

## Minutes

### Cabinet

Thursday, 14 October 2010

Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge, UB8 1UW



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#### **Cabinet Members Present:**

Ray Puddifoot (Chairman)

Jonathan Bianco

Keith Burrows

Philip Corthorne

Henry Higgins

Sandra Jenkins

Douglas Mills

Scott Seaman-Digby

#### **Members also Present:**

George Cooper

Judith Cooper

Brian Crowe

Judy Kelly

Mo Khursheed

Edward Lavery

Mary O'Connor

John Riley

Anita MacDonald

#### **191. APOLOGIES FOR ABSENCE**

Cllr David Simmonds sent his apologies.

#### **192. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING**

Cllr Douglas Mills declared a personal interest on item 10 recommendation 6 (as a local resident) and on item 12 (as a previous employee of one of the companies mentioned in the report). He remained in the room during discussion on the items.

Cllr Ray Puddifoot declared a personal interest on item 10 recommendations 6 due to his relation to the Chairman of High Speed Two. He remained in the room during discussion on the item.

#### **193. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING HELD ON 9 SEPTEMBER 2010**

The minutes were approved.

**194. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE**

This was confirmed.

**195. PETITIONS TO THE COUNCIL**

**RESOLVED**

**That Cabinet recommends the Petition Scheme, as amended, to full Council for adoption as part of the Constitution.**

**Reasons for recommendation**

Cabinet noted that by 15 December 2010, all councils were required (under the Local Democracy, Economic Development and Construction Act 2009) to have a Petition Scheme in place for their residents, which covered electronic petitions as well as paper petitions. Cabinet endorsed the proposals for implementing a revised Petition Scheme in Hillingdon to meet the new requirements as detailed in the Act, which subject to full Council approval will widen the way the Council handles petitions on behalf of Hillingdon residents.

Cabinet suggested a small amendment in relation to petitions to second or subsequent planning and licensing sub-committee meetings.

**Alternative options considered and rejected**

Cabinet could have considered amending the Petition Scheme further.

**Officer to action:**

Nikki Stubbs, Deputy Chief Executive's Office

**196. STREET SCENE ENFORCEMENT IMPROVEMENTS**

**RESOLVED:**

**That Cabinet approves:**

- 1 The introduction of controls and regulations concerning the distribution of free printed matter in designated areas of the borough (as detailed in Appendix 1);**
- 2 The carrying out of public consultation concerning amendments to the Street Trading Licence Terms and Conditions relating to "light touch" street trading applications for community events (as detailed in Appendix 2b) and that until the consultation is complete the Leader in conjunction with the Corporate Director of PE&CS will look at the fees to be levied to**

**locally based Community Groups for street trading applications and agree an appropriate charge;**

- 3 The local guidance to assist in the organisation of a street party or fete in Hillingdon (listed in Appendix 3b) be issued to all interested residents and organisations, and Cabinet agrees that any future minor amendments to the above be approved by the Corporate Director of Planning, Environment & Community Services in consultation with the Leader of the Council.**

#### **Reason for decision**

Cabinet approved proposals aimed at ensuring proper control of activity taking place in public space in Hillingdon, particularly Town Centres. The aim of which was to make such areas more pleasant for residents.

#### **Alternative options considered and rejected**

Cabinet could have decided not to put forward these proposals and have less control over the street scene of the Borough.

#### **Officers to action:**

Bill Hickson, David Frost, Planning, Environment and Community Services

### **197. LOCAL IMPLEMENTATION PLAN 2011/12 FUNDING - SUBMISSION TO TRANSPORT FOR LONDON**

#### **RESOLVED:**

#### **That Cabinet:**

- 1. approves the Local Implementation Plan funding submission for 2011-2012 to Transport for London as attached in the Appendix to the report.**
- 2. authorises the Director of Planning, Environment and Community Services in conjunction with the Cabinet Member for Planning and Transportation to approve the final details of Local Implementation Plan schemes.**

#### **Reason for decision**

Cabinet approved the Local Implementation Plan bid in compliance with Transport for London requirements. Cabinet noted that when the Mayor of London announces the settlement later this financial year, the successful projects within the Plan will form part of the Council's Capital Programme for 2011/12.

### **Alternative options considered and rejected.**

Cabinet could have decided not to submit a funding submission to TfL, which would have meant that many of the transport proposals benefiting the Borough would not be delivered.

#### **Officers to action:**

Bob Castelijn / Jales Tippell, Planning, Environment and Community Services

## **198. THE SINGLE CONVERSATION - BOROUGH INVESTMENT PLAN**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Approve the draft Borough Investment Plan for Hillingdon for the purposes of engagement with the Homes and Communities Agency to support the case for inward investment to Hillingdon.**
- 2. Delegate authority to the Director of Adult Social Care, Health and Housing in conjunction with the Cabinet Member for Social Services, Health and Housing for overseeing the future development of the draft Borough Investment Plan for Hillingdon, approving the Local Investment Agreement and, if required, the Devolved Delivery Agreement.**
- 3. Delegate authority to the Director of Adult Social Care Health and Housing to agree, in conjunction with the Cabinet Members for Social Services Health and Housing and Improvement, Partnerships and Community Safety, amendments to details as required.**

#### **Reasons for decision**

Cabinet approved the draft Borough Investment Plan (BIP) which would assist the Council in helping to continue to secure funding and other support from the Homes and Communities Agency and its partner agencies. This in turn would help Hillingdon achieve strategic housing objectives benefiting residents.

#### **Alternative options considered and rejected**

The Cabinet could have decided not to submit a BIP, but realised that continued engagement with the Homes and Communities Agency had already invested substantial amounts of funding in the borough for affordable housing, with £55.7 million allocated in 2009/10.

#### **Officer to action:**

Marcia Gillings, Adult Social Care Health & Housing

**199. LOCAL LAND CHARGES**

**RESOLVED:**

**The Cabinet:**

- 1. Approve the removal of the £22 charge to personal searchers for access to the Local Land Charges Register, and**
- 2. Note that Home Information Packs have been suspended from 21st May 2010.**
- 3. Agrees to the proposed assisted search charging structure in Appendix 2.**

**Reason for decision**

Cabinet agreed the removal of the charge to personal searchers to come in line with legislation and agreed cost recovery charges for assisted searches in line with Environmental Information Regulations.

**Alternative options considered and rejected.**

None.

**Officer to action:**

Ian Inniss, Planning, Environment and Community Services

**200. COUNCIL BUDGET - MONTH 5 2010/11 REVENUE AND CAPITAL MONITORING**

**RESOLVED:**

**That Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at Month 5.**
- 2. Note the treasury update at Appendix B.**
- 3. Approves the virement of £45k funds from Chrysalis to the Fassnidge Park adiZone project and the addition of £78.5k grant and £25k of S106 to the Capital programme for the Fassnidge Park adiZone project**
- 4. Approves the addition of £254k insurance receipt and £10k revenue contributions to the Capital Programme for the Hillingdon Cemetery and Chapel**
- 5. Agree to the appointment of interim staff at a cost of £153k as set out in Appendix C.**
- 6. Agree a new fund of initially £20k for professional advice on the High Speed 2 project currently out for public consultation; for it to be funded from the budget surplus from the former Building Schools for the Future Scheme and; any that expenditure be agreed by the Director of Planning, Environment and Community Services in consultation with the Leader.**

### **Reasons for decision**

Cabinet monitored the Council's budgetary objectives and was informed of the latest forecast revenue and capital position for the current year 2010/11.

Cabinet also approved changes to capital budgets as a result of changes in external funding; approved virements in capital budgets between Groups; agreed to set up a budget for the Fasnidge Park AdiZone project; approved a capital budget for Hillingdon Cemetery and Chapel for the rectification of fire damage and finally approved a new fund for professional advice in relation to the High Speed 2 project.

### **Alternative options considered**

None.

### **Officers to action:**

Paul Whaymand/Christopher Neale, Finance and Resources

## **201. FRAMEWORK AGREEMENT FOR THE SUPPLY OF OFFICE STATIONERY, EDUCATIONAL SUPPLIES, BULK AND OFFICE PAPER, ELECTRONIC OFFICE SUPPLIES AND OFFICE EQUIPMENT**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Approve the use of the London Contracts and Supplies Group (LCSG) framework agreement for the supply of the Council's office stationery and educational supplies, bulk and office paper, electronic office supplies and office equipment for the period to 31<sup>st</sup> March 2014 and;**
- 2. Instruct the Director of Finance and Resources that a stored stationery audit and initial ordering embargo process is developed by Corporate Procurement to reduce existing stocks of stored stationery and minimise initial ordering patterns; that this process be agreed in conjunction with the Cabinet Member for Co-ordination and Central Services prior to implementation.**

### **Reason for decision**

Cabinet agreed to access the LCSG framework agreement which would ensure the Council benefited from competitive pricing for various office supplies and provide value for money to our residents.

### **Alternative options considered and rejected**

The Cabinet could have decided not to seek more competitively priced supplies or could have agreed for the Council to undertake its own tender exercise.

**Officer to action:**

Janice Abbs, Finance and Business Services

**Exempt Information**

*This report was included in Part II as it contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.*

**202. INSURANCE TENDER 2010**

**RESOLVED:**

**That Cabinet approve the awarding of the insurance contracts for a period of up to five years from 1st December 2010, as follows:-**

- 1. Property, liability, motor and personal accident to Risk Management Partners**
- 2. Engineering to Royal Sun Alliance**

**Reasons for decision**

Cabinet noted that the current insurance programme was last tendered in 2005 and that the Council needed to have insurance in place to provide financial stability or it would bear all of the financial risk from claims that would otherwise be insured. Cabinet accepted the tenders that represented the most economically advantageous terms.

**Alternative options considered and rejected**

None.

**Officers to action:**

Steve Wilkins/Simone Batchelor, Finance and Business Services

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**203. NEW LOW COST HOMEOWNERSHIP HOUSING AT GILBERT ROAD,  
HAREFIELD**

**RESOLVED:**

**That Cabinet agrees:**

- 1. to the development of the Gilbert Road site for 5 two bedroom houses for Low Cost Home Ownership.**
- 2. that Officers accept the £190,000 of funding that is on offer from the Homes and Communities Agency (HCA) to pay for part of the scheme costs.**
- 3. the addition of this Gilbert Road project to the 2010/11 Capital Programme at a cost of £637,910 to be financed from £190,000 of HCA grant and £447,910 of HRA capital receipts or, subject to the Leader's agreement by prudential borrowing if necessary;**
- 4. to award the new build contract to Apollo Group PLC at a contract sum of £537,235**

**Reason for decision**

Cabinet agreed to move forward with a housing project to help local people get onto the property ladder and also improve an underused garage site that had been the subject of problems facing local residents such as anti-social behaviour. Cabinet agreed the tender that represented best value.

**Alternative options considered and rejected**

Cabinet could have left the site underused.

**Officer to action:**

Mazhar Ali, Adult Social Care, Health and Housing

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**204. SPECIALIST HOUSING FOR PEOPLE WITH LEARNING DISABILITY AT 27 HORTON ROAD AND ASCOTT COURT**

**RESOLVED:**

**That Cabinet:**

- 1. agrees to include the Horton Road project as a substitute site in Round 1 of the government's New Build Challenge Fund programme which received Cabinet approval on 15 October 2009.**
- 2. approves the development of the Horton Road site to provide an additional residential unit for a person with learning difficulties;**
- 3. approves the development of the Ascott Court site to provide additional homes for people with learning disabilities and add this scheme to the Council's capital programme 2010/11 in the sum of £201,931 to be financed by a mixture of HCA grant, HRA capital receipts, HRA balances and prudential borrowing.**
- 4. approves officers to go out to tender for the required works to both sites;**
- 5. approves authorises the Director of Adult Social Care, Health and Housing, in consultation with the Cabinet Member for Social Services, Health and Housing to accept the tender and award the works contract to Thomas Sinden Ltd to carry out the required works to both sites on a total scheme budget of £288,227.**
- 6. approves officers to instruct Calford Seaden Ltd to act as Employers Agent for both sites.**

**Reason for decision**

Cabinet agreed to proceed with the development of two sites to provide homes for people with learning disabilities, which would enable vulnerable service users to move from institutional (and high cost) forms of accommodation, such as residential care, to live independently.

**Alternative options considered and rejected**

Cabinet could have taken no action, which would have left the sites unused and would have caused a shortfall in the homes needed for people with learning disabilities.

**Officer to action:**

Mark Hall, Adult Social Care, Health and Housing

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### **205. HIGHGROVE POOL PHASE II REFURBISHMENT - APPOINTMENT OF AN INTEGRATED PROJECT MANAGEMENT AND DESIGN TEAM**

#### **RESOLVED:**

**That Cabinet agrees to MACE being appointed as the Consultant to deliver Project Management and Full Design Team Services subject to full and final agreement of the terms of engagement with the London Borough of Hillingdon Standard Terms and Conditions.**

#### **Reason for decision**

Cabinet endorsed the phase II refurbishment of Highgrove Pool which formed part of the Council's aim to develop of an extensive range of first class sports & leisure facilities for the Borough. Cabinet therefore agreed the necessary consultants required to progress the construction project.

#### **Alternative options considered and rejected**

Cabinet could have decided not to proceed with the phase II refurbishment of Highgrove Pool or defer the refurbishment programme.

#### **Officers to action:**

Mohamed Bhimani / Norman Benn, Planning Environment and Community Services

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## 206. DEANESFIELD CHILDREN'S CENTRE

### RESOLVED:

#### That Cabinet:-

1. **Agrees to go ahead with building Deanesfield children's centre and early years centre on the basis that there is grant funding available for £919,000, (conditional on the Council achieving £919,000 worth of value build costs, fees etc) by 31st March 2011. However, if less value is achieved the Council will fund the shortfall.**
2. **Agree that the Leader and Cabinet Member for Finance and Business Services in conjunction with the Director for Planning, Environment & Community Services can make a decision on the award of tender on receipt of the relevant information.**
3. **Note that the Capital Release for the project will need to be approved along with the tender return approval to allow the project to start as required.**

#### Reasons for decision

Cabinet agreed to proceed with the building of Deanesfield Children's Centre as the Council would have been at risk of losing the Government grant to fund the project if the necessary authorisations were not given.

#### Alternative options considered and rejected

Cabinet could have decided not to progress the Centre.

#### Officer to action:

Boe Williams-Obasi, Planning, Environment and Community Services

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#### Special Urgency Provisions

*This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent. The Chairman of the Corporate Services and Partnerships Policy Overview Committee also agreed that*

*this item be considered in accordance with the special urgency rules set out in the Constitution.*

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The meeting closed at 7:35pm

## **IMPORTANT INFORMATION**

### **DECISION AUTHORITY**

In accordance with the rules set out in the Constitution, the call-in period has been waived on item 16 (minute 206) so that this decision takes immediate effect.

The remainder of the Cabinet's decisions were not called-in by the Executive Scrutiny Committee and therefore come into effect 5pm Thursday 21<sup>st</sup> October 2010 after the call-in period expires.

### **Changes to proposed decisions:**

Officers should note that the Cabinet amended recommendations and thereby agreed revised decisions on the following items:

Item 5 (minute 195), Item 6 (minute 196), Item 8 (minute 198), Item 10 (minute 200) and Item 11 (minute 201).