes and, following debate (Councillor Puddifoot), was put to the vote and lost.

The original motion was put to the vote and it was:

RESOLVED: That the special responsibility allowance for the Mayor be set as £21,287.91 in the Members’ Allowances Scheme 2014/15.

Special Responsibility Allowances – Deputy Mayor

Councillor Puddifoot moved the special responsibility allowance for the Deputy Mayor as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the Deputy Mayor be set as £8,302.20 in the Members’ Allowances Scheme 2014/15.

Special Responsibility Allowances – Leader of the Council

Councillor Puddifoot moved the special responsibility allowance for the Leader of the Council as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the Leader of the Council be set as £52,670.23 in the Members’ Allowances Scheme 2014/15.

Special Responsibility Allowances – Deputy Leader of the Council

Councillor Puddifoot moved the special responsibility allowance for the Deputy Leader of the Council as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the Deputy Leader of the Council be set as £44,368.03 in the Members’ Allowances Scheme 2014/15.

Special Responsibility Allowances – Chief Whip of the Largest Party

Councillor Puddifoot moved the special responsibility allowance for the Chief Whip of

the Largest Party as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the Chief Whip of the Largest Party be set as £21,287.91 in the Members' Allowances Scheme 2014/15.

Special Responsibility Allowances – Leader of 2nd Party

Councillor Puddifoot moved the special responsibility allowance for the Leader of the 2nd Party as stated on the Order of Business. This was seconded by Councillor Bianco and put to a recorded vote and agreed.

Those voting for: Councillors Allam, Allen, Bliss, Duncan, East, Garg, Harmsworth, Jarjussey, Khursheed, Lakhmana, Major, Nelson, Sandhu and Sansarpuri.

Those voting against: Councillor Retter.

Those abstaining: The Mayor (Councillor Kauffman), the Deputy Mayor (Councillor Dann), Councillors Baker, Barker, Barnes, Barrett, Benson, Bianco, Bridges, Bull, Burrows, Buttivant, G Cooper, J Cooper, Corthorne, Crowe, Curling, Dhillon, Gilham, Graham, Harper-O'Neill, Hensley, Higgins, Jackson, Jenkins, Kelly, Kemp, Lavery, Lewis, Markham, Melvin, D Mills, R Mills, Morgan, O'Brien, O'Connor, Payne, Puddifoot, Riley, Routledge Seaman-Digby, Simmonds, Stead, White and Yarrow.

RESOLVED: That the special responsibility allowance for the Leader of the 2nd Party be set as £21,287.91 in the Members' Allowances Scheme 2014/15.

Special Responsibility Allowances – Deputy Leader of 2nd Party

Councillor Puddifoot moved the special responsibility allowance for the Deputy Leader of the 2nd Party as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the Deputy Leader of the 2nd Party be set as £5,474.22 in the Members' Allowances Scheme 2014/15.

Special Responsibility Allowances – Chief Whip of 2nd Party

Councillor Puddifoot moved the special responsibility allowance for the Chief Whip of the 2nd Party as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the Chief Whip of the 2nd Party be set as £5,474.22 in the Members' Allowances Scheme 2014/15.

Special Responsibility Allowances – Cabinet Member

Councillor Puddifoot moved the special responsibility allowance for Cabinet Members as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for Cabinet Members be set as £37,103.66 in the Members' Allowances Scheme 2014/15.

Special Responsibility Allowances – Chairman of Scrutiny and Policy Overview Committee

Councillor Puddifoot moved the special responsibility allowance for Chairmen of Scrutiny and Policy Overview Committees as stated on the Order of Business. This

was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the Chairmen of Scrutiny and Policy Overview Committees be set as £21,287.91 in the Members' Allowances Scheme 2014/15.

Special Responsibility Allowances – 2nd Party Lead on Scrutiny and Policy Overview Committee

Councillor Puddifoot moved the special responsibility allowance for the 2nd Party Leads on Scrutiny and Policy Overview Committee as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the 2nd Party Leads on Scrutiny and Policy Overview Committees be set as £5,474.22 in the Members' Allowances Scheme 2014/15.

Special Responsibility Allowances – Chairman of Planning Committee

Councillor Puddifoot moved the special responsibility allowance for the Chairmen of Planning Committees as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the Chairmen of Planning Committees be set as £21,287.91 in the Members' Allowances Scheme 2014/15.

Special Responsibility Allowances – Party Lead on Planning Committee

Councillor Puddifoot moved the special responsibility allowance for the Party Lead on Planning Committees as stated on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That the special responsibility allowance for the Party Lead on Planning Committees be set as £5,474.22 in the Members' Allowances Scheme 2014/15.

Special Responsibility Allowances – All Other Allowances

Councillor Puddifoot moved the remaining special responsibility allowances as set out on the Order of Business. This was seconded by Councillor Bianco and, on being put to the vote, it was:

RESOLVED: That:

1. the following special responsibility allowances be approved:

	(£)
Chairman of Licensing Committee	9,000.00
Chairman of Licensing Sub-Committee	6,000.00
Chairman of Standards Committee	3,000.00
Standards Committee Independent Person	1,500.00
Chairman of Audit Committee*	2,854.07
Champion	5,474.22
Council representative on Adoption and Permanency Panel	12,000.00
Cabinet Assistant	8,302.20

	<p>and</p> <p>2. the current Members' Allowances Scheme be revoked as of 31 March 2014 and the new Scheme for 2014/15 be approved for implementation from 1 April 2014.</p>
48.	<p>HIGH SPEED 2 - AUTHORITY TO PETITION IN PARLIAMENT (<i>Agenda Item 6</i>)</p> <p>Councillor Puddifoot moved the recommendations as set out on the Order of Business. The motion was seconded by Councillor Burrows and, following debate (Councillors Barnes, Crowe, Harmsworth, Higgins, Kelly, Markham and Simmonds), it was unanimously:</p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> 1. in the judgment of the Hillingdon London Borough Council, it is expedient for the Council to oppose the High Speed Rail [London - West Midlands] Bill deposited in the Session of Parliament 2013-14; and 2. the Leader of the Council and the Deputy Chief Executive and Corporate Director of Residents Services be authorised to take all necessary steps to carry the foregoing Resolution into effect, that the Common Seal be affixed to any necessary documents and that confirmation be given that Sharpe Pritchard [Parliamentary Agents] be authorised to sign the Petition of the Council against the Bill.
49.	<p>GENERAL FUND REVENUE BUDGET, HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME 2014/15 (<i>Agenda Item 7</i>)</p> <p>Councillor O'Brien moved, and Councillor G Cooper seconded, the suspension of Council procedure rule 14.4 to allow unlimited speaking time for the mover and seconder of the motion and the principal speaker and seconder of the principal amendment from the Labour Group.</p> <p>RESOLVED: That the mover and seconder of the budget motion and the principal speaker and seconder of the principal amendment from the Labour Group be allowed unlimited speaking time on this item.</p> <p>Councillor Bianco moved, and Councillor Puddifoot seconded, the budget recommendations, as set out in the Order of Business.</p> <p>Councillor Harmsworth moved, and Councillor Curling seconded, the following amendment:</p> <ol style="list-style-type: none"> 1 <i>That the Cabinet be invited to consider the Labour Group's amendments to the Cabinet's proposals set out in the Council Tax report and report back to Council. These amendments would result in a Council Tax requirement for 2014/15 of £99,326,777.</i> 2 <i>The proposals are based on the Cabinet's budget proposals as approved by Cabinet on 13 February 2014, subject to the following amendments:</i>

Labour Group Proposed Amendments	Budget 2014/15 (£000s)
Council Tax Requirement based on Cabinet Proposals	99,327
<i>Calculated from the Budget Requirement based on Cabinet proposals</i>	212,188
<i>Budget Increases:</i>	
<i>Bring all directly employed staff to the 'London Living Wage' level</i>	5.7
<i>Set up an Economic Regeneration Unit (3 officers full year impact is £165k, in 2014/15 only 9 month cost)</i>	124
<i>Recruit a Private Sector Housing procurement officer (Full year impact is £43k, in 2014/15 only 9 month cost)</i>	32
<i>Transitional costs of moving Council to a Cooperative and a Committee system</i>	100
Total Increases	261.7
<i>Budget Reductions:</i>	
<i>Reduce unallocated priority growth</i>	(261.7)
Total Reductions	(261.7)
Net Revenue Budget Changes	0
Labour Group Budget Requirement	212,188
Labour Group Council Tax Requirement to Council	99,327

Following debate (Councillors Allen, Corthorne, Major and Puddifoot), the amendment was put to the vote and lost.

Councillor Retter moved, and Councillor Barnes seconded, the following amendment:

- 1 *That the Cabinet be invited to consider the proposed amendments to the Cabinet's proposals set out in the Council Tax report and report back to Council. These amendments would result in a Council Tax requirement for 2014/15 of £94,360,438.*
- 2 *The proposals are based on the Cabinet's budget proposals as approved by Cabinet on 13 February 2014, subject to the following amendments:*

Proposed Amendments	Budget 2014/15 (£000s)
Council Tax Requirement based on Cabinet Proposals	99,327
<i>Calculated from the Budget Requirement based on Cabinet proposals</i>	212,188
<i>Budget Reductions to fund a 5% reduction in Council Tax:</i>	
<i>Reduction in Unallocated Priority Growth</i>	(1,000)
<i>Reduction in Contingency</i>	(2,000)
<i>Drawdown from Balances</i>	(1,967)
Net Revenue Budget Changes	(4,967)
Revised Budget Requirement	207,221
Revised Council Tax Requirement to Council	94,360

Following debate (Councillors Harmsworth, Puddifoot and Simmonds), the amendment was put to the vote and lost.

Following further debate (Councillors Barnes, Burrows, Corthorne, D. Mills and Simmonds), the original motion was put to the vote and it was:

RESOLVED: That:

1. The General Fund revenue budget proposals be approved, resulting in a Council Tax requirement for 2014/15 of £99,326,777.
2. Council note that at its meeting on 16 January 2014 the Council calculated the amount of 89,248 as its Council Tax Base for the year 2014/15. This was calculated in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax Base for the year (*Item T in the formula in Section 31B (3) of the Local Government Finance Act 1992*).
3. Hillingdon's own Council Tax be set at £1,112.93 for a Band D property. Taking into account the precept levied by the Greater London Authority, this results in an overall Band D Council Tax of £1,411.93 for the borough.
4. The following amounts be now calculated by the Council for the year 2014/15, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992 (the Act):

a) £564,252,070 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act. (*Gross Expenditure including the amount required for additions to working balances*).

b) £464,925,293 being the aggregate of the amounts that the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act. (*Gross Income including reserves to be used to meet Gross Expenditure*).

c) £99,326,777 being the amount by which the aggregate at 4 (a) above exceeds the aggregate at 4 (b) above. This is calculated by the Council in accordance with Section 31A(4) of the Act, as its council tax requirement for the year. (*Item R under Section 31B of the Act*).

d) £1,112.93 being the amount at 4 (c) above divided by Item T (2 above). This is, calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year. (*Council Tax at Band D for the Council*).

e)

The London Borough of Hillingdon Council Tax			
Band A	Band B	Band C	Band D
£741.95	£865.61	£989.27	£1,112.93
Band E	Band F	Band G	Band H
£1,360.25	£1,607.57	£1,854.88	£2,225.86

being the amounts given by multiplying the amount at 4 (d) above by the number which, in the proportion set

out in Section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D. This is calculated by the Council in accordance with Section 36 (1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

5. Council note that for the year 2014/15 the Greater London Authority and its functional bodies have stated the following amounts in precepts. These have been issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwellings shown below:

The Greater London Authority Precept			
Band A	Band B	Band C	Band D
£199.33	£232.56	£265.78	£299.00
Band E	Band F	Band G	Band H
£365.43	£431.89	£498.33	£598.00

6. The Council has calculated the aggregate in each case of the amounts at 4 (e) and 5 above. The Council in accordance with Section 30 and 36 of the Local Government Finance Act 1992 hereby sets the Council Tax for the year 2013/14 for each category of dwelling below:

Total Council Tax 2014/15			
Band A	Band B	Band C	Band D
£941.28	£1,098.17	£1,255.05	£1,411.93
Band E	Band F	Band G	Band H
£1,725.69	£2,039.46	£2,353.21	£2,823.86

7. The Housing Revenue Account budget proposals made by Cabinet be approved.
8. The proposals for fees and charges and housing rents for both the General Fund and Housing Revenue Account set out in Appendix 12 of the report to Cabinet be approved.
9. The capital programme as set out in Appendix 8 of the report to Cabinet be approved.
10. The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2014/15 to 2018/19 as set out in Appendix 10 of the report to Cabinet be approved.
11. The London Borough of Hillingdon Pay Policy Statement for 2014/15 as set out in Appendix 11 of the report to Cabinet be approved.
12. The Council Tax Discount for Older People be retained at 4.87% of Hillingdon's element of the Council Tax.
13. Council agree to adopt the proposed local scheme for business rate retail relief as set out in relevant DCLG guidance.

	<p>14. Council note the Corporate Director of Finance' comments regarding his responsibilities under the Local Government Act 2003.</p> <p>15. Council authorises its Corporate Director of Finance to approve all virements after 31 March 2014 relating to the 2013/14 financial year of any value beyond the levels currently delegated to Corporate Directors necessary to the closure of accounts, within the deadline set for the 2013/14 financial year.</p> <p>16. Council (as set out in Schedule C of the Constitution - Budget and Policy Framework Procedure Rules) resolves that Cabinet may utilise the general reserves or balances or approve virements between the General Fund budget, Housing Revenue Account budget or Capital budgets during the MTFF financial years 2014/15 to 2018/19 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution.</p> <p>17. Council confirm that the Council's relevant basic amount of Council Tax for 2014/15 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and therefore a referendum will not be triggered.</p>
	<p>The meeting, which commenced at 7.30 pm, closed at 9.37 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

Minutes

COUNCIL

3 April 2014

Meeting held at Council Chamber - Civic Centre, High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

Councillor Catherine Dann (Deputy Mayor)

	<p>MEMBERS PRESENT:</p> <p>Councillors: Lynne Allen Dominic Gilham Richard Mills Richard Barnes Raymond Graham John Morgan Josephine Barrett Paul Harmsworth June Nelson Jonathan Bianco Shirley Harper-O'Neill Susan O'Brien Lindsay Bliss John Hensley Mary O'Connor Sukhpal Brar Henry Higgins David Payne Wayne Bridges Patricia Jackson Ray Puddifoot Mike Bull Phoday Jarjussey Andrew Retter Keith Burrows Sandra Jenkins John Riley George Cooper Judy Kelly David Routledge Judith Cooper Mo Khursheed Avtar Sandhu Philip Corthorne Kuldeep Lakhmana Robin Sansarpuri Brian Crowe Eddie Lavery Scott Seaman-Digby Peter Curling Richard Lewis David Simmonds Jazz Dhillon Anita MacDonald Brian Stead Janet Duncan John Major Michael White Beulah East Michael Markham David Yarrow Neil Fyfe Carol Melvin Roshan Ghei Douglas Mills</p>
	<p>OFFICERS PRESENT: Fran Beasley, Merlin Joseph, Tony Zaman, Lloyd White and Nikki O'Halloran</p>
50.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from The Mayor (Councillor Kauffman) and Councillors Allam, Baker, Barker, Benson, Gardner, Garg and Kemp.</p>
51.	<p>DECLARATIONS OF INTEREST (<i>Agenda Item 2</i>)</p> <p>Councillors Barrett, Harmsworth, Harper-O'Neill, Major, Payne and Routledge declared non-pecuniary interests in Item 3 - Motions, as they were being granted Honorary Freedom of the London Borough of Hillingdon, and remained in the room during the consideration thereof.</p> <p>Councillor Duncan declared a non-pecuniary interest in Item 3 - Motions, as Councillor Harmsworth was being granted Honorary Freedom of the London Borough of Hillingdon, and remained in the room during the consideration thereof.</p>

52. **MOTIONS** (Agenda Item 3)

Councillor O'Brien moved, and Councillor G Cooper seconded, the suspension of Council procedure rules 14.4 to allow unlimited speaking time for the mover of the motion and 14.6 with the effect that no amendments to the motion may be moved.

The Deputy Mayor advised that, due to time constraints, she would only permit the mover and seconders of the motion to speak on this item.

In accordance with Council Procedure Rule 12, Councillor Puddifoot moved the following motion:

"That, under the provisions of Section 249(5) of the Local Government Act 1972, the following persons be granted Honorary Freedom of the London Borough of Hillingdon, being the highest distinction in the power of the Council to bestow and that those persons so named be admitted to the Roll of Honorary Freemen of the Borough:

- *Josephine Mary Barrett of Uxbridge Road, Hillingdon, in recognition of her outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.*
- *Paul Kenneth Harmsworth of Montague Road, Uxbridge, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.*
- *Shirley Ann Harper-O'Neill of Crosier Way, Ruislip, in recognition of her outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.*
- *John Robert Major of Kingshill Avenue, Hayes, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.*
- *Edna Felicity Partridge of Bury Lane, Rickmansworth, in recognition of her outstanding public service as Representative Deputy Lieutenant representing her Majesty Queen Elizabeth II within the London Borough of Hillingdon.*
- *David William Payne of Barnhill, Pinner, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.*
- *Jill Rhodes of The Close, Court Drive, Hillingdon, in recognition of her outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.*
- *David Walton Routledge of Belmont Road, Uxbridge, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough."*

The motion was seconded by:

- Councillor Simmonds (for Josephine Mary Barrett).
- Councillor Duncan (for Paul Kenneth Harmsworth).
- Councillor Yarrow (for Shirley Ann Harper-O'Neill).
- Councillor Curling (for John Robert Major).
- Councillor Markham (for Edna Felicity Partridge).
- The Deputy Mayor (for David William Payne).
- Councillor Corthorne (for Jill Rhodes).
- Councillor Seaman-Digby (for David Walton Routledge).

RESOLVED: That, under the provisions of Section 249(5) of the Local

Government Act 1972, the following persons be granted Honorary Freedom of the London Borough of Hillingdon, being the highest distinction in the power of the Council to bestow and that those persons so named be admitted to the Roll of Honorary Freemen of the Borough:

- **Josephine Mary Barrett of Uxbridge Road, Hillingdon, in recognition of her outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.**
- **Paul Kenneth Harmsworth of Montague Road, Uxbridge, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.**
- **Shirley Ann Harper-O'Neill of Crosier Way, Ruislip, in recognition of her outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.**
- **John Robert Major of Kingshill Avenue, Hayes, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.**
- **Edna Felicity Partridge of Bury Lane, Rickmansworth, in recognition of her outstanding public service as Representative Deputy Lieutenant representing her Majesty Queen Elizabeth II within the London Borough of Hillingdon.**
- **David William Payne of Barnhill, Pinner, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.**
- **Jill Rhodes of The Close, Court Drive, Hillingdon, in recognition of her outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.**
- **David Walton Routledge of Belmont Road, Uxbridge, in recognition of his outstanding service to the people of Hillingdon and contribution to public life as an elected Member of the Borough.**

The meeting, which commenced at 6.00 pm, closed at 6.55 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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Minutes

COUNCIL

5 June 2014



HILLINGDON
LONDON

Meeting held at Council Chamber - Civic Centre, High Street, Uxbridge UB8 1UW

Councillor Allan Kauffman (Mayor in the Chair - agenda items 1 to 3)

Councillor Catherine Dann (Deputy Mayor - agenda items 1 to 3)

Councillor Catherine Dann (Mayor in the Chair - agenda items 4 to 13)

Councillor George Cooper (Deputy Mayor - agenda items 4 to 13)

	MEMBERS PRESENT: Councillors: Lynne Allen Teji Barnes Jonathan Bianco Mohinder Birah Wayne Bridges Tony Burles Keith Burrows Roy Chamdal Alan Chapman Judith Cooper Philip Corthorne Brian Crowe Peter Curling Peter Davis Nick Denys Kanwal Dheer Jazz Dhillon Jas Dhot Jem Duducu Janet Duncan Beulah East Ian Edwards Tony Eginton Duncan Flynn Neil Fyfe Janet Gardner Narinder Garg Dominic Gilham Raymond Graham Becky Haggar John Hensley Henry Higgins David Horne Patricia Jackson Phoday Jarjussey Allan Kauffman Judy Kelly Manjit Khatra Mo Khursheed Kuldeep Lakhmana Eddie Lavery Richard Lewis Michael Markham Peter Money Carol Melvin Douglas Mills Richard Mills John Morgan John Morse June Nelson Susan O'Brien Jane Palmer Ray Puddifoot John Riley Robin Sansarpuri Scott Seaman-Digby David Simmonds Brian Stead Jan Sweeting Shehryar Wallana Michael White David Yarrow
	OFFICERS PRESENT: Fran Beasley, Jean Palmer, Paul Whaymand, Merlin Joseph, Tony Zaman, Raj Alagh, Lloyd White, Mark Braddock and Nikki O'Halloran
	The Mayor advised that it had been 70 years since the D-Day landings. Those present observed a one minute silence to honour those who had died.
1.	APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>) Apologies for absence were received from Councillor Jagjit Singh.
2.	ELECTION RESULTS 2014 AND POLITICAL BALANCE (<i>Agenda Item 3</i>) As a result of the Borough Council elections held on 22 May 2014, two political groups had been formed: the Hillingdon Conservative Group with Councillor Puddifoot as Group Leader and the Labour Group with Councillor Khursheed as Group Leader. It

	<p>was moved by Councillor Puddifoot and seconded by Councillor Simmonds and:</p> <p>RESOLVED: That the results of the recent elections and the resulting political balance of the Council be noted.</p>
3.	<p>ELECTION OF MAYOR 2014/2015 (<i>Agenda Item 4</i>)</p> <p>The Mayor thanked the Mayoress, his fellow Councillors, officers and the Borough's residents for the support they had given him throughout his memorable year as Mayor. He provided the Council with some brief highlights of his Mayoral year in which he was particularly proud to announce that he had raised over £88k for his Rainbow Charities appeal.</p> <p>Nominations were invited for a Mayor to hold office for the 2014/15 municipal year. Councillor Dann was nominated by Councillor Denys and seconded by Councillor Haggar. There were no further nominations.</p> <p>RESOLVED: That Councillor Catherine Dann be elected as Mayor for the 2014/2015 municipal year.</p> <p><i>The Council adjourned for robing of the new Mayor at 7.55pm and reconvened at 8.15pm.</i></p>
4.	<p>ACCEPTANCE OF OFFICE BY THE MAYOR (<i>Agenda Item 5</i>)</p> <p>The newly elected Mayor signed the declaration of acceptance of office.</p>
5.	<p>APPOINTMENT OF DEPUTY MAYOR (<i>Agenda Item 6</i>)</p> <p>The Mayor informed the Council that she had appointed Councillor George Cooper as Deputy Mayor and that his Deputy Mayoress would be his wife, Councillor Judith Cooper.</p> <p>RESOLVED: That the Deputy Mayor and the Deputy Mayoress for the year be noted.</p>
6.	<p>NEW MAYOR'S ANNOUNCEMENTS (<i>Agenda Item 7</i>)</p> <p>The new Mayor congratulated Councillors Denys and Haggar on their maiden speeches and thanked those present for electing her. She advised that Mrs Rita Kilroy would be her Mayoress for the year and that, on the odd occasion when the Mayoress was not available, Councillor David Yarrow would accompany her in his role as past Mayor. The Mayor stated that Reverend Chris Rankin from St Lawrence Church in Eastcote would act as the Mayor's Chaplain and that her nominated charity for the year would be Michael Sobell Hospice.</p>
7.	<p>VOTE OF THANKS TO OUTGOING MAYOR (<i>Agenda Item 8</i>)</p> <p>Councillor Puddifoot moved a vote of thanks to the retired Mayor, Councillor Kauffman and his Mayoress, Mrs Lynne Kauffman. This was seconded by Councillor Khursheed. Councillors Burrows, Higgins, Kelly and Lakhmana spoke in support.</p> <p>The Mayor (Councillor Dann) presented a Past Mayor's badge to Councillor Kauffman and Past Mayoress' badge to Mrs Lynne Kauffman.</p>

RESOLVED: That the vote of thanks to the Outgoing Mayor, Councillor Kauffman, be agreed.

8. **REPORT OF THE HEAD OF DEMOCRATIC SERVICES** (*Agenda Item 9*)

The Head of Democratic Services advised that an electronic traffic light system was used in Council meetings to assist Members when speaking and that the amber light would come on when they had one minute left to speak. He advised that the Constitution stipulated that, when a Member spoke at Council, they must stand and address their remarks through the Mayor unless they had been given permission by the Mayor not to do so.

(i) THE APPOINTMENT OF THE LEADER OF THE COUNCIL

Nominations were invited for the position of Leader of the Council for the next four years. Councillor Simmonds moved and Councillor D. Mills seconded the nomination of Councillor Puddifoot. There were no further nominations and it was:

RESOLVED: That Councillor Puddifoot be appointed as Leader of the Council for the next four year period.

(ii) APPOINTMENT OF CABINET

The appointment by the Leader of the Council of Councillor Simmonds as the Deputy Leader and the following Members as Cabinet members for 2014/2015 was noted:

Position/Portfolio	Councillor
Deputy Leader and Education and Children's Services	David Simmonds
Central Services	Scott Seaman-Digby
Finance, Property and Business Services	Jonathan Bianco
Community, Commerce and Regeneration	Douglas Mills
Planning, Transportation and Recycling	Keith Burrows
Social Services, Health and Housing	Philip Corthorne

(iii) APPOINTMENT OF COUNCIL CHAMPIONS

It was moved by Councillor Puddifoot, seconded by Councillor Simmonds and:

RESOLVED: That the following Champions be appointed and that a grant of £5,474.22 be paid to the Health, Wellbeing and Disabilities Champion to cover out of pocket expenses:

- Older Persons - the Leader of the Council
- Corporate Parenting - Councillor Riley
- Carers - Councillor J. Cooper
- Heritage and Environment - Councillor Markham
- Sports - Councillor R. Mills
- Arts - Councillor Kelly
- Health, Wellbeing and Disabilities - Mrs Mary O'Connor

	<p>(iv) PROGRAMME OF MEETINGS 2014/15</p> <p>It was moved by Councillor O'Brien and seconded by Councillor White, and:</p> <p>RESOLVED: That the Annual Council Meeting 2015 be moved to 14 May 2015.</p>
9.	<p>COMMITTEE ALLOCATIONS AND MEMBERSHIP 2014/2015 (<i>Agenda Item 10</i>)</p> <p>It was moved by Councillor O'Brien, seconded by Councillor White and:</p> <p>RESOLVED: That the appointment of Committees, Sub-Committees and their memberships, as set out at Minute Annex A, be approved.</p>
10.	<p>COUNCIL MEMBERSHIP OF OUTSIDE ORGANISATIONS (<i>Agenda Item 11</i>)</p> <p>The Head of Democratic Services advised that, he had been notified of further changes to the list as circulated and that the final list would be published once the Whips had confirmed the final appointments.</p> <p>It was moved by Councillor O'Brien, seconded by Councillor White and:</p> <p>RESOLVED: That the appointment of Council representatives on outside bodies be approved.</p>
11.	<p>POLICY OVERVIEW AND SCRUTINY COMMITTEES ANNUAL REPORT (<i>Agenda Item 12</i>)</p> <p>The Council received a report of the work covered by the Policy Overview and Scrutiny Committees in 2013/14. It was moved by Councillor Lewis, seconded by Councillor Riley and:</p> <p>RESOLVED: That the Policy Overview and Scrutiny Committees' Annual Report 2013/2014 be endorsed.</p>
12.	<p>STATEMENT BY THE LEADER OF THE COUNCIL (<i>Agenda Item 13</i>)</p> <p>The Leader noted that the Mayor of London had stated that Hillingdon was a testament to what could be achieved with good financial management. Every effort would be made to ensure that the statements made in the recent Conservative manifesto would become policy during this term of office. He noted that, whatever the political makeup of Government following the General Election in May 2015, it was likely that funding to local authorities would continue to be reduced. As such the Council would need to continue its drive towards the provision of a more efficient service.</p> <p>The Council's priorities would remain as:</p> <ul style="list-style-type: none"> • Our people • Our environment • Our heritage • Strong financial management <p>Members were advised that a report would be considered by Cabinet at its meeting on 19 June 2014 recommending that £220k be added to the Ward Budget Initiative (£10k per Ward). The Leader believed that the Council understood its residents and</p>

	<p>that this additional funding would go some way to meeting the needs of residents locally.</p> <p>The Leader advised that the Council would be embarking on an ambitious programme over the next few months. However, he believed that, as Michelangelo said, "The greater danger for most of us lies not in setting our aim too high and falling short; but in setting our aim too low, and achieving our mark".</p>
	<p>MEMBERSHIP OF COMMITTEES 2014-2015</p>
	<p>The meeting, which commenced at 7.30 pm, closed at 8.47 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Lloyd White, Head of Democratic Services on 01895 556743. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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COMMITTEE MEMBERSHIP 2014/2015

ORDINARY COMMITTEES

EXECUTIVE SCRUTINY COMMITTEE: 8 (5-3)

CONSERVATIVE	LABOUR
Higgins (Chairman)	Khursheed (Lead)
Riley (Vice-Chairman)	Duncan
Bridges	Eginton
Crowe	
Kauffman	

Other Voting Members on Education issues only

Parent Governor (3)	Vacant
Church of England Diocesan Representative	Vacant
Roman Catholic Diocesan representative	Anthony Little

EXTERNAL SERVICES SCRUTINY COMMITTEE: 8 (5-3)

CONSERVATIVE	LABOUR
Riley (Chairman)	Jarjussey (Lead)
Edwards (Vice-Chairman)	Burles
Kelly	Nelson
Markham	
White	

CHILDREN, YOUNG PEOPLE AND LEARNING POLICY OVERVIEW COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Hensley (Chairman)	Sweeting (Lead)
Crowe (Vice-Chairman)	Dheer
Denys	Money
Duducu	
Flynn	
Palmer	

Other Voting Members

Parent Governor (3)	Vacant
Church of England Diocesan Representative	Vacant
Roman Catholic Diocesan representative	Anthony Little

COMMITTEE MEMBERSHIP 2014/2015

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW
COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
White (Chairman)	Lakhmana (Lead)
Yarrow (Vice-Chairman)	Allen
Barnes	Birah
Davis	
Jackson	
Melvin	

CORPORATE SERVICES AND PARTNERSHIPS POLICY OVERVIEW
COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Lewis (Chairman)	Sansarpuri (Lead)
R. Mills (Vice-Chairman)	Burles
Bridges	Garg
Denys	
Graham	
Melvin	

SOCIAL SERVICES, HOUSING AND PUBLIC HEALTH POLICY OVERVIEW
COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
J. Cooper (Chairman)	East (Lead)
Bridges (Vice-Chairman)	Horne
Barnes	Jasjot Singh
Edwards	
Haggar	
Wallana	

SUBSTITUTES FOR SCRUTINY AND POLICY OVERVIEW COMMITTEES ARE ALL COUNCILLORS EXCEPT THOSE IN THE CABINET, GROUP LEADERS AND CHIEF WHIPS.

CENTRAL & SOUTH PLANNING COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Hensley (Chairman)	Dhillon (Lead)
Edwards (Vice-Chairman)	Duncan
Chamdal	Khatra
Chapman	
Stead	
Wallana	

APPENDIX A TO COUNCIL MINUTES 5 JUNE 2014

COMMITTEE MEMBERSHIP 2014/2015

NORTH PLANNING COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Lavery (Chairman)	Curling (Lead)
Morgan (Vice-Chairman)	Morse
Flynn	Jasjot Singh
Graham	
Higgins	
Yarrow	

MAJOR APPLICATIONS PLANNING COMMITTEE: 9 (6-3)

CONSERVATIVE	LABOUR
Lavery (Chairman)	Duncan (Lead)
Hensley (Vice-Chairman)	Curling
Edwards	Dhillon
Higgins	
Morgan	
Stead	

ALL PLANNING COMMITTEE MEMBERS TO BE SUBSTITUTES FOR ALL THREE COMMITTEES)

PENSIONS COMMITTEE: 8 (5-3)

CONSERVATIVE	LABOUR
Corthorne (Chairman)	Eginton (Lead)
Markham (Vice-Chairman)	East
Graham	Morse
R. Mills	
Simmonds	
Substitutes	Substitutes
G. Cooper	Jarjussey
Fyfe	
O'Brien	

Advisory Members

UNISON	tbc
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APPENDIX A TO COUNCIL MINUTES 5 JUNE 2014

COMMITTEE MEMBERSHIP 2014/2015

APPOINTMENTS COMMITTEE: 8 (5-3)

CONSERVATIVE		LABOUR
Puddifoot (Chairman)		Khursheed (Lead)
Simmonds (Vice-Chairman)		Duncan
Burrows		Eginton
D. Mills		
Corthorne		
Substitutes		Substitutes
Bianco		Curling
J. Cooper		Dhillon
Lavery		East
Lewis		Jarjussey
Riley		Lakhmana
Seaman-Digby		Sansarpuri
		Sweeting

REGISTRATION & APPEALS COMMITTEE: 8 (5-3)

CONSERVATIVE		LABOUR
O'Brien (Chairman)		Allen (Lead)
Hensley (Vice-Chairman)		Curling
Bridges		Jagjit Singh
Lewis		
R. Mills		
Substitutes		Substitutes
Bianco	D. Mills	All Labour Members except Group Leader, Deputy Leader and Chief Whip
Burrows	Puddifoot	
Corthorne	Seaman-Digby	
Dann	Simmonds	
Higgins	Stead	
Lavery		

SUBSTITUTES ON THIS COMMITTEE MAY COMPRISE CABINET MEMBERS FOR THE PURPOSES OF BEING MEMBERS OR SUBSTITUTE MEMBERS OF THE THREE SUB-COMMITTEES, BUT NO CABINET MEMBERS SHOULD SIT AS MEMBERS OF THE MAIN REGISTRATION AND APPEALS COMMITTEE

APPENDIX A TO COUNCIL MINUTES 5 JUNE 2014

COMMITTEE MEMBERSHIP 2014/2015

OTHER COMMITTEES / PANELS (OUTSIDE THE OVERALL CALCULATION BUT ALLOCATED ON THE BASIS OF OVERALL POLITICAL BALANCE)

STANDARDS COMMITTEE: 4 (3-1)

CONSERVATIVE	LABOUR
Riley (Chairman)	Khursheed (Lead)
Lewis (Vice-Chairman)	
Corthorne	
Substitutes	Substitutes
Hensley	Dhillon
	Eginton

Non voting Independent Person

Mr David Smith

AUDIT COMMITTEE: 4 (3-1)

CONSERVATIVE	LABOUR
G. Cooper (Vice Chairman)	Eginton (Lead)
Lewis	
O'Brien	
Substitutes	Substitutes
Crowe	East
Hensley	Jarjussey
R. Mills	

Independent Member

Tbc (Chairman)

LICENSING COMMITTEE: 10 (6-4)

CONSERVATIVE	LABOUR
Gilham (Chairman)	Allen (Lead)
Yarrow (Vice-Chairman)	Gardner
Chamdal	Horne
Kelly	Morse
Melvin	
Stead	

N.B. NO SUBSTITUTES ALLOWED FOR LICENSING COMMITTEE

APPENDIX A TO COUNCIL MINUTES 5 JUNE 2014

COMMITTEE MEMBERSHIP 2014/2015

HILLINGDON DOMESTIC VIOLENCE ACTION FORUM: 3 (2-1)

CONSERVATIVE	LABOUR
Palmer (Chairman).	Gardner (Vice-Chairman)
Barnes	
Substitutes	Substitutes
Haggar	Curling

SUB-COMMITTEE MEMBERSHIPS TO BE AGREED BY THE PARENT COMMITTEE IMMEDIATELY FOLLOWING THE END OF THE ANNUAL GENERAL MEETING

APPOINTMENTS SUB COMMITTEE: 4 (3-1)

CONSERVATIVE	LABOUR
D.Mills	Khursheed (Lead)
Puddifoot	
Simmonds	
Substitutes	Substitutes
Bianco	Curling
Burrows	Dhillon
Corthorne	Duncan
Seaman-Digby	East
	Jarjussey
	Lakhmana
	Sansarpuri
	Sweeting

INVESTIGATING AND DISCIPLINARY SUB-COMMITTEE (SENIOR OFFICER): 4 (3-1)

CONSERVATIVE	LABOUR
D.Mills	Khursheed (Lead)
Puddifoot	
Simmonds	
Substitutes	Substitutes
Bianco	Allen
Burrows	Curling
Corthorne	Duncan
Seaman-Digby	Sweeting

APPEALS SUB-COMMITTEE (SENIOR OFFICER): 4 (3-1)

CONSERVATIVE	LABOUR
To be appointed as required.	Khursheed (Lead)

APPENDIX A TO COUNCIL MINUTES 5 JUNE 2014

COMMITTEE MEMBERSHIP 2014/2015

GRIEVANCE SUB-COMMITTEE (SENIOR OFFICER): 4 (3-1)

CONSERVATIVE	LABOUR
To be appointed as required.	Khursheed (Lead)

PENSIONS COMMITTEE INVESTMENT STRATEGY SUB-COMMITTEE: 3 (2-1)

CONSERVATIVE	LABOUR
Corthorne (Chairman).	Eginton (Lead)
R. Mills	

LICENSING SUB-COMMITTEE (NORTH): 4 (3-1)

CONSERVATIVE	LABOUR
Gilham (Chairman)	Allen (Lead)
Kelly	
Melvin	

LICENSING SUB-COMMITTEE (SOUTH): 4 (3-1)

CONSERVATIVE	LABOUR
Yarrow (Chairman)	Gardner (Lead)
Stead	
Chamdal	

ALL MEMBERS OF LICENSING SUB-COMMITTEES MUST ALSO BE MEMBERS OF THE LICENSING COMMITTEE. SUBSTITUTES FOR LICENSING SUB-COMMITTEES ARE ANY MEMBER OF THE LICENSING COMMITTEE

APPENDIX A TO COUNCIL MINUTES 5 JUNE 2014

COMMITTEE MEMBERSHIP 2014/2015

HEALTH AND WELLBEING BOARD: *Outside of the overall calculation and subject to the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.*

Organisation	Name of Member	Substitute
STATUTORY MEMBERS (VOTING)		
Chairman	Councillor Puddifoot	Any Elected Member
Vice-Chairman	Councillor Corthorne	Any Elected Member
Members	Councillor Simmonds	Any Elected Member
	Councillor Mills	Any Elected Member
	Councillor Bianco	Any Elected Member
	Councillor Burrows	Any Elected Member
	Councillor Seaman-Digby	Any Elected Member
Healthwatch Hillingdon	Mr Jeff Maslen	Mr Stephen Otter
Clinical Commissioning Group	Dr Ian Goodman	Dr Kuldhir Johal
CO-OPTED MEMBERS (VOTING)		
LBH	Ms Jean Palmer	N/A
For information Membership also includes:		
STATUTORY MEMBERS (NON-VOTING)		
Statutory Director of Adult Social Services	Mr Tony Zaman	Mr Nick Ellender
Statutory Director of Children's Services	Ms Merlin Joseph	Mr Tom Murphy
Statutory Director of Public Health	Ms Sharon Daye	Ms Shikha Sharma
CO-OPTED MEMBERS (NON-VOTING)		
The Hillingdon Hospitals NHS Foundation Trust	Mr Shane DeGaris	<i>Vacancy</i>
Central and North West London NHS Foundation Trust	Ms Robyn Doran	Ms Maria O'Brien
Royal Brompton and Harefield NHS Foundation Trust	Mr Robert J Bell	Mr Nick Hunt
LBH	Mr Nigel Dicker	N/A
Clinical Commissioning Group (Officer)	Mr Rob Larkman	Ms Ceri Jacob
Clinical Commissioning Group (Clinician)	<i>Vacancy</i>	Dr Kuldhir Johal

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Reporting Officer: Head of Democratic Services

(i) URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented before the expiry of the 5 day call-in provided there is agreement from the Chief Executive and the Chairman of the Executive Scrutiny Committee to waive this. All such decisions are to be reported for information only to the next full Council meeting.
2. Recently the following decisions have been made using the urgency procedures:

Date of Decision	Nature of Decision	Decision-Maker
19 February 2014	Capital Release - Rural Activities Garden Centre – Installation of Modular Buildings to Provide Office Accommodation, Staff Mess Room and Welfare Facility	Leader of the Council (Urgency)
4 March 2014	Tender and Capital Release - HRA Works to Stock - Energy Efficiency Works and use of external funding to improve the thermal efficiency of the Council's housing stock	Leader of the Council (Special Urgency)
20 March 2014	Sale of Amberley Lodge, Percy Bush Road, West Drayton.	Cabinet (Urgency)
24 April 2014	School Capital Programme - decisions in respect of re-providing Northwood School.	Cabinet (Urgency)
1 May 2014	Capital Release - Highways Structural, Localities, Priority Growth and Revenue Growth Programmes 2013/14 (£577,702) carriageway schemes	Leader of the Council (Special Urgency)
14 May 2014	Capital Release - Rural Activities Garden Centre - Phase III Works (£28,000) - resurfacing of the access road and improvements to the internal footpath network.	Leader of the Council and Cabinet Member for Finance, Property & Business Services (Special Urgency)
22 May 2014	Granting of a license of the playing fields to Guru Nanak Sikh Academy Limited to allow the building of a Free School on the land.	Leader of the Council (Special Urgency under interim executive arrangements)

Date of Decision	Nature of Decision	Decision-Maker
6 June 2014	Highways Programme 2014/15 (£786,000) carriageway schemes	Leader of the Council (Urgency)
10 June 2014	Environmental Assets programme: Ruislip Lido Beach extension & Little Britain fishing platforms	Leader of the Council (Special Urgency)
26 June 2014	School Condition Programme: Grange Park and Abbotsfield Schools: Drainage Repairs and Boiler Replacement Works	Leader of the Council. Cabinet Member for Finance, Property & Business Services and Cabinet Member for Education & Children's Services (Special Urgency)

BACKGROUND PAPERS: Decision Notices

(ii) AMENDMENT TO THE COUNCIL CONSTITUTION – APPOINTMENT OF NON-VOTING CO-OPTED MEMBERS TO POLICY OVERVIEW AND SCRUTINY COMMITTEES

RECOMMENDATION: That authority be delegated to the Leader of the Council to appoint co-opted members to Policy Overview and Scrutiny Committees, determining the suitability and term of office of such appointments and reviewing the appointments on expiry of that term.

1. Council may appoint non-voting co-opted members to sit on Policy Overview and Scrutiny Committees either as permanent members or for a limited duration to assist with a specific project. Such persons are helpful in expanding the expertise and experience of the Committees and area appointed to those Committees where it is thought they can be of the greatest benefit to the work of the committee.
2. Co-opted members are required to sign the Code of Conduct and make declarations of interest in the same way as elected Members.
3. In order to facilitate and expedite the process for the appointment of Co-opted members it is recommended that authority be delegated to the Leader of the Council to make such appointments, determining the suitability and term of office of such appointments and reviewing the appointments on expiry of that term.

(iii) AMENDMENT TO THE COUNCIL CONSTITUTION – PRIVATE SECTOR LEASING SCHEME

RECOMMENDATIONS: That:

- a) the Procurement and Contract Standing Orders and other relevant parts of the Constitution be amended to enable the effective implementation of a new Private Sector Leasing Scheme upon the recommendation of the

Leader of the Council and Cabinet's decision to implement such a Scheme on 19 June 2014.

b) the required wording changes to the Constitution be delegated to the Head of Democratic Services in consultation with the Leader of the Council.

1. Cabinet on 19 June 2014 agreed a Private Sector Leasing Scheme to increase the supply of temporary accommodation and alleviate the pressures on the temporary accommodation budget from the increased use of more expensive nightly/bed and breakfast accommodation. The Scheme entails signing a lease at an appropriate value with individual landlords on a case by case basis. Full details of the Scheme were set out in the Cabinet Budget Outturn report for Members' further information.
2. Constitutionally, any lease follows the following financial / decision-making thresholds as set out below in the Procurement and Contract Standing Orders:

Property Licenses and Leases	Under 7 years and under £10K	DCE & Corporate Director of Residents Services	In writing
	Under 7 years and £10k - £100k	Cabinet Member for Finance, Property & Business Services	Report
	Under 7 years and above £100k	Cabinet	Report
	7-25 years and any value up to £250k	Cabinet Member for Finance, Property & Business Services	Report
	Over 25 years and any value	Cabinet	Report

3. These Standing Orders were not devised with such a Scheme in mind and the likely value of potential leases under this Scheme could cross between the different thresholds making any decision-making complex. Such leases and financial costs are not expected to be within the ranges required for Cabinet authority.
4. To ensure the expedient and flexible implementation of the Scheme benefitting both residents and landlords, the Leader of the Council is recommending a simple sign-off procedure where all lease and related approvals (for the Private Sector Leasing Scheme only) are delegated directly to the Deputy Chief Executive and Corporate Director of Residents Services, with informal sign-off by the Leader of the Council.
5. Should Council agree this, it will require minor re-wording of the Procurement and Contract Standing Orders and the provision of new delegations to the Deputy Chief Executive and Corporate Director of Residents Services and Leader of the Council, in both the Officer and Cabinet Schemes of Delegations. Council is asked to delegate the exact wording to the Head of Democratic Services to agree, in consultation with the Leader of the Council.

(iv) AMENDMENT TO THE COUNCIL CONSTITUTION – LONDON SAFER LORRY SCHEME AND TRANSFER OF NON-EXECUTIVE OFFICER POWERS TO ANOTHER BODY

RECOMMENDATIONS: That:

- a) the decision taken by the Deputy Chief Executive and Corporate Director of Residents Services on 24 April 2014 to provisionally authorise the transfer of powers to London Councils' Transport and Environment Committee to undertake the legal processes to introduce the required Traffic Regulation Orders to bring into effect the London Safer Lorry Scheme be ratified;**
 - b) authority be delegated to the Chief Executive and Deputy Chief Executive and Corporate Director of Residents Services to authorise the transfer of non-executive powers under delegated authority granted by Council to another body in the best interests of the London Borough of Hillingdon and subject to the endorsement of the Leader of the Council and relevant Cabinet Member.**
1. The Road Traffic Regulation Act 1984 delegates powers to the Traffic Authority, in this case Hillingdon Council, to make regulations to manage the use of the highway. Traffic Regulation Orders (TROs) can be made to prohibit on-street waiting/loading, introduce parking schemes and control the movement of traffic either on a permanent or temporary basis.
 2. In April 2014, there was a provisional decision made by the Deputy Chief Executive and Corporate Director of Residents Services to transfer part of her delegated powers in relation to TROs to London Councils, via their Transport and Environment Committee.
 3. This was so Hillingdon could participate in the proposed Safer London Lorry Scheme, which would effectively impose a London-wide ban on all HGVs over 3.5 tonnes that do not meet the required safety standards. The idea of this scheme was prompted after the number of recent cyclist and pedestrian deaths in road traffic accidents across London and what measures could be taken to mitigate the risk of such collisions in the future. Official figures reveal that a disproportionate number of collisions involve heavy good vehicles (HGVs).
 4. As a result Transport for London (TfL) commissioned the Transport Research Laboratory to examine and report on the incidents of fatal or serious injury to cyclists and pedestrians and to consider what measures could be implemented to reduce the number and severity of casualties. The results of the study were published by TfL in January 2014 and recommended that TfL work with London boroughs to make a "Pan-London" Traffic Regulation Order to prohibit HGVs not meeting the required safety standard standards using London's roads. This could be enforced by Penalty Charge Notices using CCTV systems and on-street traffic enforcement officers. The Department for Transport would need to approve changes to signage and moving traffic legislation.
 5. Under the Council's Constitution, the making and enforcement of TROs within Hillingdon is a delegated function by full Council to the Deputy Chief Executive and Corporate Director of Residents Services, who has sub-delegated this to

relevant officers to make under her department's Officer Scheme of Delegations. This is because such decisions are operational in nature.

6. However, the Constitution is silent on the transfer of such powers (or any other non-executive powers delegated by Council to officers) to another body, i.e. London Councils, where it would be in the Council's best interests to do so. Additionally, as this is a non-executive matter set out under relevant regulations, such decisions cannot legally be made by the Cabinet or a Cabinet Member, though it is advisable they be fully consulted when it is proposed to transfer such powers away from the Council.
7. In order to ratify the decision in relation to the London Safer Lorry Scheme and provide a mechanism to allow authority to be granted in similar situations that may arise, it is proposed that Council authorises a new, more specific delegation to both the Chief Executive and Deputy Chief Executive and Corporate Director of Residents Services.
8. An associated update will be made to the Cabinet Scheme of Delegations to reflect this, which can be approved by the Leader of the Council. This will provide for a formal report to be written to endorse the decision taken by officers for both Members' information and public record.

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THE HILLINGDON LOCAL PLAN

Reporting Officer: Deputy Chief Executive and Director of Residents Services

1. Summary

- 1.1 This report seeks approval to adopt the Council's Community Infrastructure Levy Charging Schedule and Replacement Planning Obligations Supplementary Planning Guidance (SPD).
- 1.2 In February 2012, Cabinet agreed that Hillingdon's Community Infrastructure Levy Draft Charging Schedule could be submitted to the Secretary of State for formal examination. The hearing associated with the Examination took place on 1 October 2013. The Examiner's report was published in February 2014 and concluded that the Charging Schedule be approved, subject to the following modifications:
 - Amend Table 3.1 to clarify that the rate for large format retail only applies outside of designated town centres. Include maps in the Charging Schedule identifying the town centres.
 - Amend the description of the rate for large format retail so that it only applies to A1 uses in Table 3.1 and paragraph 2.3.
 - Delete references to a Sui Generis rate from Table 3.1, paragraph 2.3, paragraph 5.6 and paragraph 5.7.
- 1.3 On 24 April 2014 Cabinet resolved to approve the Charging Schedule with the modifications recommended by the Examiner and an associated revised version of the Council's Planning Obligations SPD. Formal adoption of the Charging Schedule and the revised Planning Obligations SPD is now being sought.

RECOMMENDATIONS: That:

- (a) **the Community Infrastructure Levy Charging Schedule and the Planning Obligations Supplementary Planning Document be adopted as Council policy (both documents are available in the Group Offices and on line at:
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=117&MId=1953&Ver=4>;**
- (b) **the proposed instalments policy for CIL payments be approved and**
- (c) **the current Planning Obligations Supplementary Planning Document be withdrawn following the adoption of the revised Planning Obligations Supplementary Planning Document.**

INFORMATION

2. Hillingdon's Community Infrastructure Levy Charging Schedule

2.1 Taking account of the Examiner's recommendations, the charging rates that are recommended for adoption per square metre of new development are as follows:

Use Type	Proposed CIL rate (per square metre)
Large format retail (A1 greater than 1,000 square metres outside of designated town centres)	£215
Offices	£35
Hotels	£40
Residential dwelling houses	£95
Industrial (B8)	£5
All other uses	£0

2.2 The Draft Charging Schedule submitted for Examination stated that the Council will implement an instalments policy to assist in the payment of CIL charges. The following instalments policy, which has been prepared following research into existing policies being applied elsewhere, was approved by Cabinet on 24 April 2014:

Amount of CIL Liability	Number of Instalments	Payment period and Amounts
Any amount less than £250,000	No instalments	Total amount payable within 60 days of commencement of development
Amounts more than £250,000 but less than or equal to £500,000	Two instalments	£250,000 payable with 60 days of commencement of development. Balance payable within 60 days of commencement of development.
Amounts greater than £500,000	Three instalments	£250,000 payable within 60 days of commencement of development. Balance payable in two further instalments of equal amount within 120 and 180 days of commencement of development.

2.3 In anticipation of the CIL being adopted, officers are currently putting in place the necessary processes to collect the CIL charges. This involves modifications to the processes and procedures currently used to collect

the Mayoral CIL. It is expected that collections can commence on 1 August 2014.

3. Amendments to the Charging Schedule

- 3.1 Before approving the adoption of the Charging Schedule and revised Planning Obligations SPD, Council is asked to note that Cabinet approved the following action on 24 April 2014, which stated that it:

"Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to agree, in conjunction with the Cabinet Member for Planning, Transportation and Recycling, to make any further minor editing and textual changes to the Draft Charging Schedule before it is adopted at full Council."

- 3.2 The Government has recently made a number of amendments to the Community Infrastructure Levy regulations, including revisions to the formula used to calculate CIL contributions. These changes relate primarily to the calculation of charges for building conversions and changes of use. At present, the charges for these forms of development are calculated by subtracting existing floorspace that has been in use on site for 6 months in the last 12 months from total proposed floorspace. The government has extended the period that existing floorspace can be taken into account to any floorspace that has been in use on site in the last 3 years. This change is unlikely to have a significant impact on expected CIL collections received by the Council.
- 3.3 It is likely that the calculation formula will be subject to further amendments by the Government and officers have therefore deleted it from the Charging Schedule.

4. The Planning Obligations SPD

- 4.1 The Council consulted on a revised version of the Planning Obligations SPD in May 2012. The outcome of the consultation process and the subsequent changes to the draft SPD were reported to Cabinet on 27 September 2012. In this report, officers noted that:

'No further consultation is necessary for the Planning Obligations SPD. However because the processes relating to the introduction of CIL and the changes to the planning obligations procedures are so intrinsically linked, it is proposed hold the Planning Obligations SPD in abeyance until the receipt of the Inspector's Report on the draft CIL Charging Schedule. At that time, Cabinet approval will be sought to adopt both documents together. The adoption process for the SPD involves the preparation of an Adoption Statement, which must be publicised in the same way as the Draft Planning Obligations SPD outlined in Table A.'

- 4.2 It is proposed that the revised Planning Obligations SPD should take effect at the same time as the CIL Charging Schedule. At this time it will also be necessary to formally withdraw the current Planning

Obligations SPD. adopted in July 2008. Statements confirming the Adoption of the Revised Planning Obligations SPD and the withdrawal of the current document will be publicised in accordance with the Planning Regulations. In particular, these statements will be made available on the Council website, at the Civic Centre and all local libraries.

- 4.3 The Adoption Statement will contain key information about the SPD, such as that date on which it was adopted and details of the modifications that were made as a result of the consultation process. It will also be published on the Council website for a period of not less than 3 months.

5. Financial Implications

- 5.1 The CIL is a cash payment, payable on commencement of the development; this differs from S106 which can be a payment in kind through the provision of infrastructure as well as a cash payment. The CIL scheme also allows for 5% retention of the levy for the resource of administration costs of collection.
- 5.2 The additional CIL receipts over and above the level of receipts from the S106 contributions will provide a beneficial financing resource for the Councils capital programme, combined with the greater flexibility of its application to a wider range of infrastructure schemes across the whole of the Borough.
- 5.3 The instalments policy outlined in the report are broadly similar to the current practice for Section 106 payments so there would not be any material implications for the Council arising from this.
- 5.4 The report also notes a change to the formula used in the calculation of CIL. This is a technical regulatory change in relation to the timeframe in which previous land-use is considered in establishing the net increase of space liable for a CIL charge for some developments. This change may in some case reduce the charge levied as a result to a developer. However this is not thought to be of significant impact.

6. Conclusion

- 6.1 Subject to the Council's agreement officers will seek to implement the Community Infrastructure Levy Charging Schedule on 1 August 2014. As noted above, this process requires the implementation of a satisfactory collection system, based on the mechanism currently used to collect the Mayoral CIL.
- 6.2 Subject to the adoption of the revised Planning Obligations Supplementary Planning Document, it will be formally published in accordance with the Planning Regulations. There will then follow a statutory period of six weeks during which any final legal challenge can be made.

- 6.3 Once in place Hillingdon's CIL Charging Schedule and Revised Planning Obligations SPD will replace the current Planning Obligations SPD adopted in July 2008.

7. Financial Implications

- 7.1 The Council is now in a position to adopt a CIL Charging Schedule for non-Sui Generis development within the borough from 1 August 2014. Until a Sui Generis charging scheme can be approved, it would be prudent to ensure Section 106 Contributions continue to be levied on such developments, thereby supporting resulting infrastructure requirements.
- 7.2 Anticipated income from the Community Infrastructure Levy has been included in the Council's Medium Term Financial Forecast, proving a mechanism for support infrastructure projects within the capital programme approved by Council in February 2014.

8. Legal Implications

- 8.1 The Planning Act 2008 introduced a discretionary planning charge known as the Community Infrastructure Levy ("CIL"). On 6 April 2010 the CIL Regulations 2010 (as amended) ("CIL Regulations 2010") came into force. CIL is a charge on new buildings above a certain size that enables the Council to fund infrastructure identified in the development plan. CIL is based on a formula that relates the size and character of the development to the amount charged.
- 8.2 On adoption of the CIL charging schedule the Council is restricted in the use of section 106 planning obligations. A planning obligation cannot be sought for infrastructure intended to be funded by CIL and no more than five obligations can be pooled by the Council to provide for the same item of infrastructure.
- 8.3 The Council may approve the draft charging schedule only if the examiner makes recommendations under section 212A(4) or (5) of the Planning Act 2008 and the charging authority has had regard to those recommendations and the examiner's reasons for them. This has occurred in this case and the draft charging schedule can be approved, subject to the decision. The CIL charging schedule must be adopted by a majority decision of Full Council.
- 8.4 Should Full Council be minded to adopt the CIL charging schedule the Council must as soon as practicable publish the CIL charging schedule along with a report setting out how the CIL charging schedule has been amended to implement the Inspector's required modifications and make those documents available for inspection by the public. The Council shall also give notice by local advertisement of the approval of the CIL charging schedule and confirm where those documents can be found. The Council must also give notice to those persons who specifically requested such notification and send a copy of the CIL charging schedule to the relevant consenting authorities.

- 8.5 A person may challenge the validity of the CIL charging schedule within three months of Full Council's adoption of the CIL charging schedule.
- 8.6 Should Full Council be minded to adopt the new Planning Obligations SPD the Council must as soon as practicable make the Planning Obligations SPD and adoption statement available in accordance with Regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012/767 ("Local Planning Regulations") and send a copy of the adoption statement to any person who has requested to be notified of the adoption of the new Planning Obligations SPD. The adoption statement must state the date the Planning Obligations SPD was adopted, whether any modifications were made to take account of representations, that a person may apply to the High Court for permission to undertake judicial review proceedings and that any such application must be made promptly and in any event no later than three months after the date on which the Planning Obligations SPD was adopted.
- 8.7 In order to withdraw the Council's current Planning Obligations SPD the Council must as soon as reasonably practicable make available a statement confirming the withdrawal, send all those who made representations notification that the current Planning Obligations SPD has been withdrawn and cease to make any documents relating to the withdrawn Planning Obligations SPD available in accordance with the Regulation 35 of the Local Planning Regulations (other than the withdrawal statement).

9. Corporate Property Implications

- 9.1 Corporate Property and Construction supports the recommendations set out in the report. However, it is noted that the introduction of the proposed CIL Charging Schedule and the Replacement Planning Obligations will impact on viability considerations for the Council's property development and asset disposals projects.

BACKGROUND PAPERS: Report to Cabinet April 2014

London Borough of Hillingdon

**SUPPLEMENTARY PLANNING DOCUMENT
PLANNING OBLIGATIONS**

July 2014

Planning Policy Team
Residents Services
London Borough of Hillingdon

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1. INTRODUCTION

1.1 This Supplementary Planning Document (SPD) provides guidance on the use of planning obligations in Hillingdon, for all those involved in the submission and determination of planning applications. The document provides greater clarity on the likely type and scale of planning obligations and seeks to establish a transparent, fair and consistent process for negotiating, securing and monitoring.

1.2 The introduction of the Planning Act 2008 will result in significant changes to the way developments contribute towards the provision of infrastructure required to support sustainable growth across the borough. From April 2015 there will be limitations on the extent to which planning obligations can be used to fund infrastructure provision. Instead, the Council will seek to secure contributions towards infrastructure provision through the imposition of a Community Infrastructure Levy (CIL), which will provide a more appropriate and flexible way of securing contributions towards infrastructure from new developments.

1.3 Despite changes to the infrastructure funding regime, Planning Obligations will continue to provide a valuable means of securing site specific mitigation required to make developments acceptable in planning terms. For example, this could include ensuring that developments meet site specific open space requirements or provide sufficient levels of affordable housing. Planning Obligations can continue to meet infrastructure requirements as long as they are:

- (a) necessary to make the development acceptable in planning terms;
- (b) directly related to the development; and
- (c) fairly and reasonably related in scale and kind to the development.

1.4 This new version of the SPD replaces the previous s106 Planning Obligations SPD published in July 2008 and explains how Planning Obligations and CIL will operate alongside each other. Table 1 summarises how CIL and S106 will be used to deliver the objectives of key policies in Hillingdon's Local Plan.

TABLE 1: PLANNING OBLIGATIONS GRID

Local Plan Policy	Type of Obligation	Residential (Units)			Non Residential (sqm)		
		0-9	10-14	15+	<100	100-1000	>1000
H2	Affordable housing	x	√	√	x	x	x
T1	Travel plans	x	x	x	x	√	√
T1	Site specific transport works	√ calculated on site by site basis and may include travel plans for larger residential schemes					
EM8	Air quality improvements	√ but only where there is a net increase in traffic based trips					
EM8	Noise and vibration improvements	x	x	x	Dependant on nature of scheme		
E7	Employment and training provision	x	x	x	√	√	√
BE1	Community safety in the public realm	Dependant on nature of scheme					
EM7	Environmental impacts	Dependant on nature of scheme					
EM4	Open space and recreation	x	x	√	√	√	√
CI1	Community Infrastructure Provision	Dependant on the nature of the scheme. Only large projects generating on site requirements should fund provision of community facilities through Planning Obligations					

1.5 Further detail of how the proposed CIL will operate alongside the retained system of planning obligations is explained in this document.

1.6 It should be noted from the outset that the SPD does not attempt to specify all of the planning obligations that may be necessary to mitigate the impacts of every development. Other planning obligations may be required that are not set out in this SPD due to site specific or local circumstances. The exact type and range of planning obligations, which may be sought for an individual site, will depend upon the particular circumstances, development proposed and its impacts upon the local environment, local services and facilities.

1.7 This SPD is a material planning consideration for use in guiding and determining planning applications. In particular, it is intended to supplement the policies and supporting text contained in the Local Plan Part 1: Strategic Policies and other parts of the emerging Local Plan.

2. LEGISLATIVE AND POLICY FRAMEWORK

2.1 There are three main mechanisms available to the Council to address the adverse impacts of development proposals and achieve environmental improvements. It is expected that the majority of proposals will be subject to one or all of the following:

Planning Conditions

2.2 In most cases a planning permission will be subject to conditions, to ensure that the proposal is implemented in accordance with development plan policies and the scheme approved by the Council. Conditions are also used as a mechanism for the provision of essential on-site design requirements. They will relate solely to the development and site proposed and will be implemented in accordance with the guidance in Circular 11/95 – The Use of Conditions in Planning Permissions.

S106 agreements and S278 Agreements

2.3 Planning obligations are normally entered into under Section 106 of the Town and Country Planning Act 1990 (as amended by the Planning and Compensation Act 1991). There are exceptions to this, namely s.278 agreements under the Highways Act 1980, which relate solely to highway works and s.299 agreements that apply to Crown and Duchy land.

2.4 The legislation enables a planning obligation to be entered into either by means of a unilateral undertaking by a developer or by an agreement between a developer and a local authority. A planning obligation is a legally binding agreement or undertaking by a developer to undertake works or to meet costs in connection with their development to enable it to become acceptable in planning terms. It should be used for measures that cannot be secured by imposing a planning condition or by other statutory means. They can be positive, i.e. requiring provision of a specific benefit(s), or negative, i.e. restricting the use of land in a specific way. However it should be emphasised that the offer of contributions in themselves will not make an inherently unacceptable proposal permissible.

2.5 The 2010 CIL Regulations introduced limits on the use of planning obligations. 'A planning obligation may only constitute a reason for granting planning permission for the development if the obligation is:

- (a) necessary to make the development acceptable in planning terms;
- (b) directly related to the development; and
- (c) fairly and reasonably related in scale and kind to the development.

Section 278 Agreements

2.6 Agreements to authorise work on the public adopted highway network are made under section 278 of the Highways Act 1980, as amended by section 23 of the New Roads and Street Works Act 1991. These agreements facilitate works that have been identified and determined as necessary for planning permission to be granted. This SPD does not specify the circumstances in which a S278 agreement will be required. Requirements for S278 agreements will be identified separately, although often alongside the negotiation of the S106 agreement.

Community Infrastructure Levy (CIL)

2.7 The Community Infrastructure Levy (CIL) was introduced by the 2008 Planning Act and came into force in April 2010 through the Community Infrastructure Levy Regulations 2010 (now amended by the Community Infrastructure Levy (Amendment) Regulations 2011 (the Regulations)).

2.8 Under the provisions of these Regulations local authorities are empowered to levy a charge for new development as a contribution towards local and sub-regional infrastructure required to support new development. CIL will be levied in pounds per square metre (£/sqm) of the net additional increase in floorspace for development creating 100 sqm of gross floor space or more.

2.9 On the local adoption of the CIL Charging Schedule, the CIL Regulations will restrict the local use of planning obligations to ensure that individual developments are not charged for the same items through both planning obligations and the levy. Where a charging authority sets out that it intends to fund an item of infrastructure through CIL, then that authority cannot seek a planning obligation contribution towards the same item of infrastructure.

2.10 For the avoidance of doubt it should be noted that the CIL Regulations do not affect either Section 38 or Section 278 of the Highways Act. Highway works undertaken under these provisions will continue to operate as they do at present.

2.11 A charging authority may publish, on its website, a list of infrastructure projects or types of infrastructure that it intends will be, or may be, wholly or partly funded by the levy. If a charging authority does not publish a list, then this would be taken to mean that the authority was intending to use monies raised from the levy for any type of infrastructure capable of being funded by the levy, and consequently that authority could not seek a planning obligation contribution towards any such infrastructure.

2.12. On the local adoption of the levy or nationally after a transitional period of four years, the Regulations will restrict the local use of planning obligations for pooled contributions towards items that may be funded by the levy. Pooled contributions may be sought from up to five separate planning obligations for an item of infrastructure that is not locally intended to be funded by the levy. The limit of five applies as well to types of general infrastructure contributions, such as education and transport.

2.13 For provision that is not capable of being funded by the levy, such as affordable housing, local planning authorities are not restricted in terms of the numbers of obligations that may be pooled, but they must have regard to the wider policies set out in Circular 5/05: Planning Obligations.

The National Planning Policy Framework

2.14 Paragraph 203 of the Government's National Planning Policy Framework (NPPF) states that:

Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.'

Paragraph 204 of the NPPF goes on to state that:

'Planning obligations should only be sought where they meet all of the following tests:

- *necessary to make the development acceptable in planning terms;*
- *directly related to the development; and*
- *fairly and reasonably related in scale and kind to the development.'*

2.15 Further appropriate circumstances in which planning obligations may be sought are highlighted in the specific chapters of the NPPF and are referred to in the various chapters of this SPD as appropriate.

The London Plan

2.16 Policy 8.2 of the London Plan (Planning Obligations) sets criteria to be taken into account in the formulation of Local Plan policies and the determination of planning applications. Policy 8.3 relates to the implementation of the Mayoral Community Infrastructure Levy. This mechanism has been set for each of the boroughs and will need to be taken into account as part of the policies to set borough-wide Section 106 policies.

Hillingdon's Sustainable Community Strategy

2.17 Hillingdon's Sustainable Community Strategy (SCS) sets out the challenges and priorities facing the borough and forms the basis of the overall Local Plan 'Vision'. The relevant priorities for this SPD are to:

- Help people to lead healthier, independent lives

- Prevent more young people from undertaking risky behaviour
- Increase housing supply – with appropriate infrastructure
- Reduce re-offending
- Increase participation in sport and physical activity
- Maintain resident satisfaction levels
- Promote and invest in town centres
- Increase access to employment, apprenticeships and skills
- Maintain parks and green spaces
- Make it easy for residents to recycle

Hillingdon's Local Plan

2.18 The Local Plan Part 1: Strategic Policies is the key strategic planning document for Hillingdon and sets out a long term vision and objectives for growth in the borough between 2011 and 2026. The Local Plan Part 1 was adopted by the Council in November 2012. While the document includes broad policies for steering and shaping development, it does not set detailed guidelines for decisions about planning applications or Section 106 agreements.

2.19 The Local Plan Part 1 does however contain a range of policies related to items that will be delivered through the CIL and S106 agreements. Policies T1 (Accessible Local Destinations), T2 (Public Transport Interchanges) and T3 (North-South Sustainable Transport Links) propose measures to improve accessibility across the borough. Matters related to leisure and recreation and culture are also addressed. Policy C11 looks specifically at community infrastructure provision and states that:

The Council will ensure that community and social infrastructure is provided in Hillingdon to cater for the needs of the existing community and future populations by:

- *Resisting the loss of community facilities and where the loss of these facilities is justified it will seek to ensure that the resulting development compensates these users to ensure no net loss.*
- *Supporting the retention and enhancement of existing community facilities.*
- *Supporting extensions to existing schools and the development of new schools and youth facilities.*
- *Encouraging the development of multi purpose facilities that can provide a range of services and facilities to the community in one accessible location.*

- *Promoting innovation in service provision and recognising that there are a range of modes appropriate for providing for all sections of the community.*
- *Locating libraries, health facilities, police facilities, leisure facilities and community centres in town centres or other accessible locations to maximise community access, sustainable transport and build a sense of local community identity.*
- *Ensuring new facilities demonstrate how they will tackle climate change, in line with policy EM1*

Hillingdon's Unitary Development Plan

2.20 Hillingdon's Unitary Development Plan Saved Policies were adopted in 2007 as the basis for planning decisions in Hillingdon. These policies will gradually be replaced by those in the Local Plan. The adopted Local Plan Part 1 replaces some of the Saved Policies and sets out a schedule of those that will be retained until the adoption of the Local Plan Part 2; Development Management Policies Document, Site Allocations and Policies Map.

Local Plan Part 2

2.21 The Council is in the process of introducing its Local Plan Part 2, which comprises the Development Management Policies, Policies Map and Site Allocations to meet growth targets contained in the Local Plan Part 1. Once adopted, the policies and provisions in this plan will replace the Saved Policies in the UDP.

3. GENERAL PRINCIPLES AND APPROACH

3.1 In the context of relevant legislation, Government guidance and local policies, the Council's approach to ensuring that development addresses any adverse impacts as well as contributes to the environment is as follows:

- By working with developers, the Council will seek to ensure that most design / mitigation requirements are delivered as part of the initial development proposal.
- In cases where the initial proposal does not meet the Council's objectives, planning conditions will be used to ensure that the final proposal meets such requirements.
- Where a proposal is required to deliver affordable housing, in accordance with Local Plan Part 1 Policy H2, this will be secured through S106.
- The Council will use Hillingdon's CIL to contribute towards the provision of infrastructure needed to support growth. Schemes to be funded from CIL will be published under the 'Regulation 123' list available on the Council's website.
- In such circumstances where a proposal directly necessitates the provision of infrastructure to mitigate / enable development that is not planned for delivery through Hillingdon's CIL or any other funding programme, the Council may seek a contribution through S106.

3.2 In the context of relevant legislation, Government guidance and local policies, the Council's approach to the negotiation of planning obligations is based on the following key principles:

- The S106 procedures will be operated in accordance with the fundamental principle that planning permission may not be bought or sold.
- A planning obligation will only be sought when it is material to the planning decision and where a particular planning obligation is required to make a development proposal acceptable.
- The overall extent of the planning obligation sought will have regard to what is reasonable in terms of the scale of the development, its impact, and the requirements of the Local Plan Part 1 and any other relevant development plan document.
- A planning obligation will not be sought when a planning condition may be more appropriately used.
- Development which is otherwise acceptable in planning terms will not be refused because an applicant is unwilling or unable to agree to planning obligations.

- Unacceptable development will not be permitted because of unnecessary or unrelated benefits offered by the applicant and benefits, which exceed what is necessary to make a proposal acceptable.
- The nature of a planning obligation likely to be required will be made known as early as possible in the planning process, preferably at pre-application stage.
- Planning applications will be determined with regard to their planning merits, taking into account whether the planning obligations are sufficient to satisfactorily address any impacts or compensate for harm or loss arising from that proposal and/or whether it sufficiently prescribes the nature of development to bring it into line with planning policy.
- The legislation enables a planning obligation to be entered into either by means of a unilateral undertaking by a developer or by an agreement between a developer and a local planning authority.
- The Local Planning Authority will monitor and publish results of the levels of contributions received and sources of expenditure.

Emphasis on pre-application advice

3.3 Developers are encouraged to provide the local planning authority with details of proposals prior to completion of land acquisition and lodgement of planning applications so that the nature and scale of necessary planning obligations can be understood as early as possible in the planning process.

Outline Applications and Revised Applications

3.4 Where the Council considers it appropriate, planning obligations will be sought at the outline planning application stage. Requirements for planning obligations will be assessed under this SPD with regard to revised planning applications and proposals to renew or extend the time limit of an existing permission

Development thresholds for qualifying development

3.5 The exact type and range of planning obligations, which may be sought for an individual site, will depend upon the particular circumstances, development proposed and its impacts upon the local environment, local services and facilities. The threshold for qualifying developments are set out in Table 1 and are based on the total gross floorspace and/or number of units of the development.

Maintenance Payments

3.6 Circular 05/05 advises that where contributions are secured through planning obligations towards the provision of facilities that are predominantly for the benefit of the users of the associated development, it may be appropriate for

the developer to make provision for their subsequent maintenance (i.e physical upkeep) in perpetuity.

3.7 As a general rule, where an asset is intended for wider public use, the costs of subsequent maintenance and other recurrent expenditure associated with the developer's contributions should normally be borne by the body or authority in which the asset is to be vested. Initial support (pump priming) of new facilities can be sought where necessary. However payments should be time-limited to reflect the period before which the measure will be self funding or mainstream funding can be made available. The Council will seek maintenance payments where necessary and appropriate for 'pump priming', and for facilities which are primarily intended for the use of residents of a development.

Costs

3.8 Under the CIL regulations, Charging Authorities are permitted to use 5% of CIL revenues for the purpose of monitoring and administering CIL. The Council also proposes to include a similar 5% charge in S106 agreements for the purpose of monitoring the implementation of planning obligations.

Model Agreements and Unilateral Undertakings

3.9 Where, following pre-application advice from the Council, it is possible for a developer to determine the likely requirements in advance (through standard charges set out in this SPD), developers will be encouraged to submit a unilateral undertaking with their application. The Council has model unilateral undertakings which can be obtained from the Legal Services department.

Timing of Payments

3.10 All payments, including maintenance costs, will normally be made prior to commencement of development, to ensure that facilities are available when they are needed. However, for a very major development that is to be implemented in phases, the Council will consider the phasing of payments linked to particular anniversaries from first commencement, the commencement of specific phases of the development, or to building completion.

Index Linking

3.11 In order to maintain the value of contributions from the date of the Council's resolution to grant permission until the date that the payment is due, they will be index linked. The Council will use the Retail Prices Index or other indices as appropriate to provide a guide as to the inflation of costs of new infrastructure, services and facilities. The Department of Trade and Industry's (DTI's) Cost Indices, as set out in the DTI's Monthly Bulletin of Indices and Quarterly Building Cost and Price Indices or the Royal Institution of Chartered Surveyors (RICS) are alternative indices.

Penalty Charge for Late Payment

3.12 Legal agreements will specify that a penalty charge will be payable, in addition to the outstanding balance, for financial contributions and fees that have not been paid by their due date. The penalty charge will be levied at four percent above the HSBC or equivalent high street bank base rate as applicable at the time, and calculated on the outstanding balance from the due date.

Repayment Clauses

3.13 The minimum period for repayment of unspent contributions will normally be seven years from receipt of monies, unless otherwise stated. Any interest accrued against unspent funds will also be returned. A longer period for the expenditure of contributions may be necessary in some cases, for example where pooling from smaller sites is required, additional external funding is to be secured, or some investigative work is required prior to the works being carried out.

Financial Viability Appraisal

3.14 In the event that a developer considers that the total amount of contributions sought would render a particular scheme unviable, then the onus is on the developer to produce evidence to that effect. The Council will utilise valuation methodologies to validate the viability information submitted by the developer such as the GLA '3 Dragons' model and may commission independent third party viability advice, the costs of which are to be met by the developer and/or applicant.

3.15 Where there is a statutory obligation to retain the confidentiality of the viability of the proposed development, analysis will be carried out on the basis of land values as set by the proper application of planning policy in determining the permissible scope of development, rather than on the price paid. Using this method the price of the land is an output of the process, and thereby commercial confidentiality will, where possible, be maintained.

Grampian Conditions

3.16 There are some occasions where a condition can deal adequately with the provision of works or facilities outside the application site, by preventing the commencement or occupation of a development until the works or facilities have been provided. Such conditions are often known as 'Grampian conditions'. The developer may agree to discharge such a condition through a planning obligation secured by a unilateral undertaking submitted to the Council or through making a financial contribution direct by contacting the Council's Planning and Community Services Directorate.

3.17 The Council will require written confirmation from the applicant, prior to the Council's consideration of the planning application at Planning Committee, of the arrangements for the discharge of the Grampian condition to be provided. Where

specific measures are required to mitigate impacts on the Strategic Road Network, developers will not be permitted to discharge Grampian conditions.

Monitoring of Planning Obligations

3.18 The Council will ensure that there is transparency in how contributions are spent maintaining a clear audit trail demonstrating that financial contributions are spent on the measures for which they were secured. This will include a quarterly report to Cabinet of progress towards the full expenditure of financial contributions that have been received.

4. AFFORDABLE HOUSING

4.1 The provision of affordable housing, in London and across Hillingdon is an important issue. The Mayor's policy is to maximise affordable housing provision and ensure an average provision of at least 13,200 more affordable homes over the period of the London Plan (2011-2021). Hillingdon's Sustainable Community Strategy notes that affordable housing of different types is needed, to help people get a foot on the housing ladder and to meet the needs of residents including older people and people with disabilities, mental health needs or learning difficulties.

4.2 The planning policy framework for seeking affordable housing is set out in Hillingdon's Local Plan Part 1 Policy H2 which states that:

Housing provision is expected to include a range of housing to meet the needs of all types of households and the Council will seek to maximise the delivery of affordable housing from all sites over the period of the Local Plan Part 1. For sites with 10 or more units the Council will seek to ensure that the affordable housing mix reflects housing needs in the borough, particularly the need for larger family units:

4.3 The CIL Regulations confirm that CIL receipts cannot be used to fund the provision of affordable housing and that it will continue to be subject to Section 106 procedures. This section outlines how the provision of affordable housing will operate following the introduction of CIL in Hillingdon.

Affordable Housing Need

4.4 Housing Market Assessments (HMAs) have been produced to assess affordable housing needs across the borough and the wider west London sub region. Hillingdon's own HMA was completed in 2009 and undertaken in accordance with the government's best practice guidelines.

4.5 The borough-wide HMA also looks at the size of units required and suggests that more than 70% of net need is for two and three bedroom accommodation, more than a fifth is for four bedroom accommodation and almost 7% is for one bedroom accommodation.

4.6 The West London HMA was published in November 2010 on behalf of the West London Housing Partnership, to assess housing needs in Brent, Ealing, Harrow, Hammersmith and Fulham, Hillingdon, Hounslow and Kensington & Chelsea. This study used a different methodology to calculate housing need and concluded that 35,924 additional dwellings are required in the sub region over a 5 year period. The study also looks at needs in each of these boroughs and identifies an annual need to provide 375 units per annum in Hillingdon over the same five year period.

Qualifying Developments

4.7 All residential and mixed-use developments with an element of housing (usually Class C3) of at least 0.5 hectares in size or capable of providing at least 10 dwellings will be expected to make a contribution towards affordable housing. In addition, affordable housing contributions are likely to be required where:

- the Council reasonably considers that a development scheme has been specifically designed to fall under the threshold or a site's potential is not being fully realised. The potential capacity of a site will therefore be the appropriate basis for negotiation.
- the Council reasonably considers that development of a site has been phased, or a site subdivided or parcelled in order to avoid the application of the affordable housing policy, whether in terms of number of units or site size. In these circumstances the whole site will be assessed or the number of units for which approval is sought, whichever is the greater.
- if having had a scheme approved, a subsequent proposal for additional housing units brings the cumulative total over the threshold.
- the residential component of live/work units meet the above thresholds in terms of number of units or site area, and in accordance with the requirements of HDAS on Live/Work Accommodation SPD.

Definition of Affordable Housing

4.8 The following definition of affordable housing is included in Annex 2 of the NPPF.

Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).

Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.

Homes that do not meet the above definition of affordable housing, such as “low cost market” housing, may not be considered as affordable housing for planning purposes

Affordable Housing Requirement

4.9 The Council will seek to maximise the delivery of affordable housing in accordance with the Mayor’s policy in the London Plan. Policy H2 in Hillingdon’s Local Plan Part 1 indicates that as a minimum the Council will seek to deliver 35% of all housing to meet the definition of affordable housing, with a tenure split of 70% social rented and 30% intermediate housing. The Council will seek to achieve this target on all sites that are above the required threshold. The Council will always seek the provision of affordable housing on-site except in exceptional circumstances. In cases where these three requirements cannot be achieved, an economic viability assessment (financial appraisal) is required to be provided to the Council to accompany any planning application.

4.10 The minimum 35% level of provision will normally be assessed on the number of habitable rooms rather than the number of units, where this more appropriately delivers the highest acceptable proportion of affordable housing.

Affordable Rent

4.11 Affordable Rent tenure was introduced into the PPS 3 definition of Affordable Housing in June 2011. The Council is currently developing its policy on this issue and will want to discuss the introduction of Affordable Rent properties as schemes containing this type of tenure come forward. The Council will seek to ensure the relative affordability of different sized units, and particularly larger family homes. To derive an Affordable Rent landlords are required to assess the gross market rent that the individual property would achieve and set the initial rent (inclusive of services charges) at up to 80% of that level. The TSA has issued an explanatory note on the RICS approved valuation methods available at:

http://www.tenantsservicesauthority.org/upload/doc/RICS_rental_valuation_note_20110118140714.doc

Developers are advised to discuss the implementation of Affordable Rented tenure with the Council.

Affordable Housing in Perpetuity

4.12 Secure arrangements should be made to ensure that affordable housing will be enjoyed by successive as well as by initial occupiers of the property. Normally, affordable housing provided from privately developed sites should be offered for ownership and management to Registered Providers working in partnership with the Council. Nomination rights to the Council will be sought in any negotiations between the developers and Registered Providers to ensure that provision meets local priority needs.

4.13 In relation to intermediate affordable housing, arrangements should be made to ensure that provision continues to meet the defined income criteria for a fixed period. Demonstration of the retention or recycling of equity on intermediate schemes by Registered Providers will be required.

4.14 The Council will seek to secure such provision, in perpetuity, through a planning obligation. The precise form of condition or obligation will depend on the circumstances of each case including the ownership of the site and the terms of any obligation or agreement between the owner and the Registered Provider. Where no Registered Provider is involved, a nomination agreement appended to the legal obligation may be required.

Occupation of Affordable housing

4.15 In order to ensure the delivery of affordable housing, there will normally be a requirement in the s106 legal agreement that a specified proportion of market housing on a site cannot be occupied until the affordable element has been built, transferred to a Registered Provider on the specified terms and is suitable for occupation.

Financial Viability and Affordable Housing

4.16 The Council will seek the maximum reasonable amount of affordable housing when negotiating on individual private residential and mixed-use schemes. However, Hillingdon's Local Plan Part 1 acknowledges that the need for affordable housing should be balanced with the economic viability of private housing. Where less than 35% affordable housing is proposed or an alteration to the 70%/30% tenure split, a justification for the departure from Policy H2 will be required, together with a financial viability appraisal to demonstrate that the maximum affordable housing provision is being delivered on-site.

4.17 The GLA toolkit should be used for the financial appraisal and any financial viability appraisal submitted by the developer will be required to show:

- the economics of provision
- any particular costs associated with the development of the site
- the availability and amount of funding from Registered Providers and HCA grant
- compliance with any other relevant planning objectives or obligations.

4.18 The GLA Toolkit has built-in data such as housing prices and development costs. Applicants will be required to input scheme variables such as the site size, number of units, unit and tenure mix as well as other costs including any decontamination costs and planning obligations. In many cases it may not be possible to fully anticipate the scope of planning obligations prior to submission of the appraisal to the Council. Nonetheless, the applicant should input an initial figure following consideration of the Planning Obligations SPD and initial discussions with the Council's S106 Officer.

Consultation and Liaison

4.19 Developers are advised to engage with Registered Providers at the earliest stage of the process and liaise with the Council's Housing Development Team in the first instance to ensure schemes can be delivered.

4.20 A pre-application meeting with Council Officers to discuss any proposal requiring financial viability appraisals is encouraged. This is to ensure all appropriate elements (such as other planning obligations) are factored into the appraisal.

Off-Site Provision and Payment in Lieu

4.21 Affordable housing should be provided on-site as an integral part of residential development. Off-site provision and payment in lieu should only be considered in exceptional circumstances and where it meets the overall goal of sustainable and mixed communities in accordance with the NPPF. On this matter, the supporting text to policy 3.12 in the London Plan states that:

Affordable housing provision is normally required on-site. In exceptional circumstances it may be provided off-site or through a cash in lieu contribution ring fenced, and if appropriate 'pooled' to secure efficient delivery of new affordable housing on identified sites elsewhere. These exceptional circumstances include those where, having secured an alternative site, it would be possible to:

- *Secure a higher level of provision*
- *Better address priority needs, especially for affordable family housing*
- *Secure a more balanced community*
- *Better sustain strategically important clusters of economic activities, especially in parts of CAZ and the north of the Isle of Dogs where it might be part of a land 'swap' or 'housing credit'*

4.22 Any proposal for off-site affordable housing should enable provision that is more appropriate to identified needs. The final level of provision should be established in terms of habitable rooms.

4.23 Where off-site provision or payment in lieu is considered consistent with the guidance provided in this policy, pre-application discussions are encouraged. The 'receiving' site for off-site provision should be identified during the pre-application discussions.

Off-Site Provision

4.24 If the Council considers that the proposal for off-site provision of affordable housing meets the test of exceptional circumstances, the following issues must be addressed:

- The 'receiving' site or sites must be identified.
- In accordance with Circular 05/05, there should be a functional or geographic link between the application site and that site which is to receive the affordable housing. 'Receiving' sites should generally be within the vicinity of the development site and equally well located in terms of amenities and facilities.
- Planning applications for both the market housing site and the affordable housing site should be made at the same time, to enable the issues of affordable housing delivery to be addressed. A legal obligation will be required to ensure delivery.
- The off-site provision of affordable housing should be deliverable prior to the on-site market development being completed.

4.25 In determining the actual amount of off-site affordable housing to be provided, the proportion of affordable housing should be determined as if the total amount of housing was provided on one site. The affordable housing yield from a site where 100% market housing is proposed can be ascertained as follows – based on a formula:

OFF-SITE AFFORDABLE HOUSING CONTRIBUTION FORMULA

$$100 \times (a / (100 - b)) - a = c$$

where:

a = total capacity of the application site in terms of market housing

b = indicative affordable housing target as %. (This will usually be 50% but may alter as a result of any financial appraisal)

c = number of affordable units to be provided off-site

For example, on a site capacity of 40 market housing units, where 50% affordable housing provision is required, 40 affordable units would be required using the formula demonstrated below:

$$100 \times (40 / (100 - 50)) - (40) = c$$
$$(100 \times 0.8) - (40) = 40$$
$$40 = c$$

4.26 The mix of housing sizes on the ‘receiving’ site will depend on housing need (in accordance with the “exceptional circumstances” rationale), in accordance with Local Plan Part 1, Policy H2 and London Plan Policy 3.8 (Housing Choice). The amount of affordable housing provision on the ‘receiving’ site should be calculated on the number of habitable rooms, if this is considered to better meet housing needs.

4.27 In addition to calculating the off-site affordable housing yield from the primary site, an assessment should be provided of the requirement for the ‘receiving’ site for affordable housing, if it falls within the thresholds (0.5 ha or 10 units) to seek affordable housing. The affordable housing provision generated by the second site will be additional to that generated by the primary site.

4.28 Financial viability will only be assessed on the output of this process. If it is verified by the Council or third party agreed by the Council that it would not be viable for the development to support the quantum of off-site affordable housing generated when applying the affordable housing target, then the indicative affordable housing target percentage should be reduced so that the maximum amount of viable contribution is generated.

Payment in Lieu

4.29 In order to meet the objective of sustainable mixed communities as promoted the NPPF, the Council’s first preference is that affordable housing is provided in kind and on-site and, secondly in exceptional circumstances, in kind, in an associated development off-site. However there may be rare situations where provision off-site does not fully meet planning objectives and as such payment in lieu may be sought at the discretion of the Local Planning Authority (in consultation with the council’s Housing Development Team). The aim of payment in lieu is to provide affordable housing that is able to address housing needs more appropriately than could be provided on or off-site.

4.30 Payment in lieu is intended to enable the delivery of the nominated number of affordable housing units appropriate to the original development and relevant locality. Payment in lieu monies will be allocated to obtaining affordable housing that satisfies local housing needs. Possible recipients for monies from payment in lieu include:

- a local authority development including estate renewals
- a Registered Provider
- housing purchased on the private market to be transferred to a Registered Provider

- vacant properties brought back to use

4.31 Applicants may be required to bear the costs of any financial evaluation and development appraisal work that is required to ascertain the veracity of submitted material in support of a proposal for payment in lieu.

4.32 The monetary contribution for payment in lieu will be ascertained as follows:

- Step 1: Establish the number of affordable housing units to be provided. This will be ascertained by the formula (for off-site provision) outlined in this SPD.
- Step 2. Establish the mix and size of affordable housing units to be provided. Once the number of units is known, the mix of units to be provided should be established. This will be determined in consultation with the Council's Development Team, who will consider the priority housing needs and the availability of any recipient affordable housing scheme. The relevant provisions of the Local Plan Part 1 and Part 2 (once Adopted) and other planning guidance will also be a consideration.
- Step 3. Establish the monetary figure for the units to be provided from the open market. This will be determined on a case-by-case basis depending on the intended location of the affordable housing and purchase cost of units on the open market. Usually in this calculation, the assumption would be that there is no recourse to HCA grant or other subsidy. In determining payment, consideration will be given to factors such as likely new build costs and the location of and acquisition of land. The contribution may be subject to variation in accordance with a verified financial viability appraisal, although the Council will not accept contributions that would not be sufficient to allow for schemes to be fully funded.

4.33 As stated in para 5.18 above the Council will seek to maximise affordable housing delivery. Wherever possible, a minimum provision of 35% affordable housing will be sought for residential developments and mixed use schemes with an element of residential, with a tenure split of 70% social rented and 30% intermediate housing.

4.34 The monetary contribution for payment in lieu of the intermediate units on-site will be assessed following a financial assessment to be submitted by the applicant, which includes the costs associated with the development of the site; the number of intermediate units that are required on-site; the size of the intermediate units; the costs of providing the intermediate units on-site; the availability of funding; and the mechanism for securing the delivery of the discounted market housing.

Summary of Key Requirements

4.35 With the introduction of Hillingdon's CIL, affordable housing will continue to be subject to S106 procedures, with the key requirements being as follows:

- a. Affordable housing is required on residential developments and mixed-use schemes (with an element of residential) on sites of 0.5 hectares or more or capable of providing 10 dwellings or more
- b. To maximise affordable housing provision in accordance with the London Plan. The Local Plan Part 1 indicates that as a minimum, 35% of all housing across the borough could be provided as affordable. 70% should be delivered as social rented tenure and 30% as intermediate tenure. Subject to the thresholds in this SPD, the Council will seek to secure a minimum of 35% of all housing as affordable on a site by site basis.
- c. Affordable housing should be provided on-site as an integral part of any residential development.
- d. Affordable housing should be provided in perpetuity, usually secured by transferring it to a Registered Provider working in partnership with the Council.
- e. Occupation of part of the market housing will normally be restricted until the affordable element is completed and ownership transferred.
- f. A financial viability appraisal and justification is required to be submitted with the planning application in order to support any proposal that includes less than 35% of affordable housing or an alteration to the 70:30 tenure split.
- g. Pre-application meetings are encouraged for any development proposal which include discussions on financial viability.
- h. Off-site provision and payment in lieu will only be considered in defined exceptional circumstances, with off-site provision being preferred.
- j. For off-site provision arising from a 100% market housing site, the proportion of affordable housing should be determined as if the total amount of housing was provided on one site. In addition, consideration will be required of any affordable housing contribution generated by the second ('receiving') site.
- k. The monetary contribution for payment in lieu will be determined by the number, mix and size of housing needed and the cost of purchase of these units on the open market.

5. TRANSPORTATION, ACCESSIBILITY, AIR QUALITY AND NOISE

5.1 The high dependency on the use of cars in Hillingdon has resulted in several congestion hot spots and creates serious on-street parking pressures in the borough. High car use has also led to high levels of noise and air pollution at various locations along the major road network. While Hillingdon aims to improve and expand the public transport network and to promote alternative modes of travel, it is accepted that in areas such as Hillingdon with highly dispersed demand patterns, car use will continue to be an important travel method for the foreseeable future.

5.2 Due to predicted exceedences of national air quality objectives across parts of the borough, and in accordance with National Government guidelines, Hillingdon declared an Air Quality Management Area (AQMA) in the borough encompassing all identified areas of poor air quality. The AQMA extends from the southern borough boundary, northwards to the Chiltern-Marylebone railway line that cuts across the north of the borough. An Air Quality Management Plan has been adopted by Council to address this.

5.3 Transportation is also a significant generator of noise in the borough from roads (M4, A4 and A40), aircraft (Heathrow and Northolt Airports) and railways (Chiltern-Marylebone and Great Western lines, Underground). In addition, other sources of noise issues in Hillingdon include commercial and industrial sources.

Transportation

5.4 Funding for transport infrastructure required as a result of incremental growth, in particular public transport improvements, will be provided through the Council as part of the standard CIL Charge and other mainstream funding programmes, which will be regularly updated as part of the Annual Monitoring Report.

5.5 Where a proposal involves alteration to the local highway network, this may be required through S278 of the Highways Act 1980. However, there may also be occasions where the development specifically results in a traffic impact further along the network (e.g. freight operations impacting on an adjacent junction). This should be identified in the Transport Assessment.

5.6 Where transport infrastructure is required to directly enable access to a site or mitigate any adverse impact on the adjacent network, the Council will seek to ensure that the infrastructure is provided in a timescale consistent with the proposed development. As such, where the infrastructure is not planned for delivery from CIL, or any other funding programme, the Council will request that this is provided by the developer.

5.7 The Council will seek s106 contributions to address site specific mitigation and s278 contributions. These measures can include, but are not limited to the following:

- Highways works arising from the development (section 278 of the Highways Act);
- Provision of new access roads to enable access to and from the site to existing highways networks;
- The dedication of land required for highway/transport works;
- Financial contributions to promote highway safety and sustainable transport measures/schemes or to implement schemes identified in the Local Implementation Plan;
- The provision of on-site car club bays or off-site provision;
- Travel plans, including delivery and servicing plans and monitoring;
- Improvements to Rights of Way;
- Restrictions on eligibility for parking permits in Parking Management Zones
- Improvements to public transport networks, including bus and rail infrastructure.

Travel Plans - Qualifying Developments

5.8 Where a Transport Assessment (TA) is required, the Travel Plan should be developed in parallel with it to reflect the information listed below. This is to ensure that the provision of information on any mitigation measures planned and for any alterations to the modal share of a development facilitated by the travel plan are accommodated in the TA.

Travel Plans - further information

All new developments should make provisions to encourage cycling and walking and for places of employment to encourage staff and visitors to use more sustainable modes of transport rather than rely on car use. For developments in an AQMA, the Travel Plan should include measures that produce quantifiable emission benefits and in certain cases air quality monitoring may be required.

Examples of individual measures within a Travel Plan may include:

- Secure cycle parking and changing facilities;
- Safe pedestrian routes;
- Facilities for public transport, such as bus stops and lay-bys;
- Management and use of parking spaces, so that priority is given to certain categories of people, e.g. disabled people, people with children, visitors, or cars with more than one occupant, electric or low emission vehicles;

- The removal of parking spaces after a specified period, or when access to the site is improved (e.g. new public transport routes, cycle lanes);
- Car free housing developments;
- The provision of information on public transport, walking and cycling access to the site;
- Details on deliveries to the site, covering specification of vehicles and hours of operation, and specifications for lorry parking and turning spaces; and junction and road layouts;
- Employment of a travel plan co-ordinator for the site with responsibility for monitoring;
- Setting targets on the proportion of employee trips to be made by public transport and other alternative modes of transport; and
- Setting up or participating in City Car Clubs for residents or employers.

Development Thresholds - Travel Plans

5.9 Transport for London's (TfL) Guidance for Workplace, Travel Planning and Development includes guidelines for standard travel plans and enterprise travel plans, which relate to smaller scale travel plans that fall below the full travel plan threshold. Guidance is also provided on the circumstances where no travel plan is required. Applicants are advised to refer directly to TfL's document for further guidance on the travel planning process, which includes the following table for Travel Plan Thresholds.

TABLE 2 TRAVEL PLAN THRESHOLDS

Land Use	Threshold at or above which Travel Plan is required (< = less than, > = more than)		
	No requirement	Enterprise scale travel plan	Standard travel plan
Shopping Centre	< 20 Staff < 2500m ²	> 20 staff < 2500m ²	> 2500m ²
A1 Food/Non Food Retail	< 20 staff < 1000m ²	> 20 staff < 1000m ²	> 1000m ²
Garden Centres	< 20 Staff < 2500m ²	> 20 Staff < 2500m ²	> 2500m ²
A3/A4/A5 Food and drink	< 20 staff < 750m ²	> 20 staff < 750m ²	> 750m ²
B1 including offices	< 20 staff < 2500m ²	> 20 staff < 2500m ²	> 2500m ²
B2 industrial	< 20 staff < 2500m ²	> 20 staff < 2500m ²	> 2500m ²
B8 warehousing and distribution	< 20 staff < 2500m ²	> 20 staff < 2500m ²	> 2500m ²
C1 Hotels	< 20 staff	> 20 staff	> 50 beds

	< 50 beds	< 50 beds	
D1 Hospitals/ medical centres	< 20 staff < 50 staff	> 20 staff < 50 staff	> 50 staff
D1 schools	All schools to have a travel plan	All developments to have a school travel plan	All developments to have a school travel plan
D1 higher and further education	< 20 staff < 2500m ²	> 20 staff < 2500m ²	> 2500m ²
D1 Museum	< 20 staff < 100,000 visitors annually	> 20 staff < 100,000 visitors annually	> 100,000 visitors annually
D1 Places of public worship	< 20 staff < 200 members/ regular attendees	> 20 staff < 200 members/ regular attendees	> 200 members/ regular attendees
D2 Assembly and Leisure (other than stadia)	< 20 staff < 1000m ²	< 20 staff < 1000m ²	> 1000m ²
D2 Stadia	<20 staff <1500 seats	>20 staff <1500 seats	> 1500 seats

Source: Transport for London: Guidance for workplace travel planning for development .

AIR QUALITY

5.10 The following guidance on planning obligations for air quality relates to matters that have not been accommodated as part of an integrated package of planning obligations to address transportation issues. The Mayor's Air Quality Strategy and Hillingdon's Air Quality SPG provide guidance on the submission of air quality assessments as part of planning applications and their assessments.

Qualifying Developments

5.11 Planning obligations may be sought for developments that are either in the AQMA or adjacent to the AQMA and considered likely to impact on the objectives to improve air quality. The Council's Air Quality SPG (para 2.6) outlines the following matters to be considered in the acceptability of a development from an air quality perspective:

- The scale of the emissions;
- Whether the emissions caused by the development would impede the London Borough of Hillingdon's overriding objective to improve air quality in the area;
- Whether significant public exposure occurs; and
- Ground level concentrations.

5.12 Obligations may be sought to ensure no detrimental impacts on air quality and/or to ensure compliance with the objective of the AQMA. The following circumstances may establish a requirement for planning obligations:

- As a recommendation of an air quality assessment;
- To mitigate the impacts from emissions from new development where these cannot be resolved through other means such as planning conditions, travel plans or statutory licences;
- To mitigate impacts on new development where floor space is to be occupied for significant parts of the day, such as residential, where located in an area of poor air quality; and
- To mitigate air quality impacts during the construction phase where these cannot be controlled through conditions or other statutory licences.

Types of Obligations Sought

5.13 The following obligations may be sought to improve air quality:

- Use of low emission fuel technology and other measures to minimise emissions;
- Tree and other planting where directly relevant to mitigating the impact of emissions;
- Restrictions on certain types of vehicles;
- Use of cleaner fuels for energy and heating;
- Use of combined heat and power and community heating systems where appropriate;
- Encourage company use of environmental management systems and air quality strategy; and
- Any other appropriate measures to meet the objective of the Air Quality Action Plan.

5.14 In some cases, air quality monitoring may be required to ensure these standards can be met and maintained. As such contributions towards the establishment and ongoing maintenance of this may be required if necessary.

NOISE

5.15 As-stated in Hillingdon's SPD on Noise, the Council exercises its land use planning controls to seek the physical separation of noise and noise sensitive development. Planning obligations may be applied if separation or planning conditions cannot be used to control or reduce noise levels or to mitigate the impact of noise. The Mayor's Ambient Noise Strategy and Hillingdon's Noise SPD

provide guidance on noise issues and assessments as part of planning applications.

5.16 This section provides guidance on planning obligations for noise that have not been accommodated as part of an integrated approach to address transportation and accessibility issues.

Qualifying Developments

5.17 The Council's Noise SPD sets out requirements to be considered in the assessment of noise. Planning obligations may be sought in the following circumstances:

- Where a development would cause nearby residential development to be affected by noise exposure categories B – D and/or Table 2 (Residential Noise Criteria) as outlined in the Noise SPD to be exceeded;
- Where a development would cause exceedences of 60 LAeqTdB upper limit as outlined in Noise SPD for schools and hospitals;
- Where there would be exceedences of internal noise criteria for school and offices as outlined in Table 3 of the Noise SPD;
- To mitigate impacts on the character of an area, of sites of importance for nature conservation or to ensure the welfare of livestock or other animals;
- Where there would be exceedence of noise limits prescribed in Annex 2 of Mineral Policy Statement 2 (MPS 2);
- To control noise at source where planning conditions or other statutory licences are not applicable; and
- As a result of a noise measurement survey or noise management plan.

Type of Obligations Sought

5.18 Planning obligations to address noise and vibration issues may include the following:

- Measures to reduce noise at source such as vehicle fleet selection, quiet beepers and other administrative or work place practices.
- Mitigation measures such as noise barriers and sound insulation of residential properties and other noise sensitive receptors
- Provision of off-site landscaped buffers
- Road and other surfaces incorporating provision of quieter surfaces such as porous asphalt
- The preparation and implementation of noise management plans.

5.19 These noise control measures should complement noise control measures available through normal planning and other statutory procedures. In certain cases monitoring may be required to ensure standards can be met and maintained. As such contributions towards the establishment and ongoing maintenance of this may be required if necessary.

6. TRAINING AND EMPLOYMENT

6.1 Hillingdon attracts a variety of new companies to the benefit of the local economy and many existing businesses may wish to expand. Hillingdon has a number of sites and premises for a variety of employment generating uses and the local authority welcomes well-designed schemes in appropriate locations that create job opportunities. There is however a need to ensure that appropriate skills are developed and that local people, particularly the unemployed and socially excluded, have the ability to access the new jobs being created by new development.

6.2 The following guidance summarises the circumstances in which the Council will use planning obligations in respect of training and employment, which will not be subject to CIL. It is intended that it will be applied to most planning applications for significant employment generating development through the delivery of in-kind schemes or financial contributions towards training and employment in the borough. Any funding secured will be used either to build upon existing initiatives to tackle unemployment and improve skills or those tailored to suit the particular needs of companies moving to the Borough or the needs of specific areas or sectors. However in the first instance an in-kind scheme delivered onsite is the preferred option.

Policy Context

6.3 The latest version of Hillingdon's strategy for a sustainable economy, Sustain, Renew and Prosper, was published in 2011 and articulates Hillingdon's pragmatic approach to regeneration over the next 4-5 years. Key priorities in this document are to:

- Link local people to training and job opportunities to create a prosperous future for all our residents, including young people starting on their career paths during these difficult economic times.
- Ensuring that residents have the skills and aspirations to compete for local jobs, increasing the opportunities for local businesses to provide apprenticeships and skills development by:
 - Using opportunities from the development of major sites and infrastructure projects to provide skill training and jobs during construction phases and end use.
 - Maximising the value of our own procurement and commissioning of goods and services to provide for local skills training, apprenticeships and employment opportunities.
 - Disseminating intelligence from Hillingdon's Economic Assessment to shape employer-led local skills provision and careers advice delivered through our schools, further and higher education and training providers.

6.4 Policy E7 of Hillingdon's Local Plan Part 1 states that:

'The Council will ensure training opportunities are linked with the development of major sites for both construction phases and end use occupiers, and through liaising with local colleges and businesses to ensure workforce development and training programmes reflect skill requirements in the workplace The Council will engage with local businesses and universities to link high end jobs in the borough with higher education courses. The Council will promote Hillingdon as a destination for visitors and tourists and ensure that local residents have access to jobs within related industries.'

TRAINING AND RECRUITMENT IN HILLINGDON

6.5 Hillingdon's 2011 Joint Strategic Needs Assessment (JSNA) makes the following observations in relation to employment, unemployment, worklessness, workforce and skills in Hillingdon:

- The Annual Population Survey shows 63.4% of the workforce is qualified to NVQ2 and 50.4% qualified to NVQ3. However only 31.7% (53,200) of the resident workforce has attained NVQ4+ qualifications which is behind the London average at 39.7% and our nearest neighbours in the functional economic area; Ealing 36.5%, Harrow 33.1%, Hounslow 34.9% and Richmond 53.4%.
- What this means is that Hillingdon residents may be less able to secure high-level jobs, particularly in the knowledge economy, technical and creative industries which are the sectors forecast for economic growth.
- Currently 21,100 (12.6%) of Hillingdon residents have 'no qualifications'; above the London average (11.8%) and national average (12.3%).
- The majority 46%, some 9,706 residents are aged 50-64. Whilst this age group may have been able to secure elementary occupation within their working lives, they could now face increased competition for these kinds of jobs from jobseekers with mid-level qualifications.
- The number of NEETS has reduced and learning participation increased between 2006 and 2009. NEET young people live mainly in the south of the borough with the vast majority of the NEET group made up of young people who are White British (74.8%) followed by Asian (6%) and Black Caribbean (6.0%) ethnic backgrounds. Young people with learning difficulties (9.6%), pregnant (4.9%) or caring for their own child/ children (10.7%) continually feature disproportionately in the NEET cohort.
- Job Seekers Allowance claims have increased significantly in recent years, albeit from a low base. In August 2010, 5,443 people in

Hillingdon were claiming JSA. This compares with a 'pre-downturn' low of 2,843 in Jan 2008.

- Of the claimant count in August 2010, 25% were from within elementary occupations, 23% within Sales and Customer Service and 13% within Admin/Secretarial roles. Using the standard definition of an unemployment hotspot (1.5% above GB average JSA claimants) current ward unemployment hotspots (Aug 2010 NOMIS, GB average 3.6%) are Botwell (5.4%) and Townfield (5.3%) with Yeading, Barnhill, Yiewsley, West Drayton & Pinkwell hovering at 4+%.
- Long-term unemployment has more than doubled over the last year. The proportion of Hillingdon residents that have been out of work and claiming JSA for 12 months or more is currently 13.5% (730 claims); the highest level since Nov 2006. The majority of long-term unemployed claimants are aged 50+ (40%) and from within elementary occupations. 7.9% of working age people in Hillingdon are self employed – the second lowest across west London and below London average of 9%.
- In 2008, there were approximately 188,600 jobs in Hillingdon, a number which exceeded the working age population of approximately 174,900. The local labour market is relatively buoyant, as a result. However, about two thirds of jobs are filled by people commuting into Hillingdon, rather than by residents themselves.
- The number of people claiming out of work benefits in the borough is 22,440, or approximately 12.8% of the working age population. Although this is below the London and national average, reducing the number of benefits claimants continues to pose a significant challenge in tackling deprivation.
- 36.6% of residents have qualifications below NVQ Level 2. Improving the skills of Hillingdon's residents will be central to ensuring they can prosper from new jobs being created.

Skills and Training Initiatives

6.6 Training has an essential role in reducing unemployment and in ensuring that local people are prepared for and able to secure new jobs being created in the local economy. Training for local people brings benefits to the local economy in terms of economic sustainability by helping businesses to have access to an appropriately skilled workforce. It has the added benefit of minimising the number and length of journeys to work thereby reducing congestion and pollution on the Borough's roads and helps minimise contributions to climate change.

Training and Recruitment in Other Specialist Areas

6.7 There are some areas of employment which require specific skills and/or qualifications e.g. IT or involve establishing modern apprenticeships e.g. engineering. There may also be opportunities to work with schools and colleges to provide work placements and work experience and encourage interest in certain sectors, which have seen a decline in entrants to the workplace. This type of engagement would be considered on a case by case, site by site basis.

Triggering Developments

6.8 It is intended that planning obligations and contributions will be sought for most employment generating development (normally those generating at least 50 full-time equivalent jobs) in the Borough and/or where a proposal results in a loss of employment floorspace. In the case of construction training this may extend to larger residential schemes. The requirement and scope of provision or contributions for training and recruitment measures will be determined by a number of factors such as:

- the nature and scale of the development (including likely employment generation).
- the location of the development in terms of accessibility and an identifiable need for training schemes/measures.
- the number of jobs and gross floorspace to be lost or replaced.
- the nature and number of existing jobs affected by proposals.
- in the case of vacant sites or premises, the previous uses and job creating potential/employment levels based on worker to floorspace ratios for those uses.
- identified recruitment and training issues or problems related to specific uses and local areas in general e.g. higher than Borough average levels of unemployment, regeneration areas.
- whether occupiers have established or propose to establish training and recruitment programmes and initiatives in the area.

Types of Planning Obligations

Employment Strategy

6.9 Where a planning obligation may be required following consideration of the above criteria, the developer will be required to submit an employment strategy as part of the application. The employment strategy should address the specific local employment issues that have been identified by ensuring the recruitment, training and employment at the development or by a business operating out of the application site, focussing on local people who are unemployed or who do not have the necessary skills to ensure longer term employment. The employment strategy will include (be it part of or solely related to) provision for construction training which occurs during the construction phase of development.

6.10 For particular developments in areas of higher levels of lone parents, an employment strategy would provide the mechanisms to support them into employment including basic skills training, affordable childcare and promote flexible working opportunities. In some areas the high levels of unemployment of claimants of an ethnic minority would require specialist support such as access to I.T literacy and numeracy skills training.

6.11 The employment strategy is to be agreed by the Council in writing prior to the Council's Planning Committee's consideration of the planning application. Where the Planning Authority considers that an employment strategy can be secured through a planning condition, a planning obligation will not be required. Employment strategies may also include monitoring and review mechanisms which may be linked to the s106 legal agreement to secure its ongoing compliance. It is expected that developers will work with the Council to develop the best employment strategy for any given development to address local need.

6.12 The Council will seek a commitment within employment strategies to maximise employment for local residents. New employers will be required to work in partnership with Job Centre Plus facilities (or similar employment agencies) to identify suitable candidates in the local area for interview and potential employment.

Financial Contributions to Training Schemes

6.13 In exceptional circumstances where it is not possible to secure an employment strategy that meets the requirements referred to above or the employment strategy is not acceptable, then as a compensatory measure the developer should provide a financial contribution to a training course to serve underskilled or unemployed people in the area.

Other Types of Planning Obligations

6.14 Where a scheme is of strategic importance, the Local Planning Authority may consider further obligations in order to maximise employment opportunities for local residents such as:

- local employment brokerage /job fairs; and
- initiatives providing or contributing to training, employment and recruitment related services and projects.

Construction Training and Recruitment

6.15 The requirement and scope of provision of or contributions to construction training and recruitment measures will be determined by a number of factors such as the size of the scheme, size of construction contract and length of development programme. Indicative benchmarks, which would create the potential for a planning obligation for construction training, include:

- developments with estimated construction costs of over £2m and a construction period of three months or more;
- housing developments on sites capable of accommodating 10 or more units;
- commercial developments over 3000 sq. metres; and
- schemes of strategic importance as defined by the Mayor of London's planning powers.

6.16 As stated above, in the first instance the Council will seek to secure employment strategies with developers to maximise employment opportunities for local residents in-kind, rather than as a financial contribution. In addition to appropriate general considerations for employment strategies referred to earlier, where an obligation for construction training or recruitment may be triggered, employment strategies will require developers to offer specified numbers of construction waged training placements/apprenticeships. The developer may provide a construction work placement co-ordinator to arrange the required training placements. The number of waged training placements will be calculated in a similar way to the contribution for construction training detailed below i.e. at least forty weeks of waged construction training places should be provided for every £1 million of construction costs. The waged placement should be with either the developer, contractor or sub-contractor, the approval of which is to be given by the Council prior to development commencing.

6.17 Alternatively, it may be viable for the developer to make a payment to the Council of the equivalent costs to provide a construction work placement co-ordinator. One full time post, estimated at £71,675 p.a (based on typical salary with on-costs, training budget and promotion budget at the time of writing) would be required for commercial schemes of 7,500 square metres or residential developments of 160 units or more. At the time of writing one construction workplace co-ordinator would facilitate 35 people into a waged training placement or apprenticeship each year. A contribution for placements to courses will also be requested and calculated on the basis of the "Training Costs" indicated below.

6.18 Only in exceptional circumstances where it is not possible to secure an employment strategy or a contribution to the Council to cover the costs of providing a construction work placement co-ordinator and associated training placements as mentioned above, then as a compensatory measure the developer will be asked to make a financial contribution to an alternative training course and/or work-placement co-ordinator valued in proportion to the size of the development. Contributions will be applied by the Council towards the costs of construction training delivered by recognised providers and where appropriate providing a construction work placement co-ordinator. It is proposed to adopt the following formula for calculating the financial value of the contribution:

CONSTRUCTION TRAINING FORMULA

Training Costs + Co-ordinator Costs = Total Contribution

Whereby:

“Training Costs” is assumed as £2,500 for every £1m worth of construction costs. Based on the average cost of training for one person on an NVQ construction course at college.

“Co-ordinator Costs” is assumed as size of development as a % of work placement co-ordinator threshold size x total cost of work place co-ordinator. One full time post, estimated at £71,675 p.a. (based on typical salary with on-costs, training budget and promotion budget) would be required for commercial schemes of 7,500 square metres or residential developments of 160 units or more. The length of the post would depend on the length of period that placements would be required to the development.

Worked Example:

“Training Costs” for a residential scheme costing £5m will generate $£2500 \times 5 = £12,500$

“Co-ordinator Costs” for the scheme assuming 30 unit scheme and placements over a one year period generates $30/160$ or $18.75\% \times £71,675 \times 1 = £ 13,439.06$

$£12,500 + 13,439.06 = £25,939.06$ contribution

Hotel/Leisure Industry Contributions

6.19 The requirement and scope of provision or contributions to hotel/leisure industry training and recruitment measures will be determined by a number of factors such as whether hotel/leisure industry expansion or new developments are likely to generate 50 or more extra or new jobs. If an employment strategy cannot be secured which delivers this obligatory in-kind then as a compensatory measure the developer will be required to make a financial contribution to a training course to serve underskilled or unemployed people in the area. The level of contribution is likely to be £400 for every one in three jobs e.g. a scheme that can create 75 jobs may be required to contribute £10,000.

6.20 Contributions received will be applied to assist relevant hotel and leisure industry related training offered by recognised and accredited organisations such as Uxbridge College or other training providers.

7. COMMUNITY SAFETY IN THE PUBLIC REALM

7.1 The public realm comprises all parts of the environment that define the public spaces between buildings. It overlaps a great deal with the term public space. The quality and the condition of the public realm has a direct bearing on how Hillingdon is perceived. The Council is therefore committed to promoting the highest quality of the public realm and to seeking ways to make it more attractive, accessible, safe, diverse and sustainable.

7.2 Funding for public realm improvements required as a result of incremental growth will be provided through the Council as part of the standard CIL Charge. When a development scheme is likely to raise issues regarding community safety in the public realm, a planning obligation will be required where impacts cannot be addressed by on-site by design, through condition or any other statutory means.

7.3 Where a planning obligation is considered appropriate, the Local Planning Authority will specify the use of contributions to ensure they are applied towards site specific local public realm projects. Depending on the scheme, the type of measures may include:

- Crime prevention and safety e.g. CCTV;
- Signage;
- Site specific car parking improvements and management; and
- Site specific highways works.

Community Safety

7.4 Consultations have shown that feeling safe is one of the public's top priorities. High quality and well thought out design will improve and create public spaces and streets that are overlooked, well-used and maintained and that are therefore more likely to be safe and perceived as safe environments. It will therefore be reasonable to look to developers to contribute to community safety schemes if they are considered essential to offset those impacts and make a scheme acceptable in planning and safety terms.

Planning obligation requirements

7.5 Most forms of new development used by the public will need to take account of measures to improve community safety. There are a number of design objectives which can ensure new development contributes to attractive and well used, and therefore more secure and safer, public spaces and street environments some of which are:

- to ensure that adjoining uses and design of new buildings do not detract from the safety and security of public spaces and ensure public spaces and streets are well lit, maintained and regularly cleaned.

- security measures should be integrated and carefully designed (the right balance needs to be struck between conspicuous measures and appropriate design).
- opportunities for the observation of criminal and anti-social behaviour should be maximised through the use of 'active' frontages and fenestration to assist informal surveillance and avoidance of excessive blank elevations and high, solid walls that attract graffiti and billposting.
- to maintain and create direct, well-used and legible routes with clear signposting and footpaths, cycle ways and towpaths that are designed to encourage use and prevent opportunities for concealment.

7.6 Many of these objectives will be achieved through high quality design approaches and can be covered by relevant conditions attached to planning permissions. However, where these objectives are to be achieved outside the immediate boundaries of a site and are necessary to make a scheme acceptable in planning and safety terms, developers will be required to enter into a planning agreement to deliver certain prescribed safety measures.

7.7 Where a planning obligation is considered appropriate, the Local Planning Authority will specify the use of site specific contributions to ensure that they are applied towards specific local community safety needs, for example:

- CCTV, whether providing linkages to existing systems or new schemes, including as appropriate commuted sums for management and maintenance;
- provision of lighting particularly to established or proposed pedestrian and/or cycle routes serving the development and those linking it to nearby residential areas and facilities;
- rerouting or closure/gating of underused and potentially dangerous paths and links such as subways and alleyways which serve a limited purpose;
- safety improvements to existing or proposed public transport interchanges, facilities and car parks where new developments may be located;
- environmental projects that contribute towards safer town centres and other areas affected by a development, e.g. landscaping works to improve visibility and remove areas of concealment (balanced with protection of valuable trees and shrubs), works on adjacent waterways and towpaths; and
- enhanced night bus networks or specially created services to provide alternative safe forms of travel to and from major new

facilities and leisure uses (particularly those highly dependent on shift workers and/or open beyond the hours of regular day time services).

7.8 The type and level of contribution will ultimately be based on the location, nature and scale of the proposal. It will also depend on a scheme's potential impact and the estimated cost of providing the requisite package of community safety measures. In general whether contributions are sought and their scale will depend on the:

- proposed use and its likely impact on community safety;
- hours of use;
- total floorspace and likely level of activity and trip movements;
- location in terms of public transport and accessibility;
- physical and design impact on the immediate area;
- existing safety measures in place;
- other infrastructure requirements e.g. car parks, open spaces; and

7.9 When appropriate, contributions may be sought from:

- all new major proposals for leisure and entertainment facilities and venues including uses such as gyms, leisure centres and cinemas that are likely to operate beyond 8.00 p.m
- all late night cafes/restaurants, public houses and night clubs which can accommodate 40 or more people and that seek to attract clientele beyond 8.00 p.m;
- retail, hotel, office and other developments that incorporate the above uses or in themselves are substantial enough to generate significant increases in visitor numbers and trip movements;
- all major town centre developments that will generate significant increases in visitor numbers, trip movements and use of public transport facilities;
- developments such as supermarkets and petrol-filling stations that operate late at night and in some cases 24 hours per day;
- all major development proposals resulting in intensification of uses and activity in isolated areas, e.g. industrial estates, canal towpaths and Green Belt, that are more likely to be relatively poorly located in terms of safe, well-lit and used routes and transport facilities;
- all major residential developments e.g. 10 or more units;
- residential developments that suffer from a more inaccessible location, deficient;

- public transport facilities and/or poor linkages to local shops and community facilities (e.g. over 800m away), that are particularly not conducive to encouraging access by means other than by car.

7.10 These type of proposals and thresholds are not an exhaustive list but they will generally be expected to contribute to introducing or improving existing safety measures as identified in conjunction with the local crime prevention officer and community safety team and the level of contribution will be weighted accordingly. The thresholds outlined above are indicative and provide a guideline as to the scale of development that is likely to have sufficient impact to consider whether planning obligations may be required but each case will have different impacts and will be considered on their own merits.

CCTV

7.11 There are several elements to a CCTV scheme and the Council will seek contributions towards the full or partial costs for the provision of CCTV from relevant developments depending on the scale, location and nature of those schemes. One-off commuted sum payments will also be sought for revenue costs for up to 7 years to support the rental and maintenance costs of the equipment.

7.12 Based on the technology and approximate costs as at March 2012 the elements and costs of one camera plus link back to the Civic Centre would be as follows:

Capital costs, associated project design and initial maintenance costs

- cost of camera and associated above ground equipment £9,000;
- fibre / transmission links between £6,000 and £10,000 (this is variable as it is dependent upon distance to control room);
- additional central equipment (includes monitors, matrix configurations) £2,000;
- design and management £3,000; and
- others (such as fees and software) up to £1,550.

Revenue support

- annual fibre rental £1,500 (generally between 10% and 17% of capital cost, dependant upon supplier); and
- annual maintenance £900.

Note that costs may vary from site to site.

7.12 In some circumstance other measures may be more appropriate, such as rapid deployment cameras, audio-deterrents such as 'mosquito units and stand alone cameras. The level of contribution sought will be dependant on the type of development scheme and the cost of the specific measures required.

8. ENVIRONMENTAL IMPACTS

8.1 The Council as local planning authority has a duty under European, national, regional and local directives, policies and guidance to protect the local environment from development and seek sustainable development.

8.2 New development can have both a minor or major impact on the local environment. The way a scheme minimises or off-sets its impact and contributes positively to its surroundings, whether in an urban setting or more rural, green environment, will determine how acceptable a proposal is likely to be. As a first priority adverse environmental impacts should always be avoided. Only where there are no suitable alternatives and reasons for the development that outweigh any avoidance of damage should planning obligations be considered.

8.3 Funding for environmental improvements required as a result of incremental growth will be provided through CIL. The following guidance outlines the circumstances in which planning obligations will be sought on a site specific basis to offset the potential adverse impacts in relation to the areas listed below.

- Biodiversity and Nature Conservation;
- Landscape and Trees;
- Land Contamination;
- Recycling and Waste Management; and
- Flooding.

Biodiversity and Nature Conservation

8.4 A planning obligation may be sought where a development has a potentially damaging impact on the nature conservation or biodiversity value of a SSSI, species, habitat, site or area of regional or local importance and this impact cannot be satisfactorily mitigated by design or on-site measures covered by planning conditions or other controls. Planning obligations will be used where appropriate to:

- restrict uses so as not to damage or harm existing features or assets or visual amenity;
- secure works necessary to protect and enhance existing features and ensure necessary works to create new compensatory features or other mitigation measures are implemented;
- secure contributions for works and mitigation measures necessary to protect and enhance existing features of nature conservation or biological importance and existing landscape feature and ensure necessary works to create replacement compensatory features;

- support requisite land management and maintenance plans; and
- address public accessibility.

8.5 New habitats can be created to help achieve the protection and encouragement of habitat and species under threat. In such cases The North London River Restoration Plan, the emerging Hillingdon Biodiversity Action Plan and Strategic Flood Risk Assessment (SFRA), and other emerging parts of the Local Documents Plan should be referred to for opportunities for the creation of new habitats.

8.6 Examples of areas where obligations may be required are:

- resolution of land management issues;
- arrangements for the monitoring of the effectiveness of mitigation measures and remedial measures when necessary;
- provision of hydrological or other offsite surveys / monitoring;
- provision of land to be used as a nature reserve;
- new habitat creation schemes;
- the preservation or creation of buffer zones free from built development between watercourses and development;
- provision of information or interpretive facilities and access;
- financial provisions for ongoing management and revenue costs; and
- only in exceptional circumstances will habitat or species translocation schemes be considered.

8.7 Some developments may result in increased activity and affect the value of both designated and non-designated nature conservation areas. In these circumstances where appropriate, in addition to the provision of information or interpretive facilities and access management routes, the developer will be expected to contribute towards the management and maintenance of these areas in order to minimise adverse impacts. Developers will be required to make proper provision for the long-term future and maintenance of the site and this will be secured through a planning obligation.

8.8 The Council will, therefore, seek a contractual arrangement possibly supported by a commuted payment prior to the grant of an associated planning permission. A management plan or any other obligation involving landscape or nature conservation, may also require the involvement of, and consultation with, the appropriate agency, such as the Environment Agency, Natural England and London or Herts and Middlesex Wildlife Trust or Local Nature Reserve management groups.

Landscape and Trees

8.9 The nature of impacts and the required mitigation or compensation measures will depend on the nature and scale of proposals and the character of areas that are affected but they will need to meet the following objectives:

- maintain and enhance landscapes and waterscapes in terms of their ecological, conservation, amenity and historic value;
- improve the integration, relationship and visual impact of new development to areas of acknowledged importance and environmental sensitivity;
- safeguard existing areas of landscape, nature conservation or historic interest from inappropriate and poorly designed development;
- preserve nature conservation assets through the protection and management of habitats and geological features; and
- provide accessible facilities and opportunities for recreation and passive enjoyment which do not compromise the protection of habitats of acknowledged importance and environmental sensitivity.

8.10 In certain circumstances, where landscape requirements cannot be achieved or trees retained onsite through design or conditions, planning obligations could be required to ensure the provision of compensatory landscape or replacement trees off-site, but in close proximity to the scheme e.g. a local park or nature reserve that could benefit from improvement. Replacement planting must be of suitable species (ideally of locally native species), size and density to the local context and character.

8.11 In order to safeguard the sustainability of development, obligations may be sought to cover the provision of on-site landscape including natural landscape features such as trees, hedgerows and ponds and where appropriate, the Council will seek to secure their administration through management agreements.

8.12 Developers may be required to enter into a planning obligation to safeguard provision of landscape or replacement planting and its subsequent maintenance, security and insurance. In some cases, where the measures secured are predominantly for the benefit of the users of the associated development it may be appropriate for developers to make a commuted sum payment for maintenance in perpetuity.

Land Contamination

8.13 Land affected by contamination due to the presence of metals, liquid chemicals and vapours and/or air may give rise to hazards that put at risk occupiers or other users of the land, and may cause damage to buildings and infrastructure. The contaminants may also migrate to and affect nearby land by polluting surface and ground waters and/or having a detrimental impact on

ecological systems. Land affected by contamination that remains untreated can therefore restrict development potential in the developed area of the Borough or prevent the introduction of uses involving public access e.g. open-air recreation in the green belt.

8.14 Where a planning obligation is considered appropriate, the Local Planning Authority will seek to secure measures or contributions towards site investigation and/or remediation works on land affected by contamination. In particular these could include the following:

- review / verification of such works carried out at the development site under condition, where necessary;
- site investigation and remediation works for other affected land related to the development;
- monitoring works following the completion of the development. Examples include measuring gas and/or water contamination in boreholes and/or installing permanent monitoring equipment;
- the management of contaminated land, including a requirement for certain operations and activities to be carried out, such as the maintenance of remedial works. Examples include landscaping improvements and maintenance, gas protection and/or leachate treatment facilities (e.g. water treatment barriers);
- restrictions on the development or use of the land;
- any other measures deemed appropriate, for example independent monitoring / investigation during remediation works to ensure there are no off-site affects as a result of contamination; and
- performance bonds (surety) to ensure the implementation of obligations.

8.15 Land contamination issues must be sufficiently addressed in any environmental assessment to accompany a planning application, including consideration of the fact that contamination may have spread beyond the development site boundary and that a wider area may require monitoring and/or treatment.

Recycling and Waste Management

8.16 European and government policy and directives require both substantial reductions in the use of landfill and increases in recycling and composting. The relevant landfill directive targets are statutory and must be met. The Council aims to encourage the recycling of waste materials by providing a range of both local and major recycling facilities and services. Additional provision may have to be made where the existing recycling facilities cannot meet the demands for waste disposal and recycling requirements of new development. As more development takes place and the need to improve recycling performance arises, additional

facilities will be needed. These include facilities for materials recycling, inert waste recycling, composting, waste treatment and energy recovery, and reprocessing of recyclables.

8.17 In the majority of development proposals, it will be possible to deal with the issue of waste disposal management on-site through design or planning conditions. Where special or additional facilities are required to meet new demands generated by a proposed development, e.g. a new shopping centre or large housing scheme, a planning obligation may be required for land and infrastructure for waste collection and management (including recycling facilities such as collection points for glass, cans, paper and textiles).

8.18 Where a need is identified and where design and planning conditions will not suffice, planning obligations will be sought to:

- secure contributions towards the provision of additional local recycling facilities and services; and
- secure contributions towards major recycling facilities; and, encourage large employers to make provision for recycling facilities within their development.

8.19 Where a need is identified for new facilities there will also generally be a requirement for payment of a commuted sum towards the maintenance of the facility or service for a specified period, usually five years.

Flooding

8.20 Hillingdon's Strategic Flood Risk Assessment (SFRA) identifies areas of the Borough at risk of flooding which are ranked according to their probability of flooding. It refers to considerations for different types of development seeking planning permission within these areas. If having taken advice from the Environment Agency and any other relevant operating authority, flooding engineering works are required and these cannot be appropriately secured through planning conditions or other controls, a planning obligation will be sought for:

- works or contributions towards improving flood defences and mitigation works such as works to river banks, bridge / culvert widening, improving watercourse bed gradients or general widening of watercourses as appropriate;
- sustainable drainage systems (SUDS) or other measures to reduce surface water run-off; and
- implementation of future flood alleviation schemes and making space for water. For more information please refer the emerging SFRA.

8.21 Flooding from all potential sources must be fully assessed within a site specific Flood Risk Assessment in any environmental assessment or statement to

accompany a planning application for development with flooding implications. Even smaller schemes, which may fall outside the thresholds of the Environmental Impact Assessment Regulations, can generate impacts beyond its immediate site and may require the implementation of measures to off set those impacts.

9. OPEN SPACE AND RECREATION

9.1 Additional dwellings and businesses add to the demands placed on existing open spaces and recreational facilities. In addition, inadequate provision or inadequate access to recreational facilities and open space for new development can disadvantage occupiers of new development and as such fail to meet the government's sustainable communities objectives.

9.2 Funding for open space provision required as a result of incremental growth will be provided as part of Hillingdon's CIL. Planning obligations may be required to address:

- new development that directly creates a need for new, additional or enhanced facilities or recreational open space; or
- the loss of recreational public open space or a recreational facility without adequate alternative and compensatory replacement.

Planning Obligation Requirements

9.3 Planning obligations to meet site specific open space requirements may comprise one or more of the following:

- (i) Provision of open space to meet the needs of the development which may include recreational facilities;
- (ii) Provision of facilities to meet recreational needs including for children and young people;
- (iii) Provision of improvements to increase accessibility of the open space and or recreational facilities;
- (iv) Provision of works to address the quality of open space to meet the needs of new development; and
- (v) Compensation for the loss of open space or recreational facilities caused by a development or for the failure to meet on-site amenity space requirements.

Qualifying Developments

9.4 The circumstances when planning obligations will be required are as follows:

- Developments which fail to meet the on-site amenity space requirements as set out in HDAS;
- Developments which cause the loss of recreational open space or recreational facilities and none or inadequate provision is proposed;
- If the development has inadequate access to open space or recreational facilities; and

- If there are any deficiencies in open space or recreational facilities, in terms of quantity or quality of provision, or accessibility to the subject development and these will be exacerbated by the development.

9.5 Generally all residential development on sites capable of accommodating 15 or more residential units will be required to provide on-site open space and recreational facilities as appropriate.

Provision of Open Space

9.6 The Council's Open Space Strategy (OSS) was published in July 2011 and recorded a total of 676 open spaces covering 3,409 hectares and making up nearly 30% of the land area of the Borough. Only open spaces greater than 0.4 hectares were recorded in line with national and regional guidance. Of this total, 1,757.9 hectares was identified as being publicly accessible and formed the basis of the following recommended standards of provision:

- A Borough wide quantity standard of 6.0 ha of unrestricted open space per 1,000 population; and
- A Borough wide quantity standard of 2.0 ha of unrestricted "Recreational" open space per 1,000 population.

9.7 In addition, development is expected to meet accessibility standards. All residents within the Borough should have access to:

- A 'Small' or 'Local' (or higher level) open space within 400m of where they live;
- A 'District' (or higher level) open space within 1,200m of where they live and where feasible (non-mandatory); and
- A 'Metropolitan' open space within 3.2 Km of where they live.

9.8 Where development would cause a localised requirement for additional open space, it is expected that such land is provided as part of the site design or in an adjacent location, (particularly in areas already deficient of open space). Development that causes a direct reduction in protected open space will be required to provide a replacement area either on-site or in an adjacent location, to the same or better standard as the area that has been lost.

Provision of Recreational Facilities

9.9 As noted in paragraph 9.2, the Council's CIL will be used to provide sports and leisure facilities related to incremental growth. This will include the development of small sites which do not, in themselves generate a need for on-site provision. The Council will seek Planning Obligations for off-site provision of recreational facilities related to larger development schemes where it has been agreed that this is a more appropriate means of mitigating deficiencies. The cost of providing on-site provision may also be taken as a commuted sum. Such provision would involve the build costs and on-costs as explained below.

Children and Young People’s Play and Informal Recreation

9.10 The provision of facilities for children and young people’s play and informal recreation is required to be in line with the Mayor of London’s Providing for Children and Young People’s Play and Informal Recreation SPD, (March 2008). Types of facilities include:

- Doorstep playable space: a place where young children under the age of 5 can play;
- Local playable space: a place where children aged up to 11 can play;
- Neighbourhood playable space: a more extensive place where children up to 11 can play, and where there are some facilities for young people over 11; and
- Youth space: a place where young people aged 12 and above can meet and take part in informal sport-based activities (including ‘extreme sports’ such as skateboarding or skating) and other informal recreation.

9.11 The Council will seek the on-site provision of play and informal recreation facilities from developments generating 10 or more additional children or young people as calculated using table 3 below. Where there is agreement between the Council and the developer that off-site, rather than on-site provision is more appropriate, a planning obligation will be required to secure off-site provision.

TABLE 3: STANDARDS FOR PROVISION FOR CHILDREN AND YOUNG PEOPLE’S PLAY AND INFORMAL RECREATION

	Standards for space provision	Accessibility Standard (maximum walking distance from residential unit)
0-4 year olds	10 sq. metres per child	100 metres
5-11 year olds		400 metres
12+ year olds		800 metres

Source: Mayor of London Providing for Children and Young People’s Play and Informal Recreation SPG March 2008

9.12 The costs of the different types of facilities that are to be provided to meet the needs of the development will be assessed with reference to Council contracts where appropriate on a case by case basis. Calculations will be based on the “Open Space and Recreational Facilities Formula” below.

Calculating Contributions

9.13 Contributions will generally be based upon the following formula:

<p>OPEN SPACE AND RECREATIONAL FACILITIES FORMULA</p> <p>Contribution = (Build Costs + On-costs) x ([Standard Provision per person x Occupancy of Development] - Existing Capacity)</p>
--

Build Costs and On-costs

9.14 “Build costs” will be the capital costs for providing a facility or open space per person. In some cases, where land has not been identified for the measures and it is viable for the developer to support it, there may also be a land cost included within “Build Costs”. “On-costs” will be the capital/revenue costs of establishment, maintenance and management for an initial period or in perpetuity as appropriate of that unit.

9.15 Costs will be calculated with reference to the going BICS rate or on the basis of existing contract rates determined by the relevant Council department as appropriate.

Occupancy

9.16. Table 4 sets out occupancy rates by dwelling type. It should be used to determine if development schemes meet the standards of provision for Children and Young People’s Play and Informal Recreation, identified in Table 3.

TABLE 4: CHILD YIELD (INCL SOCIAL RENT ADJUST) BY SCHOOL SECTOR VS DWELLINGS BY TYPE

		NURSERY		PRIMARY		SECONDARY		POST-16	
	A	B		C		D		E	
Rooms (inc. kitchens) in Private & Intermediate Flats	NET No. of units	Age 0-4 Child Yield per unit		Age 5-11 Child Yield per unit		Age 12-16 Child Yield per unit		Age 17-19 Child Yield per unit	
3		0.072		0.031		0.017		0.030	
4		0.162		0.105		0.050		0.035	
5		0.116		0.184		0.136		0.121	
6+		0.179		0.122		0.151		0.275	
Rooms (inc. kitchens) in Social Rented Flats	NET No. of units	Age 3-4 Child Yield per unit (or <i>discounted Child Yield for full council Nomination Rights</i>)		Age 5-11 Child Yield per unit (or <i>discounted Child Yield for full council Nomination Rights</i>)		Age 12-16 Child Yield per unit (or <i>discounted Child Yield for full council Nomination Rights</i>)		Age 17-19 Child Yield per unit (or <i>discounted Child Yield for full council Nomination Rights</i>)	
		100.00%	43.57%	100.00%	43.57%	100.00%	43.57%	100.00%	43.57%
3		0.176	0.077	0.037	0.016	0.011	0.005	0.080	0.035
4		0.629	0.274	0.162	0.071	0.100	0.044	0.139	0.061

5		0.479	0.209	0.646	0.281	0.354	0.154	0.167	0.073
6+		1.182	0.515	1.091	0.475	0.000	0.000	0.545	0.238
Rooms (inc. kitchens) in Private & Intermediate Houses	NET No. of units	Age 3-4 Child Yield per unit		Age 5-11 Child Yield per unit		Age 12-16 Child Yield per unit		Age 17-19 Child Yield per unit	
3		0.216		0.230		0.154		0.085	
4		0.218		0.191		0.092		0.050	
5		0.259		0.373		0.239		0.113	
6+		0.255		0.433		0.312		0.158	
Rooms (inc. kitchens) in Social Rented Houses	NET No. of units	Age 3-4 Child Yield per unit (or <i>discounted Child Yield for full council Nomination Rights</i>)		Age 5-11 Child Yield per unit (or <i>discounted Child Yield for full council Nomination Rights</i>)		Age 12-16 Child Yield per unit (or <i>discounted Child Yield for full council Nomination Rights</i>)		Age 17-19 Child Yield per unit (or <i>discounted Child Yield for full council Nomination Rights</i>)	
		100.00%	43.57%	100.00%	43.57%	100.00%	43.57%	100.00%	43.57%
3		0.412	0.180	0.265	0.115	0.098	0.043	0.029	0.013
4		0.558	0.243	0.376	0.164	0.127	0.055	0.073	0.032
5		0.674	0.294	0.750	0.327	0.410	0.179	0.097	0.042
6+		0.703	0.306	0.968	0.422	0.468	0.204	0.138	0.060
GROSS CHILD-YIELD		Total of A values x B values		Total of A values x C values		Total of A values x D values		Total of A values x E values	
		0.000		0.000		0.000		0.000	
	(or <i>discounted Child Yield for full council Nomination Rights</i>)	0.000		0.000		0.000		0.000	

Source: Census Commissioned Table C0511

Existing Capacity

9.17 The Council will determine any projected deficit in recreation facilities within standard accessibility thresholds from/to the development, with reference to any relevant published corporate documents as appropriate. The existing spare capacity discount factor will be calculated on the basis of existing spare capacity and demand of additional residents generated by the proposed development (i.e. Occupancy).

Worked Example

9.18 The following worked example shows how contributions for children's recreational space would be calculated.

A worked example:

100 flat scheme with 20 x 2-room, 40 x 3-room (14 social rented), 30 x 4 room (10 social rented), 5 x 5-room (3 social rented) and 5 x 6-room (3 social rented), on a vacant commercial site. The Council does not have nomination rights.

Space for Play and Informal Recreation for Children and Young People

Assuming NEAP (as defined in “Six Acre Standard”) can be provided within 100 metres of the development units contributions calculated as follows:

0-4 Play:

Cost = £160,000 for 1,000 sq. metre (NEAP) play-space

Occupancy = 19.618 children

Standard = 10 sq. m per child

$$\text{£160} \times 10 \times 19.618 - 0 = \text{£31,388.8}$$

5-11 Play:

Cost = £160,000 for 1,000 sq. metre (NEAP) play-space

Occupancy = 10.989 children

Standard = 10 sq. m per child

$$\text{£160} \times 10 \times 10.989 - 0 = \text{£17,582.4}$$

12+ Play:

Cost = £160,000 for 1,000 sq. metre (NEAP) play-space

Occupancy = 11.576 children

Standard = 10 sq. m per child

$$\text{£160} \times 10 \times 11.576 - 0 = \text{£18,521.6}$$

Total Contribution = £67,492.8

Transfer and Maintenance

9.19 The Council may adopt and maintain properly laid out open spaces subject to payment of a commuted sum to cover on-costs as calculated above. Transfer of open space and recreational facilities will normally take place once it has been laid out or built, fully equipped and maintained for a minimum period of 12 months to the satisfaction of the Council and the payment will be payable on the transfer of the land.

9.20 The figure will be calculated using the current contract prices for maintaining open space of comparable characteristics and features over at least an initial year period (depending on local circumstances) to ensure that the open space and/facilities can become established. If developers do not intend to seek adoption, the Council will still need to be satisfied through the submission of a management plan that adequate alternative arrangements are put in place for long term management and maintenance by, for example, the establishment of a sufficiently resourced management company or trust.

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London Borough
of Hillingdon

Community
Infrastructure
Levy

Charging
Schedule

Adopted July
2014



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1 INTRODUCTION

1.1 Introduction

The Community Infrastructure Levy (CIL) came into force in April 2010. It allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. This includes new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres.

This Charging Schedule sets out proposed rates at which new development will be charged in pounds per square metre. Two pieces of evidence are required to justify the introduction of CIL; evidence of an infrastructure funding gap and evidence that the proposed CIL rates will not affect the overall viability of development in Hillingdon.

To meet this requirement; an estimated infrastructure funding gap of approximately £120m has been identified through a robust process of infrastructure planning. This funding gap could at least partly be met through CIL. Secondly, the proposed schedule of CIL rates shown at Table 3.1 have been subject to a rigorous process of testing to assess the impact of the proposed levy on the viability of development across the borough

1.2 CIL and the Local Plan

CIL will help to fund infrastructure provision and achieve the objectives of Hillingdon's Local Plan Part 1: Strategic Policies, which identifies expected housing and employment growth in the borough up to 2026. Growth in the borough will be supported by the CIL because:

- New development will provide a financial contribution towards the provision of infrastructure required to support new development and growth up to 2026.
- It is a simple, affordable fixed charge and the collection process is transparent and guided by Government regulations. This means that developers have certainty regarding what their contributions will be from the start of the development process and local residents understand how the development will contribute to their local community.
- The Council has greater flexibility to address local needs. CIL is a predictable funding stream that allows infrastructure providers to plan ahead more effectively to deliver the infrastructure that is really required in the local community
- Some of the CIL will also be passed directly to local neighborhoods so that they can decide exactly what the money should be spent on.

1.3 CIL and Section 106

Planning Obligations, or 'Section 106 Agreements' are often used to fund or provide the infrastructure necessary to support development proposals; for example where housing development generates a need for a new school. From 6th April 2015 there will be limitations on the use of Planning Obligations to fund infrastructure provision and the CIL is being introduced in Hillingdon as an alternative funding mechanism to address this issue. It should be noted that Planning Obligations will continue to be used to provide affordable housing and some site specific infrastructure provision.

1.4 Deciding the CIL Rate

The CIL has been set at a rate that strikes an appropriate balance between the delivery of local infrastructure and the potential effects of the charge on the viability of development.

The CIL rate is expressed as a £ per sq. m charge. It will be fixed when planning permission is granted by the Council but will not be paid until the construction of the development starts. In special circumstances there are provisions for the CIL to be paid in instalments or 'in kind'. CIL will apply to all new developments in Hillingdon that are 100 sq. m or over (net additional internal floor space) or developments comprising one dwelling or more. This will include development within airport boundaries (Northolt and Heathrow).

1.5 The Mayoral CIL

The Mayor has introduced his own CIL to contribute £300 million towards the cost of Crossrail. Boroughs have been divided into three broad charging bands (£20psm, £35psm and £50psm) and will be responsible for collecting the charge and then passing it back to the Mayor. Development in Hillingdon is subject to the £35 charging band. This has been taken into account when setting Hillingdon's own CIL and is explained in later sections of this document. All rates shown in this document are exclusive of the Mayoral CIL.

2 EVIDENCE TO JUSTIFY THE CIL

2.1 Introduction

The starting point for the Charging Schedule is Hillingdon's Local Plan Part 1: Strategic Policies, which outlines planned growth in the borough and includes provision for approximately 6,500 new homes by 2026. The Strategic Infrastructure Plan (SIP) has been prepared as a key piece of supporting evidence for the Local Plan and demonstrates there is sufficient infrastructure coming forward to support growth. The evidence required to support the Charging Schedule builds on the SIP and includes the following:

- **Evidence of an infrastructure funding gap:** Evidence of the total infrastructure funding gap that the CIL is intended to support, having taken account of the other sources of available funding. The process of establishing the funding gap is further explained in section 2.3.
- **Viability Assessment:** This demonstrates that the proposed CIL rates strike an appropriate balance between helping to meet the infrastructure funding gap and the potential effects of the charge on development viability across the borough. Further information on the assessment of economic viability is contained in Section 2.3 of this document.

2.2 Establishing a Funding Gap

In order to correspond to the principles of Government guidance on developer contributions, it is important that developments only pay the CIL to mitigate infrastructure need arising as a result of new development. They should not be liable for any existing un-met need or where there is spare capacity within existing infrastructure. For example, if there are spare school places or vacant hospital wards.

Building on the SIP, the cost of infrastructure required to support Local Plan growth was established through discussions with infrastructure providers and cost estimates. Further information on the costing process can be found in the SIP. **Table 2.1** summarises the infrastructure requirements and associated costs of provision to meet Hillingdon's needs to 2026 as established by the SIP:

TABLE 2.1: HILLINGDON ESTIMATED INFRASTRUCTURE REQUIREMENTS TO 2026			
Infrastructure Element	Required Infrastructure Schemes	Cost (£millions)	Delivery Bodies
Transport	LIP Schemes including public transport and road and street improvement schemes	18.3	LB Hillingdon, TfL,
Utilities	2 Primary sub stations, 300 sub stations, Water pipe leakage repair scheme, Water infrastructure to meet need demand, Additional Waste facilities	23.0	Utilities Providers, LB Hillingdon
Health	2 new centralised health centres at Hayes and Yiewsley, 7 to 10 new GPs surgeries	3.3	Hillingdon PCT, NHS
Education	2 to 4 Primary Schools, 1 Secondary School	127.9	LB Hillingdon
Leisure	Additional child play space, swimming pool, sports halls and library space	13.3	LB Hillingdon
Other Community Infrastructure	No other community infrastructure requirement identified	0.0	LB Hillingdon
Total		186	

Source: LB Hillingdon SIP (2011)

The total identified infrastructure need based on consultation with infrastructure providers is approximately £190m. However, another key principle of CIL is that existing funding should be taken account of before establishing the total infrastructure funding gap that CIL could at least partly help to meet. Identified infrastructure funding is shown in the Council's Capital Programme. Currently there is approximately £66.7m of funding identified to meet Hillingdon's future infrastructure needs. This includes £6.3m for transport improvements, £55.9m for primary school places and £4.5m for other community infrastructure. If this identified funding is taken away from the total infrastructure costs it leaves a funding gap of approximately £120m. This means that the CIL is justified and will be an important funding source to help ensure that there is sufficient infrastructure to meet the needs generated by future growth in the borough.

2.3 Economic Viability

As per Government guidance the proposed CIL rates have been established through an assessment of economic viability. The purpose of this work was to assess the level of CIL that can be supported without making schemes economically unviable, across a range of uses and locations in the borough.

The principal approach to the viability study relied on comparing Residual Land Values (RLV) from a series of development scenarios, and benchmarking these against indicative Existing Use Values (EUV). The analysis was supported by a broad property market review and research for the borough. Comparable sites from within the borough were also used to test the output of this work. Further detail on the viability assessment is given at **Appendix A**.

It must be fully recognised that the approach to these appraisals was undertaken at a relatively high level, and not on a case by case site specific basis. A summary of key conclusions from the viability assessment is given below for the different use classes. It should be noted that the rates outlined exclude the Mayor's CIL of £35 per sq. m for Hillingdon unless explicitly stated.

Retail, restaurants and service outlets open to the public (A1-5): The viability analysis showed that CIL impacts on retail schemes differently dependent upon size and location. In light of this the Council proposes to charge different rates dependent upon size and location. A CIL rate of £215 per sq. m is proposed in addition to the Mayor's proposed CIL, for all retail units with a gross floor area of 1,000 sq. m or more outside designated metropolitan, town, district or local centres. Viability analysis shows that the proposed CIL rate would not have a negative impact on the viability of retail schemes under most circumstances where the units are located outside the aforementioned areas and are larger than 1,000 sq. m. For units with less than 1,000sq. m of floor space and units located within designated metropolitan, town, district or local centres the council proposes a £0 per sq. m rate and therefore no further CIL charge beyond the Mayor's proposed charge. Maps of designated centres are located in Appendix B of this schedule.

Offices, (B1): The viability assessment shows that the proposed CIL rate will not unduly impact on the viability of developing offices within the borough. The Council proposes a £35 per sq. m CIL charge for this use type, in addition to the Mayor's proposed CIL.

Hotels (C1): The Council recognises that viability varies in individual cases depending on hotel location and type. The viability work shows that hotels are likely to be able to support a £40 per sq. m CIL contribution under most circumstances in addition to the Mayor's proposed CIL.

Dwelling Houses and HMOs (C3 & C4): The viability assessment shows that residential developments are likely to be able to support a CIL contribution in most cases across the borough. The Council proposes to set CIL of £95 per sq. m for qualifying development falling within this use class, in addition to the Mayor's proposed CIL.

Industry and warehousing (B8): The viability assessment shows that this use type is able to support a CIL charge of £5 per sq. m. in addition to the Mayor's proposed CIL.

3 PROPOSED CIL RATE

In light of the evidence presented in Section 2 above, the Council proposes the following CIL rate(s):

TABLE 3.1: SCHEDULE OF PROPOSED CIL RATES*	
Use Type	Proposed CIL Rate (per sq. m)
Large format retail development (A1) greater 1,000 sq. m, outside of designated town centres*	£215
Offices (B1)	£35
Hotels (C1)	£40
Residential Dwelling Houses (C3)	£95
Industrial (B8)	£5
All other uses	£0

Note that the rates in Table 3.1 exclude the Mayoral CIL Contribution

*Retail uses within designated centres: £0 per sq. m. Maps of designated town centres are attached as Appendix A

3.1 Chargeable Development, Exemptions & Relief

The Regulations exempt all development under 100 sq. m (unless it is a new dwelling house, in other words a house or flat) as well as development for charitable purposes. The Regulations allow relief for parts of a development to be used for social housing (in proportion to the amount of social housing provided). The formula for calculating relief is set out in full in Part 6 of the Regulations. The Council is not proposing to offer exemptions or relief beyond that which is set out as a statutory requirement in the Regulations 2010 (as amended).

3.2 The Mayor's CIL

The Mayor of London will implement a CIL levy to help pay for Crossrail from spring 2012. He has proposed a single charge for Hillingdon at £35 per sq. m for all eligible development (note that the Mayor is not currently proposing to charge CIL on buildings that are to be used for educational or health purposes). The Council will be required to collect CIL on behalf of the Mayor, although the Mayor will be responsible for allocating the income from his CIL.

APPENDIX A: MAPS OF DESIGNATED CENTRES

PROPOSED CHARGES FOR USE CLASSES A1 – A5

Within designated town centres: £0

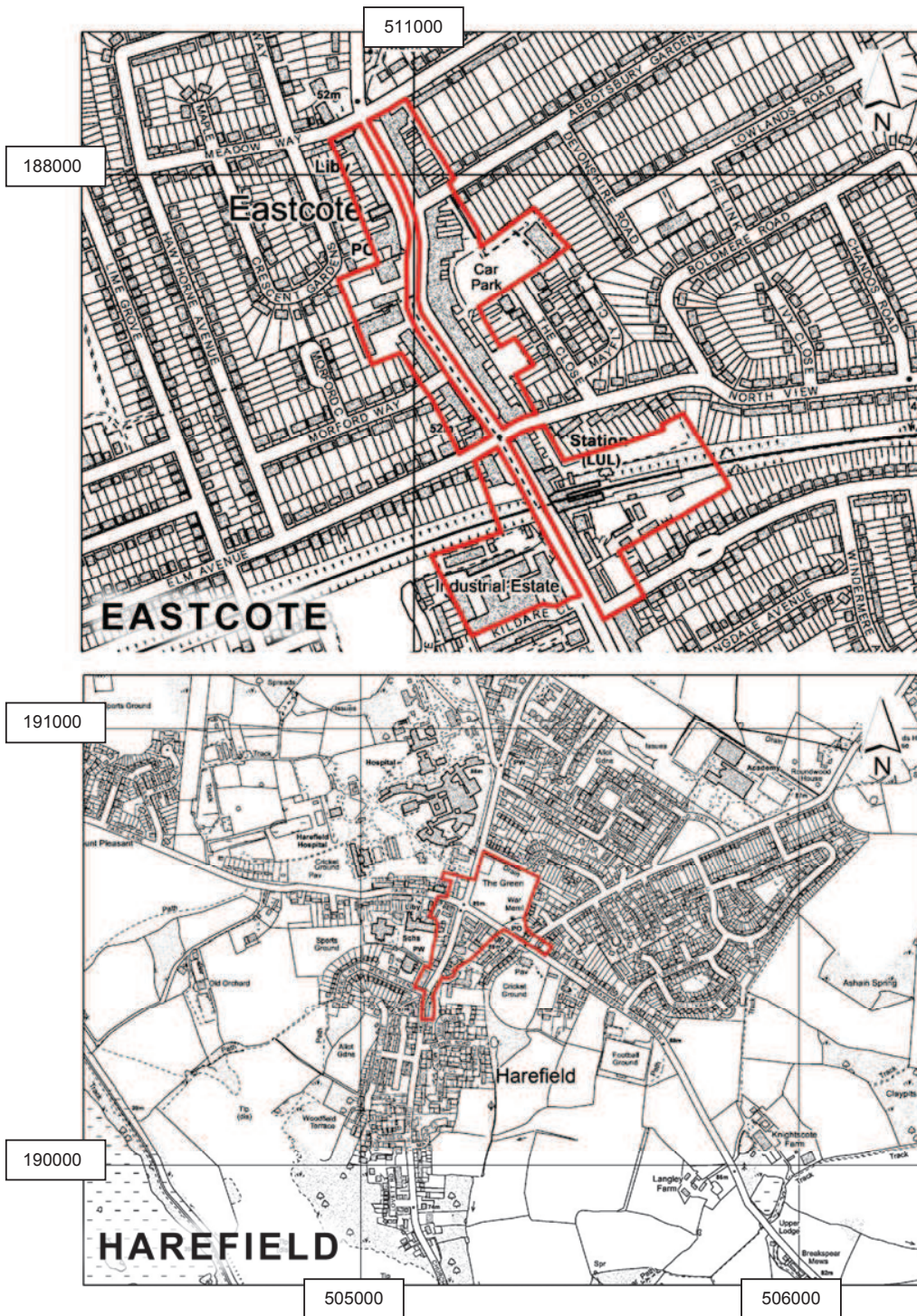
Outside of designated centres and over 1,000 square metres: £215

Notes

Charges are in £/per square metre

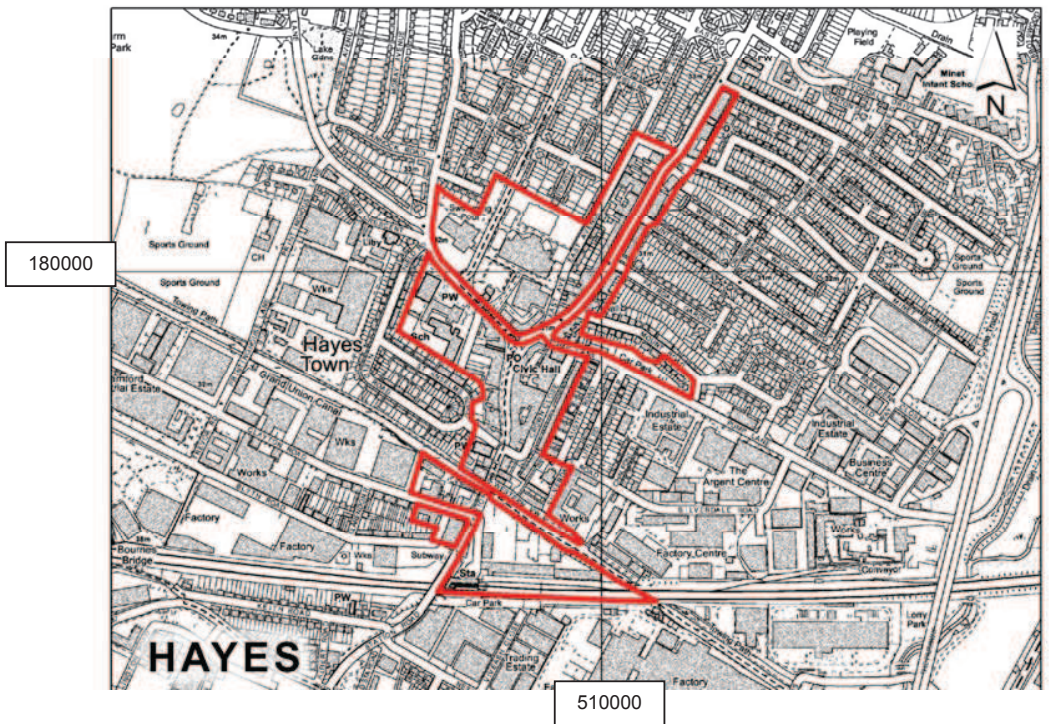
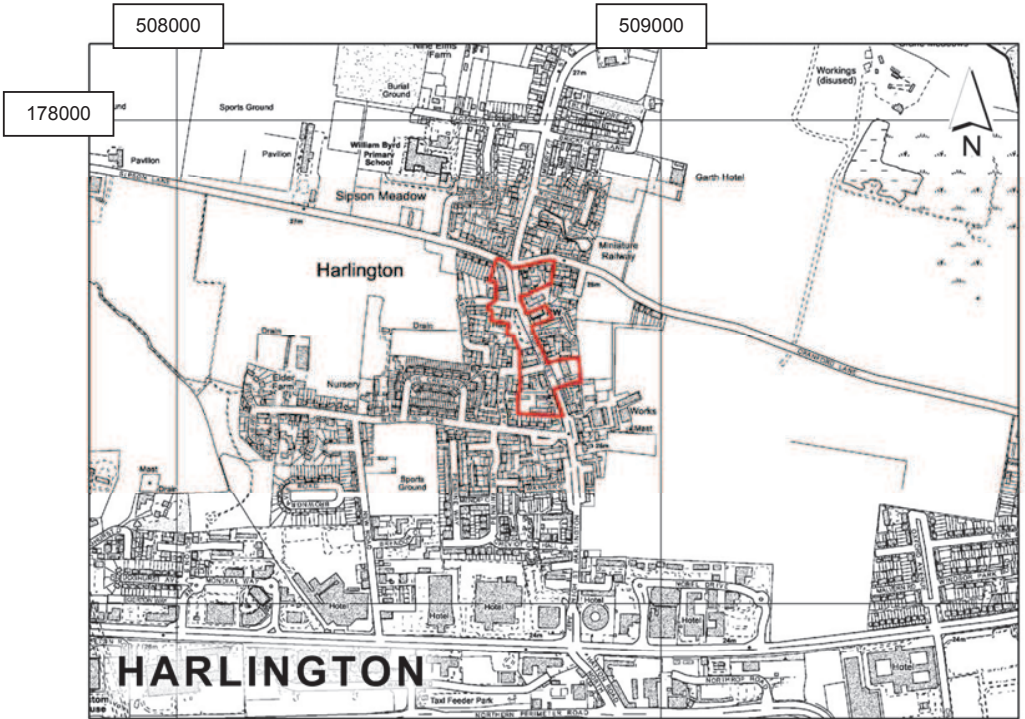
Designated town centre boundaries are shown as areas within the red line on the attached plans.

Grid references are shown as 6 figure digits alongside O/S gridlines.

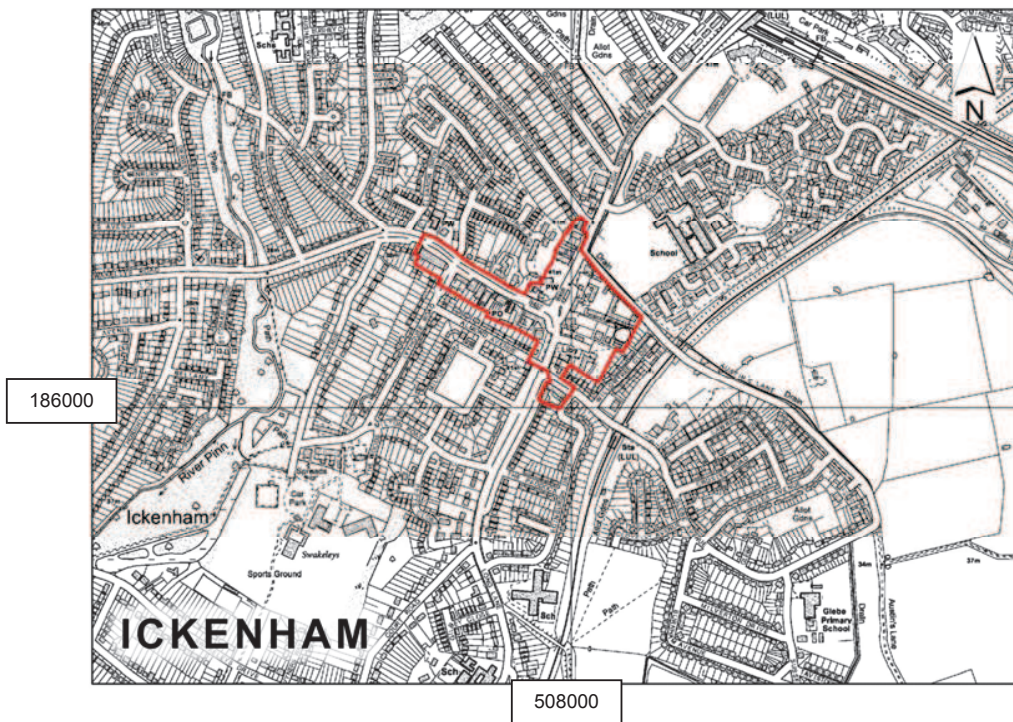


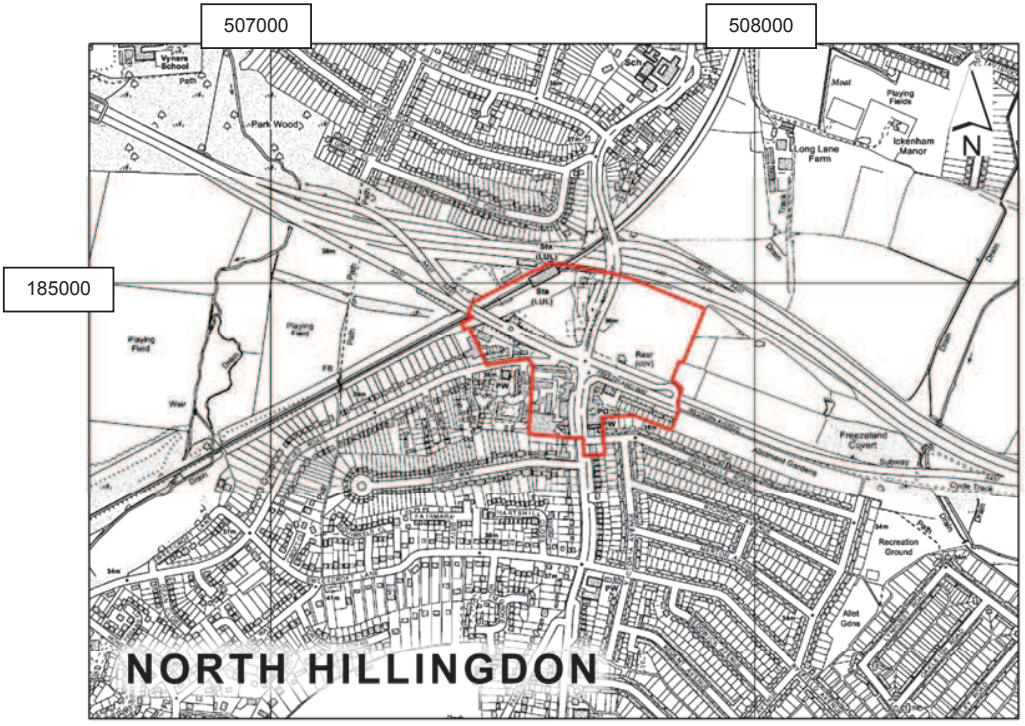
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CIL DRAFT CHARGING SCHEDULE
July 2013

London Borough of Hillingdon - Community Infrastructure Levy



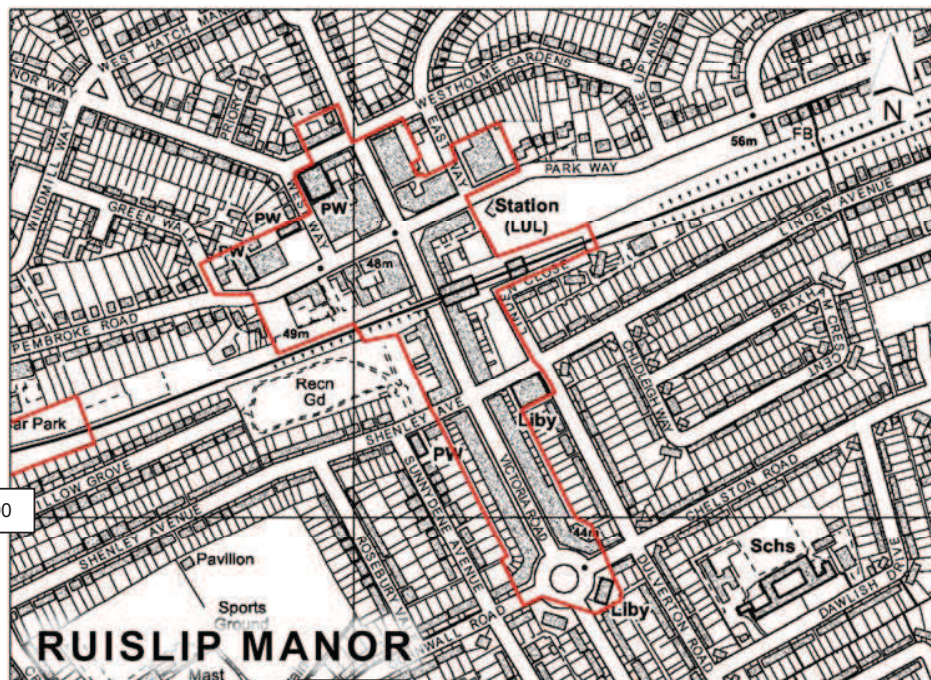
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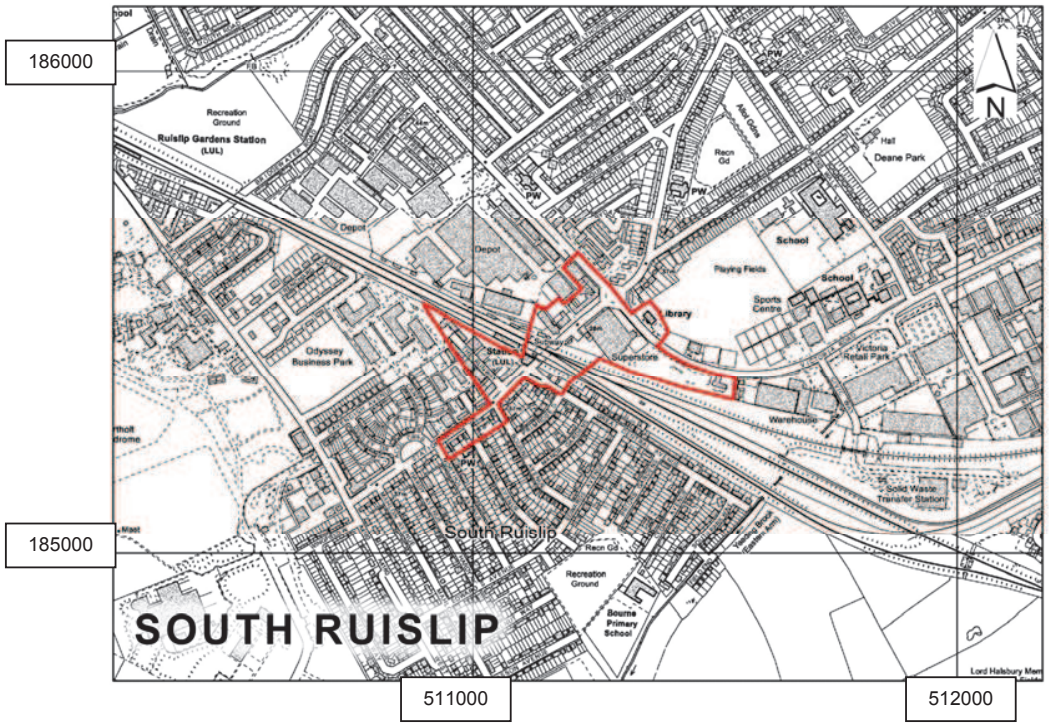
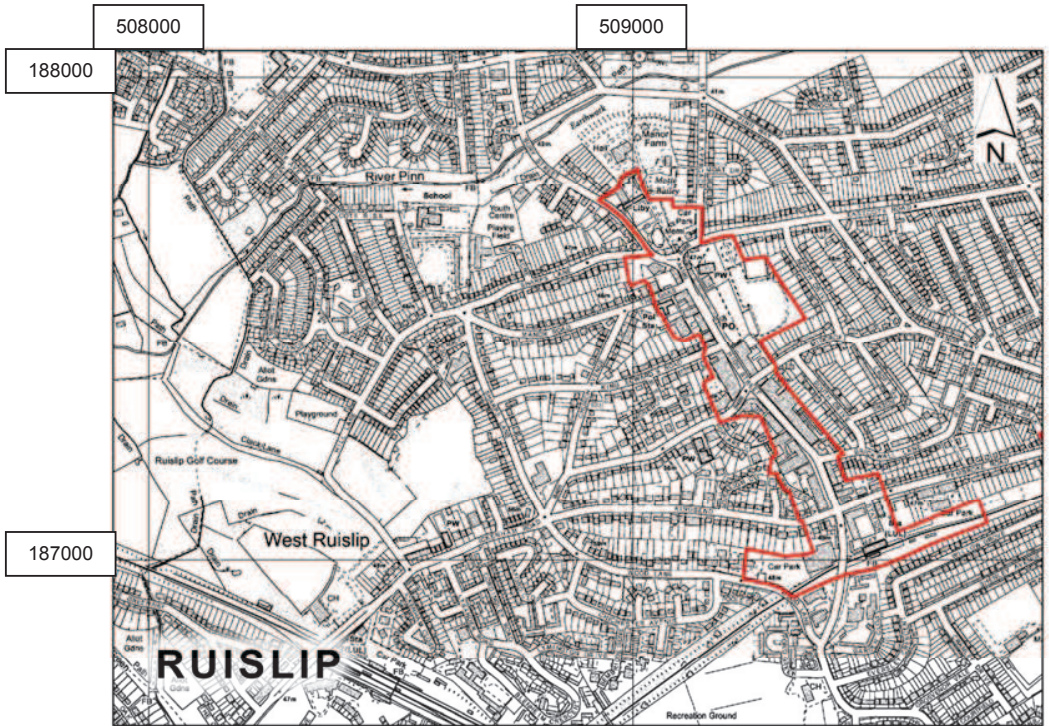
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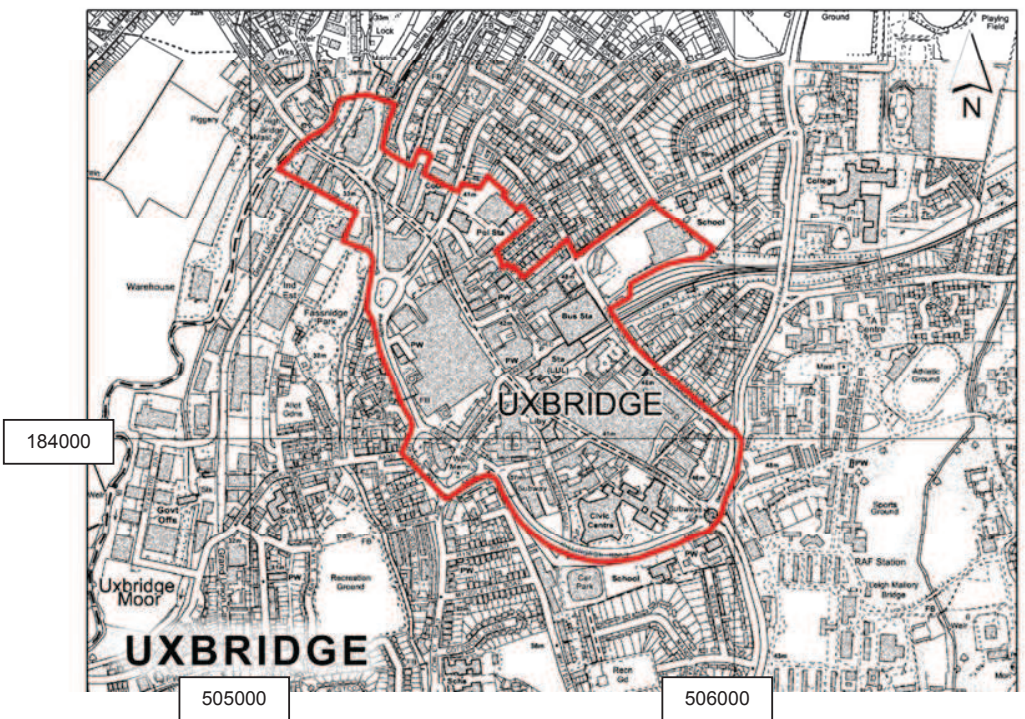
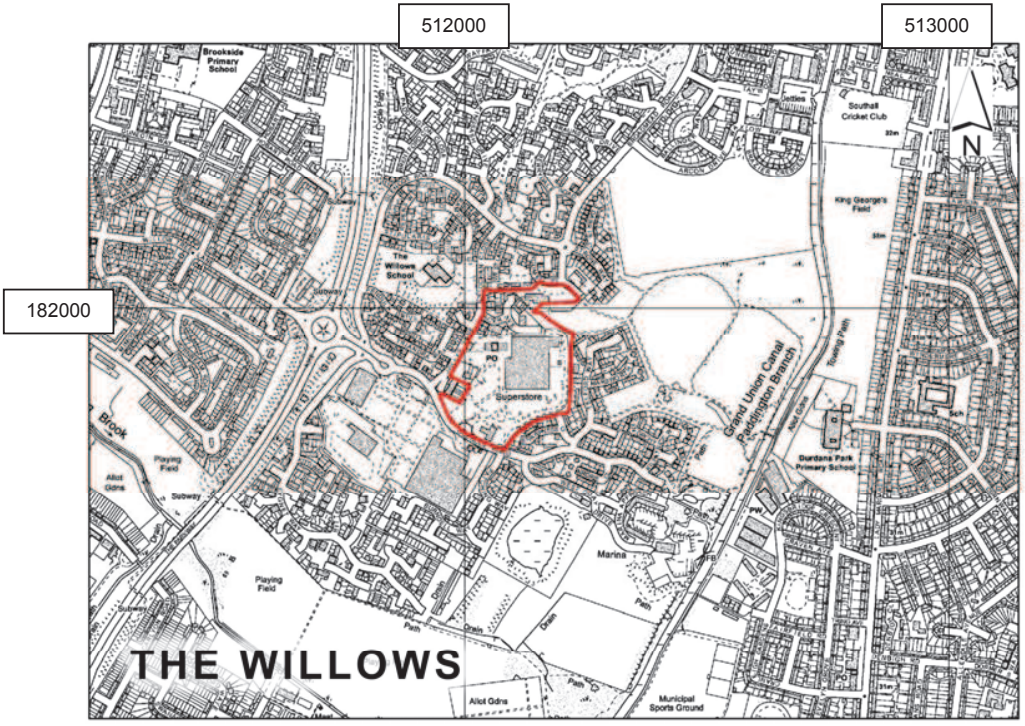
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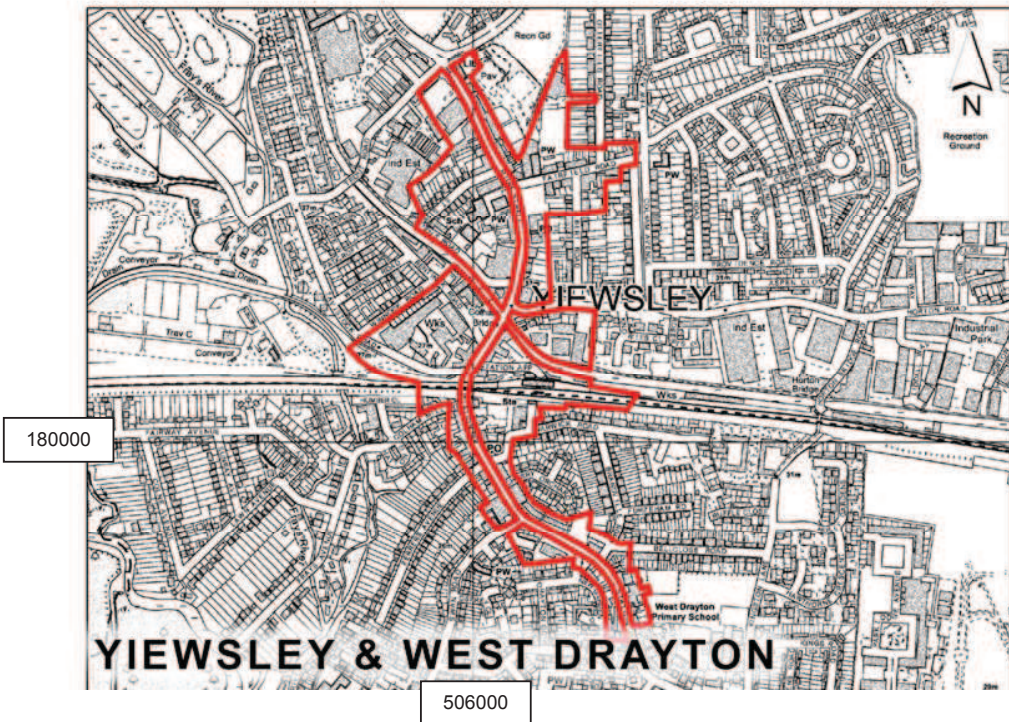
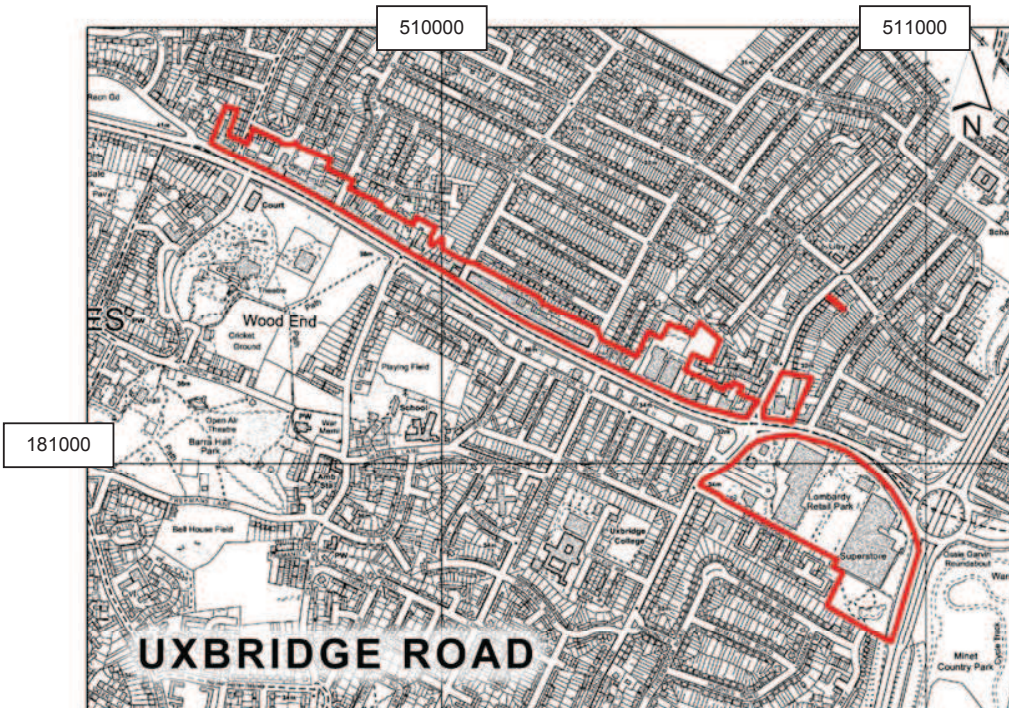


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CONFIRMATION OF AN ARTICLE 4 DIRECTION TO REMOVE PERMITTED DEVELOPMENT RIGHTS FOR SINGLE STOREY REAR EXTENSIONS OF OVER 4M DEPTH

Reporting Officer: Deputy Chief Executive and Director of Residents Services

Background

In February 2013 Council agreed that officers should undertake the necessary statutory processes to create an Article 4 Direction to protect Hillingdon's residents from the impacts of legislative changes which would enable extensions of up to 6m and 8m depth (dependent on house type) to be built without the need for planning permission.

Following the introduction of the legislation, a formal notice (setting out the Council's intention to create an Article 4 Direction) was sent to the Secretary of State for Communities and local Government incorporating the statutory 12 month notice period. This advised the Secretary of State of the Councils intention to adopt an Article 4 Direction on 23 September 2014.

Furthermore from 25 September 2013 and 25 October 2013 a 1 month consultation period occurred with residents and interested parties in the borough's wards.

Only one response was received, which was in favour of the adoption of the Article 4 Direction. It is therefore recommended that Council take note of the consultation response and agree the commencement of the Article 4 Direction. Should the recommendations be approved (and subject to there being no intervention by the Secretary of State) the Article Direction would come into force on 22 September 2014.

RECOMMENDATIONS: That, subject to the Secretary of State not intervening:

- (i) The response to the consultation be noted and the intention to impose the Article 4(1) Direction (which subject to the Secretary of State not intervening, would come into force on 22 September 2014) be confirmed, withdrawing permitted development rights for single storey rear extensions over 4m depth.**
- (ii) Officers be authorised to undertake the necessary advertising and prepare and circulate the relevant documentation required in order to implement the Article 4 Direction.**

Reasons for recommendation

The recommendation seeks to protect Hillingdon's residents from the impacts of legislative changes which enable extensions of up to 6m and 8m depth (dependent on house type) to be built without the need for planning permission.

The impact of over-sized single storey rear extensions on Hillingdon's largely suburban housing stock (where rear gardens are modestly sized and the space between properties is limited) is significant, particularly in terms of changing the character and appearance of the Borough. Furthermore extensions of over 4m depth can adversely impact upon residential amenity with regard to loss of light and over-dominance.

Alternative options considered / risk management

Council could choose not to confirm the Article 4 Direction. However, this is not considered to be in the public interest given the adverse impact of single storey rear extensions exceeding 4m depth.

Supporting Information

1. The present situation is that the Government has implemented changes to permitted development (PD) in several areas, and of particular concern it has increased the PD limits for the depth of single-storey domestic extensions from 4m to 8m (for detached houses) and from 3m to 6m (for all other houses), in non-protected areas, for a period of three years.
2. There are numerous concerns with this new form of development, not least of which is the impact on Hillingdon's largely suburban housing stock where rear gardens are modestly sized and space between properties limited. Overly large extensions have a dramatic impact on the character and appearance of the Borough. Furthermore extensions of either 6m or 8m depth (dependent on house type) can have a dramatic impact on residential amenity with regard to loss of light and over-dominance.
3. In February 2013 Council agreed to embark on the processes necessary to introduce an Article 4 direction removing permitted development for overly large extensions. Article 4 Directions are a tool whereby the Council can override normal permitted development rights and require a planning application for a specific type of development outlined in the Article 4 Direction.
4. The process to create an Article 4 Direction is far from straightforward and involves extensive consultation (which has been undertaken) and to avoid compensation, a full 12 months notice will be given to residents.
5. Because there are complexities associated with taking enforcement action against those who utilised the legislation ahead of the Article 4 direction coming into force, the Planning Service agree with the relevant Area Planning Committee's a sensible and defensible approach to enforcement action.

Results of Public Consultation Undertaken in September/October 2013

6. Letters were sent to all Resident Associations, notices were placed in all Council libraries, at least 1 site notice was erected in every town centre in the borough, and at least 3 notices were erected in each ward. Details were published on the Council's web site. A newspaper advert placed in the Uxbridge Gazette. The public consultation was comprehensive, and included communications from the Council's Planning Information Officers and Local Land Charges Team. In response to the consultation, the Ruislip Resident Association confirmed support for the imposition of the Article 4 Direction. No objections have been received in relation to the consultation exercise.

Financial Implications

7. If confirmed (and the Secretary of State does not intervene) the Article 4 Direction will be in place in the middle of the 2014/15 financial year, all and any planning applications greater than the 4 metre and up to the 8 metres will be subject to planning application process.
8. It should be noted that no fee can be charged on any planning application made necessary by an Article 4 Direction and there is no fee associated with Prior Approval Applications either. As such there is no loss of income either prior to or after commencement of the Article 4 Direction.
9. However, the processing of prior approval and householder planning applications is handled through the outsourced Planning Contract with Terra Quest. There is a cost of £97.54 per Prior Approval application (chargeable to us by Terra Quest for processing the applications) and with the introduction of Article 4 Direction; should the applicant choose to proceed they must lodge full planning applications, which require more robust application submissions and are subject to a more complex assessment and consultation regime. The cost to the Council, per full application is £142.36.
10. To this end, there is an additional cost of introducing article 4 direction (i.e. the difference between £97.54 and £142.36 or £44.82 per application). Between May 2013 and May 2014 some 654 Prior Approval Applications were processed. The Government's policy to relax the Applications rules will expire in May 2016; the article 4 direction is expected to commence in September 2014. On a straight line basis (and assuming that applicants will continue to lodge applications using the full planning application route), then 1,144 applications may be submitted in the 21 months before the expiration of the prior approval regime. This therefore equates to an extra cost of £51,296 which will be managed through the Council's Medium Term Financial Forecast process.
11. It is worth noting that many potential applicants (i.e. those wishing to build overly large extensions) may well be put off from making a submission when they realise that the Prior Approval application route is not longer available.

Effect on Residents, service Users and Communities

It will enable Council to determine whether an Article 4 Direction should be created.

Financial Implications

The additional administrative cost associated with moving from Prior Approval Applications to full applications through the Article 4 direction has been estimated at approximately £50k for the period to May 2016; however the actual cost will reflect numbers of applications received. The financial implications of the legislative changes and implementation of the Article 4 direction will be reflected in the Council's Medium Term Financial Forecast as appropriate.

Legal Implications

In accordance with The General Permitted Development Order 1995 (as amended) ('GPDO'), an article 4 direction shall not come into force unless confirmed by the Council. In deciding whether or not to confirm the Article 4 Direction, Article 5(9) of the GPDO states that the Council must take into account any representations received during the period in which the direction was advertised.

If the Article 4 Direction subject to this report is confirmed, the Council must shall, as soon as practicable after a direction has been confirmed give notice of such confirmation and the date on which the direction will come into force by the methods required by Article 5(12) (i.e by way of a press advert, site notices in at least two locations to which the direction applies and unless considered impracticable, by serving the notice on the owner and occupier of every part of the land within the area or site to which the direction relates). Additionally a copy of the direction as confirmed must be sent to the Secretary of State.

If Council resolves to confirm the Article 4 Direction it shall come into force on 22 September 2014. Council should note that the Secretary of State, notwithstanding any resolution of confirmation by the Council, is empowered by article 5(13) GPDO to cancel the article 4 direction at any time before or after it is confirmed.

The Council can, by making a subsequent direction, cancel the Article 4 Direction (if confirmed) at any time. To modify the Article 4 Direction, it would need to be cancelled and a replacement Direction prepared incorporating the required modifications.

Corporate Landlord Implications

None.

Background Papers: None

QUESTIONS FROM MEMBERS

8.1 QUESTION SUBMITTED BY COUNCILLOR DUDUCU TO THE CABINET MEMBER FOR SOCIAL SERVICES, HEALTH & HOUSING – COUNCILLOR CORTHORNE

Would the Cabinet Member please provide an update on the development and progress of the new day centre on Queens Walk?

8.2 QUESTION SUBMITTED BY COUNCILLOR EDWARDS TO THE CABINET MEMBER FOR COMMUNITY, COMMERCE AND REGENERATION - COUNCILLOR D.MILLS

With the UK economy improving each month what impact are we seeing in Hillingdon on the number of people seeking the Job Seekers allowance and the number of new job opportunities?

8.3 QUESTION SUBMITTED BY COUNCILLOR PALMER TO THE CABINET MEMBER FOR CENTRAL SERVICES – COUNCILLOR SEAMAN-DIGBY

Please describe the procurement transformation and initiatives that the Council has introduced, and the problem or challenges it sought to resolve, also what aspects have been particularly imaginative or unique, and how have you demonstrated real benefits to the Council.

8.4 QUESTION SUBMITTED BY COUNCILLOR EGINTON TO THE CABINET MEMBER FOR EDUCATION AND CHILDREN'S SERVICES – COUNCILLOR SIMMONDS

Can the Cabinet Member provide details of proposed changes to the Scheme for Financing Schools so as to provide certainty for schools regarding the costs of redundancy?

8.5 QUESTION SUBMITTED BY COUNCILLOR MORSE TO THE CABINET MEMBER FOR PLANNING, TRANSPORTATION AND RECYCLING – COUNCILLOR BURROWS

Since 2009 the residents of Hillingdon have seen two recycling stations closed. West Waste who ran Victoria Road recycling station have publicised that they have no further plans to change the use of the site and can reopen the recycling process. When does the Council expect to complete negotiations that lead to the reopening of the site?

8.6 QUESTION SUBMITTED BY COUNCILLOR DHEER TO THE LEADER OF THE COUNCIL – COUNCILLOR PUDDIFOOT

What is the Council doing to support its Public Sector, low paid workers who have taken strike action today due to the increase in workload and salaries not keeping pace with inflation?

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MOTIONS

9.1 MOTION FROM COUNCILLOR SIMMONDS

Council notes the commitments in Hillingdon Conservatives' election manifesto which continue to put residents first.

Council resolves to deliver the programme of continued investment in facilities and services that residents value including further new youth centres, improved pavements and roads, more green flag parks, the Hillingdon First card, a range of housing opportunities for long term local residents, more school places, and a borough museum and theatre. In addition, the sound finances of the council allow us to support residents against HS2 and further airport expansion and attract inward investment to support a vibrant local economy.

Council further resolves to support the administration in continuing measures making Hillingdon Council an even more businesslike organisation, to ensure the financial efficiency needed to deliver this programme.

9.2 MOTION FROM COUNCILLOR CURLING

Council notes the tremendous work of Freeman Natasha Baker and local resident Conrad Tokarczyk in highlighting the problem of disabled access to the borough's stations through their campaign to make all Hillingdon stations step free within 5 years.

Council further notes that the campaign to set up a public fund to which companies, councils and individuals can contribute, and which would then be spent on installing step free access at stations across London, has recently gained the support of all three of the borough's MPs.

Council therefore requests that the Cabinet look into how the London Borough of Hillingdon can support this campaign.

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