



HILLINGDON  
LONDON



# Cabinet

## Councillors in the Cabinet

**Date:** THURSDAY, 17 MARCH  
2016

**Time:** 7.00 PM

**Venue:** COMMITTEE ROOM 6 -  
CIVIC CENTRE, HIGH  
STREET, UXBRIDGE UB8  
1UW

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

Ray Puddifoot MBE (Chairman)  
*Leader of the Council*

David Simmonds CBE (Vice-Chairman)  
*Deputy Leader / Education & Children's Services*

Jonathan Bianco  
*Finance, Property & Business Services*

Keith Burrows  
*Planning, Transportation & Recycling*

Philip Corthorne  
*Social Services, Health & Housing*

Douglas Mills  
*Community, Commerce & Regeneration*

Scott Seaman-Digby  
*Central Services*

**Published:** Wednesday, 9 March 2016

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[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

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***Putting our residents first***

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# Notice

## **Notice of meeting and any private business**

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible. Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to attend. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is considered in private. Further information on why this is the case can be sought from Democratic Services.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

*17 March 2016 at 7pm in Committee Room 6, Civic Centre, Uxbridge*

will be held partly in private and that 28 clear days public notice of this meeting has been given. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. An online and a hard copy notice at the Civic Centre in Uxbridge indicates a number associated with each report with the reason why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

## **Notice of any urgent business**

To ensure greater transparency in decision-making, 28 clear days public notice of the decisions to be made both in public and private has been given for these agenda items. Any exceptions to this rule are the urgent business items on the agenda marked \*. For such items it was impracticable to give sufficient notice for a variety of business and service reasons. The Chairman of the Executive Scrutiny Committee has been notified in writing about such urgent business.

## **Notice of any representations received**

No representations from the public have been received regarding this meeting.

## **Date notice issued and of agenda publication**

9 March 2016  
London Borough of Hillingdon

# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 16
- 4 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

## **Cabinet Reports - Part 1 (Public)**

- 5 Social Services, Housing and Public Health Policy Overview Committee Review: Raising Standards in Private Rented Sector Accommodation (Cllr Philip Corthorne) 17 - 52
- 6 Local Plan - Part 2: Draft Development Management Policies, Sites Allocation and Designations and Policies Map (Cllr Keith Burrows) 53 - 68  
*Appendices circulated separately*
- 7 Local Flood Risk Management Strategy (Cllr Bianco) 69 - 74  
*Appendices circulated separately*
- 8 Revised Scheme for Financing Schools (Cllr Jonathan Bianco & Cllr David Simmonds CBE) \*  
**REPORT TO FOLLOW**
- 9 Monthly Council Budget Monitoring Report - Month 10 (Cllr Jonathan Bianco) 75 - 122
- 10 Quarterly Planning Obligations Monitoring Report (Cllr Keith Burrows) 123 - 160
- 11 School Capital Programme Update (Cllr David Simmonds CBE & Cllr Jonathan Bianco) 161 - 168
- 12 Proposal to establish a Housing Zone for the Hayes area (Cllr Ray Puddifoot MBE, Cllr Keith Burrows, Cllr Philip Corthorne, Cllr Jonathan Bianco & Cllr Douglas Mills) 169 - 182

## **Cabinet Reports - Part 2 (Private and Not for Publication)**

- |     |  |           |
|-----|--|-----------|
| 12a | <i>Proposal to establish a Housing Zone for the Hayes area - confidential appendices for information only</i>                                | 183 - 202 |
| 13  | Contract Extension for Accommodation based and Floating support services for people experiencing Domestic Violence (Cllr Philip Corthorne) * | 203 - 206 |
| 14  | Voluntary Sector Leases (Cllr Jonathan Bianco)   | 207 - 216 |

*The reports listed above in Part 2 are not made public because they contains exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.*

- 15 Any other items the Chairman agrees are relevant or urgent

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## Minutes

### Cabinet

Thursday, 18 February 2016

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



HILLINGDON  
LONDON

Published on: 19 February 2016

Come into effect on: Friday 26 February 2016 \*

#### **Members Present:**

Ray Puddifoot MBE (Chairman)  
David Simmonds CBE (Vice-Chairman)  
Douglas Mills  
Jonathan Bianco  
Keith Burrows  
Philip Corthorne

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

Wayne Bridges  
Teji Barnes  
Nick Denys  
Neil Fyfe  
John Riley  
John Oswell  
Jane Palmer  
Jan Sweeting  
Henry Higgins  
Brian Crowe  
Beulah East  
Becky Haggar

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Scott Seaman-Digby and Councillor Susan, O'Brien.

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

No interests were declared by Members present.

#### **3. TO APPROVE THE PART 1 PUBLIC MINUTES OF THE CABINET MEETING HELD ON 21 JANUARY 2016**

The public minutes and decisions of the Cabinet meeting held on 21 January 2016 were approved as a correct record.

**4. TO APPROVE THE PART 2 CONFIDENTIAL MINUTES OF THE CABINET MEETING HELD ON 21 JANUARY 2016**

The private minutes and decisions of the Cabinet meeting held on 21 January 2016 were approved as a correct record.

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

Item 12 had been withdrawn and the other items to be considered in both public and private were noted.

**6. POLICY OVERVIEW COMMITTEE REVIEW - EFFECTIVENESS OF EARLY HELP TO PROMOTE POSITIVE OUTCOMES FOR FAMILIES**

*The Chairman of the Children's, Young People and Learning Policy Overview Committee, Councillor Jane Palmer, presented the report of the Committee, which was warmly welcomed by Cabinet.*

**RESOLVED:**

**That Cabinet:**

- 1. Welcomes the report from the Children, Young People and Learning Policy Overview Committee on their review into The Effectiveness of Early Help to Promote Positive Outcomes for Families.**
- 2. Agrees the recommendations of the review, along with their implementation, as set out below:**
  - 1. That Cabinet endorses the work undertaken by the Council to support families through the provision of Early Intervention and Prevention.**
  - 2. That the Cabinet Member for Education and Children's Services considers the following recommendations in light of the Committee's review:**
    - a. That officers further develop partnership working in order to ensure effective delivery of early intervention and prevention services to promote positive outcomes for families. In particular, this would be achieved through:**
      - i. Developing the use and sharing of data and intelligence required for effective service delivery, so that individuals, families and communities in need of early support are identified and supported.**



- ii. Identifying how the effectiveness of partnership and collaborative working can be enhanced.
  - b. That officers further investigate how the early help offer can be effectively promoted to families and professionals, with a particular focus on digital promotion.
  - c. Within existing resources, consideration be given as to whether funding that Children's Centres and the Key Working Service receive should be dependent on local levels of need or whether funding should be allocated universally.
  - d. That officers seek to ensure that principles and best practice in relation to the provision of early help are embedded through the provision of training and development to early intervention staff and practitioners.
  - e. That an assessment of the development and implementation of the new services be undertaken once the changes have become embedded, with consideration given to a progress report to the Cabinet Member and the Policy Overview Committee's meeting towards the end of 2016. If considered appropriate, this could be followed by regular progress reports to the Committee.
3. That the Cabinet Member for Education and Children's Services recommends that the following areas be investigated further in light of the Committee's review:
- a. That a review be undertaken of Child and Adolescent Mental Health Services (CAMHS) at the earliest possible opportunity during 2016/17. It is further proposed that this be a joint review to involve the Children, Young People and Learning Policy Overview Committee, the External Services Scrutiny Committee and other bodies, if appropriate.
  - b. That the concerns raised during the review in relation to levels of child obesity in Hillingdon be passed to the relevant Council Committee(s) and officers for them to consider whether further investigation or review would be appropriate.
  - c. That concerns raised during the review in relation to child dental health be passed to the relevant Committee and officers, while noting that a review of child oral health in Hillingdon was undertaken by the Social Services, Housing and Public Health Policy Overview Committee earlier in 2015, with an update due to be considered by the Health and Wellbeing Board in 2016.

### **Reasons for decision**

Cabinet considered the report of the Children's, Young People and Learning Policy Overview Committee which proposed ways in which the Council, working with its partners, could enhance Early Help provision to contribute to the achievement of positive outcomes for

families. Cabinet agreed the recommendations and welcomed the further review of local Child Mental Health Services at the earliest possible opportunity.

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

The Cabinet could have decided to reject some or all of the Committee's recommendations, or have pursued alternative routes in which to progress the objectives of the review.

Officer to action:

Jon Pitt, Administration Directorate

### **Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

## **7. MONTHLY COUNCIL BUDGET MONITORING - M9**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the forecast budget position as at December 2015 (Month 9).**
- 2. Continue the delegated authority up until the 17 March 2016 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 21 January 2016 and 18 February 2016 Cabinet meetings, detailed at Appendix F.**
- 3. Accepts capital grant funding of £85,000 from British Cycling towards the development of the link roads and skills apron extension at Hillingdon Cycle Circuit, Springfield Road, Hayes.**
- 4. Approves the appointment of Wernick Buildings Limited as principal contractor for the replacement of the Ruislip Lido boathouse project with subcontractor to carry out demolition of the existing boathouse and the installation of the foundations for the new building, subject to costs being as approved by Cabinet in December 2015 (or less), with officers instructed to re-tender the project, should the cost increase.**

#### **Reasons for decision**

Cabinet was informed of the latest forecast revenue, capital and treasury position for the current year 2015/16 to ensure the Council achieved its budgetary and service objectives.

Cabinet accepted some grant funding towards the development of the Hillingdon Cycle Circuit, Springfield Road, Hayes and amended the appointment of a contractor to deliver the new Boat House at Ruislip Lido.

## **Alternative options considered and rejected**

None.

### **Officer to action:**

Paul Whaymand, Finance Directorate

### **Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

## **8. THE COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2016/17 - 2020/21**

### **RESOLVED:**

#### **That Cabinet approves for recommendation to Council:**

- 1. The General Fund and Housing Revenue Account budgets and Capital Programmes outlined in appendices 1 to 7;**
- 2. The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2016/17 to 2020/21 as detailed in Appendix 9;**
- 3. The Efficiency Strategy for the 2016/17 year as detailed in Appendix 10;**
- 4. The proposed London Borough of Hillingdon Pay Policy Statement for 2016/17 set out at Appendix 11;**
- 5. The Fees and Charges included at Appendix 12;**
- 6. That it resolves that Cabinet may utilise the general reserves or balances during the MTFF financial years 2016/17 to 2020/21 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution (as set out in Schedule G of the Constitution - Budget and Policy Framework Procedure Rules).**

#### **That Cabinet notes:**

- 7. The Corporate Director of Finance's comments regarding his responsibilities under the Local Government Act 2003.**

### **Reasons for decision**

Following consultation and positive feedback from residents and others in the Borough, Cabinet put forward its set of budget proposals to the Council meeting on 25 February 2016 for approval.

It was welcomed that they would deliver an overall reduction in Council Tax this year for residents when the proposed Greater London Authority element of the bill was included, primarily achieved by Hillingdon through its Council Tax freeze for an eighth successive year and for the over 65s, a tenth successive year.

It was noted that all this was being realised without a reduction in service provision, whilst the budget also provided for priority service investment and the maintenance of strong balances and reserves, despite significant year-on-year reductions in central Government grant.

In particular, Cabinet welcomed the proposed capital programme of around £311m over the next 5 years, which included over £100m investment in school infrastructure, an additional £5.5m towards new cost-efficient street lighting and £2.6m towards camera enforcement of cars to keep areas outside schools safe for children. Cabinet noted that the vast majority fees controlled by the Council also continued to be frozen.

Cabinet considered the positive comments from the Policy Overview Committees and after discussion, recommended to Council a strong, balanced budget in difficult financial circumstances, which had been carefully developed to put residents first.

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

The Cabinet could have chosen to vary the proposals in its budget before recommending it to Council.

### **Officers to action:**

Paul Whaymand, Finance

### **Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

### **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.*

## **9. SCHOOLS BUDGET 2016/17**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Agrees that the total Schools Budget for 2016/17 will be equal to the total of the Dedicated Schools Grant (as set out in paragraphs 59 to 60) provided to the Council.**
- 2. Approve the Early Years Single Funding Formula, as set out in paragraph 11.**
- 3. Approve the base rate of funding for the Two Year Old Free Entitlement Offer, as set out in paragraphs 12 and 13.**
- 4. Approve the Primary and Secondary schools funding formula as agreed by schools and the Schools Forum, as set out in paragraphs 14 to 18.**

### **Reasons for decision**

Based upon recommendations from the Schools Forum, Cabinet made the necessary decisions to enable the distribution and confirmation of the funding arrangements for schools for 2016/17, including the final individual school budget shares, which are distributed to schools by 29 February 2016.

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

Cabinet could have made decisions contrary to the School Forum's advice.

### **Officer to action:**

Peter Malewicz  
Finance

### **Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

## **10. FINANCIAL SUPPORT TO VOLUNTARY ORGANISATIONS UPDATE**

### **RESOLVED:**

**That the Cabinet agrees the proposed grant reductions for 2016/17 for Age UK Hillingdon (AUKH), Hillingdon Autistic Care and Support (HACS) and Groundwork South noting their responses to consultation and, in the case of HACS, an Equality Impact Assessment of the potential impact this may have on residents.**

### **Reasons for decision**

Cabinet noted that at its December 2015 meeting, it had agreed a substantial grants programme for 2016/17 based on applications received and assessments provided to the Council. However, at that meeting Cabinet had requested supplementary consultation with three organisations where it had proposed to reduce their grant slightly from the previous financial year and to assess the impact of this, before making a final decision.

Following further consultation, Cabinet considered the responses back from Age UK Hillingdon, Hillingdon Autistic Care and Support (HACS) and Groundwork South and carefully reviewed the impact on the organisations and the residents they support, including an Equalities Impact Assessment and a detailed analysis of the accounts of HACS, which they had submitted.

In doing so, Cabinet agreed to reduce the grants to the level previously recommended, with the view that continued core service provision could still be achieved, without a direct

impact and that it would also provide the necessary assurances over value for money to taxpayers.

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

Cabinet carefully considered the assessments of reductions in the grants and in doing so, could have decided upon further grant reductions or to reinstate grants to previous levels.

### **Officers to action:**

Kevin Byrne – Administration Directorate

### **Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

## **11. CHANGES TO THE ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the outcome of the consultation about proposed changes to the school admissions criteria.**
- 2. Consider and give full regard to the outcome of the consultation findings and the equalities and human rights impact assessment when making a decision on the proposals to amend the school admissions criteria.**
- 3. Agree to implement the amended admission arrangements for all Hillingdon Community schools from September 2017. In accordance with the School Admissions Code Admissions Authorities must determine the admissions criteria by 28 February 2016.**

### **Reasons for decision**

Cabinet considered the detailed responses following a full public consultation and review of the school admissions criteria for community schools in Hillingdon. The review had been precipitated by Cabinet in October 2015 because of a residual risk that in future years some children may not be prioritised for a school place by virtue of where they lived in the Borough relative to local schools.

In agreeing the proposed changes, Cabinet reiterated its objective to ensure priority is given to children to access places at schools as close to their home as possible. Cabinet noted that to be fair and reasonable, those children admitted to full time school prior to 31st August 2017 the existing sibling priority would still remain.

## **Alternative options considered and rejected**

Cabinet considered a range of option to address the risk that a small number of children living in Hillingdon may not be guaranteed a school place as close to their home as possible, including retaining the existing criteria or amending parts of the proposals put out to consultation.

### **Officer to action:**

Dan Kennedy, Residents Services

### **Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

## **12. HILLINGDON RESPONSE TO LB HOUNSLOW'S 'WEST OF BOROUGH PLAN' ISSUES CONSULTATION \***

A report on this matter was not consider by Cabinet and referred for decision to the Leader of the Council and Cabinet Member for Planning, Transportation and Recycling.

## **13. STANDARDS AND QUALITY OF EDUCATION IN HILLINGDON 2014/15**

### **RESOLVED:**

#### **That the Cabinet:**

- 1. Note the concerns set out in the report about the performance of Hillingdon Schools;**
- 2. Endorse the priorities to continue to raise the attainment and aspiration of Hillingdon's looked after children;**
- 3. Endorse action to continue to challenge underperforming schools and other education providers to raise attainment and aspiration for all children in Hillingdon and;**
- 4. Agree that officers review the Hillingdon School Improvement Plan (2015-18) with school leaders in light of the attainment results for 2014/15 to ensure the school-led plan addresses the concerns highlighted in this report.**

### **Reasons for decision**

Cabinet received its annual update on local academic results and attainment by pupils in the Borough during the last school year. Members present reviewed the Ofsted inspection results and noted there was a pressing need to improve achievement in key areas and

stressed the responsibility and accountability of schools themselves to raise school standards.

**Alternative options considered and rejected**

None.

**Officer to action:**

Dan Kennedy, Residents Services

**Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

**14. DEED OF VARIATION OF A LEASE TO THE COUNCIL AT HARLINGTON COMMUNITY SCHOOL, HAYES**

**RESOLVED:**

**That the Cabinet agree to the variation of the terms of the existing lease dated 15 September 1998 agreed by officers as detailed in this report and instructs Legal Services to complete the appropriate legal documentation.**

**Reasons for decision**

Cabinet approved a necessary property transaction to reallocate rooms within Harlington School premises so that Adult and Community Learning classrooms were located more closely together to improve the learner experience and ensure improved safeguarding of children at the school. It was noted that this change was welcomed by all parties.

**Alternative options considered and rejected**

Cabinet could have chosen not to approve the property variations provisionally agreed by officers.

**Officer to action**

Susan Williams-Joseph, Residents Services

**Classification: Public**

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*



## 15. SCHOOL CAPITAL PROGRAMME UPDATE

### RESOLVED:

#### That Cabinet:

1. Note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.
2. Approve the installation of modular temporary classroom units at 2 primary schools to be used for bulge classes to meet the demand for additional primary school places from September 2016.
3. Delegate full authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for the installation of modular temporary classroom units required for bulge classes from September 2016.

#### Reason for decision

Cabinet received its monthly update on London's largest school building programme, aimed at ensuring that every child in the London Borough of Hillingdon would have a quality place at a local school.

Specific decisions were made to progress suitable additional accommodation required for the primary school bulge classes to ensure there would be sufficient pupil places to meet the expected demand from September 2016.

#### Alternative options considered and rejected

None.

#### Officer to action:

Bobby Finch, Residents Services

#### Classification: Public

*The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.*

## **16. AWARD OF CONTRACT: VEHICLE HIRE FRAMEWORK AGREEMENT**

### **RESOLVED:**

#### **That the Cabinet:**

- 1. Approves the use of the Framework Agreement for Vehicle Hire, as set out in the report and;**
- 2. Approves that the suppliers listed in the report be invited to join the Framework Agreement.**

#### **Reasons for decision**

Cabinet gave its approval for the use of a Framework Agreement to secure the lowest costs for vehicle hire for its fleet of specialist vehicles. Cabinet noted that there were instances where there was a need for a short term vehicle hire to cover for when vehicles that would be off road for maintenance, repair or testing and to cover for any remaining peaks and troughs in service demand.

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

None.

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

Colin Russell, Waste Services Manager.  
Mohammed Ladha, Procurement Executive.  
Nigel Dicker, Deputy Director Residents Services.

#### **Classification: Private**

*Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and 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.*

## **17. PROCUREMENT OF SEXUAL HEALTH CONTRACTS \***

### **RESOLVED:**

#### **That the Cabinet agrees:**

- 1. That the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Social Services, Health and Housing:**

- a) Renegotiate costs/contract value for the potential extension of current contractual arrangements for GUM (delivered by the Hillingdon Hospitals (THH) NHS Foundation Trust) for a further 12 months (until April 30th 2017). Furthermore, noting that potential cashable savings are dependent on the outcome of the negotiations.
  - b) Renegotiate costs/contract value for the potential extension of current contractual arrangements for Contraception and Sexual Health (CaSH) with the Central & North West London (CNWL) NHS Foundation Trust for a further 12 months (until April 30th 2017). Furthermore, noting that no cashable savings are anticipated; however, inflationary costs are expected to be controlled.
2. That Public Health undertakes a Sexual Health Needs Assessment to inform scoping for a new Integrated Sexual and Reproductive Health Service;
  3. That Category Management and Public Health lead on a competitive tender process for an Integrated Sexual and Reproductive Health Service to start on 1st May 2017 (recommended 4 years, with option to extend up to a further 3 years).

### **Reasons for decision**

Cabinet received an update on Public Health contracts in relation to sexual health and genito-urinary medicine and gave approval to progress short term extensions of current contractual arrangements and put in place for plans for future competitive tendering of services going forward.

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

Cabinet could have sought alternative solutions for sexual health services.

### **Officers to action:**

Steve Hajioff, Statutory Director of Public Health,  
Sharon Daye, Consultant in Public Health  
Steve Powell, Category Manager – Public Health  
Nigel Dicker, Deputy Director - Residents Services

### **Classification: Private**

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## **18. MANNED GUARDING, CCTV MONITORING AND GENERAL SECURITY CONTRACT**

**RESOLVED:**

**The Cabinet approves:**

- 1. The award of a contract to Kingdom Security Limited to deliver the security provision at the Council's Civic Centre and other corporate properties for 3 years with the possibility to extend by a further 1+1 years and;**
- 2. The TUPE transfer of the CCTV Monitoring Facility Operatives from The London Borough of Hillingdon to Kingdom Security Services.**

### **Reason for decision**

Cabinet noted that the current security contract was due to expire and that through a competitive tender process, it had extending the specification for the contract to include CCTV monitoring, which had previously been undertaken in-house.

Following due consideration, Cabinet approved the most economically advantageous bid to deliver Manned Guarding, CCTV Monitoring and General Security services for at least the next three years to the Civic Centre and a range of other corporate sites across the Council's non-housing property portfolio.

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

Cabinet could have re-tendered the contract with the same or reduced specification.

### **Officers to action:**

Perry Scott - Residents Services

Michael Breen - Finance

### **Classification: Private**

*Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and 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.*

## **19. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

No additional items were considered by the Cabinet.

The meeting closed at 7.49pm.

## **\* IMPLEMENTATION OF CABINET'S DECISIONS**

**Decisions that take immediate effect:** Cabinet's decisions relating to Items 8 & 9 (MTFF and Schools Budget) are integral to the Council's budget proposals and will be recommended to Council on 25 February 2016 in order to set a balanced budget. These decisions take immediate effect.

**All other decisions:** Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions. These can therefore be implemented from 5pm, Friday 26<sup>th</sup> February 2016 upon the expiry of the scrutiny call-in period, unless notified otherwise.

The officers to implement the decisions are indicated in the minutes.

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# Raising Standards in Private Sector Rented Accommodation

## **Members of the Committee**

Wayne Bridges (Chairman)  
Teji Barnes (Vice-Chairman)  
Shehryar Ahmad-Wallana  
Peter Davis  
Beulah East (Labour Lead)  
Becky Haggar  
Manjit Khatra  
June Nelson  
Jane Palmer

## **Co-opted Member**

Mary O'Connor

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## **CHAIRMAN'S FOREWORD**

Difficulties in accessing owner occupation, and an active buy-to-let market has seen a rapid growth in the private rented sector. In Hillingdon, both the number and proportion of households that live in this tenure has grown significantly. The cost of accessing the sector has also increased markedly and the make-up of the sector has changed. As a result, the role of the private rented sector, to meet needs and demand for housing in the borough has grown and with it the importance of ensuring that people renting can live in safe and properly managed homes.

Our review took place between the summer and autumn and addressed the following areas:

- a. It examined the profile of the sector and its tenants and how this has changed, including information regarding accessibility to such accommodation;
- b. Investigated levels and the impact of overcrowding in the sector particularly in relation to the health of occupants;
- c. Considered the current and potential mechanisms through which information housing options is made available to existing and prospective private rented sector tenants.
- d. Assessed the likely impacts of increased regulatory control in the sector as set out in the Housing and Planning Bill.

To do this we took evidence from a number of sources including officers, the Director of Public Health and Lettings Agents and had regard to proposed legislative changes. My view is that the proposals in this review, together with the changes officers have already put in place, provide an opportunity to improve the private rented sector and for the Authority to be in a better position to assist those residents in housing need.

***Councillor Wayne Bridges***  
***Chairman of the Social Services, Housing & Public Health Policy Overview Committee***

## **RECOMMENDATIONS**

That the Cabinet and the Cabinet Member for Social Services, Health and Housing considers adoption of the following recommendations to be implemented by Officers:

### **Information sharing**

- 1. That the Landlord's Forum be used as a platform / sounding board to raise awareness of new policy and legislation such as :**
  - Elements of the Housing and Planning Bill affecting landlords;**
  - The Immigration Act 2014 and the current Immigration Bill concerning Right to Rent checks and evictions for those without a current right to rent;**
  - Likely impacts from the Welfare Reform and Work Bill.**

### **Intelligence**

- 2. To investigate and present options for updating the private sector house condition survey, recognising the statutory duty placed on Councils under the Housing Act 2004 to review housing conditions in their area.**

### **Health**

- 3. That Cabinet be asked to note the relationship between good quality housing and improved life chances.**

### **Raising standards & enforcement**

- 4. Consider the new national legislation set out in the Committee's report following the Government's response to the consultation - 'Tackling rogue landlords and improving the Private Rented Sector', and subject to this becoming law notes new requirements including:**
  - a. Contribute to a database of rogue landlords and property agents to keep track of persistent offenders and focus enforcement action;**
  - b. Introduce Banning Orders on the worst offenders, so landlords or lettings agents would be prohibited from letting or managing residential properties for a specific period of time;**
  - c. Where appropriate impose Civil Financial Penalties for breach of a Banning Order.**
- 5. Considers drafting a 'charter' or standard for landlords and lettings agencies to adopt, as a model of good practice.**

## **BACKGROUND**

### **What is the Private Rented Sector?**

The private rented sector is a classification of United Kingdom housing tenure as described by the Department for Communities and Local Government, a UK government department that has amongst its remit the monitoring of the UK housing stock.

Other classifications are:

- Owner-occupied
- Rented from registered social landlords (housing association)
- Rented from local authorities

The private rented sector consists of 2.7m dwellings in the United Kingdom. Of this total, 2.4m are in England representing 12% of the English housing stock. The sector has grown by over 10% in the last ten years and, according to the Centre for Economics and Business Research, is forecast to grow by a further 40% over the coming ten years

### **Changes to the Private Rented Sector in Hillingdon**

The private rented sector in Hillingdon has grown significantly in the last few years. As a result of a buoyant market place and increased competition to secure accommodation, the cost of accessing private sector accommodation has increased markedly and the make-up of the sector has changed. Competition for accommodation has also intensified as tenants have moved from inner to outer London boroughs where accommodation is comparatively more affordable.

These factors have created a different climate for private rented sector housing and have had a detrimental impact on a households' ability to access the sector. There is, for instance, some evidence that overcrowding is increasing. As a consequence, the Council needs to better understand the private rented market and in particular the impact of overcrowding on occupants' health.

Given the pressures on all local authorities to deliver best value in today's economic climate, it is important that information about available options is disseminated effectively in relation to both council services and those provided by others.

Due to the rapid growth of the sector and other changes, such as those relating to welfare benefits, it is timely to review the private rented sector.

## A PROFILE OF THE PRIVATE RENTED SECTOR AND ITS TENANTS

### The size and composition of the private rented sector and its occupants

The growth of the private rented sector is common across the country but has been particularly strong in London. Referencing the 2011 census, officers explained the private rented sector made up 18.2% of the 100,214 households in Hillingdon. Comparing this to the data from the 2014 Annual Property Survey, it was noted that the proportion may have grown to as much as 28.2% (note: this is based on a sample survey and as such will be subject to a margin of error).

There has been a shift from owner occupation to private renting. Outright owner occupation increased slightly, but the number of households buying with a mortgage reduced by almost 6,000 households over this period. At the same time those letting from a private landlord or letting agency increased by over 8,500.

### The differences within the private rented sector in different parts of Hillingdon

The Committee learnt that overall, the number of households renting privately had increased in all wards in Hillingdon but there was also significant variation. Perhaps not to be unexpected given the Heathrow effect, the wards with the largest numbers of private renters were Heathrow Villages, Townfield, Uxbridge South, and Yiewsley. This was repeated in the census whereby the largest increase between the census years in the number of households renting privately was in Heathrow Villages (805) and the largest percentage increase was in Brunel (166%), owing in part to the continued expansion of the university. Within wards the percentage of households living in the private rented sector, at the time of the 2011 census ranged from 8.8% in Eastcote and East Ruislip to 35% in Heathrow Villages.

Table 1

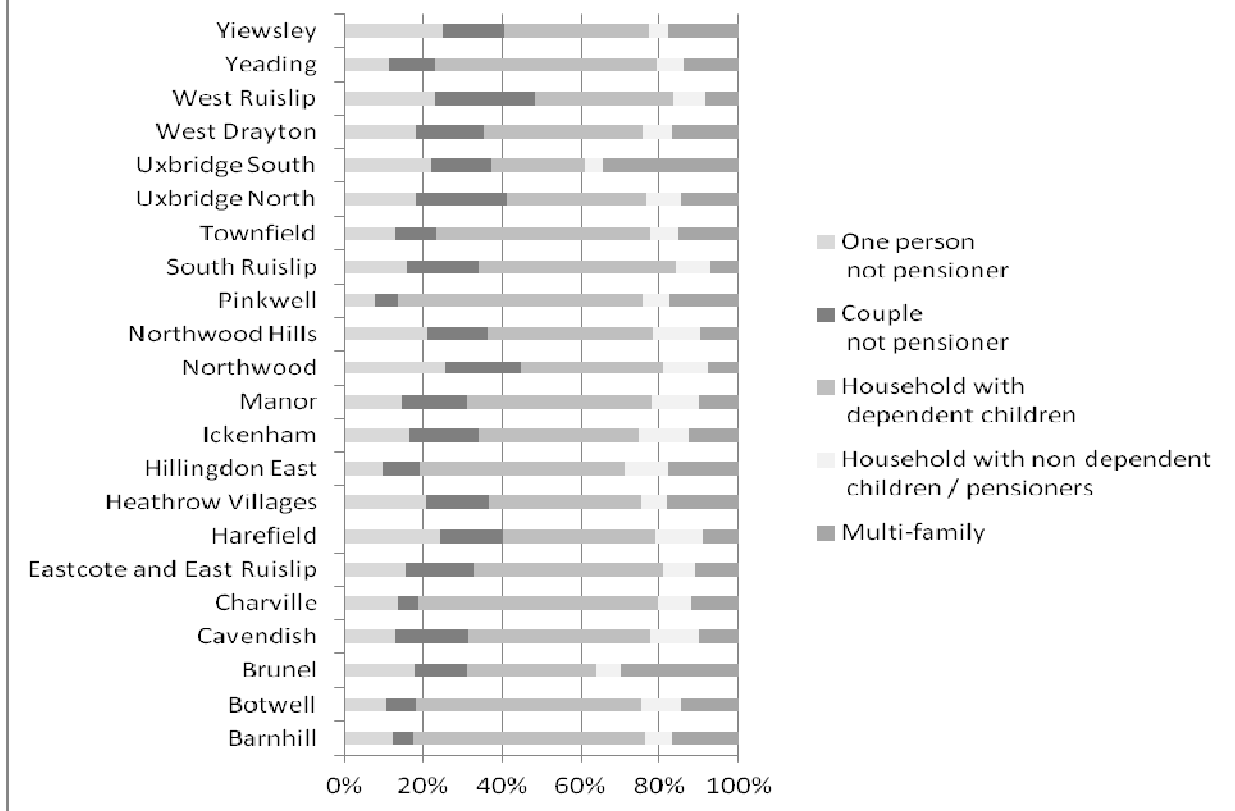
Wards	2011 % of households in PRS	Households in PRS		Difference 2001 to 2011	% inc 2001 to 2011
		2001	2011		
Barnhill	21.7%	413	881	468	113
Botwell	21.1%	526	988	462	88
Brunel	21.8%	354	943	589	166
Cavendish	10.1%	258	416	158	61
Charville	17%	285	691	406	142
Eastcote and East Ruislip	8.8%	239	390	151	63
Harefield	11.3%	188	307	119	63
Heathrow Villages	35%	690	1,495	805	117
Hillingdon East	15.4%	361	664	303	84
Ickenham	9.4%	251	345	94	37
Manor	14.1%	316	597	281	89
Northwood	21.2%	630	908	278	44
Northwood Hills	17.1%	443	753	310	70

Pinkwell	20.7%	385	924	539	140
South Ruislip	19.7%	440	884	444	101
Townfield	22.8%	402	1,002	600	149
Uxbridge North	19.4%	637	867	230	36
Uxbridge South	26.4%	705	1,246	541	77
West Drayton	19.5%	395	997	602	152
West Ruislip	19.7%	567	856	289	51
Yeading	21.2%	394	906	512	130
Yiewsley	22.6%	557	1,081	524	94

The private rented sector has expanded beyond its traditional student and young professional, single person and couples market and now houses a wide range of people. Tenants in the sector come from a range of backgrounds, affluence levels, household type, age, and jobs. There are now many more families with children than was previously the case. Many households in the private rented sector are reliant on Housing Benefit.

The 2011 census data shows that households with children are the largest private rented sector client group in all LB Hillingdon wards and form more than half of all private rented sector households in 8 out of the 22 boroughs. In both Pinkwell and Charville the proportion was over 60% in 2011.

## Household types in the private rented sector by ward at 2011 census



While the Committee recognised the Census provided the most comprehensive means of data capture to provide the Council with information on the size and composition of different housing sectors, the Committee felt there was scope to improve the Council's intelligence gathering at a local level and an opportunity for officers to investigate the viability of conducting further localised research, including using sample questionnaires.

The Committee also noted that the last House Condition Survey conducted by Fordham Research Group had been completed in May 2008. On this basis the Committee recommended:

**2**

**To investigate and present options for updating the private sector housing condition survey, recognising the statutory duty placed on Councils under the Housing Act 2004 to review housing conditions in their area.**

# 1. LEVELS AND THE IMPACT OF OVERCROWDING & REPORTED HOUSING ISSUES

## Levels of Overcrowding in the Private Rented Sector

A national picture of overcrowding can be drawn from the census. An analysis of the 2011 Census data by the Office for National Statistics has indicated that overcrowding was most common among rented households, with similar proportions of socially rented (8.7%) and privately rented (8.6%) households in overcrowded homes, which was almost four times the proportion (2.3%) among owner occupied households.

The prevalence of overcrowding among rented households compared with owner occupied could result from one or a combination of reasons, which might include:

- An inability of households to afford to rent homes with more bedrooms.
- Some renters may decide to remain in smaller homes while they save towards a mortgage.
- There could also be an unavailability of suitable rental houses especially for large families, in certain localities.

Officers explained at Borough level, the current extent of overcrowding in the sector was difficult to measure, as the vast majority of the properties in the sector did not come to the attention of the Council. With the pressure on the cost of rented accommodation, some families may also accept a degree of overcrowding, in order to keep rent down, which other families would find unacceptable.

The Committee heard that complaints to the Council's Contact Centre was the usual mechanism for the Council to learn about instances of overcrowding. In all cases, officers asked residents a series of questions so that a pro forma could be completed. On the basis of the information supplied, a decision would then be taken about how this information would be shared with other Council Departments so that site visits and or maintenance could be arranged and a resolution found.

Officers explained that if tenants had been unsuccessful by this route, it was usual for issues to be raised with local Councillors at Ward Surgeries. As a result of these meetings, Councillors had the opportunity to submit a Member's Enquiry on behalf of the resident to solve the problems posed. The implications of tackling the problem this way were that the Officer assigned with the ME would need to liaise with the contact Centre to assimilate the information which had been provided at first contact and then collate this with the information which had been provided at the Ward Surgery.

The Hillingdon amenity standards for houses of multiple occupation (HMO) requires a minimum room size of 6.5 square meters for single occupation and 10 square meters for two occupants. The sharing of rooms by persons of the opposite sex over the age of 10 shall not be permitted unless and they are over 16 and live as husband and wife. A child (over 1 year old) will be considered as an individual person in terms

of these standards. The sharing of a bedroom by three occupiers is only allowed in hostel type accommodation, where roughly an additional 5 square meters is required for each additional occupant.

From April to November 2015 there were 25 complaints to the Council about overcrowding and space in HMOs, and 8 in single dwelling rented accommodation. Usually this will be because the tenant(s) believe the property is too small for their needs, which may or may not be true. Each case is investigated. In the case of single dwellings, the key determinant is the Housing Health and Safety Rating System, where the ideal for preventing crowding hazards is described as:

*Within a dwelling there should be sufficient space for the separation of different household activities, either by physical separation or by a clearly defined space within a larger space. The degree of separation is partly dependent on the number of people who can be expected to share the space, and whether or not they are expected to be part of the same household.*

*For larger households, physical separation of living, cooking, dining and even sleeping areas is more necessary. For such households, bedrooms should lead off a circulation space, and should be large enough to be useable for sleeping and for study or relaxing away from the other members of the household.*

*There should be sufficient provision for sleeping having regard to the numbers likely to be accommodated in the dwelling. As well as sufficient sleeping space, there should be a living area of sufficient size for the household. Indoor and outdoor play and recreation space is necessary in accommodation housing children. Outdoor play space should be readily visible from within the dwelling and safely separated from public and neighbouring areas.*

*To provide for adequate privacy for the user, each bath or shower should be sited in a bathroom and each sanitary closet should be sited in a bathroom or separate compartment provided with a lockable door.*

*A second stage is involved, involving determining whether the dwelling is over-occupied by the current household.*

For licensed HMOs (i.e. where there are 5 or more occupants), the key determinant is how many persons the property is licensed for (which is based on the minimum amenity standards as above). If this number is exceeded, an Overcrowding Notice can be served requiring the number of occupants to be reduced to the licensed number as a maximum. In extreme cases, a Prohibition Notice can be served, requiring the cessation of use of the premises for occupation, or a cessation of use as an HMO. The number of Overcrowding Notices and Prohibition Notices for overcrowding is less than 10 per year, but a larger number of cases are resolved by negotiation with the landlord. It should be recognised that sometimes the tenants are responsible for the overcrowding, rather than the landlord, when they move additional family members in.



The table below shows the number of complaints received (usually from tenants or their representatives, but these figures do not include Members Enquiries) from April to December 2015. PSH HMO codes are for HMOs and PSH HS codes are for single family dwellings (i.e. not HMOs). The most common cause of complaint in single family dwellings is damp and mould, followed by cold, then sanitation, pests, electrical or structural hazards, then problems with water and gas supplies. However, for HMOs the most common form of complaint (apart from complaints from neighbours) is overcrowding and space.

The conclusion from these figures is that overcrowding is a more significant issue in HMOs than in ordinary houses, although the numbers of complaints are not high. This is most likely because HMOs tend to be occupied by single persons or couples, rather than large families, and are shared by many people not of the same household who may not know or even like each other. Lack of space is therefore more likely to be a cause of complaint in HMOs, especially if the number of persons for which the property is suitable or licensed is exceeded.

Overall, there are 14,000 rented households in the Borough, so the number of complaints is not large in proportion at about 600 per year which is 4% of the whole, although of course the Council does not know how many people may live in unsuitable conditions who do not complain to the Council.

**Complaints received (usually from tenants or their representatives, but these figures do not include Members Enquiries) from April to December 2015.**

Housing Standards in HMOs	April	May	June	July	August	September	October	November	December	Sum:
PSH HMO - Resident or Other Complaint	2	2	10	13	6	6	3	2	1	45
PSH HMO - Crowding and Space	2	2	2	2	3	7	6	1	1	26
PSH HMO - Beds in Sheds / Illegal Outbuilding	3		1	1		1	1	1	3	11
PSH HMO - Damp and Mould Growth		1		3	1	1		3	2	11
PSH HMO - Hazards - Electricity		1	1		1	2		3	1	9
PSH HMO - Excess Cold							1	2	1	4
PSH HMO - Pest and Infestation		1			1	2				4
PSH HMO - Water Supply			1	1			1			3
PSH HMO - Call transferred to officer	1				1					2
PSH HMO - Hazard - Structural Collapse					1		1			2
PSH HMO - Hazards - Gas									1	1
PSH HMO - Hazards - Trips and Falls								1		1
PSH HMO - Mechanical Noise within the Home				1						1
<b>Total</b>	<b>8</b>	<b>7</b>	<b>15</b>	<b>21</b>	<b>14</b>	<b>19</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>120</b>

Housing Standards in single dwellings	April	May	June	July	August	September	October	November	December	Sum:
PSH HS - Damp and Mould Growth	20	9	12	8	3	6	11	16	20	105
PSH HS - Excess Cold	4		3		3	5	14	9	8	46
PSH HS - Pest and Infestation	3	3	7	2	3	7	6	3	2	36
PSH HS - Sanitation and drainage	4	5	3	2	4	4	2	4	5	33
PSH HS - Hazards - electricity	5	2	4	2	2	3	7	6	1	32
PSH HS - Hazard - Structural collapse	2	2	2	3	2	10	4	1	1	27
PSH HS - Hazards - Gas	2	2	4	2	1	1	1		3	16
PSH HS - Water Supply	3	3	2		1	4		1	2	16
PSH HS - Crowding and space	2			2	3			1	2	10
PSH HS - Hazards - trips and falls	1		1	2	2		2		1	9
PSH HS - Lack of Cooking Facilities	2	2	4						1	9
PSH HS - Call transferred to officer	1				1					2
PSH HS - Pollution								2		2
PSH HS - Fire - Hazards	1									1
<b>Total</b>	<b>50</b>	<b>28</b>	<b>42</b>	<b>23</b>	<b>25</b>	<b>40</b>	<b>47</b>	<b>43</b>	<b>46</b>	<b>344</b>

<b>Grand total</b>	<b>58</b>	<b>35</b>	<b>57</b>	<b>44</b>	<b>39</b>	<b>59</b>	<b>60</b>	<b>56</b>	<b>56</b>	<b>464</b>
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## HEALTH IMPLICATIONS OF OVERCROWDING

At the second witness session, the Director of Public Health spoke about the links between overcrowding, poor housing conditions and the impacts these had on health.

Definitions of overcrowding included a normative judgment about the adequacy of personal space in a dwelling and an objective measure of number of people per room in a dwelling. The common consequences of overcrowding include:

- Children’s education may be affected by overcrowding directly, through a lack of space for study, as well as indirectly because of school absences caused by illness.
- People with poor health may have difficulty holding down or securing employment and may not be able to afford housing appropriate to their needs.
- People with illnesses may live in overcrowded conditions as a result of their need for care and support from relatives.
- Overcrowding can lead to both physical illnesses such as tuberculosis from close contact with infected co-inhabitants and mental illnesses caused from stress due to invasions of privacy, noise and limited access to facilities.
- Noise from people in adjacent rooms or neighbours can have psychological adverse effects.

Referring to the Government-commissioned Black Report <sup>1</sup>and the more recent Marmot Review, the Committee heard studies had placed particular emphasis on housing as a health inequality issue and saw adequate housing as a prime requisite for health. Noting this relationship, the Committee recommended:

**3** **That Cabinet be asked to note the relationship between good quality housing and improved life chances.**

It was noted that housing had long been recognised as an important mechanism for improving people’s health and sense of well-being and for reducing health inequalities between different groups. The relationship between housing and health was, however, a complex one as housing is inextricably linked with other key determinants of health such as the socioeconomic circumstances of individuals and locality factors.

It was clear to the Committee that groups such as those who were already unwell, older people, people with disabilities and the unemployed were among those most likely to live in poor housing and also tended to spend long periods of time indoors exposed to potentially hazardous environments.

Turning to the most prevalent issues which could arise from overcrowding, the simple message was the greater number of individuals there were in a given space, resulted in an increased pressure on the household. Committee heard that dampness, moisture and mould in indoor environments had been associated with adverse health effects in population studies in Europe, North America and elsewhere. Officers reported the most commonly reported health effects were airways symptoms, such as cough and wheeze, but other respiratory effects, and skin and general symptoms had also been reported. Officers concluded the relative

<sup>1</sup> Black Report 1980 <http://www.ncbi.nlm.nih.gov/pubmed/7118327>

lack of knowledge regarding the role of specific exposures in dampness and mould related health problems, was largely due to their complex nature.

Likewise, overcrowded conditions could give rise to increased residential second-hand smoke exposure and increased numbers of lower respiratory infections, asthma, heart disease and lung cancer. Officers explained that breathing in other people's tobacco smoke (second-hand, passive or involuntary smoking) was known to cause a range of disorders from minor eye and throat irritation to heart disease and lung cancer. Give their developmental stage, children were particularly vulnerable to the effects of second-hand smoke and prolonged exposure increases the risk of cot death, glue ear, asthma and other respiratory disorders, including emphysema later in life.

During the course of discussions, the Committee also focused on the most vulnerable groups at either end of the age spectrum and the following points were noted:

### **Impact of poor housing on children's health**

Living in substandard housing could have an impact on a child's physical and mental development:

- Cold temperatures lower resistance to respiratory infections;
- damp conditions are favourable to bacteria and viruses;
- and mould and fungi produce allergens that can lead to asthma and other respiratory problems. Damp and mould impact more strongly on children than adults.

Damp, mouldy homes are between one and a half and three times more prone to coughing and wheezing – symptoms of asthma and other respiratory conditions – than children in dry homes. These can lead to:

- Sleep loss;
- Restrictions on children's daily activities, and absence from school;
- Living in cold, damp housing may well have an impact on children's mental health too, increasing children's chances of experiencing stress, anxiety;
- Poor housing conditions also affect children's recreational opportunities.

### **Impact of poor housing on older people**

- Older people living in cold, damp homes are at greater risk of Arthritic symptoms and rheumatism, which can result in prolonged immobility, making it even more difficult to keep warm;
- Domestic accidents and falls, including fatalities;
- Social isolation;
- Mental health problems;
- Neighbourhood effects.

The Committee thanked the Director of Public Health for a detailed and comprehensive report. It was noted the health considerations highlighted in the

report, identified the Local Authority had a large responsibility to ensure that tenants were not placed in sub standard accommodation.

Noting that damp had been cited as one of the primary causes of bad health, the Committee agreed the response time to complaints was important, as the implementation of repairs had a direct bearing on raising overall standards in the Private Rented sector.

The Committee acknowledged that it was a difficult balancing act to ensure the authority offered advice and guidance without stepping outside of its remit.

### **Housing conditions - complaints about standards in the private rented sector**

To address complaints about housing conditions (not necessarily overcrowding) the Committee learnt that Hillingdon currently employs 4.1 full time equivalent posts as "housing standards officers" (5 staff members two of whom are part time).

The team was larger than this, but work has been re-organised to allow these officers to concentrate on raising standards in the private rented sector. Work has been re-assigned to other teams which concentrate on nuisance from rented properties, grants and adaptations to private properties and procuring new landlords and in-house leased properties. The housing standards team is therefore well placed to deal with complaints about standards, in:

- private rented single dwellings
- houses of multiple occupation (HMOs)
- temporary accommodation, such as bed and breakfast hotels
- mobile homes and caravan sites

Where the Council provides the accommodation, such as properties leased direct from landlords or through agents such as Orchard and Shipman, the standards team will make sure that adequate standards of accommodation are provided. Where the tenant has a tenancy agreement with the landlord independent of the Council, the Council's primary role is to respond to complaints from tenants about hazardous conditions, rather than quality or value for money issues which are matters between the tenants and the landlord.

Hazards are assessed under the government's Housing Health and Safety Rating Scheme, introduced to support the enforcement measures in the Housing Act 2004. The most common hazard types in Hillingdon are shown in this table:

### **Regulatory and Control Powers Available**

A number of regulatory and control powers are available to the Council. These are listed in Appendix D

## 2. INFORMATION, ADVICE AND GUIDANCE

The final witness session examined the information, advice and guidance currently provided and also took account the views of a local Lettings agent to see where there might be an opportunity to improve what was currently done. Officers explained that information is provided through the Council website, leaflets, various fora and the Hillingdon People monthly magazine.

When making enquiries, the Committee appreciated that people's needs and experiences were multidimensional and influenced by:

- The specific housing issue(s) which had brought them to the Council, often involving a multiplicity of complex issues, developing over time;
- Their personal emotional and practical circumstances which may have caused, exacerbated or coincided with their housing issue; and
- Their own personal capability to seek out help, including their awareness of support options available to them, their confidence in engaging with these supports, and their skill in using these effectively to resolve their housing issues.

The Committee Members knew from the experience of their ward surgery work that as the complexity of housing issues or personal circumstances rise, people's capability to resolve problematic housing situations decreases. This includes their ability to: articulate their key housing needs; identify necessary information or advice to address these needs; and take successful action to bring about positive change. Given a tendency to wait to seek support until 'critical moments,' people seeking out housing advice and support thus tend to be doing so in highly emotional and often fairly urgent circumstances. This of course raises challenges for support services, which must provide for people's practical and emotional needs.

The Category Manager (for Housing) demonstrated what information was available to tenants, lettings agents and landlords and how to go about accessing it. Although the Committee agreed this was comprehensive and informative, it illustrated that often the best way to find information was by using the ' search functions within the website and search engines.. While this was useful, it did of course assume the user was conversant with certain housing terminology to refine their search parameters. As such, the Committee agreed it would be useful and helpful if the web based Housing information was reviewed together with a limited degree of user functionality to test the ease at which key information could be found in the future. Since this part of the review in December 2015, the website has been modernised to improve its search function capability. Members will keep this under review.

The Committee were aware Local Authority has a well attended and successful Private Landlords Forum which had been in operation for the last 15 years where information is exchanged and partnership working on various schemes has been developed. Landlords are encouraged to join the London Landlords Accreditation Scheme (LLAS) which provides training courses on the essential legal and other

information needed to run this type of business properly. Given the significant forthcoming changes to the Housing and Planning Bill, Immigration Act and changes to tax arrangements for Buy to Let Landlords, the Committee felt there was scope for the Landlords Forum to be used as a more effective platform to highlight, discuss and inform landlords of future obligations which would significantly impact on their business models.

The Committee welcomed the news that officers could also take action over landlords when either serious, immediate hazards were present or did not carry out repairs within a reasonable time. The main powers are now within Part 1 of the Housing Act 2004 and include Improvement Notices, Prohibition Orders, Emergency Remedial Action and Hazard Awareness Notices.

Bearing in mind the changes on the horizon, the Committee recommended that:

**1**

**That the Landlord's Forum be used as a platform / sounding board to raise awareness of new policy and legislation such as :**

- **Elements of the Housing and Planning Bill affecting landlords**
- **The Immigration Act 2014 and the current Immigration Bill concerning Right to Rent checks and evictions for those without a current right to rent.**
- **Likely impacts from the Welfare Reform and Work Bill.**

Harking back to the 2008/09 review, the Committee recalled how many PRS landlords had favoured public sector tenants as they were perceived as presenting a lower risk and offered a more secure form of tenancy.

However, the Committee learnt that there had been a sea change in the market whereby landlords now chased the prevailing market rent.

Speaking about recent changes, the Committee welcomed the news that legislative change meant there was now a greater onus on landlords to monitor the quality of their housing stock to ensure it was compliant with new guidelines.

In response to a Committee question about what further action the Council could possibly take to improve the sector, suggestions relating to incentive payments, grants and underwriting the payment were proposed. These were greeted as a candid view of Landlord's willingness to work with the Council given the current dynamic market.

The Committee noted that a number of avenues had already been explored by the Council to improve the sector but given the recent changes to Benefits legislation, the number of tenants in arrears was rising as was the number of evictions. Officers

were aware of these issues and explained that the Council regularly monitored market conditions.

Having discussed the enforcement options available to the Council at some length, the Committee reviewed the types of action which could be taken against those landlords and letting agents which had repeatedly offended. Officers explained the Housing and Planning Bill was undergoing its ascent and its policy objectives were to build homes more quickly, assist people to purchase their homes and also to ensure the way housing is managed is fair and fit for the future. Providing an overview of key aspects of the Bill, the Committee noted that Parts 2 and 3 would give local authorities additional powers to tackle rogue landlords in the private rented sector. Forthcoming measures include the ability to apply for banning orders and the creation of a national database of rogue landlords.

In this respect, the Committee felt the implementation of a blacklist would effectively fulfil the dual function of providing tenants with a vetted selection of landlords to choose from while at the same time help raise standards in the PRS as the existence of a blacklist would act as a deterrent to non-compliance.

Developing this further, Officers explained that Government guidance on the topic suggested that being on the database would not in itself be an offence, however the database would enable local authorities to keep track of landlords/letting agents who have been convicted of certain offences and help focus their enforcement action where it is most needed. In terms of data protection, the Committee were informed that the database would only be accessible by local housing authorities and central Government as the rationale behind the database was to assist local housing authorities keep track of known rogue landlords and letting agents and thus become a mechanism to focus their enforcement action.

Another measure explored by the Committee included the viability of introducing Banning orders whereby landlords and letting agents would be prohibited (banned) from renting out or managing property. The effect of a banning order would be the landlord or letting agent was banned from:

- letting housing;
- engaging in letting agency work;
- engaging in property management work; or
- doing two or more of those things

Officers explained that the current thinking suggested that where a landlord or letting agent had been convicted of an offence which could trigger inclusion on the Database, it would be open to a local authority to seek a banning order from a First Tier Tribunal where they believed the offence has been particularly serious and/or where the individual is a repeat or prolific offender. There will be a right of appeal against a banning order.

On this basis the Committee recommended that:



# 4

Consider the new national legislation set out in the Committee's report following the Government's response to the consultation - 'Tackling rogue landlords and improving the private rented sector', and subject to this becoming law notes new requirements including:

- a. **Contribute to a database of rogue landlords and property agents to keep track of persistent offenders and focus enforcement action.**
- b. **Introduce Banning Orders on the worst offenders, so landlords or lettings agents would be prohibited from letting or managing residential properties for a specific period of time.**
- c. **Where appropriate impose Civil Financial Penalties for breach of a Banning Order.**

Since the witness sessions concluded the Housing and Planning Bill has been progressing through Parliament. The Bill has completed its passage through the House of Commons and was introduced into the House of Lords on 13.01.2016. This is a wide ranging Bill, Part Two of which is concerned with driving rogue landlords out of business. Measures are aimed at disrupting the behaviour of criminal landlords and property agents. The Bill also gives private landlords the right to reclaim their property in the event that a tenant abandons the property, without being required to go through costly processes or accept long periods of lost rental income.

A small number of rogue or criminal landlords knowingly rent out unsafe or substandard accommodation and the Government wants to do more to tackle the worst offenders. At present, the fines issued are inadequate. They are not sufficiently punitive or enough of a deterrent to disrupt the business model of disreputable landlords.

The measures introduced in the Bill are designed to help improve standards in the private rented sector and tackle the minority of rogue or criminal landlords. It lays the foundation for a database of rogue landlords and in extreme cases, the local authority will be able to ban a person from renting out properties which require a licence. Local authorities will be able to retain fines (for rent repayment orders and civil penalty notices) and access data from Tenancy Deposit Protection schemes) so that they can develop a better picture of the private rented sector in their area and focus activity accordingly. If passed as it currently stands the Bill will make the following changes:

- The Secretary of State must establish and operate a **database** of rogue landlords and property agents and local authorities will have responsibility to maintain the contents of the database. An entry on the database must be made if a banning

order against the person has been made. Every local authority will have access to the database but may only use the information on the database in connection with their housing enforcement activity. The database will make it easier for local authorities and enforcement agencies to identify and track rogue operators who move in and out of their locality.

- **Banning Orders** will prevent rogue / criminal landlord and property agents from operating or receiving a rental income for serious or repeated housing offences. A local authority may apply for a banning order against a person who has been convicted of a banning order offence and a ban must last for at least 6 months. A banning order is made by a First-tier Tribunal, banning a person from letting housing, letting agency work or property management work. Breach of a banning order will be a criminal offence and courts will be able to impose an unlimited fine and/or a term of up to six months imprisonment.
- Local authorities will also be able to impose a **civil financial penalty** for breach of a banning order. The financial penalty imposed must not be more than £30,000. A fine cannot be imposed if criminal proceedings have been instigated. Local authorities will be able to retain the fines they receive as income. Regulations may specify how the income is used.
- The **fit and proper person test** will be strengthened to provide that landlords must also be entitled to remain in the UK and must not be insolvent or bankrupt.
- **Rent Repayment Orders** (RROs) were introduced by the Housing Act 2004. Occupiers of a property, or the local authority can apply to a Residential Property Tribunal to recover rent or Housing Benefit (or Universal Credit) paid to an unlicensed landlord of a licensable HMO to cover the period when a licence was not in place, up to a maximum of 12 months. Measures in the Bill will extend the use of RROs to cover the illegal eviction of a tenant where a landlord has failed to comply with a statutory notice, such as an Improvement or a Prohibition notice or has breached a banning order. A rent repayment order may be made by a First-Tier tribunal where a landlord has committed a specified offence. These offences relate to:

Criminal Law Act 1977	Section 6(1)	violence for securing entry
Protection from Eviction Act 1977	Section 1(2), (3) or (3A)	eviction or harassment of occupiers
Housing Act 2004	Section 30(1)	failure to comply with improvement
	Section 32(1)	failure to comply with prohibition order etc
	Section 72(1)	control or management of unlicensed HMO
	Section 95(1)	control or management of unlicensed house
Housing and Planning Act (if passed)	Section 30(1) (current draft)	breach of banning order

- **Tenancy Deposit Protection Scheme Data Sharing** will allow local authorities to access the local data held by the companies operating Tenancy Deposit Protection schemes. Schemes will be able to charge a reasonable cost to local authorities for access to the data.
- **Abandonment legislation** will provide clarity and speed up the process enabling a landlord to regain possession of their property after a tenant has absconded. Landlords will be able to regain possession of a property where the tenant hasn't paid rent for eight weeks and they haven't responded to three warning notices that they will be evicted. A landlord would no longer need a possession notice from the courts to regain a property. The Bill makes provision for a tenant to apply within 6 months to the county court for an order reinstating the tenancy if the tenant has a good reason for having failed to respond to the warning notices.

These changes add up to a significantly different environment for private sector enforcement activity and the firm action in the bill to help improve conditions and standards has been welcomed by many organisations including CRISIS, CAB and SHELTER. It is reiterated that the changes have not yet been enacted and are subject to amendment. Assuming that they become law, Officers will seek to make best use of the measures included and their impact will be monitored.

In terms of what other positive steps might be taken, the Chairman explained he was aware a Reading Charter<sup>2</sup> had come into being.

The ambitions of the charter include:

- Tenants and landlords both take full responsibility for the homes they let out and live in.
- Increase the number of landlords supplying good quality private rented homes.
- Tackle fuel poverty and improve energy efficiency in private rented housing.
- Work with tenants, landlords and agents to agree procedures to tackle disputes.
- Act against criminal landlords to protect tenants.
- Bring an end to unfair practices which contribute to a negative image of the private rented sector.

The Committee heard that measures in the action plan included; ensuring all letting and managing agents operating within the borough were members of a redress scheme; developing systems to deal with allegations of harassment and illegal eviction; increasing the identification and referral of sub-standard properties and developing and promoting a 'rent with confidence' scheme.

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<sup>2</sup> The Charter is about setting out key actions that the Council will lead on to help support tenants, landlords, letting and managing agents to deliver a safe, healthy and thriving private rented sector

As a result, it was felt that the charter contained a number of good ideas and suggestions which would contribute to creating the conditions for the sector not only to thrive but also a set of aspirational goals.

On this basis the Committee recommended that:

**5**

**That the Council considers drafting a 'charter' or standard for landlords and lettings agencies to adopt, as a model of good practice.**

## **Conclusions**

Given the national housing crisis, the private rented sector has become a vital aspect of housing in Hillingdon. Since the last Housing condition survey, the number of people using the private rented sector has risen exponentially and so there is a clear onus on the Council to ensure it takes positive steps where possible to assist and improve the quality of life of our residents in this sector.

Our review has alluded that incidences of overcrowding may well be increasing driven by a necessity to accept lower housing standards to minimise costs. However, there is no panacea or single action that can be taken to solve all the problems associated with the sector. Enforcement options for the Local Authority will be strengthened by the Housing and Planning Bill when passed. These will however focus on the most serious and severe instances or malpractice.

Our review makes a series of recommendations which seek to improve the regulatory control of landlords and suggests ways in which landlords can be proactive to improve the sector through a combination of accreditation and further partnership working.

Finally, the review identified that although support is available, there is scope for officers to improve access to information, advice and guidance to ensure that we, as an Authority, do all we can to help prevent homelessness and support vulnerable tenants.

## Appendix A - Terms of Reference

The following Terms of Reference were agreed in the review scoping report.

- To provide a profile of the sector and its tenants and how this has changed for comparative purposes and provide information regarding accessibility to such accommodation;
- To report on levels and the impact of overcrowding in the sector particularly in relation to the health of occupants;
- Consider current and potential mechanisms through which information regarding their options is made available to existing and prospective private rented sector tenants. To include Council services and signposting to other agencies;
- To make recommendations to Cabinet based on the findings of this review.

## Appendix B - Witnesses

Witness sessions for the review were held on 3 September, 6 October and 4 November 2015. These sessions heard from the following witnesses:

### **Witness Session 1 (3 September 2015)**

#### **Setting the context and reviewing the size and scale of the PRS in Hillingdon**

Debby Weller, Policy and Strategy Manager, LBH

Nigel Dicker, Deputy Director, Residents Services, LBH

### **Witness Session 2 (6 October 2015)**

#### **Overcrowding, health implications and remedial measures**

Nigel Dicker, Deputy Director, Residents Services, LBH

Dr. Steve Hajioff - Director of Public Health, LBH (written submission only)

### **Witness Session 3 (4 November 2015)**

#### **Information, advice and guidance**

Ed Shaylor, Community Safety Team - Service Manager, LBH

David Youngs, (Category Manager - Housing).

Nigel Dicker, Deputy Director, Residents Services, LBH

Debby Weller, Policy and Strategy Manager, LBH

David Miller, Charrison Davies, Estates Agency

## **Appendix C - Background Reading**

To assist with the writing of this review, reference has been made to the following background information.

- **Housing and Planning Bill - 2015-16**  
<http://researchbriefings.parliament.uk/ResearchBriefing/Summary/CBP-7331>  
[www.housingnet.co.uk/download\\_pdf/1317](http://www.housingnet.co.uk/download_pdf/1317)
- **Licensing Of Two Storey Houses In Multiple Occupation - 23 July 2015**  
**Cabinet report**
- **Private Housing in Hillingdon**  
<http://www.hillingdon.gov.uk/article/7800/Private-housing>

## **Appendix D - Regulatory and Control Powers Available**

### **Enforcement Powers - Housing, HMOs & Empty Properties**

#### The Housing Health and Safety Rating system (HHSRS)

As well as hearing about how complaints into overcrowding were addressed, Officers explained that there were a number of enforcement powers available to Local Authorities to require landlords to carry out remedial works, or take other actions relating to their properties and these were changed by the introduction of the HHSRS in the 2004 Housing Act.

This replaced the previous housing fitness standard, which had existed, with some amendments, for nearly 70 years. The new Housing Act 2004 came into effect from April 2006.

The new standard must be applied to all private housing, be it owner occupied, private rented, an HMO or an empty property and has the advantage of enabling a wider range of matters to be taken into consideration for possible action. There are now 29 separate hazards, which might need to be considered when inspecting a property and each would need to be assessed for each dwelling. These include fire, damp and mould, crowding and space, electrical hazards, lighting, excess cold etc which are all commonly found in the private rented sector.

The system enables a score to be calculated for each hazard and if this exceeds 1000 points then a Category 1 hazard is said to exist and this triggers action by the Authority. There are a range of options open to the Local Housing Authority and these range from:

- 1) Serving a Hazard Awareness Notice –notifying the landlord/owner of the existence of the hazard – no direct action taken as for very minor issues.
- 2) Serving an Improvement Notice - this requires the landlord to take steps to at least reduce the hazard so that it is no longer a Category 1 – used in more serious cases.
- 3) Serving a Prohibition Order - which would prohibit the use of the dwelling until the hazards are reduced.
- 4) Taking Emergency Remedial Action when there is a Category 1 hazard, which poses an immediate danger to the health and safety of the occupiers. The Authority can take steps to remove the immediate hazard, recharge the landlord and notify him within 7 days of the action taken.

The options 2) and 3) can all be served as “Suspended” Orders to only take effect when certain conditions are met, for example in order to avoid making a tenant homeless.

Local Housing Authorities will all have enforcement policies which will set out when these options are, or are not utilised. There are, generally, rights of appeal against the formal notices and Orders, which are now heard by a Residential Property Tribunal rather than the magistrates' court, as in the past. This new system is more complex and time consuming to use, in practice, than the previous Housing Act enforcement regime.

Our general policy is to always use informal action first unless there is an immediate, serious issue needing prompt action to safeguard the health and safety of the tenants

### **HMO Specific Enforcement**

As well as assessing HMOs using HHSRS, we also have local adopted standards which set out acceptable levels of kitchen and bathroom facilities within a property with a maximum sharing ration of 1:5.

Under the Housing Act 2004, HMO Management Regulations are also included which cover additional areas such as cleaning of common parts, refuse storage, maintaining gardens etc

We also work in partnership with the London Fire Brigade who have powers under the Regulatory Reform (Fire Safety) Order 2005 to close down HMOs that pose a very serious fire safety risk to the occupants. These powers have immediate effect and can involve prosecution with fine levels much higher than in Housing Act cases.

### **Management Orders for HMOs & Empty Properties**

As a last resort and for use in the most difficult cases, a Local Authority can use Management orders - Interim (IMO) & Final (FMO) management Orders for HMOs & Empty Dwelling Management Orders (EDMO) for Vacant properties, which enable us to take control of a property for a period of up to five years. During this time the Council is responsible for bringing the property up to a safe level of repair and managing and dealing with tenancies and day to day running.



## **Planning**

There are no specific, statutory planning controls in respect of HMOs and proposals for HMOs are considered in the same way as all other planning applications. Proposals to convert dwellings are determined in accordance with the provisions of the Hillingdon UDP and any other material considerations.

There is, however, specific Supplementary Planning Guidance (SPG) on HMOs. This has been the subject of public consultation and carries considerable weight as a material consideration in the determination of applications. The current SPG on HMOs has, therefore, played a central role in the assessment of planning applications. As above, where properties are being used by less than six persons, living together as a single household, planning permission is not required. However, landlords are encouraged to apply for a Certificate of Lawful Development. If granted, this provides formal clarification that their property can be used in a prescribed manner without the need for planning permission.

## **Regulatory Responsibilities within Hillingdon**

Only known HMOs, or those brought to the Council's attention, are being dealt with by Planning and Housing.

Planning have appointed an additional enforcement officer, which has been of direct assistance. There are three planning enforcement officers with responsibility for all planning enforcement matters covering a wide range of land use planning breaches and alleged breaches. HMOs are not necessarily prioritised, given the range of other enforcement work which requires attention.

There is one HMO officer in the Private Sector Housing section and a manager who also undertakes some HMO Enforcement work. The HMO Officer is responsible for complaints from tenants, individual enforcement (often with Planning), programmed inspection of existing hostels, hotels and higher risk premises, licensing of new HMOs and HMO grants of all types. The remaining HMOs used to provide temporary accommodation for the homeless, which no longer include families, is inspected by the Temporary Accommodation officer in Housing. That officer inspects all temporary accommodation, the majority of which is self-contained.

The Building Control Service deal with fire requirements and other Building Regulation HMO matters through their team structure

Any significant increase in the number of identified HMOs will require additional resources in both the Planning and Private Sector Housing departments given the substantial workload generated prior to, during and after the processing of an HMO application/registration.

It is not an option to identify an additional and substantial number of HMOs and do nothing about them.

In addition to hearing what action Officers can take, we also raised a number of further issues, including:

- The Powers are available to address issues with HMOs
- Local Authority Influence over landlords
- The different types of “standards in circulation”
- Effective standards / accreditation schemes (and the promotion of)
- The work conducted to highlight effective standards
- Tenancy Agreements and papers issued tenants by landlords

Powers to address issues with HMOs

Clearly not all HMOs cause problems, and many go unnoticed. However, others that may cause problems, often student or other ‘single household’ properties are perceived by the public as HMOs when in fact they are not (for the legal reasons round ‘one household’ above). As HMO legislation cannot be applied any intervention is generally through Noise legislation or, in some cases, the Public Health Acts

### **Hillingdons Current Enforcement Policies**

Hillingdon already operate an Additional Licensing Scheme for Houses In Multiple Occupation across the south of the Borough. Our current Planning Enforcement and Private Sector Housing Teams are working very closely with each other in dealing with issues of Rogue Landlords, Sub-standard accommodation and the use of illegal outbuildings. As a result we have received funding from the DCLG to employ a dedicated prosecutions lawyer and additional staff to help prevent the problem of Rogue landlords from taking hold within our borough.

### **HMO Licensing in Hillingdon - the next five years**

The intention is to retain the same area and 13 wards south of the A40 and retain the same qualifying criteria of three or more households consisting of five or more people in order to avoid confusion to landlords and letting agents. Over the last ten years of HMO Registration and Licensing both landlords and agents have become familiar with the scheme criteria and as current licenses come up for expiry landlords and agents will not have to deal with new qualifying criteria and areas, allowing for a simple business as usual approach.

As can be seen from the information collected over the last five years of Additional Licensing there has been a significant rise in two-storey HMOs within the south of the Borough, which is very likely to continue. This growth supports the intention to continue with Additional HMO Licensing and also demonstrates that in 2010 the Council chose the correct area to apply additional licensing to. As already stated there is no need to extend the area northwards.

Licensing fees were recently reviewed by the Council's Cabinet and have been set at £980 for a new license application and £735 for a renewal as of the 1<sup>st</sup> April 2015. It is proposed that the same fee structure will apply to all HMO licenses whether Mandatory or Additional licensing to avoid confusion and maintain consistency across the two licensing schemes.

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## HILLINGDON LOCAL PLAN: PART 2 DRAFT DEVELOPMENT MANAGEMENT POLICIES, SITES ALLOCATION AND DESIGNATIONS AND POLICIES MAP

<b>Cabinet Member</b>	Councillor Keith Burrows
<b>Cabinet Portfolio</b>	Planning, Transportation and Recycling
<b>Officer Contact</b>	James Gleave: Residents Services
<b>Papers with report</b>  <b>CIRCULATED SEPARATELY</b>	<p>The following appendices are circulated separately to Cabinet Members and Executive Scrutiny Committee, with reference copies available in Group Offices:</p> <p>Appendix 1: Schedule of Representations Received and Officer Responses: Development Management Policies Document.</p> <p>Appendix 2: Schedule of Representations Received and Officer Responses: Site Allocations and Designations Document.</p> <p>Appendix 3: Schedule of Representations Received and Officer Responses: Policies Map, Sustainability Appraisal, Appropriate Assessment and Flood Risk Assessment.</p>

### 1. HEADLINE INFORMATION

<b>Purpose of report</b>	This report provides a summary of the representations received in response to the Revised Proposed Submission Version of the Local Plan Part 2, which was issued for public comment for a 6 week period from 26 <sup>th</sup> October - 08 <sup>th</sup> December 2015. It sets out officer responses to the representations, recommends an approach to addressing outstanding objections and seeks approval to submit the documents for public examination.
<b>Putting our Residents First</b>	<p>This report supports the following Council objective of: <i>Our People; Our Built Environment; Our Natural Environment; Our Heritage and Civic Pride;</i></p> <p>Part 2 of the Hillingdon Local Plan will also align closely with the Sustainable Community Strategy and its objectives, including maintaining the Borough's local heritage and to ensure it and the natural environment are protected and enhanced. It will also contribute to delivering key plans and strategies, in particular the Transport, Economic Development and Housing Strategies.</p>
<b>Financial Cost</b>	The cost of preparing and consulting on the Hillingdon Local Plan: Part 2 can be met from the existing revenue budget for 2015/16 and 2016/17. The costs of the public examination will be met from the relevant earmarked reserve.

<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services Policy Overview Committee.
<b>Ward(s) affected</b>	All

## **2. RECOMMENDATION**

**That the Cabinet:**

- 1. Agrees to the Submission of the Development Management Policies, Site Allocations and Designations, Policies Map and all supporting studies and documentation for public examination.**
- 2. Approves the preparation of a Schedule of Proposed Modifications setting out proposed changes to the Development Management Policies, Site Allocations and Designations and Policies Map, based on the Schedules of Representations and Officer Responses in Appendices 1- 3 of this report and officer discussions with the organisations and individuals that have submitted comments on these documents.**
- 3. 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 and the Leader of the Council, that the Schedule of Proposed Modifications is submitted with the Development Management Policies, Site Allocations and Designations and Policies Map for public examination.**
- 4. Instructs officers to commission the production of a study to assess the impact of the Site Allocations and Designation on the Strategic Road Network, in advance of the submission of the Local Plan Part 2 documents for public examination.**
- 5. Agrees to the recruitment of a Programme Officer to undertake all administration associated with the public examination process**
- 6. Instructs officers to report back to a future meeting of Cabinet on the outcome of the public examination process.**

### **Reasons for recommendations**

At its meeting in September 2015, Cabinet agreed to the publication of the Revised Proposed Submission Version of the Local Plan Part 2, comprising the Development Management Policies, Site Allocations and Designations and Policies Map, for public comment. Officers were also instructed to report back on the outcome of the publication process, including any recommendations for changes, prior to the submission of the documents to the Secretary of State for public examination.

Following the publication of the Local Plan Part 2 documents from 26<sup>th</sup> October 2015 - 8<sup>th</sup> December 2015, officers are now keen to submit the Local Plan Part 2 for public examination. However, representations received in response to the publication process have resulted in the

need for further changes to these documents. In addition, it is recommended that discussions should proceed with a number of representors, with a view to resolving outstanding comments and objections prior to the commencement of the examination hearing sessions. The proposed changes and the outcome of the discussions with representors will be reflected in a Schedule of Proposed Modifications, to be prepared and submitted for examination with the Local Plan Part 2 documents.

### **Alternative options considered / risk management**

Cabinet may decline to approve the proposed changes to the Local Plan Part 2 documents, or the approach to resolving outstanding objections. Officers are of the view that this would increase the length of the public hearing sessions associated with the examination process and the likelihood that the Local Plan Part 2 is found to be unsound.

Cabinet may also decline the recommendation which seeks the delegation of agreement for the Schedule of Proposed Modifications to the Corporate Director of Residents Services, in conjunction with the Cabinet Member for Planning, Transportation and Recycling and the Leader of the Council. Further Cabinet approval would therefore be required to agree any proposed changes to the Local Plan Part 2 documents, in advance of their submission for public examination. Such an approach could delay the submission of the Local Plan Part 2 documents and the examination process.

### **Comments of Policy Overview Committee(s)**

The Residents' and Environmental Services Policy Overview Committee were briefed on the production of the Local Plan Part 2 on 19<sup>th</sup> January 2016.

## **3. INFORMATION**

### **Background**

1. In September 2015 Cabinet approved a recommendation to undertake further consultation on the Revised Proposed Submission Local Plan Part 2 documents, comprising the Development Management Policies, Site Allocations and Designations and Policies Map. This report provides Members with:

- An analysis of the representations received as a result of the publication of the Local Plan Part 2 documents; officer responses to all of the representations received; and
- A proposed strategy to progress the Local Plan Part 2 documents towards submission to the Secretary of State for public examination.

### **Background to the Publication Process**

2. The Revised Proposed Submission versions of the Local Plan Part 2 documents were published for public comment on 26<sup>th</sup> October 2015. The documents identified proposed changes to those published in September 2014 as either red text for proposed additions or red strikethrough text for proposed deletions. Interested parties were specifically asked to comment on whether the proposed changes met the tests of 'soundness' set out in the National Planning Policy Framework (NPPF).

3. At the start of the publication process, copies of the Local Plan Part 2 documents were issued to all local libraries and made available at the Civic Centre. Approximately 2,500 individuals whose details are held by the Council on its consultation database were advised that the publication period was about to commence. A notice was placed in the Uxbridge Gazette to publicise the process.

4. Two drop-in sessions for Councillors were held at the Civic Centre on 4<sup>th</sup> and 18<sup>th</sup> November 2015.

5. The main queries that arose during these events included:

- The need for additional community infrastructure to support growth, including education and healthcare facilities;
- Issues related to hot food take-aways and other uses that can result in antisocial behaviour;
- Support for the allocation of the Old Coal Yard site at Tavistock Road for residential-led mixed use development;
- The approach to the protection of shopping centres and parades and whether seeking to retain a high proportion of A1 retail uses in local parades was most appropriate for the Borough; and
- The protection of nature conservation sites and Green Belt.

6. In addition, 4 'drop in' sessions for members of the public were held at Botwell Green, Ruislip Manor, West Drayton and Uxbridge libraries on 11<sup>th</sup> November, 12<sup>th</sup> November, 17<sup>th</sup> November and 19<sup>th</sup> November 2015. Whilst public attendance at the majority of these events was relatively low, approximately 30 individuals attended the West Drayton session, the majority of which were keen to support the allocation of the Old Coal Yard site for mixed use development. A further area of concern was the need to ensure the provision of sufficient community infrastructure to support growth.

### **Summary of Representations Received**

7. The Council received a total of 325 representations in response to the publications process covering a range of topic areas. The total number of representations was relatively small in comparison with other London boroughs who have issued Development Management Policies and Site Allocations documents for public comment. It should also be noted that a significant number of representations have expressed support for the policies and proposals. The Mayor of London has confirmed that the documents are in general conformity with the London Plan and has also expressed support for a number of the policies and allocations.

8. Notwithstanding the above, there are a number of representations which require further action before the documents are submitted for public examination. The process of resolving these points is set out in the Key Actions Prior to Submission in paragraphs 12 - 14 below.

9. Schedules of Representations Received and Officer Responses are included in Appendices 1 - 3 of this report. These contain all of the representations received and identify where changes to the documents are required to address issues raised during the publication process. For ease of reference, Table 3 below highlights some of the key issues raised in



relation to the Development Management Policies document, Table 4 relates to the Site Allocations and Designations, Table 5 deals with the Policies Map and Table 6 identifies issues raised in relation to the Sustainability Appraisal.

**Table 3: Development Management Policies: Key Issues Raised and Officer Responses**

<b>Chapter 2: Economy</b>	
<b>Issues Raised</b>	<b>Officer Response/Key Changes</b>
Policy DME 1 seeks to protect designated employment areas for B1, B2 and B8 uses. The policy should include more flexibility to allow other uses on designated employment sites, in response to changing economic circumstances.	The policy is broadly in line with the provisions of the London Plan, which seek to protect designated employment sites for these uses.
Criteria contained in policy DME 1 state that proposals for non B1, B2 and B8 uses will be acceptable in designated employment areas, where sites have been consistently marketed for a period of 2 years. This requirement should be removed.	The requirement for vacant designated sites or buildings located within these sites to be marketed for a specified period of 2 years before they are released for other non employment uses reflects the provisions of the Mayor of London's Land for Industry and Transport SPD.
Policy DME 3 identifies suitable locations for office development. More flexibility needed to allow office development outside of preferred locations.	The Council will seek to accommodate the majority of office development in office growth locations and town centres. Officers consider that policy DME3 could be amended to note the proposals for offices in other locations will be required to demonstrate that no other sequentially preferable locations are available.
Policy DME 3 should recognise the significance of the Heathrow Opportunity Area for future office provision in the borough.	The policy already refers to office growth locations, including the Heathrow Perimeter, which were identified as part of the Mayor of London's London Office policy review. The Heathrow Perimeter will form the main growth point for office development within the Opportunity Area. As such, no further references to office growth are required.
Policy DME5 is supported.	Support for this policy is noted and welcomed
<b>Chapter 3: Town Centres</b>	
<b>Issues Raised</b>	<b>Officer Response/Key Changes</b>
Policy DMTC 1: specifies that the Council will support main town centre uses where the development proposal is consistent with the scale and function of the centre, subject to adequate width and depth of floorspace being provided. This criterion should be removed.	The criterion seeks to resist a provision of inappropriately sized retail units, which could lead to the fragmentation of the town centre.
Retention of A1 retail uses in primary and secondary frontages is not supported.	The policy seeks to promote and protect the provision of A1 retail uses in town centres, in accordance with national policy guidance and the provisions of the London Plan.
Policy DMTC 3: Objections to the absence of Sovereign Court, Sipson Road in the list of local parades.	Sovereign Court only contains one single A1 retail unit. This is not considered sufficient to justify a local parade designation.
Concerns regarding limiting hot food takeaways (A5 uses) to 15% of the frontage in local centres. No explanation of how this has been arrived at. No justification for grouping together betting shops, restaurants and takeaways and minicab offices in the policy.	Guidance in the NPPF and policies in the London Plan directs local authorities to promote the health and wellbeing of their communities through local policies and approaches. The policy seeks to avoid an overconcentration of uses that can cause detrimental cumulative impacts. The issues associated with each of the specified uses, including Betting Shops, Restaurants and Takeaways, Night Time

	Economy and Minicab offices are specified in the supporting text to policy DMTC 4. Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
<b>Chapter 4: New Homes</b>	
<b>Issues Raised</b>	<b>Officer Response/Key Changes</b>
Policy DMH 2: Concerns that the proposed housing mix will result in the delivery of low density development across the Borough. Further clarity is needed to ensure the policy continues to promote housing delivery. Policy should confirm that the housing mix will be applied on a site by site basis, dependent on the location.	The supporting text to policy DMH 2, including Table 4.1, provides background on the latest census data for Hillingdon and the conclusions of the latest Housing Market Assessment (HMA). The information contained in the HMA is a material consideration in the assessment of planning applications for residential development. The Council will therefore require applicants bringing forward schemes for residential development to take this into account
Policy DMH 6: Policy against loss of back gardens is unreasonable.	Policy DMH 6 notes the contribution that back gardens make to local character. This reflects the conclusions of the Council's townscape character study.
Policy DMH 7: All residential schemes of 10 units should meet the Council's 35% affordable housing target.	The Council will seek the provision of 35% affordable housing, subject to viability and if appropriate in all other circumstances.
Policy DMH 7: Flexibility to adjust the quantum and tenure of affordable housing to reflect site specific circumstances is essential.	Officers consider that the policy provides sufficient flexibility regarding the quantum and tenure of affordable housing.
<b>Chapter 5: Historic and Built Environment</b>	
<b>Issues Raised</b>	<b>Officer Response/Key Changes</b>
DMHB 1: Recommend the inclusion of an overarching sentence stating that the Council will expect development proposals to avoid harm to the historic environment.	Supporting text to Policy DMHB 1 states that proposals affecting heritage assets will be determined in accordance with the NPPF. No further policy guidance is required.
DMHB 3: Policy should note that locally listed buildings can be demolished subject to the provisions of policy being met.	The demolition of locally listed buildings will be discouraged. The policy notes that replacement will only be considered where it can be demonstrated that the community benefits of such proposals outweigh those of retaining the Locally Listed building.
Policy DMHB 13: Advice on shopfronts should be contained in a single section or in two totally separate sections.  Policies are too restrictive and are not based on locally specific evidence. Signage should not need to be restricted to certain areas of the shopfront - each proposal must be considered on its merits. Ban on flashing box signage is not justified.  No need to make special mention of particular types of advertisement as all are covered by the statutory definition.  A number of provisions are contrary to national policy and guidance. Proposals should be acceptable provided they do not detract from amenity.	The Council's policies have been drafted to protect the particular character of town centres and Conservation Areas in the Borough.  The issue of advertisements cuts across a number of policy areas including the public realm, heritage and shopfronts. The Council's general policy on advertisements has been prepared to protect visual amenity and to maintain the quality of the public realm. Policy requirements and guidance are geared towards meeting this objective.  Officers will undertake a further review of the advice and guidance provided on advertisements and other detailed design matters, prior to the submission of the Local Plan documents for public examination.
Concerns regarding the approach to moorings, which should be promoted throughout the plan. No specific reasons why moorings cannot be located on rural stretches of the canal. Moorings should be	The Council supports the general provisions of the Blue Ribbon network, however, Policy DMHB 20 reflects the need to assess the visual impact of moorings.

an integral part of the Blue Ribbon network, including the Grand Union Canal. Development should take account of the Canal & River Trust's 'Hillingdon Towpaths' document.	
Policy DMHB 16: The policy should incorporate the recently introduced national housing standards.	Officers are of the view that policies should be amended to reflect the need to comply with recent revisions to national housing standards. Appropriate revisions will be put forward in the Schedule of Modifications, to be submitted with the Local Plan documents.
DMHB 17: Density guidelines in table 5.3 are not justified by evidence base and should be removed.	The proposed density guidelines in Table 5.3 (Residential Density Matrix) are broadly consistent with those contained in the London Plan.
<b>Chapter 6: Environmental Protection and Enhancement</b>	
<b>Issues Raised</b>	<b>Officer Response/Key Changes</b>
Policy DMEI 1: The proposed deletion of Sustainable Design Standards will not fulfil the requirements of policy BE 1 in the Local Plan Part 1.	The Sustainable Design policy has been amended to reflect the removal of the Government's Code for Sustainable Homes. The policy will be amended to reflect the fact that many of the sustainable design requirements have been carried forward into Building Regulations.
DMEI 4: Disappointed that Warrender Park/ Highgrove Woods/ Bessingby/ Cavendish/ Pine Gardens Parks have not been upgraded to MOL.	These parks were not identified in the Council's evidence base documents relating to Metropolitan Open Land.
Policy DMEI 5: The policy weakens the protection of Green Chains in the Borough. UDP policy EM2 should remain.	Policy DME 15 reflects the provisions of policy OL11 in the Unitary Development Plan Saved Policies document.
Policy DMEI 7: The impact of renewable energy installations on biodiversity and heritage should be referred to in the policy.	The Council will be undertaking discussions with Historic England, with a view to addressing their comments prior to the commencement of the examination process.
Policy DMEI 8: The policy should note that there are circumstances when it is appropriate for developments to be built up to the canal edge. Proposed 5 metre set back could create unsightly 'dead space'.	Five metre set back is proposed to allow the protection of an existing canal tow path or the creation of a new tow path. The policy provides flexibility to adjust these widths, subject to agreement from the Council.
Policy DMEI 9: It is important that development proposals pass sequential test before a flood risk assessment is undertaken. For development sites in Flood Zones 2, 3 and 3b that pass sequential test, a sequential approach should be used so that the most vulnerable uses are placed at lowest risk of flooding.  The policy contains no specific references to climate change. Flood defences should be commensurate with the lifetime of the development.. New development should not prevent upgrading of flood defences.	The Council will be undertaking discussions with the Environment Agency, with a view to addressing their concerns prior to the commencement of the examination process.
Policy DMEI 10: Policy should include text to address misconnections in the sewer network.	The Council will be undertaking discussions with the Environment Agency, with a view to addressing their concerns prior to the commencement of the examination process.
Policy DMEI 10: Sentence stating that 'the Site Allocations document identifies sites that might have capacity issues and notes this as a constraint' should be deleted, as it infers all other sites in the document do not have capacity constraints, which could change if the scale and phasing of a site changes.	Officers do not agree that the deletion of this sentence is necessary. It is acknowledged that changes in the scale of development may result in further infrastructure capacity issues. These matters will be addressed on a site by site basis.

Proposed deletion of Policy DMEI 12 in the 2014 Proposed Submission Document has not been remedied by the proposed new Policy DMEI 10 in addressing water quality.	Officers are content the reworded policy DMEI10 addresses key provisions regarding water quality.
Policy DMEI 3: Developments located in areas of decentralised energy should be future proofed for connection to the London Heat Network.	The Council will be undertaking further discussions with the Greater London Authority, with a view to addressing their concerns prior to the commencement of the examination process.
Policy MIN 1: Policy confuses requirement to identify new sites for Mineral extraction with Mineral Safeguarding Areas. Land south of Harmondsworth Quarry and North of the A4; Land at Bedfont Court should be identified as specific sites.	Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
Policy MIN 4: Basis for policy is unclear, not consistent with national planning policy guidance.	Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.

## Chapter 7: Community Infrastructure

Issues Raised	Officer Response/Key Changes
DMCI1: Policies in the Plan not sufficient to meet the requirements of the NPPF relating to open space and sports provision.	The Council has recently commenced a Recreational Needs Assessment in accordance with advice from Sport England. The Council will be undertaking discussions with Sport England, with a view to addressing their concerns prior to the commencement of the Examination process.
DMCI 1: There should be no loss of community facilities in areas of significant housing development.	The Council has included policies in the plan which seek to protect existing community infrastructure facilities and support the provision of new facilities.
DMCI 5: Requirements for play areas should be based on London Plan child yield figures.	The policy already refers to the London Plan SPG: Providing for Childrens and Young Persons Play Space. This issue of yield figures will be discussed further with the GLA.
DMCI 6: Policy should refer to outdoor sports facilities.	As noted above, the Council has recently commissioned a Recreational Needs Assessment. This document will set standards for accessibility to sports facilities, which can be incorporated into the policy.
Policy DMCI 3: Policy should refer specifically to Ruislip Woods SSSI.	Paragraphs 7.26-7.28 of the Development Management Policies have been deleted as they provide unnecessary contextual information that adds little to the policy. SSSIs are already protected by national planning policy and policies in the London Plan. However, it is agreed that specific reference to Ruislip Woods SSSI should be included.
DMCI7: References to the Council's Community Infrastructure Levy should be used with caution as this will not be sufficient to meet the Council's infrastructure requirements over the plan period.	It is recognised that the CIL will not address all of the identified infrastructure requirements in the Borough. However, this funding route will contribute towards some transportation improvements over the period of the Plan.

## Chapter 8: Transport and Aviation

Issues Raised	Officer Response/Key Changes
DMT 1: Threshold for travel plans should be updated to reflect TfL guidance.	The Council will be undertaking discussions with TfL, with a view to addressing their concerns prior to the commencement of the examination process.
DMT5: Cycle Parking standards should be minimum rather than maximum, to ensure compliance with London Plan.	The Council will be undertaking discussions with TfL, with a view to addressing their concerns prior to the commencement of the examination process.

Policy DMT 5: This policy should refer to the legible London walking scheme.	The Council will be undertaking discussions with TfL, with a view to addressing their concerns prior to the commencement of the examination process.
Policy DMT 6 and Appendix A, Table 1: Whilst the London Plan provides for flexibility in parking standards, they should reflect those in the London Plan. It should be noted that other representors supported higher parking standards for office uses.	The Council will be undertaking discussions with TfL, with a view to addressing their concerns prior to the commencement of the examination process.

### Appendix A: Householder Development Policies

Issues Raised	Officer Response/Key Changes
Policy DMHD 3: Policy is supported but basements should be fitted with a pumping device to ensure they are protected from sewer flooding.	Officers are happy for specific references to the inclusion of a pumping device to be added to the supporting text for policy DMHD 3 .

### Appendix B: Design Guidance for Shopfronts

Issues Raised	Officer Response/Key Changes
Much of the advice relating to signage is unnecessary and overly restrictive	Officers will undertake a further review of the advice and guidance provided on advertisements and other detailed design matters prior to the submission of the Local Plan documents for public examination.

**Table 4: Site Allocations and Designations: Key Issues Raised and Officer Responses**

General comments on the Site Allocations and Designations document	
Issues Raised	Officer Response/Key Changes
SA1 - SA41: Local Plan should not rely on future transport assessments. Further evidence is required to assess the cumulative impacts of all allocated sites on the SRN.	Officers are seeking agreement to commission a study to assess the impact of planned growth on the Strategic Road Network. The Council will be undertaking discussions with Highways England, with a view to addressing their concerns prior to the commencement of the examination process.
Need to review the Site Allocations and Designations document in advance of 2021.	It is likely that a full review of the Local Plan Part 2 documents will commence prior to 2021.
Chapter 3: New Homes	
Issues Raised	Officer Response/Key Changes
Failure to consult with Gypsies and Travellers during the production of the Gypsy and Traveller Assessment. The Council's approach does not reflect the needs of Gypsies and Travellers in Borough. Further assessment of need is required.	The Council's Gypsy and Traveller Accommodation Assessment was undertaken in September 2014. Since this time, Government guidance relating to pitch provision has been updated. The revised guidance contains a new definition of gypsies and travellers for the purposes of planning policy. Officers will assess the implications of these changes for pitch provision targets identified in the Local Plan Part 2, in advance of the examination process.
The document does not provide sufficient information on how the London Plan housing targets will be exceeded, in accordance with the London Plan policy 3.3	The Council regularly exceeds its London Plan Housing target of 559 units per annum. The Council will be undertaking further discussions with the Greater London Authority, with a view to addressing their concerns prior to the commencement of the examination process.

SA 2: Should refer to amended outline permission. Based on this permission it would be appropriate to increase the delivery of the site by 15%.	Officers are happy to include references relating to any updated planning history associated with specific sites.
SA 4: Boundary of policy designation SA4 should be amended to include the Crown Trading Estate.	The release of this site is broadly consistent with the provisions of Local Plan Part 1 which seek to maximise the potential of the Grand Union Canal in Hayes. Further discussions are required to assess the impact of the loss of the SIL designation and the redevelopment potential of this site.
SA 5: More flexibility needed to increase the residential capacity across the Nestle site. The proposed division between parts A, B and C is inaccurate. The requirement for comprehensive development should be removed. The need for sports pitch provision is questioned.	Discussions are progressing with the owners of the Nestle site to agree an appropriate scheme. The latest position will be reflected when the Local Plan Part 2 is submitted to the Secretary of State for public examination.
SA5: The balance of the loss of employment land and delivery of residential units has not been fully considered.	The Council is keen to ensure the delivery of a significant proportion of employment generating uses as part of the proposed scheme for this key site. Discussions are progressing with the site owners to agree the overall quantum of uses. The latest position with be reflected when the Local Plan Part 2 is submitted to the Secretary of State for public examination.
SA 5: Network Rail land should be included in the allocation of this site. Residential capacity on site C should be increased.	Discussions are progressing with key stakeholders to agree a development scheme for the Nestle site. The latest position will be reflected when the Local Plan Part 2 is submitted to the Secretary of State for public examination.
SA 12: Council should bring allotments back into use.	The allotments site has been vacant for a number of years and the principle of residential development was established in 2011, when planning permission was granted for 79 units.
SA 22: Object to the exclusion of the Matalan element of the site.	The Local Plan Part 2 Site Allocations and Designations Proposed Submission Version September 2014 identified the Matalan site as part of site allocation SA22. This portion of the site was removed following representations from the site owners, which indicated that it was unlikely to come forward for development.  The site is now in the ownership of the London Diocesan Fund, who have requested that it is added back into the Site Allocations and Designations document and allocated for a mixed use residential and retail scheme. Officers are content to support the proposed allocation, subject to the agreement of a suitable quantum of development on the site.
SA 24: The proposal to allocate Benlow Works in isolation is not supported. The wider Silverdale Road site should be allocated for residential-led mixed use development.	Benlow Works is a largely vacant building that is suitable for mixed use development. The specific circumstances and heritage value of the site are such that it is considered suitable for allocation in the Local Plan. The release of the wider Silverdale Road area has not been justified.
SA 37: The proposed allocation of the Old Coal Yard site for mixed-use development is widely supported, but has attracted objections from Powerday and Network Rail.	Support for this site is noted. Officers maintain the view that it should be allocated for mixed use residential development to come forward in the latter stages of the plan period.
Proposed allocations adjacent to the canal are generally supported, subject to access to the canal being improved and the provision of residential moorings.	Officers are generally supportive of the proposals to improve access to the Grand Union Canal. Specific references to meet this objective should be added to the opening paragraphs of Chapter 3: New Homes.
Western Core Allocation should be re-introduced.	The Local Plan Part 2 Proposed Submission Version September 2014 document sought to carry forward from the saved UDP policies the Western Core site allocation for mixed use development, including 60 units. The site is proposed to be

	deleted on the basis that multiple landownership may compromise delivery. No further evidence has been put forward that would support the re-introduction of the site.
SA 39: Onslow Mills should continue to be included in the allocation.	Officers support the re-introduction of this portion of the site.

#### Chapter 4: Rebalancing Employment Land

Issues Raised	Officer Response/Key Changes
Continued consolidation and designation of SILs and LSIS is supported. However, paragraph 4.14 relating to mixed use development along the canal frontage creates ambiguity. These sites should either be designated as SILs or released for mixed use development.	It is agreed that the supporting text in 4.14 should be amended to omit any reference to mixed -use development, given that the Blyth Road, Clayton Road and Printinghouse Lane sites are proposed as SIL.
No evidence to support the allocation of Odyssey Business Park as an LSEL.	The proposed allocated is based on recommendation 7 of the Council's Employment Land Study update 2014 and corresponds to the strategic direction provided in the Local Plan Part 1.
Stockley Farm should be designated as a Locally Significant Employment Location (LSEL)	No specific evidence is available to support the proposed LSEL designation.

#### Chapter 5: Green Belt, Metropolitan Open Land, Green Chains, Nature Conservation Sites

Issues Raised	Officer Response/Key Changes
Site specific support and objections for proposed site specific additions and deletions from the Green Belt.	Proposed additions and deletions of Green Belt land are based on the conclusions of the Council's Green Belt study.
Seeking joint designation of MOL/Green Chain sites identified in the Plan.	Officers are of the view that a dual designation will not provide additional protection and could result in a lack of clarity regarding the designation that applies to these sites.
Site specific support for and objections to proposals relating to SINC.	Support noted and welcomed. Changes to identified SINC are based on the conclusions of the Review of the Sites of Importance for Nature Conservation, undertaken in 2015.

#### Chapter 6: Key Transport Interchanges

Issues Raised	Officer Response/Key Changes
Safeguarding of Transport Interchanges is supported.	Support is noted and welcomed

#### Chapter 7: Community Infrastructure

Issues Raised	Officer Response/Key Changes
Concerns expressed that the plan fails to make provision of sufficient infrastructure provision in the Borough, particularly community infrastructure provision.	<p>Policies in the plan relating to community infrastructure seek to resist the loss of existing facilities and encourage new provision, subject to a number of criteria. The Council's Strategic Infrastructure Plan (SIP) provides an overview of the main areas of infrastructure that are required to support planned growth in the Borough.</p> <p>The SIP notes that additional school places will be required over the Plan period. The plan will be updated to reflect the latest position with school place planning, as it progresses through the examination process. In addition, the Council is working with the CCG to ensure that the latest position with regard to new</p>

	healthcare facilities is reflected in the Plan.
The Plan has not been informed by an objective assessment of development needs for higher education. This study should be undertaken and policies should be added to address these needs in full. This should include the allocation of Brunel University Campus for higher education uses and a Green Belt review that removes the Green Belt designation from sites 1,2,3 and 4.	Officers are undertaking a full review of the evidence provided by the University to support this position.

**Table 5: Policies Map: Key Issues Raised and Officer Responses**

Issues Raised	Officer Response/Key Changes
Gravel Pits should be identified Regional Significant Geological Sites should be identified.	Officers support the proposals to identify the RIGs on the Policies Map.
Route of access to Southall Gas Works development site is not adequately illustrated.	The route of the access to this site has been amended in the light of the outline consent. Officers will investigate whether this has subsequently been revised.
Full extent of Frays Island nature reserve, Frays Farm Meadows and Crane Meadows are not correctly shown on the Policies Map.	Extent of existing nature reserves is shown on the maps. The Council will be undertaking further discussions with the London Wildlife Trust to confirm the full extent of these sites, prior to the commencement of the examination process.

**Table 6: Sustainability Appraisal: Key Issues Raised and Officer Responses**

Issues Raised	Officer Response/Key Changes
Northwood Futures site SA16 should be removed from the Plan. The over-arching sustainability impacts of the allocation are negative.	Officers do not object to the principle of the allocation of this site for residential-led mixed use development. The overall quantum of units will be determined through a design-led process.

### The Submission Process

10 The Local Plan Part 2 documents, including the associated evidence base documents and the Sustainability Appraisal Reports, will be submitted to the Secretary of Statement for examination under the provisions of Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012. In addition to the documents themselves, the Regulations require the submission of a statement setting out:

- The organisations and individuals that were consulted at each stage of the production of the Local Plan Part 2;
- How these organisations were invited to comment on the draft documents;
- A summary of the main issues raised and how these have been taken into account; and
- Copies of all representations made in response to the pre-submission consultations.

11. The Regulations require that the submission documents are made available for public inspection at the Civic Centre and on the Council's website. The provisions of the Council's Statement of Community Involvement will also need to be taken to account, which require the documents to be made available at all local libraries. The Council will also be required to notify the specific bodies that are listed in the Regulations and all those that have requested to be notified of the submission process.



## **Key Actions Prior to Submission**

12 Officers propose to undertake discussions with a number of the individuals and organisations identified in Tables 3 - 9 to resolve outstanding issues and concerns prior to the submission of the Local Plan for public examination. The aim of these meetings will be to agree the Schedule of Proposed Modifications in relation to objector concerns and those matters that require further discussion at the examination hearing sessions. In addition, officers will seek to meet with the Planning Inspectorate for an informal review of the Local Plan documents and the associated evidence base prior to submission. Such a meeting will allow any potential issues of soundness to be identified and addressed prior to the commencement of the examination process.

13. The Council has been advised that there is not an opportunity to make further substantial changes to the Local Plan Part 2 documents prior to the submission process, without undertaking further consultation. Officers therefore propose to prepare a Schedule of Proposed Modifications to the Local Plan Part 2 documents, setting out proposed further changes that:

- Are identified in Appendices 1-4 of this report; or
- Have been agreed following discussions with organisations or individuals who made comments on the Local Plan Part 2 documents.

14. The Schedule of Proposed Modifications will be submitted with the Local Plan Part 2 documents for public examination. The proposed changes within the schedule will be considered by the Inspector as part of the examination process and will be the subject of discussions during the hearing sessions. To expedite the submission of the Local Plan Part 2 documents it is considered that the approval of the Schedule of Proposed Modifications should be delegated as set out in this report's recommendations.

## **Weight to be attached to the Local Plan Part 2 documents**

15. Planning legislation indicates that policies in the development plan, which includes the Council's Local Plan, should be the primary consideration in the determination of planning applications, unless material considerations indicate otherwise. Emerging policies are given more weight, as they progress towards adoption.

## **Next Steps**

16. Prior to the submission of the Local Plan Part 2 documents to the Secretary of State for Examination, officers propose to:

- i) Continue discussions to resolve the issues with specific representors' as identified in Tables 3-6 above. The outcome of these discussions is expected to feed into the Schedule of Proposed Modifications to be submitted alongside the Local Plan Part 2 documents for public examination.
- ii) Arrange a further meeting with the Planning Inspectorate in accordance with paragraph 13 above.
- iii) Progress the additional work requested by Highways England, to assess the impact of the proposed housing growth on the strategic road network.
- iv) Prepare a Schedule of Proposed Modifications, setting out further changes to the Local Plan Part 2 for inclusion when the documents are submitted for public examination.

**Table 5: Expected delivery timetable for the Local Plan Part 2**

<b>Stage</b>	<b>Timescale</b>
Submission of the Local Plan Part 2 documents for Public Examination	May/June 2016
Hearing sessions associated with the public examination	September/October 2016
Consultation on major modifications arising from the public examination process.	January/February 2017
Receipt of Inspectors report	March 2017
Target date for the adoption of the Local Plan Part 2	June/July 2017

### **Financial Implications**

17. The cost of preparing and consulting on the Hillingdon Local Plan Part 2 will be contained within existing revenue budgets.

The current best estimate for the cost of the public examination is £110k. This is comprised of two elements:

- 1) The Programme Officer (recommendation 5 of the report); Based on previous experience, this will be in the order of 10k, payments for this resource will need to commence in 2016/17, but may not conclude until 2017/18.
- 2) Inspector's fees from the Planning Inspectorate (PINS): PINS invoice will be received after their report is issued - this is estimated for March 2017, however it is possible this could slip into the following financial year 2017/18.

18. The cost of the public examination is expected to be fully resourced from the earmarked reserve ("Hillingdon Local Plan") specifically set aside for the public examination.

### **4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

#### **What will be the effect of the recommendation?**

The preparation of Part 2 of the Hillingdon Local Plan will be a key step in helping delivery of the Sustainable Community Strategy providing detailed site specific allocations, development management policies and a policies map for future development in the Borough over the next 15 years. Part 2 of the Local Plan will therefore have a significant impact, both short-term and long-term, upon residents, businesses, service users and all members of Hillingdon's communities.

## **Consultation Carried Out or Required**

Cabinet approval was given in March 2013 to undertake an initial consultation required for the preparation of Part 2 of the Local Plan, under Regulation 18 of the 2012 Local Plan Regulations. This involved sending out approximately 3,000 letters and emails together with a résumé of what the Council intends including in Part 2 and inviting comments from borough residents, local businesses and other stakeholders on what they think should be included in the Plan. The consultation was held between 19 April and 31 May, 2013.

Subsequent to this process, the Local Plan Part 2 documents were published under Regulation 19 of the 2012 Local Plan Regulations, from 22<sup>nd</sup> September to 4<sup>th</sup> November 2014. Following Cabinet Approval in September 2015, a second round of Regulation 19 consultation was undertaken during the period 26<sup>th</sup> October 2015 - 8<sup>th</sup> December 2015.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and confirms that there are no direct financial implications associated with the recommendations outlined above. The Medium Term Financial Forecast remains closely aligned with future development projections contained within the Local Plan.

### **Legal**

Section 17 of the Planning and Compulsory Purchase Act 2004 requires the Council to prepare development plan documents that will form part of the Council's Local Plan. The Council has adopted its Local Plan Part 1, Strategic Policies. The Local Plan Part 2, which is the subject of this report, will contain the Site Allocations Policy, the Site Designations Policy and also more detailed Development Management Policies that will guide decision making on applications for planning permission.

In accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (SI 2012/767), the Council has carried out a consultation exercise with stakeholders as to what the Part 2 Policies should contain. Following that consultation exercise, the Development Management Policies, Site Allocations and Designations and Policies Map have been drafted and consultation was undertaken on those documents under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012(SI 2012/767).

Following a six week consultation in October 2015 the Council intends to make proposed changes to the Development Management Policies, Site Allocations and Designations and Policies Map by way of Schedule of Proposed Modification, which shall be submitted with the Development Management Policies, Site Allocations and Designations and Policies Map for examination under Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (SI 2012/767). Once the Council has formally submitted the Local Plan Part 2 the Secretary of State shall conduct an examination in public of the proposed policies, and subject to any directions by the Secretary of State or Mayor of London, the policies will be presented to Full Council who is responsible for adopting development plan documents.

## **Property and Construction**

There are no specific Property and Construction implications arising from the recommendations in this report.

### **BACKGROUND PAPERS**

- Reports to Cabinet - Local Plan Part 2: Draft Development Management Policies, February 2014
- Cabinet Decision delegated to the Leader: Proposed Amendments to the Local Plan Part 2: August 2014
- Reports to Cabinet - Local Plan Part 2: Draft Development Management Policies, Site Allocations and Policies Map, September 2015

**Regulation 19 Consultation October 2015 - December 2015**  
**Local Plan Part 2 Schedule of Representations Received and Officer Responses**

**APPENDIX 1: DEVELOPMENT MANAGEMENT POLICIES**

ID	Rep no	Individual/Organisation	Para/Policy /Map	Support /Object	Summary of Representation Received	Officer Response
<b>General Comments</b>						
10	3	Harefield Tenants and Residents Association (Paul Stone)	N/A	Support	Support and endorse further changes to Local Plan Part 2 as discussed at a number of open meetings.	Support noted and welcomed.
104	1	Derek McCall	N/A	Comment	Considers himself and his wife too old to comment.	Officers take account of all comments received from residents.
106	5	Thomas NP Crow	N/A	Support	Thinks aims of Plan are good. Interested in maintaining good standards in borough. Reduction of car traffic is essential.	Comments are noted and welcomed.
44	5	Ickenham Residents Association	N/A	Comment	Request that LBH work with the Association to develop a Management Plan for the Ickenham Conservation Area.	Officers will look at progressing a Management Plan outside of the Local Plan process.
44	11	Ickenham Residents Association	N/A	Support	Support the wider policies on climate change adaptation and mitigation in the Local Plan and urge LBH to consider whether a specific development	Support noted and welcomed. Paragraph 4.18 notes the contribution that front gardens make to local character and the reduction

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**APPENDIX 1: DEVELOPMENT MANAGEMENT POLICIES**

ID	Rep no	Individual/Organisation	Para/Policy /Map	Support /Object	Summary of Representation Received	Officer Response
					management policy on concreting over driveways might be suitable in areas at higher risk of surface water flooding	of flood risk. The Council will take account of the conclusions of the Townscape Character Study when assessing proposals that involve the loss of front gardens.  The management of flood risk in relation to permeable surfaces is taken account of in policies DMEI 9, DMEI 10 and the Council's Surface Water Management Plan.
58	8	Greater London Authority	N/A	Object	Hillingdon has a Regionally Important Geological Site, identified on Map 7.4 of the London Plan as 'GLA 29 The Gravel Pits, Northwood'.  There should be a Local Plan policy for the management and protection of this site in accordance with London Plan Policy 7.20.	Officers support the proposals to identify RIGs on the Policies Map.

**Regulation 19 Consultation October 2015 - December 2015**  
**Local Plan Part 2 Schedule of Representations Received and Officer Responses**

**APPENDIX 1: DEVELOPMENT MANAGEMENT POLICIES**

<b>ID</b>	<b>Rep no</b>	<b>Individual/Organisation</b>	<b>Para/Policy /Map</b>	<b>Support /Object</b>	<b>Summary of Representation Received</b>	<b>Officer Response</b>
19	10	Rapleys on behalf of La Salle Investment Management	N/A	Object	Consider that the reference to the strategic office locations should be consistent across all Local Plan Part 2 documents.	Consistent references to strategic office locations will be included.
103	1	Runnymede Borough Council	N/A	Comment	Have no comments on the Local Plan documents.	Response noted
64	1	Canal & River Trust	N/A	Object	Previous comments have not been taken into account and are not referred to in Consultation Statement, October 2015. Known as Canal & River Trust, not Canal and River Trust.	Name will be amended in the document. All responses are fully assessed against policies and guidance contained in the national planning guidance, the London Plan and relevant evidence base documents.
102	1	Cobden Close Tenants and Residents' Association	N/A	Support	No comments to add, all issues look realistic.	Support noted and welcomed.
137	1	Conservation Area Panel for south of Borough	N/A	Support	Group generally support Local Plan Part 2 policies and proposals that would concern or affect heritage assets and their settings. Detailed guidance on shopfronts	Support noted and welcomed.

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					and for householder development is welcomed.	
<b>1. Introduction</b>						
109	1	CPRE	N/A	Support	Support the changes to the summary of Chapter 6 on Environmental Protection and Enhancement.	Support noted and welcomed.
<b>2. Economy</b>						
19	1	Rapleys on behalf of La Salle Investment Management	Policy DME 1: Employment Uses in Designated Sites	Support	Policy is supported DME 1 (C) and (F) relating to appropriate uses in designated employment areas and ancillary uses that are acceptable in these areas, but object to DME 1 (D) - the criteria where non B1, B2 and B8 uses will be acceptable. Consider that as drafted, the policy criterion is too restrictive, and does not allow for sufficient flexibility to respond to changing economic circumstances. There is	Support noted and welcomed. The requirement for a 2 year marketing reflects the Mayor of London's Land for Industry and Transport" SPG. To address the consistency between parts C and D of the policy, officers suggest rewording criteria D (i) to read:



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					<p>a clear conflict between the objectives of the LSEL designation and the requirement of criterion i.</p> <p>Suggest (a) reducing the marketing period from 2 years to 12 months (b) the inclusion of a wider range of ancillary development and removal of the words 'small scale' in criterion F. Amended policy wording suggested.</p>	<p><i>'There is no realistic prospect of the land being used in accordance with Part C.'</i></p> <p>The list of ancillary development that will be suitable in designated employment areas listed in criterion F is not definitive. The key determinant will be that the proposed development is ancillary and therefore small scale.</p>
117	2	Simply Planning on behalf of Crown Trading Estate	Policy DME 1: Employment Uses in Designated Sites	Object	<p>Recommend that Policy DME 1 is amended to include a new criterion under iv) to permit alternative uses on designated employment sites where the site is specifically identified within the Local Plan as suitable for future release due to regeneration</p>	<p>The policy relates to uses that are considered appropriate in designated employment locations. If a site is identified as suitable for future release it will be identified elsewhere in the Local Plan and subject to</p>

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					benefits."	separate policy criteria.
128	1	Emerson Group on behalf of Orbit Development Ltd	Policy DME 1: Employment Uses in Designated Sites, part D	Object	Object to Policy DME1 part D's proposed requirement for employment sites to have been vacant and consistently marketed for a period of two years. In the absence of any evidence to the contrary, a marketing period of 6-9 months for locally significant sites would be more equitable and proportionate to their importance.	The two year marketing period derives from the Mayor of London's Land for Industry and Transport SPG.
132	2	Barton Willmore on behalf of Segro	Policy DME 1: Employment Uses in Designated Sites	Object	Object to Policy DME1 part D's proposed requirement for employment sites to have been vacant and consistently marketed for a period of two years.	The two year marketing period derives from the Mayor of London's Land for Industry and Transport" SPG.
135	1	Robin Brown	Para 2.10	Object	Proposed deletion of paragraph relating to the retention of employment uses on non-designated sites would be	The loss of employment uses on non-designated sites will be subject to the criteria in policy DME 2. It is

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					contrary to Local Plan Part 1 strategic objective SO15 and NPPF para 21. The paragraph should be reinstated.	not considered that the deletion of para 21 conflicts with national policy or strategic objective 15 in the Local Plan Part 1.
124	2	Barton Willmore on behalf of Tokyo Inn	Policy DME 2: Employment Uses Outside of Designated Sites; DME 3: Office Development	Object	These policies should be reworded to allow sufficient flexibility to ensure they are consistent with Policy SEA 2, which encourages hotel and office uses within designated sites. There should not be a requirement for hotel development to demonstrate compliance with these policies. Suggested wording provided.	Officers propose to amend the policy to take account of other designations and site specific proposals identified in the Site Allocations and Designations document.
19	2	Rapleys on behalf of La Salle Investment Management	Policy DME 3: Office Development	Object	Support criterion E, but object to criterion F. Suggest the inclusion of LSEs into the criterion into list of locations where offices will generally not be permitted. Amended policy wording suggested.	Officers consider that criterion F of policy DME 3 could be amended to state that proposals for offices in other locations will be required to demonstrate that no other preferable locations are available.

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128	2	Emerson Group on behalf of Orbit Development Ltd	Policy DME 3: Office Development, part B	Object	Object to the proposed requirement for a 2 year marketing period. In the absence of any evidence to the contrary, a marketing period of 6-9 months for proposals involving the loss of office floorspace in preferred locations for office growth sites would be more appropriate. Suggest deleting the requirement to demonstrate that office use in no longer viable.	The Council seeks to accommodate the majority of office growth in identified growth locations, in accordance with the London Plan. The two year marketing period mirrors the marketing period for the protection of B1, B2 and B8 in designated SILs, LSIS and LSELs.
128	3	Emerson Group on behalf of Orbit Development Ltd	Policy DME 3: Office Development, part F	Object	Considers that offices can be located outside of the specified locations, subject to satisfying the sequential approach to main town centre uses as set out by NPPF paragraph 24. Request that part F be reworded accordingly and provide suggested wording.	The Council will seek to accommodate the majority of office Development in office growth locations and town centres. Officers consider that part F of the policy DME 3 could be amended to note that proposals for offices in other locations will be required to demonstrate

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						that no other suitable locations are available.
56	1	Heathrow Airport Ltd	Policy DME 3: Office Development	Object	Maintain that the policy potentially affects the future development of the airport and is not consistent with the London Plan and the NPPF. Consider that criterion A should explicitly allow for office development in Heathrow Airport and provide suggested wording.	Heathrow Airport is not identified in the Local Plan Part 1 as an Office Growth Location.
69	1	Historic England	Para 2.24	Support	Repairs and provision of public access to Harmondsworth Great Barn (listed grade I) justifies a reference to it in bullet point 6.	Officers propose to include Harmondsworth Great Barn in the list of visitor destinations within the borough.
23	1	Eastcote Conservation Panel	Policies DME 4: Visitor Attractions; DMH 6: Garden and Backland Development; DMEI 5:	Object	Disappointed that Warrender Park/Highgrove Woods and Bessingby/Cavendish/Pine Gardens Parks have not been upgraded to MOL as proposed. The document "Metropolitan Open Lands and Green Chain	These parks were not identified in the Council's evidence base documents relating to Metropolitan Open Land. The Council's evidence base document is available on the Local Plan

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			Development in Green Chains		Assessment" should be available to the public.	Part 2 webpage.
124	3	Barton Willmore on behalf of Tokyo Inn	Policy DME 5: Hotels and Visitor Accommodation	Support	Policy is supported as there is an identified need for visitor accommodation in the borough.	Support noted and welcomed.
19	3	Rapleys on behalf of La Salle Investment Management	Policy DME 5: Hotels and Visitor Accommodation, para 2.26	Support	Support policy.	Support noted and welcomed.
56	2	Heathrow Airport Ltd	Policy DME 5: Hotels and Visitor Accommodation, paras 2.26 and 2.27	Object	Policy E2 of Local Plan Part 1 refers to hotel development being accommodated in 'other sustainable locations'. Heathrow Airport has excellent public transport accessibility. Paragraph 2.27 requiring airport related development to remain within airport boundary is inconsistent with the London Plan and NPPF and should be removed.	The policy seeks to direct the majority of hotel growth to the locations specified in the Local Plan Part 1.

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<b>3. Town Centres</b>						
19	4	Rapleys on behalf of La Salle Investment Management	Policy DMTC 1: Town Centre Development	Object	Consider that the demonstration of adequate width and depth of floorspace is an unnecessary and onerous requirement and request that criterion i) is removed	The criterion seeks to resist a provision of inappropriately sized retail units, which could lead to the fragmentation of the town centre.
89	1	Nathaniel Lichfield on behalf of Intu Properties plc	Policy DMTC 2: Primary and Secondary Shopping Areas	Object	Intu supports the protection of Primary Shopping Area ground floor for retail uses, but objects to requirements (a) that a minimum of 70% of the frontage is retained in Use Class A1 and (b) the proposed use will not result a separation of more than 12 metres between A1 retail uses. The requirements would be supported if separate restaurant hub areas are allocated and excluded from the tight restrictions. Wording suggested.	The policy seeks to promote and protect the provision of A1 retail uses in town centres. At present, there are no specific concentrations of restaurant uses that could be defined hubs.
123	1	Nathaniel Lichfield on	Policy DMTC 2:	Object	The policy tests placed on	Officers will continue to

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		behalf of Inland Homes Plc	Primary and Secondary Shopping Areas		proposals in secondary shopping areas are inconsistent with the NPPF and the London Plan and should reflect the differing roles of each area, in addition to the changing nature of town centres. Suggest amended wording and deletion of criteria i and iii.	review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
113	4	Planning Potential on behalf of Paddy Power	Policy DMTC 2: Primary and Secondary Shopping Areas	Object	The policy does not provide an explanation of why the A1 threshold figures have been set, why A5 uses should be limited to a maximum of 15% and why a separation distance of 12 metres between A1 units is appropriate. The policy should be re-worded, or as a minimum, significantly loosened to allow healthy competition between betting shops whilst also removing the unnecessary grouping of a variety of uses which are not intertwined.	The policy seeks to avoid an overconcentration of uses that can cause detrimental cumulative impacts and to protect town centres for retail use.  The proposed thresholds take account of all considerations and indicators of potential over concentration.  Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of



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						the London Plan.
79	1	SSA Planning on behalf of KFC	Policies DMTC 2 Primary and Secondary Shopping Areas; DMTC 3: Maintaining the Viability of Local Centres and Local Parades; DMTC 4: Amenity and Town Centre Uses	Object	Welcome deletion of Part B in DMTC 4 and the clarification of 'unacceptable concentrations', but object to amendments to DMTC 3 and DMTC 2. Are concerned that these amendments focus only on A5 uses, which is inconsistent with DMTC 4. There is an error in DMTC3 A (i) as it sets alternative criteria of one-in-three or 70% of class A1 shops.	Support noted and welcomed. Criterion A i) should read "ensuring the retention of at least 70% of Class A1 shops". Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
128	3	Emerson Group on behalf of Orbit Development Ltd	Policy DMTC 3: Maintaining the Viability of Local Centres and Local Parades; Table 3.2	Object	Object to the absence of the designation of Sovereign Court, Sipson Road as a Local Parade in Table 3.2 of Policy DMTC 3. Consider that the parade provides valuable amenities for the benefit of the local businesses, residents and visitors to the airport. The parade should be recognised as such in Table 3.2 and be allocated	Sovereign Court contains limited A1 floorspace. This does not justify its designation as a Local Parade.

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					on the Proposals Map.	
113	5	Planning Potential on behalf of Paddy Power	Policy DMTC 3: Maintaining the Viability of Local Centres and Local Parades	Object	The policy does not provide an explanation why the A1 threshold figures have been set, why A5 uses should be limited to a maximum of 15% and why a separation distance of 12 metres between A1 units is appropriate. The policy should be re-worded, or as a minimum, significantly loosened to allow healthy competition between betting shops whilst also removing the unnecessary grouping of a variety of uses which are not intertwined.	The policy seeks to avoid an over-concentration of uses that can cause detrimental cumulative impacts and to protect town centres for retail uses.  The proposed thresholds take account of all considerations and indicators of potential over concentration.  Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
113	1	Planning Potential on behalf of Paddy Power	Para 3.20	Object	Do not consider that betting shops, hot food takeaways, night clubs, casinos, amusement centres and 'similar uses' should be grouped together. No explanation	The London Plan notes that over-concentrations of betting shops and hot food takeaways can give rise to

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					is provided how the 15% threshold has been arrived at, and how this figure constitutes an over-concentration. The text should be removed and the paragraph re-worded, or as a minimum, significantly loosened to allow healthy competition between betting shops whilst also removing the unnecessary grouping of a variety of uses which are not intertwined.	particular concerns. The policy seeks to avoid an over-concentration of uses such as those described in para 3.20 that can lead to antisocial behaviour in local parades and town centres. The proposed thresholds take account of the considerations and indicators of potential over-concentration.
113	2	Planning Potential on behalf of Paddy Power	Para 3.21	Object	Suggest updating the document to reflect that the London Plan Town Centres SPG is now adopted. The para is factually incorrect as betting shops now fall under the 'Sui Generis' use, not A2, following the release of new legislation in April 2015.  The text should be removed and the paragraph re-worded, or as a	Officers will ensure that the provisions of the Mayor's Town Centres SPG are reflected in the Local Plan. Any factual inaccuracies will be amended as part of the examination process.  Officers will continue to review the policy to ensure it is in accordance with the

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					minimum, significantly loosened to allow healthy competition between betting shops whilst also removing the unnecessary grouping of a variety of uses which are not intertwined.	NPPF and the provisions of the London Plan.
113	3	Planning Potential on behalf of Paddy Power	Para 3.22	Object	<p>Suggest updating document to reflect that the London Plan Town Centres SPG is now adopted. The para is factually incorrect as betting shops now fall under the 'Sui Generis' use, not A2, following the release of new legislation in April 2015.</p> <p>The paragraph should be reworded, or as a minimum, significantly loosened to allow healthy competition between betting shops whilst also removing the unnecessary grouping of a variety of uses which are not intertwined.</p>	<p>Officers will ensure that the provisions of the Mayor's Town Centres SPG are reflected in the Local Plan. Any factual inaccuracies will be amended as part of the examination process.</p> <p>Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.</p>

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113	6	Planning Potential on behalf of Paddy Power	Policy DMTC 4: Amenity and Town Centre Uses	Object	Consider that Policy DMTC 4 should have more regard to the London Plan Town Centres SPG. The policy should be re-worded, or as a minimum, significantly loosened to allow healthy competition between betting shops whilst also removing the unnecessary grouping of a variety of uses which are not intertwined.	Officers will ensure that the provisions of the Mayor's Town Centres SPG are reflected in the Local Plan. Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
135	2	Robin Brown	Policy DMTC 4: Amenity and Town Centre Uses, part B.	Object	Proposed deletion of resisting various uses in proximity to schools or sensitive community uses does not comply with the NPPF core principle of promoting healthy communities. Text supporting London Plan Policy 4.8 notes concerns with over concentration of betting shops and hot food takeaways. Request deleted text be reinstated.	The policy continues to reflect the provisions of the London Plan, which note that over-concentrations of betting shops and hot food takeaways can give rise to particular concerns.

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<b>4. New Homes</b>						
57	3	Savills	Policy DMH 2: Housing Mix	Object	Suggest that the policy is revised in order to make reference to housing mix being subject to market requirements.	The policy notes that the Council will require a mix of housing units of different sizes in schemes for residential development to reflect the Council's latest information on housing need. Current needs information indicates that across the borough there is a significant need for family housing. Developers will be required to provide site specific justification if this need cannot be met.
123	2	Nathaniel Lichfield on behalf of Inland Home Plc	Policy DMH 2: Housing Mix	Object	Request that Policy DMH 2 should acknowledge that the mix of housing units will depend on the setting/location of the	The policy notes that the Council will require a mix of housing units of different sizes in schemes for

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					development and the demand for differing sizes of housing units in different locations. Suggest amended wording.	residential development to reflect the Council's latest information on housing need. Current needs information indicates that across the borough there is a significant need for family housing. Developers will be required to provide site specific justification if this need cannot be met.
122	2	Savills on behalf of Hurlington Ltd	Policy DMH 2: Housing Mix	Object	If the current policy is applied this would result in the delivery of low density housing development and an under provision of housing on development sites which would be contrary to the NPPF. Suggest the inclusion of a reference to the provision of a balanced mix of housing and the deletion table 4.1: Housing Requirement by Type and Size.	Table 4.1 reflects the Council's latest evidence of housing need and is included to assist the application of the policy.  The policy notes that the Council will require a mix of housing units of different sizes in schemes for residential development to reflect the Council's latest information on housing

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						need. This indicates that across the borough there is a significant need for family housing. Developers will be required to provide site specific justification if this need cannot be met.
132	3	Barton Willmore on behalf of Segro	Policy DMH 2: Housing Mix	Object	Reference should be made that the mix will be applied on a site by site basis and the character and nature of the site and scheme will be taken into account.	The policy notes that the Council will require a mix of housing units of different sizes in schemes for residential development to reflect the Council's latest information on housing need. This indicates that across the borough there is a significant need for family housing. Developers will be required to provide site specific justification if this need cannot be met.
69	6	Historic England	Para 5.15	Object	Suggested wording to end of paragraph: "where these are	The Council will be undertaking discussions



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					available and other relevant assessments including the Hillingdon Townscape Character Assessment".	with Historic England, with a view to addressing their comments prior to the commencement of the examination process.
125	1	Robin Brethwick Associates on behalf of Leigh Brothers	Para DMH 6: Garden and Backland Development	Object	The presumption against loss of back gardens is unreasonable and conflicts with Local Plan Part 1 Policy BE1, which refers to 'inappropriate development of gardens' which is less restrictive. Wording confuses back garden development with backland development. Small plots are the lifeblood of smaller builder-developers and are important for the regeneration of suburban areas. The development of these plots should not be constrained.	Policy DMH 6 notes the contribution that back gardens make to local character. This reflects the conclusions of the Council's Townscape Character study and is in line with NPPF, para 53.
44	4	Ickenham Residents Association	Policy DMH 7: Provision of Affordable	Support	Support the application of policy DMH 7 in relation to Site Allocations and Designations Policy SA14 and across the	Support noted and welcomed. In accordance with other

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			Housing		Borough and are keen to see that all residential developments over 10 units provide 35% affordable housing provision, in accordance with policy H2 of Local Plan Part 1. Consider that an open-book viability assessment policy would help the Association work with LBH to deliver policy.	policies in the Plan, the Council will seek the provision of 35% affordable housing, subject to viability and if appropriate in all other circumstances.
57	5	Savills	Policy DMH 7: Provision of Affordable Housing	Support	Support policy DMH 7: Provision of Affordable Housing, due to the fact that the policy refers to viability tests.	Support noted and welcomed. Officers consider that the policy provides sufficient flexibility regarding the quantum and tenure of affordable housing.
132	4	Barton Willmore on behalf of Segro	Policy DMH 7: Provision of Affordable Housing	Object	The flexibility to adjust quantum and tenure to reflect site circumstances (site location and scheme characteristics as well as viability) is essential and policy wording should be changed accordingly.	Officers consider that the policy provides sufficient flexibility regarding the quantum and tenure of affordable housing.

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<b>5. Historic and Built Environment</b>						
69	3	Historic England	Para 5.1	Comment	Suggest words "or enhanced" are added to end of opening sentence in line with NPPF.	Officers are agree with the proposed minor addition.  The Council will be undertaking discussions with Historic England, with a view to addressing their comments prior to the commencement of the examination process.
61	1	Ruislip, Northwood & Eastcote Local History Society (Mrs Susan Toms)	Paras 5.3, 5.5, 5.8, 5.11	Object	Para 5.3 - original paragraph should be reinstated.  Para 5.5 - retain first sentence of original paragraph.  5.11 Reinststate "The Council will also have regard to the protection of its settings when considering proposals on neighbouring sites".	Representors seek to reinstate some of the text which is proposed to be deleted. Much of this was proposed for removal on the basis that it repeats the content of national planning guidance. Officers propose to include a glossary to define key terminology used in the document, including terms such as Heritage

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						Assets and Locally Listed buildings. All proposed changes will be identified on the Statement of Proposed Modifications, to be submitted with the Local Plan Part 2 documents for public examination.
69	4	Historic England	Para 5.4	Object	Townscape Character Study should be referred to in para 5.4 and made accessible within Local Plan pages of the Council's website	<p>The Townscape Study is already referred to in the document but additional references will be included as appropriate.</p> <p>The Council will be undertaking discussions with Historic England, with a view to addressing their comments prior to the commencement of the examination process.</p> <p>The Townscape Character</p>

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						Study is available as part of the Local Plan Part 2 evidence base.
69	5	Historic England	Policy DMHB 1: Heritage Assets	Support	<p>Recommend addition of an overarching sentence stating that the Council will expect development proposals to avoid harm to the historic environment in line with paras 126 and 15(8) of NPPF.</p> <p>Strongly support part C) and suggest this is taken further through proposed heritage strategy.</p>	<p>Support noted and welcomed.</p> <p>Supporting text to Policy DMHB 1 states that proposals affecting heritage assets will be determined in accordance with the NPPF. Officers do not consider that further policy guidance is required.</p> <p>The Council will be undertaking discussions with Historic England, with a view to addressing their comments prior to the commencement of the examination process.</p>

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60	1	Ruislip Village Conservation Panel (Mrs Eileen Bowlt)	Policies DMHB 1: Heritage Assets; DMHB 2: Listed Buildings, DMHB 3: Locally Listed Buildings; DMHB 5: Areas of Special Local Character	Object	<p>Para 5.3 Original paragraph is more informative. Please reinstate.</p> <p>Para 5.5 Reference to NPPF is important, please reinstate.</p> <p>Para 5.8 Reference to Historic England should be retained.</p> <p>Para 5.11 Please reinstate “The Council will also have regard to the protection of the setting when considering proposals on neighbouring sites”</p> <p>DMHB 2 - A - please reinstate “do not detract from its special architectural or historic interest”</p> <p>DMHB 2 C - please reinstate “as a condition of demolition”</p> <p>Para 5.21 This important statement should be retained.</p> <p>DMHB 5 - A - please reinstate the important first paragraph</p>	Representors seek to reinstate some of the text which is proposed to be deleted. Much of this was proposed for removal on the basis that it repeats the content of national planning guidance. Officers propose to include a glossary to define key terminology used in the document, including terms such as Heritage Assets and Locally Listed buildings. All proposed changes will be identified on the Statement of Proposed Modifications, to be submitted with the Local Plan Part 2 documents for public examination.

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61	2	Ruislip, Northwood & Eastcote Local History Society (Mrs Susan Toms)	Policies DMHB 2: Listed Buildings; DMHB 3: Locally Listed Buildings; paras 5.21, 5.22 - 26, paras 5.9 - 10, deleted DMHB 7 - scheduled ancient monuments	Object	DMHB 2 - A - reinstate "do not detract from its special architectural or historic interest". DMHB 2 - C - reinstate "as a condition of demolition". DMHB 3 - reinstate first paragraph. Para 5.21 - reinstate original paragraph Paras 5.22 - 26 reinstate all paragraphs Para 5.22 - should add the Cursus and Gruben houses at Harmondsworth Para 5.9 - 10 - reinstate these paragraphs and the deleted policy DMHB 7 Scheduled Ancient Monuments.	Representors seek to reinstate some of the text which is proposed to be deleted. Much of this was proposed for removal on the basis that it repeats the content of national planning guidance. Officers propose to include a glossary to define key terminology used in the document, including terms such as Heritage Assets and Locally Listed buildings. All proposed changes will be identified on the Statement of Proposed Modifications, to be submitted with the Local Plan Part 2 documents for public examination.
132	5	Barton Willmore on behalf of Segro	Policy DMHB 3: Locally Listed Buildings	Object	The policy should reflect that a Locally Listed Building can be demolished where tests set out in	The demolition of Locally Listed buildings will be discouraged. The policy

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					Paragraph 133 of the NPPF can be met.	notes that replacement will only be considered where it can be demonstrated that the community benefits of such proposals outweigh those of retaining the Locally Listed building.
60	2	Ruislip Village Conservation Panel (Mrs Eileen Bowlt)	Conservation Areas (page 54)	Support	Generally excellent but query removal of paras 5.22 - 5.26 as they are informative.	Support noted and welcomed. Deleted paragraphs relate to the definition of Conservation Areas. It is considered that this information could be included in a glossary.
132	6	Barton Willmore on behalf of Segro	Policy DMHB 4: Conservation Areas	Object	As is the case for draft policy DMHB 5, the policy should reflect Paragraph 133 of the NPPF to provide more flexibility when considering comprehensive redevelopment, such as that proposed at the former Nestle site.	The policy sets out general provisions relating to development in Conservation Areas. The policy is considered to be in general conformity with the NPPF.



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135	3	Robin Brown	Policy DMHB 4: Conservation Areas	Object	Policy does not apply para 5.15 requirement for Heritage Statements and does not fulfil NPPF para 128. Request requirement for Heritage Statement be added.	Paragraph 5.15 is supporting text to policy DMHB 4 and sets a requirement for Heritage Statements to be submitted with planning applications for development in Conservation Areas. The requirements of the policy are considered to be broadly consistent with the NPPF.
137	2	Conservation Area Panel for south of Borough	Policy DMHB 4: Conservation Areas	Comment	Panel requests a requirement for Heritage Statements to accompany planning statements be included.  Request 'signposting' at various places throughout relevant parts of chapter for Conservation Areas, ASLCs and Appraisals/Management Plans etc such as the 'signpost' or link for more information on Locally Listed	Para 5.15 is supporting text to policy DMHB 4 and sets a requirement for Heritage Statements to be submitted with planning applications for development in Conservation Areas. The requirements of the policy are broadly consistent with the NPPF.

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					Buildings (para 5.13). This would improve functionality and usefulness of the Plan.	
60	3	Ruislip Village Conservation Panel (Mrs Eileen Bowlt)	Scheduled Ancient Monuments (page 58)	Object	Further justification required for the removal of paragraphs 5.9 - 5.10	The paragraphs provide contextual information on Scheduled Ancient Monuments. It is considered that this information could be provided in a glossary to the document.
123	3	Nathaniel Lichfield on behalf of Inland Home Plc	Policy DMHB 18: Private Outdoor Amenity Space	Object	Consider that the wording is unduly restrictive and risks prejudging the acceptability or otherwise of potential development schemes. The policy should worded to recognise that in some instances, for those sites which are more constrained due to their location (i.e. town centre locations), the provision of outdoor amenity space of that size may not always be realistically	Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.

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					achievable or feasible. Suggest amended wording.	
19	5	Rapleys on behalf of La Salle Investment Management	Policy DMHB 10: High Buildings and Structures, para 5.32	Object	The definition of high buildings is restrictive and ambiguous. It is unclear how Council will identify appropriate areas for high buildings.	The Council's Townscape Character Study provides evidence for locating high buildings in Uxbridge and Hayes. Much of the borough has height restrictions which are critical to the safe operation of flights into and out of Heathrow Airport and RAF Northolt. In areas not constrained by airport operations, applications for high buildings will be assessed on a case by case basis, taking into account the mostly low rise suburban nature of the borough, where tall buildings are generally inappropriate, the

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						Townscape Character Study and the London Plan.
69	8	Historic England	Para 5.33	Comment	For clarity, recommend that final sentence is not amended as proposed but reads "Within the two town centre locations higher density can also offer the potential to regenerate an area and a tall building can emphasise a point of civic or visual significance".	The Council will be undertaking discussions with Historic England, with a view to addressing their comments prior to the commencement of the examination process.
69	9	Historic England	Policy DMHB 10: High Buildings and Structures	Object	Consider some changes to Policy DMHB 10 are not justified. Recommend: - opening sentence omit "dominant" to avoid interpretations that override consideration of setting of a vulnerable heritage asset  - in part i) omit "or an area identified by the Borough" as this creates uncertainty and departs	The Council will be undertaking discussions with Historic England, with a view to addressing their comments prior to the commencement of the examination process.

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					from background evidence - retain previous parts iv (contribution to skyline) and v (heritage assets and views) as these are justified in relation to background evidence.	
135	4	Robin Brown	Policy DMBH 10: High Buildings and Structures	Object	Proposed deletion of original clause ix) would not adequately ensure the contribution and enhancement of the natural and local environment, as required by NPPF para 109. The proposed deletion is contrary to Council's biodiversity statutory duty. Watercourses and water bodies are not referred to in Policy DMBH 11. Request clause is reinstated.	The deleted clause states that high buildings should not adversely impact on bio-diversity or open spaces, including watercourses. This provision is covered by other policies in the plan and is therefore not required.
14	1	Chris Thomas Ltd on behalf of British Sign & Graphic Association	Policy DMHB 13: Shopfronts, parts (E) & (F)		Interrelationship between DMBH 13 Shopfronts, DMBH 12 Streets and Public Realm and design guidance in Appendix B remains confusing and self- contradictory.	The Council's policies have been drafted to protect the particular character of town centres and Conservation Areas in the borough.

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					<p>All advice on shopfronts and advertisements should be contained within a single section or shopfronts and advertisements should be completely separated and contained within two totally separate sections.</p> <p>No evidential support for Policy DMHB 13 (E) and (F). Shop signs do not need to be restricted in number or to certain areas of shopfront - each proposal must be considered on its individual merit. Policy DMHB 12 (C) is correct in this regard. Advice contradicts that in Appendix B's description of the "signable area". Restricting shop sign content is contrary to regulations.</p> <p>Agree with Policy DMHB 13 (F) regarding illumination but this does not justify the proposed ban on flashing and internally</p>	<p>The issue of advertisements cuts across a number of policy areas including the public realm, heritage and shopfronts. The Council's general policy on advertisements has been prepared to protect visual amenity and to maintain the quality of the public realm. Policy requirements and guidance are geared towards meeting this objective.</p> <p>Officers will undertake a further review of the advice and guidance provided on advertisements and other detailed design matters, prior to the submission of the Local Plan documents for public examination.</p>

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					<p>illuminated "box lights".</p> <p>Para 5.53 does not advise Appendix B also involves advertisements. There are too many places to look for relevant advice.</p> <p>Para 5.48 - list is unnecessary as all are considered 'advertisements' within the statutory definition. Restrictive policy is not justified.</p> <p>Accept para 5.52 should draw attention to "clutter" but no justification for picking out particular forms of advertisement.</p>	
109	2	CPRE	Policy DMHB 14: Trees and Landscaping	Support	Support the inclusion of the trees and landscaping policy.	Support noted and welcomed.
132	7	Barton Willmore on behalf of Segro	Policy DMHB 16: Housing Standards	Object	This policy must be flexible to take into account changes in national standards.	Officers are of the view that policies should be amended to reflect the need to comply with recent

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						revisions to national housing standards. Appropriate revisions will be put forward in the Schedule of Proposed Modifications, to be submitted with the Local Plan documents.
132	8	Barton Willmore on behalf of Segro	Policy DMHB 17: Residential Density	Object	The column referring to different locations should be removed. There is no justification for a deviation from the London Plan density matrix (Table 3.2). Policy DMHB 20 should therefore refer to the density matrix as set out in the London Plan.	The proposed density guidelines in Table 5.3 (Residential Density Matrix) are broadly consistent with those contained in the London Plan.
57	5	Greater London Authority	Policy DMHB 10: Housing Standards	Object	The policy should refer to the national housing standards and the supporting text should note that this standard will be conditioned to ensure its application and enforcement	Officers are of the view that policies should be amended to reflect the need to comply with recent revisions to national housing standards.



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					through the Building Regulations (Part G)	Appropriate revisions will be put forward in the Schedule of Proposed Modifications to be submitted with the Local Plan Part 2 documents.
65	2	Nathaniel Lichfield on behalf of Purpleplexed LLP	Policy DMHB 17: Residential Density	Object	The density content of this policy is unjustified by any evidence base and should be deleted as being unsound	The proposed density guidelines in Table 5.3 (Residential Density Matrix) are broadly consistent with those contained in the London Plan.
132	9	Barton Willmore on behalf of Segro	Policy DMHB 18: Private Outdoor Amenity Space	Object	The proposed standards significantly exceed the Mayoral Housing SPG. There are no LB Hillingdon special circumstances that warrant different standards. Policy should be amended to reflect the London Plan.	The Council considers higher standards of private amenity space are especially valued by residents and an important element of the residential character and quality of the borough.  Officers will continue to review the policy to ensure

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						it is in accordance with the NPPF and the provisions of the London Plan.
64	2	Canal & River Trust	Para 5.81, 5.82	Object	Para 5.81 - Using a description of 'moorings' does not cover all the different types of mooring use. Para 5.82 - Request amendments to reflect the wording provided.	Officers will undertake further investigations to assess the proposed definition of moorings.
64	3	Canal & River Trust	Policy DMHB 20: Moorings, parts i) ii) iii) v) and vi)	Object	i) This criterion is too restrictive, presumptuous and general. The mooring of boats on waterways is part of their character and there should not be a blanket negative response to proposed moorings in rural areas which is not adequately defined. Furthermore, the policy would only relate to permanent moorings and	Officers will assess the proposed changes in the context of the NPPF, the London Plan and other relevant planning guidance. Further discussions with the Canal & River Trust will be undertaken as appropriate.  Any proposed changes to the policy will be set out in

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					<p>therefore would not necessarily solve the issues it is trying to address. Amended wording suggested.</p> <p>Criterion ii) This criterion is too restrictive and misses one of the key purposes of the canal. Furthermore, it must be recognised that moorings need access to the towpath for ingress and egress. Criterion iii) is too vague. It uses the word 'barrier' in an unclear manner.</p> <p>Criterion v) is not effective as it does not adequately identify what is meant by services. Boats are generally self sufficient providing they have access to suitable facilities on the network. Amended wording suggested.</p> <p>Criterion vi) change required to the wording to reflect the title of</p>	<p>the Schedule of Proposed Modifications, to be submitted for examination with the Local Plan Part 2 documents.</p>

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					the publication referenced.	
<b>6. Environmental Protection and Enhancement</b>						
106	1	Thomas NP Crow	N/A	Object	In North Hillingdon air quality is appalling, worst in the borough apart from Heathrow. Doctor has confirmed poor air quality is making nose run continually. Do not experience this elsewhere.	Comments regarding air quality in the borough are noted. North Hillingdon falls within the Council's Air Quality Management Area. Policy DMEI 14 seeks to address air quality issues in relation to new development.
135	5	Robin Brown	Para 6.6	Object	Proposed new wording omits reference to living walls as well as living roofs. To ensure consistency and clarity add phrase "and walls" to para 6.6.	Officers propose to amend paragraph 6.6 so that it refers to both living walls and roofs.
57	1	Greater London Authority	Policy DMEI 1: Living Walls, Roofs and Onsite Vegetation	Support	Welcome reference to the London Plan carbon dioxide emissions targets. The Council's proposed target of a 35% improvement beyond Part L 2013 Building Regulations is broadly equivalent	Support noted and welcomed.

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					to the existing London Plan 40% target, which is based on Part L 2010.	
109	3	CPRE	Policy DMEI 1: Living Walls, Roofs and Onsite Vegetation	Support	Support the emphasis on encouraging all major developments to incorporate living roofs and/or walls. However, the council should clarify what constitutes "suitable justification" for a developer to <i>not</i> incorporate living roofs and/or walls.	Support noted and welcomed.
32	3	Natural England	DMEI 1: Living Walls, Roofs and Onsite Vegetation	Support	Support for the inclusion of Green Roofs and Walls policy.	Support noted and welcomed.
135	6	Robin Brown	DMEI 1: Living Walls, Roofs and Onsite Vegetation	Object	Proposed deletion of Sustainable Design Standards would not fulfil Local Plan Part 1 Policy BE1 clause 10. Request reinstatement of Sustainable Design Standards to policy title and generalised requirement for sustainable	Since the publication of the Local Plan Part 1 requirements for sustainable design have been standardised and integrated into the Building Regulations. Relevant policy

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					design and construction.	criteria are therefore proposed for deletion.
56	3	Heathrow Airport Ltd	DMEI 1: Living Walls, Roofs and Onsite Vegetation	Support	Support revised wording of 1 i) as it enables flexibility in application of the policy.  It may not be necessary for all developments in AQMAs to contribute to green infrastructure improvements to improve air quality.	Support noted and welcomed.
44	12	Ickenham Residents Association	DMEI 2: Reducing Carbon Emissions	Object	Consider that the policy is out-of-date and should be updated to reflect the latest position, as outlined on p.45 of the Government's recent Productivity Plan	Officers will continue to review the policy to ensure it is in accordance with the NPPF, NPPG and the provisions of the London Plan.
57	2	Greater London Authority	DMEI 2: Reducing Carbon Emissions	Support	Suggested that emphasis is placed on developments that genuinely cannot meet the targets on site in accordance with London Plan Policy 5.2, as opposed to the	Broadly agree and support suggested change with a slight addition as set out below:

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					<p>Council approving the development for other policy reasons and discounting the carbon targets.</p>	<p>"Proposals that fail to take reasonable steps to achieve the required savings will be resisted. However, <i>where it is clearly demonstrated that the targets for carbon emissions cannot be reasonably met onsite, the Council may approve the application and if the Council is minded to approve the application despite not meeting the carbon reduction targets, then it will</i> seek an offsite contribution to make up for the shortfall. "</p> <p>The addition of the word "reasonably" to the GLA's suggested changes allows for a greater emphasis on non technical matters for justifying why the target</p>

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						cannot be reached. For example, it may be technically possible to meet the target but financially prohibitive.
57	3	Greater London Authority	Footnote 8, page 103	Comment	The borough should not use the term 'Allowable Solution' in its policy and instead refer to carbon off-setting as set out in London Plan policy 5.2.	The footnote will be revised accordingly through the examination process.
57	4	Greater London Authority	Policy DMEI 3: Decentralised Energy	Comment	Developments located in areas of decentralised energy potential (as identified by the borough) should be future proofed for connection to potential future heat networks, as outlined in the London Heat Network Manual.	The policy seeks to ensure developments located near existing and future decentralised energy networks will be able to connect to those networks.  The Council will be undertaking discussions with the GLA, with a view to addressing their comments prior to the commencement of the examination process.



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109	4	CPRE	Policy DMEI 4: Development in the Green Belt or on Metropolitan Open Land	Support	Supports this policy which seeks to prevent inappropriate development in the Green Belt and MOL. Look forward to seeing this being given due weight in planning decisions.	Support noted and welcomed.
44	3	Ickenham Residents Association	Policy DMEI 4: Development in the Green Belt or on Metropolitan Open Land	Object	Do not feel that the exceptional circumstances tests laid out in policy DMEI 4 to justify development in the Green Belt could conceivably be met at this time.	The exceptional circumstances test will be applied in accordance with national planning policy guidance and appropriate case law.
44	10	Ickenham Residents Association	Policy DMEI 4: Development in the Green Belt or on Metropolitan Open Land	Object	Would welcome clarity on the difference between 'very special' and 'exceptional' circumstances.	The reference to special circumstances will be omitted to ensure consistency with the wording used in the NPPF.
30	1	Ruislip Residents' Association	Policy DMEI 5: Development in Green Chains	Object	Reiterate the need to retain parts of current UDP Policy EM2 as the proposed policy weakens existing protection of Green Chains. Recent development in Green Belt	Strategic Policy EM2 is set out in the Local Plan Part 1 and provides strategic direction to the proposed development management

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					has not been done sensitively.	Policy DMEI 5 relating to development in the Green Belt. Once adopted, Policy DMEI 5 will replace saved UDP Policy OL11. The policies set out in the Local Plan Part 1 will be retained.
31	1	Friends of Pinn Meadows	Policy DMEI 5: Development in Green Chains	Object	UDP Green Chain Policy EM2 should be retained as proposed policy is weaker.	Strategic Policy EM2 is set out in the Local Plan Part 1 and provides strategic direction to the proposed development management policy DMEI 5 relating to development in the Green Belt. Once adopted, policy DMEI 5 will replace saved UDP policy OL11. The policies set out in the Local Plan Part 1 will be retained.
135	7	Robin Brown	Policy DMEI 5: Development in Green Chains	Object	Proposed new section B is not clear as criteria in opening sentence of section A, which relates to development in Green	Criterion A sets out the specific circumstances in which development in Green Chains would be

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					Chains and not to development in areas deficient in Green Chains. Para 6.23 is supported. Request rewording of clause B.	acceptable. Criterion B builds on this and requires all acceptable development to make a positive contribution to the nature conservation value and visual amenity of the Green Chain. It is not considered that the policy requires clarification.
98	1	Environment Agency	Policy DMEI 5: Development in Green Chains	Support	Pleased to note inclusion of requirement for developments to provide new areas of green infrastructure where Green Chains are currently deficient.	Support noted and welcomed.
135	8	Robin Brown	Para 6.27	Object	Proposed change of wording to 'aspire to include enhancement measures' would not comply with NPPF para 109 and the Council's statutory duty on biodiversity. Request deletion of proposed word changes to the paragraph.	It is not considered that the proposed wording results in conflicts with the NPPF.

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105	1	Herts and Middx Wildlife Trust	Policy DMEI 7: Biodiversity Protection and Enhancement	Object	The Policy should require all development to achieve no net loss. This should be assessed against the Biodiversity Impact Calculator. The Policy should also be prescriptive of the standard for ecology assessments. The policy should have more emphasis on certain types of improvement. Suggest amended wording to include in policy and paragraphs 6.26-6.29	Officers propose to amend the policy to clearly state the aim of new development is 'no net loss'; this would be consistent with the NPPF. The definition of no net loss could refer to the Biodiversity Impact Calculator but not prescribe its use. This could be too prescriptive for some developments and not always necessary.  The other suggested changes are broadly captured by the current wordings and are therefore not necessary.
69	2	Historic England	Policy DMEI 7: Biodiversity Protection and Enhancement	Object	Impacts of renewable energy installations should be highlighted within the policy. Suggest part iv) includes "the significance of	The Council will be undertaking discussions with Historic England, with a view to addressing their

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					heritage assets" after "nature conservation value".	comments prior to the commencement of the examination process.
64	5	Canal & River Trust	Para 6.39	Object	Wording is not consistent with para 89 of the NPPF - most waterside facilities will support outdoor recreation and are therefore appropriate in Green Belt.	The paragraph refers specifically to residential moorings, which constitute residential uses and will not be supported in the Green Belt. It is recognised that outdoor recreation facilities would be considered as appropriate development in accordance with the tests set out in the NPPF.
132	10	Barton Willmore on behalf of Segro	Policy DMEI 8: Waterside Development	Object	Note that any development located in or adjacent to watercourses should enhance the waterside environment, by demonstrating a high quality design which respects the historic significance of the canal and character of the waterway, and provides access and improved	Comments noted and welcomed.

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					amenity to the waterfront.	
64	4	Canal & River Trust	Policy DMEI 8: Waterside Development, parts A ii) and F	Object	<p>Criterion A ii) - concerns are raised over the maintenance of a 5m buffer along the side of watercourses (including the canal).</p> <p>The Canal &amp; River Trust has suggested changes to criteria F of the policy to allow improvements to encompass more than just biodiversity.</p>	<p>The requirement for a buffer was introduced in response to comments from the Environment Agency. The policy contains a caveat 'or an appropriate width as may be agreed by the Council'. This would address the concerns of the Trust that some development could be flush with the side of the canal. Officers agree with the changes proposed for clause F.</p>
98	2	Environment Agency	Policy DMEI 8: Waterside Development	Support	<p>Pleased to note inclusion of a number of the previous recommendations in this policy, particularly requirement for 8 and 5 metre buffers on main and ordinary watercourses. Policy could be stronger in section F -</p>	<p>Support noted and welcomed.</p>

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					requiring contributions to biodiversity and improvement for canal-side developments to be extended to all types of watercourse, building on Policy EM3 of Local Plan Part 1.	
98	3	Environment Agency	Policy DMEI 9: Management of Flood Risk	Support	<p>Pleased to note some positive changes. Still have some outstanding issues regarding sequential test, sequential approach, climate change and flood defences.</p> <p>Policy EM6 sets out a sequential approach in line with national policy. Recommend this is carried through into Part 2, with sites required to pass sequential test before undertaking a Flood Risk Assessment. Addendum to Sustainability Appraisal 2015 (pages 75 and 90) also highlights this and recommends inclusion of sequential and exception tests.</p>	The Council will be undertaking discussions with the Environment Agency, with a view to addressing their comments prior to the commencement of the examination process.

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					Also recommend that where sites are in Flood Zones 2, 3a or 3b and have passed the Sequential Test, the policy requires planned development to use a sequential approach within the site boundary so that more vulnerable developments are placed in areas at lowest risk of flooding. This would mean policy is in line with the SFRA in which windfall sites not included in Site Allocations should be sequentially tested to ensure they are directed towards areas at lower risk of flooding.	
98	4	Environment Agency	Policy DMEI 9: Management of Flood Risk	Object	Policy fails to mention explicitly climate change adaption and mitigation. The Sustainability Appraisal Addendum shows that the policy does not have any impact on climate change. Development proposals must be designed to reduce vulnerability	The Council will be undertaking discussions with the Environment Agency, with a view to addressing their comments prior to the commencement of the examination process.



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					<p>to climate change, with finished floor levels 300mm above the predicted flood level for the 1 in 100 chance in any year flood event and providing appropriate means of escape to a higher level within the building or safe evacuation. The Environment Agency is publishing updated climate change levels in near future.</p> <p>Policy fails to state explicitly that any development at risk of flooding protected by a defence asset must be commensurate with the lifetime of the development. Strongly recommend policy ensures that any works are designed to maintain integrity of any flood defence assets on site and do not prevent upgrading of defence assets to meet increased risk of flooding.</p>	

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					Wording to incorporate above suggested.	
54	2	Savills on behalf of Thames Water	Para 6.53	Support	Support para, however feel that the sentence stating “The Site Allocations document identifies sites that might have capacity issues and notes this as a constraint” should be removed as it infers all other sites in the document do not have capacity constraints, which could change if scale and phasing of a site changes.	Support noted and welcomed.  Officers do not agree that the deletion of this sentence is necessary. It is acknowledged that changes in the scale of development may result in further infrastructure capacity issues. These matters will be addressed on a site by site basis.
54	1	Savills on behalf of Thames Water	Policy DMEI 10: Water Management, Efficiency and Quality	Support	Support Policy DMEI 10 and specifically bullet point J. Feel this could be clarified and strengthened by adding the following sentence:  “Where there is a capacity constraint the Local Planning Authority will require the	Support noted and welcomed.  The Council will be undertaking discussions with Thames Water, with a view to addressing their comments prior to the commencement of the

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					developer to provide detailed water and/or drainage strategy informing what infrastructure is required, where, when and how it will be delivered".	examination process.
135	9	Robin Brown	Policy DMEI 10: Water Management, Efficiency and Quality	Object	Proposed deletion of original Policy DMEI 12 has not been remedied by Policy DMEI 10 in addressing water quality. Does not comply with Local Plan Part 1 Policy EM8 or NPPF para 109. Request that Local Plan Part 1 para 8.128 should be added to policy DMEI 10.	Officers are content that the reworded Policy DMEI 10 addresses key provisions regarding water quality.
98	7	Environment Agency	Policy DMEI 10: Water Management, Efficiency and Quality	Support	Pleased to note removal of Policy DMEI 12 and strengthening of Policy DMEI 10 to include robust SuDS and focus on improving surface water quality. Agree with comment 14 of Sustainability Appraisal Addendum (Oct 2015) to include a more explicit link to benefits of SuDS. Maintain	The Council will be undertaking discussions with the Environment Agency, with a view to addressing their comments prior to the commencement of the examination process.

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					suggestion to include text to address misconnections in sewer network and role they play in phosphate pollution. Para 6.47 highlights issue of phosphates in certain rivers but policy does not include any measures for developments to address this. Wording suggested for either policy or supporting text reference to Water Framework Directive.	
98	8	Environment Agency	Policy DMEI 12: Development of Land Affected by Contamination	Support	Welcome inclusion of context in this policy. Policy should go further to encourage development on brownfield land in order to ensure remediation of contaminated sites were possible. This should be reflected both in policy and supporting text.	Support noted and welcomed. National planning policy (paragraph 111) sets out a presumption in favour of brownfield sites. It is not considered necessary to repeat the provisions of national policy.
16	3	Matthews and Son LLP (Henry Streeter Ltd)	Para 6.58	Object	Policies 5.18 and 5.20 of the London Plan are not recognised.	Officers will continue to review the policy to ensure

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					Encouragement of recycling of Construction, Demolition and Excavation materials should be enshrined in policy.	it is in accordance with the NPPF and the provisions of the London Plan.
44	2	Ickenham Residents Association	Policy DMEI 14: Air Quality	Comment	Would welcome clarification on how unacceptable risk in clause ii) of the policy is determined? Are concerned that the LBH Supplementary Planning Guidance on Air Quality and the LBH Air Quality Action Plan are both out-of-date.	The Council proposes to update its Air Quality Supplementary Planning Document. Further guidance on terminology within the policy will be defined in this document.
56	4	Heathrow Airport Ltd	DMEI 14: Air Quality	Object	Pleased that final paragraph of policy has been deleted but feel policy is still confusing and contradictory. Amended wording suggested.	The policy is line with national guidance and the London Plan. Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
57	7	Greater London Authority	Policy DMEI 14: Air Quality	Support	Welcome the retention of the requirement to be at least 'Air	Support noted and welcomed. Reference to

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					Quality Neutral' in the draft document. To facilitate the implementation of this policy, reference to the Mayor's Sustainable Design and Construction SPG should be included.	the Mayor's Sustainable Design and Construction SPG will be included as appropriate.
16	1	Matthews and Son LLP (Henry Streeter Ltd)	Policies MIN 1: Safeguarding Areas for Minerals and Aggregates, MIN 2: Prior Extraction.	Object	Policy MIN 1 only partially recognises NPPF para 143 and NPPG. Continued confusion between requirement to identify new sites for mineral extraction and to define Minerals Safeguarding Areas (MSAs). Development Management Policies document also fails to define Minerals Consultation Areas or show any on a plan. Consider the following specific sites should be identified: Land South of Harmondsworth Quarry and North of A4; Land at Bedford Court.	Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.

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					Two of the sites listed in MIN 1 could be considered as Preferred Areas: Land west of Harmondsworth Quarry; Land north of Harmondsworth Quarry.	
56	7	Heathrow Airport Ltd	Policy MIN 2: Prior Extraction	Object	Caveat of where prior extraction of minerals would not be required should be reinstated or "overriding need" caveat that includes surface developments that are in the national interest should be added to new part iii) to be more in line with NPPF para 143, which states that minerals safeguarding should not create a presumption that resources will be worked and that prior extraction should only occur where practicable and environmentally feasible.	Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
16	4	Matthews and Son LLP (Henry Streeter Ltd)	Deleted para 6.65	Object	Suggests deleting first line of paragraph.	Representor is referring to para 6.65 of previous proposed submission

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						document. The entire paragraph is proposed for deletion.
16	2	Matthews and Son LLP (Henry Streeter Ltd)	Policy MIN 4: Re-use and Recycling of Aggregates	Object	Basis for Policy MIN 4 is not clear and not consistent with NPPF Para 143 bullet 6, cumulative effects of multiple impact from individual sites. Should add justification for MIN 4 or delete. Evidence for choice of 165 ha should be provided together with special factors that exempt the sites in MIN 1.	Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
126	1	Surrey County Council	Policy MIN 4: Re-use and Recycling of Aggregates	Support	Intentions of Policy MIN 1 fully supported. Only certain elements of CD&E waste stream are suitable for recycling as aggregates. Clause B (ii) should be reworded. Suggest renaming final paragraph as clause "C".	Support noted and welcomed. Officers will continue to review the policy to ensure it is in accordance with the NPPF and the provisions of the London Plan.
135	10	Robin Brown	MIN 4: Re-use and Recycling of	Object	Clause B predetermines the planning process and is	Officers will continue to review the policy to ensure



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			Aggregates		inconsistent with para 6.67, which explains that flat topography and lack of screening makes workings highly intrusive. As sites are in Green Belt this presumption in favour of permission would be contrary to national policy as the very special circumstances have not been set out. Request deletion of first sentence of clause B.	it is in accordance with the NPPF and the provisions of the London Plan.
<b>7. Community Infrastructure</b>						
106	2	Thomas NP Crow	N/A	Object	Questions whether or not community infrastructure is deficient.	The Council's Strategic Infrastructure Plan (SIP) provides an overview of the main areas of infrastructure that are required to support planned growth in the borough.
136	1	NHS Property Services Ltd	Para 7.5	Object	Proposed amendment replacing applicant "may" need to demonstrate" with "will" should	The supporting text and policy reflect the strategic direction for the retention

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					<p>be reversed to provide flexibility and enable assessment on a site by site basis. Alternative approach would be to add text reflecting the London Plan.</p> <p>Similarly in sentence "Where this is the case, marketing 'should' be submitted", replacement of 'may' with 'should' is not supported as not always appropriate to provide marketing evidence. This requirement should be flexibly applied and not conflict with paragraph 3.87A of the London Plan (FALP 2015).</p>	<p>of community infrastructure facilities, set out in the London Plan policy 3.16. Any proposal involving the loss of an existing community facility will be considered on a case by case basis against the policies in the development plan.</p>
53	1	Councillor Janet Duncan on behalf of LB Hillingdon Labour Group	Policy DMCI 1: Retention of Existing Community, Sport and Education Facilities	Object	<p>More protection needs to be given to existing community facilities and their incorporation into any future redevelopment proposals.</p>	<p>The Council seeks to protect existing community facilities through policy DMCI 1: Retention of Existing Community Infrastructure and is working with partners to ensure the delivery of infrastructure</p>

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						necessary to support growth. Developer contributions towards strategic and site specific infrastructure are sought through the CIL and Section 106 system.
91	3	Garden City Estate residents Association	Policy DMCI 1: Existing Community, Sport and Education Facilities	Support	Considers policy sound and prepared in accordance with the duty to cooperate, legal and procedural requirements.	Support noted and welcomed.
112	1	Theatres Trust	Policy DMCI 1: Existing Community, Sport and Education Facilities	Support	Agrees with the proposed policy, but recommends that all references to social infrastructure/ community infrastructure are consistently referred to as community facilities. Also suggest including a definition of community facilities.	Support noted and welcomed. Officers will ensure consistent terminology is used across the document.

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28	1	Sport England	Policy DMCI 1: Existing Community, Sport and Education Facilities	Object	Welcomes removal of 'Sport' from the policy (but needs removing from contents page). Part C (ii) is unclear and confusing and should be deleted. Part C (iii) should be changed to "...the redevelopment of the site would secure an overriding <u>sporting</u> benefit". Remaining policies not sufficient to meet requirements set out in paras 73 and 74 of NPPF. Policies should seek to protect existing indoor and outdoor sports facilities from development.	The Council will be undertaking discussions with Sport England, with a view to addressing their concerns prior to the commencement of the examination process.
111	1	Councillor Sweeting	Policy DMCI 1: Existing Community, Sport and Education Facilities	Object	There should be no loss of community facilities in areas of significant housing development. Any existing sites currently used for community activities and those with a covenant restricting it to community use should be protected. Council should identify new sites for community use in	Policies in the plan relating to community infrastructure seek to resist the loss of existing facilities and encourage new provision, subject to a number of criteria. The Council's Strategic Infrastructure Plan (SIP) provides an overview

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					areas experiencing significant population increase through allocated housing sites. Alternative wording suggested.	of the main areas of infrastructure that are required to support planned growth in the borough. The SIP notes that additional school places will be required over the Plan period. The Plan will be updated to reflect the latest position with school place planning, as it progresses through the examination process. In addition, the Council is working with the Clinical Commissioning Group to ensure that the latest position with regard to new healthcare facilities is reflected in the Plan.
135	11	Robin Brown	Paras 7.12 & 7.13	Object	Does not meet objectively assessed requirements and is contrary to NPPF para 182 tests of soundness. Request that	The Council's Strategic Infrastructure Plan (SIP) provides an overview of the main areas of infrastructure

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					requirements (needs) be objectively assessed and set out how they would be met in order to achieve sustainable development.	that are required to support planned growth in the borough. The SIP notes that additional school places will be required over the Plan period. The Plan will be updated to reflect the latest position with school place planning, as it progresses through the examination process.
32	2	Natural England	Page 145	Object	No mention is made of Ruislip Woods Site of Special Scientific Interest as previously requested. Para 7.27 of the previous submission version which mentions the National Nature Reserve at the same site has been deleted and has not been mentioned elsewhere. Recognition of nationally designated sites and their protection in policy is required to	Paragraphs 7.26-7.28 of the Development Management Policies have been deleted as they provide unnecessary contextual information that adds little to the policy. SSSIs are already protected by national planning policy and policies in the London Plan. However, it is agreed that specific reference to Ruislip Woods SSSI should

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					make the plan justified and consistent with National Policy.	be included.
32	4	Natural England	Para 7.27	Support	Welcome the mention of applying Accessible Natural Green Space Standards for new development.	Support noted and welcomed.
132	11	Barton Willmore on behalf of Segro	Policy DMCI 5: Children's Play Areas	Object	The Policy should be amended to make reference to London Plan child yield calculations. There is no justification for deviation. Any policy referring to children's playspace provision should adopt a flexible approach and new residential developments should meet the playspace requirements for the new development alone and not the existing deficit.	The policy already refers to the London Plan SPG: Providing for Children's and Young Persons Play Space. This issue of yield figures will be discussed further with the GLA.
28	2	Sport England	Policy DCMI 6: Indoor Sports and Leisure Facilities	Object	No reference is made to outdoor sports facilities; this needs to be included in the policy.	The Council has recently commenced a Playing Pitch Needs Assessment in accordance with advice from Sport England. The Council will be undertaking

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						discussions with Sport England, with a view to addressing their concerns prior to the commencement of the examination process.
127	3	Transport for London	Para 7.35	Comment	Suggest inclusion of the date of the Mayor's CIL Charging Schedule for the avoidance of doubt, should rates change in the future.	Officers support the proposed inclusion of these changes.
127	4	Transport for London	Policy DMCI 7: Planning Obligations and Community Infrastructure	Object	Paragraph A states that "Infrastructure requirements will be predominantly addressed through Council's Community Infrastructure Levy. It is however understood this is not the case in Hillingdon as the borough infrastructure funding gap is higher than that which can be collected from the borough CIL. Therefore strongly caution against over-reliance on CIL funding to deliver the majority of the borough's infrastructure	It is recognised that the CIL will not address all of the identified infrastructure requirements in the borough. However, this funding route will contribute towards some transportation improvements over the period of the Plan.



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					requirements, and would suggest this wording be removed from the policy.	
135	12	Robin Brown	Deleted para 7.42	Object	Proposed deletion diminishes clarity and intent from Plan reducing its effectiveness and does not address the meaningful proportion of CIL that national regulations require for the local community. Request reinstatement of appropriately worded para 7.42.	Paragraph 7.42 is proposed to be deleted because it repeats the provisions of the Regulation 123 list and the Planning Obligations SPD. A reference to the relevant documents will be included in the supporting text for policy DMCI 1.
<b>8. Transport and Aviation</b>						
127	5	Transport for London	Policy DMT 1: Managing Transport Impacts, and Table 8.1	Object	Request that a transport statement may be submitted for developments if deemed it is required to assess highway and transport impacts of the proposal. Also requests that the threshold for travel plan is updated to reflect the current TfL guidance where the threshold for Use Class	The Council will be undertaking discussions with TfL, with a view to addressing their concerns prior to the commencement of the examination process.

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					D1 for places of worship and schools should be based on the number of members or staff/pupils respectively.	
127	7	Transport for London	Policy DMT 5: Pedestrians and Cyclists	Object	Requests that Policy DMT 5 promote the Legible London walking scheme as an initiative to assist in providing well signposted pedestrian and cycle routes.	The policy will be amended to make reference to the Legible London Walking Scheme.
127	6	Transport for London	DMT 5: Pedestrians and Cyclists; Appendix A table 1	Object	Cycle parking standards for multiple land uses including retail, residential units and office, are all stated incorrectly as 'maximum requirements' and should all be amended to 'minimum requirements' to ensure conformity with latest 2015 London Plan cycle parking standards.	The Council will be undertaking discussions with TfL, with a view to addressing their concerns prior to the commencement of the examination process.
127	8	Transport for London	Policies DMT 5: Pedestrians and Cyclists; DMT 6:	Object	Requests that the Hillingdon's parking standards in relation to electric vehicle charging points,	The Council will be undertaking discussions with TfL, with a view to

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			Vehicle Parking; Appendix A, Table 1		residential cycle and car parking and B1 office cycle and car parking should be revised to reflect and comply with the London Plan requirements. In relation to office parking, consider that cycle parking standards in town centres that have high public transport accessibility, such as Uxbridge, should have cycle parking standards that match inner/central London. Policy DMT 6 should clearly state that development in areas of high PTAL should aim for significantly less than 1 space per unit.	addressing their concerns prior to the commencement of the examination process.
127	10	Transport for London	Para 8.30	Object	Do not currently accept that Uxbridge should enjoy a more generous office car parking standard as justifiable circumstances because it failed to provide evidence to demonstrate that such an approach would not	The Council will be undertaking discussions with TfL, with a view to addressing their concerns prior to the commencement of the examination process.

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					cause significant adverse impacts to congestion or air quality, considering that the local highway network is often congested at peak hours; additionally, Uxbridge Town Centre is currently well served by public transport.	
127	9	Transport for London	Policy DMT 6: Vehicle Parking and Appendix A Table 1	Object	Consider the current approach adopted by Hillingdon to apply the relaxed standards for office parking across the entire borough is not acceptable. Whilst it is recognised that the London Plan allows for flexibility in setting office parking standards provided this can be justified, any flexibility should be site specific with a more detailed justification to allow TfL to assess the impact and consider the extent of conformity with London Plan policy.	The Council will be undertaking discussions with TfL, with a view to addressing their concerns prior to the commencement of the examination process.
127	11	Transport for London	Policy DMT 6: Vehicle Parking	Object	Acknowledge that in areas of low PTAL, sustainable transport	The Council will be undertaking discussions

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			and Appendix A Table 1		options for visitors could be limited; this does not apply to more accessible locations such as town centres or locations with higher PTAL. On this basis, TfL considers such parking provision for visitors may only be allowed with sites of a very low PTAL rating.	with TfL, with a view to addressing their concerns prior to the commencement of the examination process.
132	12	Barton Willmore on behalf of Segro	Policy DMT 6: Vehicle Parking	Object	The standards exceed those set out in the London Plan. When applying car parking standards to a scheme, a range of matters should be considered including local circumstances and the character and nature of the site and scheme. Parking standards should reflect PTAL and be expressed as maximums.	The Council will be undertaking discussions with TfL, with a view to addressing these comments prior to the commencement of the examination process.
65	3	Nathaniel Lichfield on behalf of Purplexed LLP	Policy DMT 6: Vehicle Parking	Object	Welcome that the parking standard has been modified to reflect the requirement for higher levels of additional B1 parking in	The Council will be undertaking discussions with TfL, with a view to addressing these comments

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					the borough to serve Outer London business needs; but Appendix C should specifically allow for additional parking in such cases (on a site-by-site basis) where it can be demonstrated that supplementary office car parking is required to allow a development to be competitive with other office facilities in the locality.	prior to the commencement of the examination process.
106	4	Thomas NP Crow	Para 8.53	Object	Pavements in many parts of North Hillingdon are deplorable eg Hercies Road, Sweetcroft Lane, junction of Hercies Road and Long Lane, North Side and outside SMC car showrooms.	This issue will be addressed outside of the Local Plan process.
106	3	Thomas NP Crow	Para 8.53	Object	Reference to commercial movements being restricted to quieter aircraft is not true. Some are louder than they used to be. Oak Farm Estate is very noisy due these aircraft, which are to be	Paragraph 8.53 reflects the latest agreements that are in place at RAF Northolt. Any necessary updates will be made during the course

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					increased in flight frequency. Need less commercial flights, not more.	of the examination process.
135	12	Robin Brown	Policy DMAV 1: Safe Operation of Airports	Object	Proposed deletion of last clause that developments should not deleteriously impact on safe movement of aircraft would run counter to the proper planning of the borough.	It is considered that the provisions of clause iii) are already covered by other policy criteria and supporting text.
56	5	Heathrow Airport Ltd	Policy DMAV 1: Safe Operations of Airports	Object	Land uses and air noises - policy should specify where planning permission would be refused for sensitive uses within specific noise contours. Council should refer to paras 3.20 and 3.23 of the Government's Aviation Policy Framework.  Aviation Safety - no justification has been given for deletion of iii) which provided necessary safeguards for protecting airport operations.	The policies and provisions comply with the NPPF and the London Plan.  Para 8.35 will be amended to reflect the correct number of operational terminals at Heathrow Airport.

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					Terminals - para 8.35 Heathrow currently operates four terminals; Terminal 1 was closed in June 2015 so original text was correct.	
56	6	Heathrow Airport Ltd	Policy DMAV 2: Heathrow Airport; paras 8.46,8.47,8.51	Object	<p>Airport related uses - ask for part B to be deleted as restricting airport uses to within the airport boundary will not prevent those uses from happening and runs counter to aspirations for economic development.</p> <p>Pressure on Green Belt and congestion - Green Belt already has a high level of protection to protect against encroachment. Heathrow Airport has greater public transport accessibility than suggested locations for office and hotel accommodation. Para 8.46 should be deleted.</p> <p>Other matters - Final sentence of para 8.47 should refer to Heathrow Airport Limited, not</p>	<p>Heathrow is a crucial influence in attracting new investment to the area. The Council seeks to ensure that land within the airport boundary continues to be protected for activity directly related to the airport. Outside the boundary there is a requirement to balance demand for hotel and employment uses in order to manage economic growth.</p> <p>Para 8.47 will be amended to refer to Heathrow Airport Limited.</p>



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					BAA.	
<b>Appendix A: Householder Development Policies</b>						
54	3	Savills on behalf of Thames Water	Policy DMHD 3: Basement Development	Support	Supports the policy but recommends the addition of a paragraph on the need to fit basements with a positive pumped device or equivalent to ensure basements are protected from sewer flooding caused by backflow and ensure policy complies with NPPF para 103.	Support noted and welcomed.  Officers are happy for specific references to the inclusion of a pumping device to be added to the supporting text for Policy DMHD 3.
120	1	Jonathan Marx	Policy DMHD 3: Basement Development	Object	Concerns regarding the impacts and assessment of structural surveys to support applications for basement development. Suitable expertise should be present at Planning Committee to improve the quality of guidance being offered to decision-makers.	This issue will be taken forward outside of the Local Plan process.
44	1	Cllr Hensley	N/A	Comment	Request that the condition 'external surfaces to match' is	Further discussions will be undertaken with Cllr

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					revisited. This only applies to the property in question and adjacent properties. Reference that all external surfaces should match adjacent properties.	Hensley to ensure these proposals are incorporated into the Plan.
44	9	Ickenham Residents Association	Appendix A	Support	Support the 'No Hip to Gable' development management policy and urge LB Hillingdon to consider whether it is doing all it can to restrict the use of permitted development rights on loft conversions in areas that might qualify for Article 4 exemptions.	Support noted and welcomed.

**Appendix B: Design Guidance for Shopfronts**

14	2	Chris Thomas Ltd on behalf of British Sign & Graphic Association	Para B1.11	Object	In many cases, corporate signs may not require adjusting. Suggest inserting "where necessary to preserve and/or enhance the character and appearance of the building and area" after "applicants will be expected to	The Council's policies have been drafted to protect the particular character of town centres and Conservation Areas in the borough. The issue of advertisements
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					adapt their corporate signage". "effecting" in para B1.11 should be "affecting".	cuts across a number of policy areas including the public realm, heritage and shopfronts. The Council's general policy on advertisements has been prepared to protect visual amenity and to maintain the quality of the public realm. Policy requirements and guidance are geared towards meeting this objective.  Officers will undertake a further review of the advice and guidance provided on advertisements and other detailed design matters, prior to the submission of the Local Plan documents for public examination.
14	3	Chris Thomas Ltd on behalf of British Sign &	Para B1.12	Object	Most of the advice is overly restrictive and some is contrary to	See the above response to all comments received from

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		Graphic Association			regulations. Consider whole paragraph should be deleted.	Chris Thomas Ltd on behalf of British Sign & Graphic Association.
14	4	Chris Thomas Ltd on behalf of British Sign & Graphic Association	Para B1.14	Object	Too many assumptions and generalisations. Many conservation areas which often include listed buildings are thriving commercial areas where the full range of advertising is to be expected and welcomed providing it does not detract from amenity. Consider second sentence of para B1.14 should be deleted.	See the above response to all comments received from Chris Thomas Ltd on behalf of British Sign & Graphic Association.
<b>Appendix C: Parking Standards</b>						
<b>Appendix D: Town Centre Maps</b>						
44	8	Ickenham Residents' Association	Ickenham Local Centre map	Comment	Seek clarification for the rationale for the designation of a Primary Shopping Area within the Ickenham shopping area.	The Primary Shopping Area has been carried forward from the Unitary Development Plan.

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**APPENDIX 2: SITE ALLOCATIONS AND DESIGNATIONS**

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<b>General Comments</b>						
137	3	Conservation Area Advisory Panel for south of the Borough	N/A	Support	Panel supports bringing forward a number of nature conservation area upgrades and new or extended areas, particularly for Cranford, Harmondsworth, West Drayton and Longford.	Support noted and welcomed.
<b>1. The Hillingdon Local Plan</b>						
62	1	f451 on behalf of Douay Marty's Academy, RC Diocese of Westminster & Guys Investment Trust Ltd	Paras 1.10, 1.11 - 1.16	Object	Paras 1.11 - 1.16 all come to the same conclusion that Hillingdon has not sufficiently accommodated for education capacity for 4 years when the Local Plan should provide for 10 years as demanded by NPPF.	Officers are progressing proposals to increase the number of school places available at three primary schools for permanent expansion. In addition, temporary classroom units at 2 primary schools have been approved for bulge classes to meet the demand for additional primary school places from

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						September 2016. Options to expand three further secondary schools are being considered. The latest position with regards to school place provision will be reflected in the Statement of Modifications to be submitted with the Local Plan Part 2 documents for public examination.
<b>2. Growth in Hillingdon</b>						
121	1	Barton Willmore on behalf of Countess Goda Estates	N/A	Comment	There is a need to review the Site Allocations and Designations document in advance of 2021.	It is likely that the Site Allocations and Designations Document will be reviewed well in advance of the plan end date.
<b>3. New Homes</b>						
57	2	Savills on behalf of London Diocesan Fund	N/A	Object	Suggest that land at Ladygate Lane, Ruislip for inclusion as housing allocation.	The site has been submitted at a late stage in the process of plan preparation. The scope for inclusion of additional sites will



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						be considered as part of the examination process.
58	8	Greater London Authority	N/A	Support	Welcome the reference to the borough's new higher minimum housing target of 5,593 and the identification of new development sites, but do not agree with the methodology applied to calculate a revised delivery figure of 414 units per annum. The likely level of delivery of units between 2011/12 and 2013/14 was taken into account in the development of Hillingdon's housing numbers for the FALP. In addition, in line with London Plan Policy 3.3, the London Plan housing target for the borough is a	Support noted and welcomed. Officers will be undertaking further discussions with the Greater London Authority, with a view to addressing their comments prior to the commencement of the examination process.

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					minimum figure and the borough will need to continue to bring forward additional housing development capacity. The document should therefore identify how it seeks to meet the 559 units a year target and seek to exceed it to bridge the gap between need and supply in line with Policy 3.3 of the London Plan and Part one of the Draft Interim Housing SPG 2015.	
115	1	Marion Turner	N/A	Support	Welcome the proposals for the redesignation of industrial sites for housing and mixed use development, but is unclear what the proportion of affordable housing will be provided on these sites	Support noted and welcomed. The Council seeks 35 % affordable housing on sites of 10 units or more. This is subject to viability considerations.

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17	1	Highways England (Highways Agency)	Policies SA 1 - SA 41	Object	From 1 <sup>st</sup> April 2015, the Highways Agency became known as Highways England. The Local Plan should not rely on future transport assessments accompanying planning applications. Highways England expects Hillingdon to produce a transport assessment covering the cumulative impacts of all allocated sites, including evidence that any required mitigation is affordable from identified funding sources.	Officers are seeking approval from Cabinet to complete a cumulative assessment of transport impacts.
109	5	CPRE	N/A	Support	Support the proposed removal of Policy SA 7 to the rear of 119-137 Charville Lane, Hayes.	Support noted and welcomed.
101	1	Hayes Town Partnership	Policy SA 3:	Object	The revised proposals have	Site B in the Site Information

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			Eastern End of Blyth Road, Hayes		<p>not included Trident House which has recently received consent for conversion to residential use.</p> <p>Reiterate need for outline planning framework or area plan to show how support facilities will be provided for increased number of people living in Hayes.</p>	<p>refers to Trident House.</p> <p>More specific planning guidance for Hayes will be included in the Heathrow Opportunity Area Planning Framework, which is identified in the Council's Local Development Scheme.</p>
101	3	Hayes Town Partnership	Policy SA 4: Fairview Business Centre	Object	<p>Recommend the addition of Crown Trading Estate as a specific proposal with development aligned to the adjoining Fairview Business Centre.</p>	<p>Support noted and welcomed.</p> <p>The release of this site is broadly consistent with the provisions of the Local Plan Part 1, which seeks to maximise the potential of the Grand Union Canal in Hayes. Further discussions are required to assess the impact of the loss of the SIL designation and the redevelopment potential of this site.</p>

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101	4	Hayes Town Partnership	N/A	Object	Recommend safeguarding public access along the entire stretch of canal from Station Road Bridge to the Printing House Lane bridge.	Public access to the canal will be protected through the development management process.
64	12	Canal & River Trust	Policy SA4: Fairview Business Centre	Object	Site is not identified in Site Allocations and Designations document but the Canal & River Trust would support its release for residential led mixed use redevelopment as a better neighbour to the canal. Understand the owners are keen for this to happen. Request that any redevelopment maximises potential of canal frontage.	Support noted and welcomed. Discussions with the landowner in relation to the future use of the site are ongoing. The London Plan 2011 advises that development proposals should enhance the use of the Blue Ribbon Network. Policy EM3 in the Local Plan Part 1 seeks to enhance local character, visual amenity, ecology, transportation, leisure opportunities and sustainable access to rivers and canals. Redevelopment of the site would be required to meet the provisions of this policy and other relevant policies.

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119	2	WYG on behalf of the London Meat Company	N/A	Object	An appropriate balance needs to be found in terms of housing provision throughout the Borough. The absence of any allocations in Harlington indicates that the future development needs of a settlement are inadequately provided for. Suggest adding SA42 The Elms, Harlington as residential allocations to be delivered 2021 - 2026.	Proposed site allocations for residential development are based on the evidence base document, including Mayor of London's Strategic Housing Land Availability Assessment (SHLAA). The Council's Local Plan Part 1 Strategic Policies identifies the Hayes and West Drayton corridor as broad location for growth up to 2026 and the location of proposed site allocations correspond to the strategic direction set out in the Local Plan Part 1.
100	1	Heine Planning	Paras 3.18 and 4.26	Object	Policy needs to be reconsidered based on an up- to-date proper needs assessment; regard to policy requirement in NPPF/PPTS; realistic approach to addressing need; comments	The Council's Gypsy and Traveller Accommodation Assessment was undertaken in September 2014. Since this time, government guidance relating to pitch provision has been updated. The

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					<p>made by Travellers and those representing them.</p> <p>Proposed extension of Colne Park will not address existing need. Policy not compliant with H3 of Local Plan Part 1 Gypsy and Traveller Pitch provision.</p> <p>Fails to have regard to outcome of recent appeal decisions for Gypsy-Travellers.</p>	<p>revised version of the guidance contains a new definition of how gypsies and travellers should be defined for the purposes of planning policy. Officers will assess the implications of these changes for pitch provision targets identified in the Local Plan Part 2, in advance of the examination process.</p>
114	1	Sally Barter	Paras 3.18/4.26	Object	<p>Considers that (a) there has been a failure to fully consult with all groups of Gypsies, Travellers, Showmen and Roma living within Hillingdon, (b) the Traveller Needs Assessment was not publicised amongst the Traveller Community, does</p>	<p>Interviews on authorised and unauthorised sites have captured the views of the existing traveller population in Hillingdon and informed the assessment. In addition, Hillingdon Traveller Forum has been engaged in its preparation and the assessment is publically available on the</p>

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					not record local traveller views and is not factually correct, overwhelmingly focuses on consultation with the Irish Traveller community and was completed at a time when the majority of the community were away at Fairs or working to earn a living.	Council's website.
65	4	Nathaniel Lichfield on behalf of Purplexed LLP	Policy SA 2: The Old Vinyl Factory and Gatefold Building, Hayes	Object	Suggest amending policy text to refer to the amended outline planning permission (ref 59872/APP/2013/3775 – approved 31 July 2014). Given that separate planning permissions have amended the outline planning permission, the policy should identify that the Council will consider alternative uses and additional residential	The planning history of the site will be updated as part of the examination process and the site allocation policy will reflect the consented schemes that are likely to be delivered on the site.



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					accommodation, where it can be demonstrated that such development will create a high quality urban realm and not have unacceptable impacts. In the light of the overall housing totals being target minimums (to accord with GLA London Plan), it would therefore be appropriate to increase the likely delivery from this site by +15% to 717 units overall (66, 486 and 175 units for the three time periods) to achieve a housing delivery closer to reality rather than theory.	
5	1	Amec Foster Wheeler on behalf of National Grid	Policy SA 2: The Old Vinyl Factory and Gatefold Building, Hayes;	Comment	Identify the following sites as being crossed by or within close proximity to underground cables and/or	The presence of underground cables and/or gas pipelines will be taken into account when assessing the development

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			Policy SA 5: Land South of the Railway, Hayes; Policy SA 14: Master Brewer and Hillingdon Circus, Hillingdon		gas pipelines: Master Brewer and Hillingdon Circus, Land to the south of the Railway, including Nestle Site, The Old Vinyl Factory and Gatefold Building.	potential of these site allocations.
76	1	CBRE	Policy SA 4: Fairview Business Centre	Support	The proposed allocation of Fairview Business Centre under Policy SA 4 and the removal of the site from the SIL designation is supported, but it is considered that it can accommodate greater residential of residential units. The policy should allow for 100% residential in addition to residential-led development. Point out the factual inaccuracy in relation to site address and anticipate that Site B will also come	The proposed number of residential units is broadly consistent with the London Plan density matrix. Officers would prefer to see some small scale commercial uses to be incorporated into development proposals on this site to support future residential development and the regeneration of Hayes Town Centre. The inaccuracy in relation to the site address will

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					forward in the short term.	be corrected and anticipated delivery brought in line with landowner intention.
117	1	Simply Planning on behalf of Crown Trading Estate	Policy SA 4: Fairview Business Centre	Object	Object to the boundaries of Policy SA4 and recommended that policy SA4 is amended to include the adjacent Crown Trading Centre as part of the allocation. If it is not accepted that the Crown Trading Centre is allocated for mixed use residential development then it should be reallocated as a Locally Significant Industrial Site (LSIS) in recognition that the site has significant access issues, that redevelopment is unlikely for employment uses that require HGV access and that the quality of industrial	The release of this site is broadly consistent with the provisions of Local Plan Part 1 which seek to maximise the potential of the Grand Union Canal in Hayes. Further discussions are required to assess the impact of the loss of the SIL designation and the redevelopment potential of this site.

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					buildings on site is partially low. Owner petition submitted.	
101	2	Hayes Town Partnership	Policy SA 4: Fairview Business Centre	Support	Support residential and small scale commercial uses on this site.	Support noted and welcomed.
64	6	Canal & River Trust	Policy SA 4: Fairview Business Centre	Support	SA 4 Fairview Business Centre - support but request additional wording to ensure ground floor canalside use maximises the potential of canal and animate this edge as it is isolated and not overlooked.	Support noted and welcomed. The policy requires canalside improvements and higher densities along the canal frontage.
69	10	Historic England	Policy SA 4: Fairview Business Centre; Policy SA 5: Land South of the Railway, Hayes	Object	The Grand Union Canal is an undesignated heritage asset. Significance of the canal should be respected and the corridor enhanced.  Provisions for higher densities on these sites	Officers will be undertaking discussions with Historic England, with a view to addressing their concerns prior to the commencement of the examination process.

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					should be balanced by the need to avoid harm to the enjoyment of the canal. Recommend that policies should refer to the assessment of appropriate density, taking account of the heritage, recreational and townscape value of canal, reflecting Paras 58, 60 and 61 of NPPF and Policy 7.30 of the London Plan.	
64	7	Canal & River Trust	Policy SA 5: Land South of the Railway, Hayes	Support	Land to south of the railway including Nestle - canalside frontage should be maximised for active uses on ground floor. Considers site is in an appropriate location for community water sports club and permanent residential moorings. Support better linkages to	Support noted and welcomed. The proposed allocation requires development to integrate the canal and maximise the canal frontage. Discussions with landowners in relation to this site are ongoing and it is anticipated that the allocation will change as part of the examination process.

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					Hayes Town Centre, a new footbridge and improvements to existing vehicular bridge at North Hyde Gardens for pedestrians and cyclists.	
80	1	CgMs on behalf of Elite Group	Policy SA 5: Land South of the Railway, Hayes	Object	Object to proposed residential capacity on Site B and consider that flexibility should be maintained. Recommend the policy is reworded to state that employment floorspace is maintained and the amount of floorspace is re-provided in any redevelopment of the site. Welcome the inclusion of the phrase 'as a preference' as this provides flexibility for developers, but consider that the site is not suitable for large quantities	Discussions with the landowners of the site are ongoing and it is anticipated that the proposed policy will change as part of the examination process. All proposals for housing development will be expected to justify proposed types of housing with reference to the Council's latest housing needs evidence.

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					of family housing and therefore reference to the Council's housing need evidence should be omitted.	
50	3	John McDonnell MP	Policy SA 5: Land South of the Railway, Hayes	Object	The policy has not been positively prepared, the balance between the loss of employment land and residential development, as well as community infrastructure has not been fully considered. The proposed changes are not sound.	The Council is keen to ensure the delivery of a significant proportion of employment generating uses and community infrastructure as part of the proposed scheme for this key site. Discussions are progressing with the site owners to agree the overall quantum of uses. The latest position will be reflected when the Local Plan Part 2 is submitted to the Secretary of State for public examination.
116	2	Network Rail	Policy SA 5: Land South of the Railway, Hayes	Object	It unreasonable to expect a developer to delay development until all 3 sites can be planned for	This is an important strategic site for Hayes town and the borough as a whole and officers are keen to ensure a comprehensive

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					comprehensively. Suggest the requirement for 50% of the site being used for employment be replaced with an alternative more flexible approach seeking employment uplift. The indicative dwelling requirement for Site C should be increased to reflect London Plan guidance.	approach to each of the parcels. The supporting text to the policy provides flexibility by stating that the overall quantum of uses will be determined through discussions with key stakeholders and the development of a sustainable masterplan.
135	13	Robin Brown	Policy SA 5: Land South of the Railway, Hayes	Object	Quantum of development set out in this policy would preempt the proper determination of this important site, which lies within a Conservation Area	Discussions are progressing with the site owners to agree the overall quantum of uses. The latest position will be reflected when the Local Plan Part 2 is submitted to the Secretary of State for public examination.  The location of the site in the Conservation Area is recognised in the Site Information Table and development proposals will be



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						considered against the conservation policies in the Development Management Policies document.
134	1	Winckworth Sherwood LLP on behalf of Barratt London	Policy SA 5: Land South of the Railway, Hayes	Support	<p>Supports site for mixed use residential and employment uses.</p> <p>The number of residential units should not be restricted. Evolving masterplan demonstrates considerably more units can be delivered - between 1000 - 1200. Policy should be reworded to provide more flexibly.</p> <p>Different ownership of sites A, B and C mean that comprehensive redevelopment is unlikely and should not be a</p>	<p>Support noted and welcomed. Discussions are progressing with the site owners to agree the overall quantum of uses. The latest position will be reflected when the Local Plan Part 2 is submitted to the Secretary of State for public examination.</p> <p>The supporting text to the policy notes the Council's objective to bring forward a comprehensive development scheme. Officers will seek to achieve this through discussions with key stakeholders.</p>

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					<p>requirement, even though it is a good aspiration. Supporting text should just reference the Council's desire for all three sites to come forward at same time.</p> <p>Policy should reflect changes in delivering affordable housing and changes to housing tenure in London, such as the inclusion of starter homes and be worded more flexibly to allow development to come forward.</p>	
131	1	Carter Jonas on behalf of Access Self Storage	Policy SA 5: Land South of the Railway, Hayes	Support	The allocation of the site is supported but it is considered that (a) Network Rail's land should be included in the allocation, (b) the percentage of employment generating uses is too high at	Officers will work with each of the landowners and other key stakeholders to ensure the delivery of a comprehensive scheme for this site. Supporting text notes that the overall quantum of uses will be

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					50% and should be replaced with a qualitative target, (c) the residential capacity on Site C should be increased and a consistent approach to density should be stated in the Policy, (d). Clarification is required as to how a comprehensive scheme can be realised and what is meant by sustainable master plan and (e) delivery should be brought forward to 2016-2021.	determined through discussions with key stakeholders and the development of a sustainable masterplan.
137	5	Conservation Area Advisory Panel for south of the Borough	Policy SA 5: Land South of the Railway, Hayes	Object	Concerns regarding the proposed amount of development on this site, which would be prejudicial to Conservation Area. No evidence that the Conservation Area designation has informed the	Discussions are progressing with the site owners to agree the overall quantum of uses. The latest position will be reflected when the Local Plan Part 2 is submitted to the Secretary of State for public examination.

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					scale and content of the proposals.	The Conservation Area, as part of Site A and B of the proposed allocation, is acknowledged in the Site Information Table and the proposed policy criteria include requirements for the development to sustain and enhance the significance of heritage assets. In addition, any proposal would be expected to be consistent with policies DMHB 4 and HE1.
132	1	Barton Willmore on behalf of Segro	Policy SA 5: Land South of the Railway, Hayes	Object	The proposed division between Sites A and B is inaccurate and the Plan should reflect the land interest. Comprehensive development should not be a policy requirement as this would delay delivery and more flexibility in terms of residential capacity should	Any factual inaccuracies will be identified on the Schedule of Proposed Modifications. The supporting text to the policy notes the Council's objective to bring forward a comprehensive development scheme. Officers will seek to achieve this through discussions with key stakeholders.

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					be included. Question the definition and evidenced need of the sports pitch requirement. Reference to the education use should be deleted.	Supporting text notes that the overall quantum of uses will be determined through discussions with key stakeholders and the development of a sustainable masterplan.
101	5	Hayes Town Partnership	Nestle Site SA 5: Land South of the Railway, Hayes	Support	Support all requirements for this site. Site provides an ideal location for water sports centre. Recommend improved connectivity with the town centre by a pedestrian bridge across canal.	Support noted and welcomed. Discussions with the landowner in relation to the future use of the site are ongoing.
101	6	Hayes Town Partnership	Policy SA 6: Western Core (Deleted))	Object	Concerned that the deletion of the site leaves this key area of Hayes in limbo. Unlocking and developing site would regenerate the core of Hayes Town Centre. Would welcome dialogue	The Local Plan Part 2 Proposed Submission Version September 2014 document sought to carry forward from the saved UDP policies the Western Core site allocation for mixed use

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					with Council to explore issue.	development, including 60 units. The site is proposed to be deleted on the basis that multiple land ownership may compromise delivery. No further evidence has been put forward that would support the re-introduction of the site.
64	8	Canal & River Trust	Policy SA 7: Union House, Hayes	Object	Access through site to the approved moorings on the canalside would be supported.	The site has been subject to the Prior Approval process and the proposed allocation reflects the approved scheme. Whilst the Council's strategic policy EM3 blue Ribbon Network seeks to enhance access to the canal, there is no scope for the Council to require canalside improvements through the Prior Approval process.
130	1	Home Group	Policy SA 10: Field End Road, Eastcote	Object	Feasibility studies indicate that the site can accommodate at least 30-35	The residential capacity of this site has been calculated on the basis of public transport

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					units. Request that the policy is reworded.	accessibility levels, in accordance with national and London Plan policy.
109	6	CPRE	Policy SA 12: Former Allotments and Melrose Close Car Park, Burns Close	Object	This green space appears to be well used by the local community and the council should be seeking to bring this site back into full use, as allotments.	The allotments site has been vacant for a number of years and the principle of residential development was established in 2011, when planning permission was granted for 79 units.
115	2	Marion Turner	Policy SA 14: Master Brewer and Hillingdon Circus	Comment	Seeks clarification whether mixed use development involves retail at ground floor level or creative uses. Suggests the inclusion of wheelchair accessible units.	As a preference, retail uses should be located at ground floor level. Officers would like to see a mix of uses on this site, including retail at ground floor level as well as leisure, social and community facilities.
129	1	GL Hearn on behalf of Meyer Bergman	Policy SA 14: Master brewer and Hillingdon Circus	Support	Supports updated proposed site allocation and revised objectives but feel some aspects should be reviewed. Relevant planning history is	Support noted and welcomed. The planning history, including likely residential capacity of the site, is evolving and will be updated as part of the

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					<p>incomplete. The site could deliver a higher number of residential units and request increase of net completions anticipated for site from 125 units to 341 units.</p> <p>Support designation of part of site as nature conservation site of Metropolitan or Borough Grade 1 importance, however there is inconsistency across documents - supplementary information is not provided in Chapter 5 or as part of Atlas of Changes. Request clarification for avoidance of doubt.</p> <p>Request removal of criterion "Form a comprehensive development scheme across</p>	<p>examination process. In addition, inconsistency across the Local Plan Part 2 documents in relation to the nature conservation site will be addressed. Whilst it is recognised that sites A and B are unlikely to be developed at the same time, officers would not wish to see either site developed on a piecemeal basis.</p>



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					the whole site" as the site is in multiple ownership and is unlikely to be delivered at same time or as part of one masterplan.	
44	1	Ickenham Residents Association	Policy SA 14: Master Brewer and Hillingdon Circus	Support	Continue to support the principle of development at Hillingdon Circus/Master Brewer, but prefer mixed-use rather than residential led mixed use on this site. Suggest that the site boundary is moved westward to ensure that no Green Belt is within SA 14.	Support noted and welcomed. The latest position will be reflected when the Local Plan Part 2 is submitted for public examination. The inclusion of the Green Belt within the site serves to ensure that the development will enhance the quality, management and access to Freezeland Covert. The extent of the site area has been carried forward from the existing UDP designation unaltered and all development proposals on this site will have to take account of the Council's Green Belt policies DME1 4 and EM1.

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109	7	CPRE	Policy SA 14: Master Brewer and Hillingdon Circus, Hillingdon	Object	The Council should clarify the status of planning applications at this site and state clearly that there will be no 'inappropriate development' within the Green Belt.	The latest position on this site will be reflected when the Local Plan is submitted for public examination. Any development on the site will be required to take account of the Council's Green Belt policies DMEI 4 and EM1.
42	1	GVA on behalf of Transport for London	Policy SA 16: Northwood Station, Green Lane	Support	Welcome the inclusion of SA 16 and support proposed wording of criteria, subject to minor amendments allowing for the re-provision of retail uses and commuter car parking.	Support noted and welcomed.
69	12	Historic England	Policy SA 16: Northwood Station, Green Lane	Object	The site encompasses part of the Northwood Town Centre and Green Lane Conservation Area and the Frithwood Conservation Area - consequently recommend bullet point 8 is amended to	Officers will be undertaking discussions with Historic England, with a view to addressing their concerns prior to the commencement of the examination process.

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					omit the word "adjacent".	
19	7	Rapleys on behalf of LaSalle Investment	Policy SA 21: Eagle House, The Runway	Object	Object to Policy SA21 and request that the allocation is amended to provide a positive framework to secure the delivery of appropriate and viable development for the site. The allocation should be flexible and it is requested that the site is allocated as a redevelopment opportunity with the potential to deliver one or more of the following uses appropriate in the town centre location, including retail, restaurant, café, hotel and office, and residential use.	The site is subject to Prior Approval for residential development and the allocation has been drafted to reflect the approved scheme.
57	1	Savills on behalf of London Diocesan Fund	Policy SA 22: Chailey Industrial Estate, Pump	Object	Object to the exclusion of the Matalan Site from site allocation SA 22.	The Local Plan Part 2 Site Allocations and Designations Proposed Submission Version

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			Lane			<p>September 2014 identified the Matalan site as part of site allocation SA22. This portion of the site was removed following representations from the site owners, which indicated that it was unlikely to come forward for development.</p> <p>The site is now in the ownership of the London Diocesan Fund, which has requested that it is added back into the Site Allocations and Designations document and allocated for a mixed use residential and retail scheme. Officers are content to support the proposed allocation, subject to the agreement of a suitable quantum of development on the site.</p>
101	7	Hayes Town Partnership	Policy SA 22: Chailey Industrial	Object	Revised proposal is for residential only, not mixed	The previous proposal of mixed-use development was based on

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			Estate		use. Hayes Town Partnership previously recommended that the site should include a purpose built mosque to replace facility in nearby former Civic Hall. Recommend this should be included in proposals for this site.	the Matalan site being included. Due to recent changes in landownership the Matalan element is likely to be included again into the site allocation. The policy criteria requiring the provision of community infrastructure on site will be retained. Specific proposals will be assessed against all relevant development management policies.
94	1	Gerald Eve LLP on behalf of Royal London Limited	Policy SA 22: Chailey Industrial Estate, Pump Lane		Are supportive of the policy generally, but consider that the site itself has the potential to offer a significantly greater density at 170 units per hectare. Suggest amended policy wording and to amend proposed number of units and net completions within	Support welcomed. The proposed density on this site is consistent with the density range set out in table 3.2 of the London Plan.

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					the site information table.	
50	5	John McDonnell MP	Policy SA22: Chailey Industrial Estate, Pump Lane	Object	Considers that the policy has not been positively prepared and is therefore not sound.	Officers continue to work with partners to ensure that the necessary infrastructure is in place through the CIL and Section 106 mechanisms.
50	4	John McDonnell MP	Policy SA 23: Silverdale Road/Western View	Object	Considers that the policy has not been positively prepared and is therefore not sound.	Officers continue to work with partners to ensure that the necessary infrastructure is in place through the CIL and Section 106 mechanisms.
122	1	Savills on behalf of Hurlington Ltd	Policy SA 23: Silverdale Road/Western View	Object	Consider that the site is ideally placed for the delivery of higher density development Request that the reference comprehensive development is removed and the indicative phasing should be reinstated as per the original draft allocation at 2016-2021. Further request that the site boundaries are	Proposed density is consistent with the London Plan density ranges. The site is key to the regeneration of the town centre and it is considered it would benefit from comprehensive development.

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					redrawn to ensure that BM House and Chalfont house are excluded from the requirement to deliver comprehensive development at the site. Amended wording provided.	
101	8	Hayes Town Partnership	Policy SA 23: Silverdale Road, Western View.	Support	Strongly support revised proposal to include retail. Recommend a specific requirement to retain and enhance the historically significant Shackles Dock. Ask that discrepancy in numbers of residential units be amended.	Support noted and welcomed. The inclusion of Shackles Dock in the site boundary will require prior agreement from the site owner and a viability assessment to demonstrate that the site has a realistic prospect of being delivered for residential use. In addition, there are a number of heritage issues that would need to be addressed.
64	9	Canal & River Trust	Policy SA 23: Silverdale Road/ Western View	Support	Proposals should maximise canalside frontage. Dock is privately owned and should be retained and retention	The London Plan 2011 advises that development proposals should enhance the use of the Blue Ribbon Network and Local

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					highlighted within Policy SA 23. Canalside improvements should be agreed with the Trust.	Plan Part 1 policy EM3 seeks to enhance the local character, visual amenity, ecology, transportation, leisure opportunities and sustainable access to rivers and canals. The inclusion of Shackles Dock in the site boundary will require prior agreement from the site owner and there are a number of heritage issues that would need to be addressed. The Canal & River Trust is a statutory consultee and the Council is required to formally consult the Trust on any planning application for development likely to affect the canal.
69	11	Historic England	Policy SA 23: Silverdale Road/Western View	Object	The second bullet point of lacks clarity on the Council's expectations. The Old Crown Public House is a pivotal	Officers will be undertaking discussions with Historic England, with a view to addressing their concerns prior



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					<p>building within the Victorian landscape, a locally listed building and policy should specify that the building is retained in any new development.</p> <p>Concerned that maximising canal frontage might be through maximising densities and believe policy should include a further criterion to ensure the quality and scale of development is appropriate to the local context, avoiding a potentially enclosed and alien environment.</p>	to the commencement of the examination process.
50	1	John McDonnell MP	Policy SA 24: Benlow Works, Silverdale Road	Object	The balance of the loss of employment land has not been fully considered. The community infrastructure policy has not been reviewed	Benlow Works is currently largely vacant and the proposed allocation seeks to bring this important building forward for mixed use development,

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					and therefore the needs of potential residents have not been fully considered or planned for. This is a building of historical significance and should be treated and protected as such.	<p>including employment generating uses.</p> <p>Policies in the plan relating to community infrastructure seek to resist the loss of existing facilities and encourage new provision, subject to a number of criteria. The Council's Strategic Infrastructure Plan (SIP) provides an overview of the main areas of infrastructure that are required to support planned growth in the borough.</p> <p>The SIP notes that additional school places will be required over the plan period. The Plan will be updated to reflect the latest position with regards to school place planning, as it progresses through the examination process. In addition, officers are working with the</p>

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						Clinical Commissioning Group to ensure that the latest position with regard to new healthcare facilities is reflected in the Plan.
137	4	Conservation Area Advisory Panel for south of the Borough	Policy SA 24: Benlow Works, Silverdale Road	Support	Support proposals to secure a future for this at risk listed building	Support noted and welcomed.
76	2	CBRE	Policy SA 24: Benlow Works, Silverdale Road	Object	Consider that the current proposal to allocate Benlow Works in isolation with substantial areas of land within CBRE's ownership cannot be supported as this would compromise the operation of the Silverdale Factory Centre. The wider Silverdale Factory Centre should be allocated as a comprehensive residential-led redevelopment.	The allocation is justified on the basis that the development of the site will ensure the necessary repairs and bring back into use the Grade 2 Listed Building. The specific circumstances and heritage value of the site are such that it is considered suitable for allocation in the Local Plan. The release of the wider Silverdale Road area has not been justified.
101	9	Hayes Town Partnership	Policy SA 24:	Support	Support proposal for mixed	Support noted and welcomed.

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			Benlow Works		use development	
64	10	Canal & River Trust	Policy SA 29: Cape Boards Site, Iver Lane, Cowley	Support	The proposal is supported. Canalside improvements should be agreed with the trust and development should make a contribution to towpath and environmental enhancements.	Support noted and welcomed. The Canal & River Trust is a statutory consultee and the Council is required to formally consult the Trust on any planning application for development likely to affect the canal.
69	13	Historic England	Policy SA 30: Grand Union Park, Packet Boat	Object	It is noted that a change of use is permitted through prior approval. Canal and its bridges to south west are particularly attractive features. In case of future planning applications, it may be suitable to refer to these assets and potential opportunities for enhancement.	Officers will be undertaking discussions with Historic England, with a view to addressing their concerns prior to the commencement of the Examination process.
50	6	John McDonnell MP	Policy SA 35:	Object	Considers that the policy has	Officers continue to work with

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			Former Vehicle Testing Station, Cygnet Way		not been positively prepared and is therefore not sound.	partners to ensure that the necessary infrastructure is in place through the CIL and Section 106 mechanisms.
50	7	John McDonnell MP	Policy SA 36: Hayes Bridge, Uxbridge Road	Object	Considers that the policy has not been positively prepared and is therefore not sound.	Officers continue to work with partners to ensure that the necessary infrastructure is in place through the CIL and Section 106 mechanisms.
64	11	Canal & River Trust	Policy SA 36: Hayes Bridge, Uxbridge Road	Support	Allocation of the site is supported. Residential moorings should be a feature of the redevelopment proposals.	The Council already encourages residential moorings along the urban stretch of the canal through policy DMHB20.
139	1	Mrs Frances Burton	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
140	1	Mrs Catherin Levell	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.

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141	1	Mr John Bishop	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
142	1	Mr Mohammed Islam	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
143	1	Mr Mark Decent	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
144	1	Mrs Melanie Auckland	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
145	1	Mr Balal Akram	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
146	1	Mr Mark Auckland	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
147	1	Mrs Margaret Atkinson	Policy SA 37: Former Coal	Support	Supports the designation of the site	Support noted and welcomed..

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			Depot			
148	1	Mrs Sarah Atkinson	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
149	1	Mr Daryll Atkinson	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
150	1	Mr William Cummings	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
152	1	Miss Emily Auckland	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
153	1	Mr Peter Decent	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
154	1	Mrs Frances Decent	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.

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155	1	Mr Matthew Crane	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
156	1	Mr Thomas Cathcart	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
157	1	Mr Alan Atkinson	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
158	1	Mr Jack Cathcart	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
159	1	Mrs Sarah Cranie	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
160	1	Mr Harry Cathcart	Policy SA 37: Former Coal Depot	Support	Supports the designation of the site	Support noted and welcomed.
46	2	Cllr Edwards	Policy SA 37: Former Coal	Support	The Community welcomes the re-designation of the	Support noted and welcomed.



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			Depot		Former Coal Depot. The local community. Its location does not make it suitable for industrial use and its re-designation to will permit the enhancement of the area to the benefit of nearby residents as well as to the wider community. Consideration should be given to inclusion of a secondary school within the mixed development proposed at site SA37 with use being made of part of the Green Belt immediately to the north for new school playing fields which will restore to open land an area that is commonly used for open air storage of vehicles amongst other commercial	

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					uses.	
110	1	Yiewsley & West Drayton Town Centre Action Group	Policy SA 37: Former Coal Depot	Support	Support the proposal for mixed use development on this site and feel that it will enhance the area in general.	Support noted and welcomed.
116	1	Network Rail	Policy SA 37: Former Coal Depot		Consider that the Coal Yard is ideally positioned to accommodate future growth in freight business and do not support the loss of the existing employment designation.	Officers maintain the view that it should be allocated for mixed use residential development to come forward in the latter stages of the plan period.
91	2	Garden City Estate Residents Association	Policy SA 37: Former Coal Depot	Support	Strongly support the proposed release from employment designation and allocation for mixed use development.	Support noted and welcomed.
111	3	Councillor Sweeting	Policy SA 37: Former Coal Depot	Support	Fully support Council's re-designation of site for mixed use development with a proportion for community	Support noted and welcomed.

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					use.	
53	4	Councillor Janet Duncan on behalf of LB Hillingdon Labour Group	Policy SA 37: Former Coal Depot	Support	Welcome removal of IBA designation and designation for mixed use development. Would be helpful to include health facilities.	Support noted and welcomed.
85	1	Barton Willmore on behalf of Powerday PLC	Policy SA 37: Former Coal Depot	Object	Powerday submitted planning application for development of Materials and Recovery Facility on site in December 2015 following refusal of a similar application made in July 2013. Not aware of any developer promoter interest in the site for residential development and Powerday does not intend to bring it forward for housing. Strongly oppose its de-allocation from an Industrial and Business Area. Site is not	Officers maintain the view that the site should be allocated for mixed use residential development to come forward in the latter stages of the plan period.

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					a suitable location or viable for residential development for many reasons, including contamination. Hillingdon should be protecting the site for industrial use if borough is to remain a key industrial location. There is no rationale for including site within proposed Archaeological Priority Zone and Powerday objects to this designation which should be deleted.	
161	1	Preston Bennett on behalf of Onslow Mills	Policy SA 39: Trout Road Yiewsley	Object	Onslow Mills Site was previously part of SA 39 and was removed from the allocation without notification of the site owner. Request that the site be reconsidered as part of Site Allocation SA 39 to help	Officers support the re-introduction of this portion of the site.

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					achieve a comprehensive regeneration masterplan for the entire site.	
<b>4. Rebalancing Employment Land</b>						
58	11	Greater London Authority	Policy SEA 2: Hotel and Office Growth Locations	Support	Welcomes the designations to support hotel and / or office growth.	Support noted and welcomed.
64	14	Canal & River Trust	N/A	Support	Trust would support the release of industrial canalside sites to help enhance canalside and the delivery of sustainable communities.	The Council has released a significant proportion of designated employment land to other uses. Further releases would need to be supported by appropriate evidence. EM3 seeks to ensure that any development proposals contribute to the enhancement of the canal corridor.
58	9	Greater London Authority	Policy SEA 1: Strategic Industrial	Support	Support the policy and the defined boundaries in line with London Plan policy 2.17, as well as the continued	Support noted and welcomed. There is scope to include the suggested comparison of total land released with the Mayor's

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			Locations		consolidation and designation of SIL and LSIL. It would be useful to compare the total area of land released with the release benchmark set out in the Land for Industry and Transport SPG and to outline how the release of surplus industrial land close to public transport/town centres is prioritised to maximise opportunities for higher density housing in line with London Plan policies 3.3 and 4.4.	release benchmark as part of the examination process.  Officers will be undertaking further discussions with the Greater London Authority, with a view to addressing their concerns prior to the commencement of the examination process.
57	6	London Diocesan Fund	Map B: Hayes Industrial Area, Page 124	Object	Proposes changes to map B showing the Hayes Industrial Area to reflect exclusion of Matalan site from the existing employment designation.	The Local Plan Part 2 Site Allocations and Designations Proposed Submission Version September 2014 identified the Matalan site as part of site allocation SA 22. This portion of

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						<p>the site was removed following representations from the site owners, which indicated that it was unlikely to come forward for development.</p> <p>The site is now in the ownership of the London Diocesan Fund, who has requested that it is added back into the Site Allocations and Designations document and allocated for a mixed use residential and retail scheme. Officers are content to support the proposed allocation, subject to the agreement of a suitable quantum of development on the site.</p>
58	10	Greater London Authority	Para 4.14	Object	Paragraph 4.14 refers to mixed use sites along the canal frontage (which comprise about half of this designated area). This	The paragraph refers to areas of SIL that are proposed to be released from residential-led

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					wording creates ambiguity in the status of this location as SIL. The Local Plan should be clear whether the location is being designated as SIL (where mixed use residential development is not appropriate) or not.	mixed use development. No further releases are proposed over and above those that have already been identified. It is agreed that the policy should be amended to clarify this.
138	1	Montagu Evans on behalf of Townend Development	Para 4.27	Object	Suggest including Stockley Farm as a Locally Significant Industrial Site.	No specific evidence is available to support the proposed LSEL designation. LSIS are proposed in line with the strategic direction provided by policy E1 set out in the Local Plan Part 1. Any additional employment designation would need to be considered through the examination process.
64	15	Canal & River Trust	Para 4.29	Support	Summerhouse Lane - support the release of canalside land for residential development.	Support noted and welcomed.



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128	4	The Emerson Group on behalf of Orbit Developments Ltd	Para 4.33	Support	Support the designation of Heathrow Boulevard, 282 Bath Road, within the Bath Road, Hayes Locally Significant Employment.	Support noted and welcomed.
19	9	Rapleys on behalf of LaSalle Investment	Para 4.34, Map J, Odyssey Business Park	Object	Consider that the revised text is factually incorrect and that it is inappropriate to designate the site as a LSEL as there is no evidence to suggest that the site would provide a range of employment activities, other than the existing Class B1 offices.	The designation is proposed on the basis that the site is an existing modern office park of significant size and responds to the direction provided in strategic policy E1 and the supporting text in paragraph 5.8 set out in the Local Plan Part 1.  The proposed designation reflects recommendation 7 of the Council's Employment Land Study Update 2014.
19	8	Rapleys on behalf of LaSalle Investment	Policy SEA 2: Hotel and Office Growth Locations, para	Object	Object to paragraph 4.44 and suggest that the paragraph is amended to make clear that the identified strategic hotel	The locations are identified as preferred locations for hotel growth in Hillingdon. Other types of development will be

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			4.44		locations are safeguarded for hotel growth, rather than expressed as where the Council will direct hotel growth to as a first preference.	appropriate in these locations, subject to meeting the policies in the development plan.
128	5	The Emerson Group on behalf of Orbit Developments Ltd	Policy SEA 2: Hotel and Office Growth Locations	Support	Support the proposed designation of Sovereign Court, Sipson Road and Strata House, 264-270 Bath Road within the Bath Road Hotel and Office Growth Location.	Support noted and welcomed.
124	1	Barton Willmore on behalf of Tokyo Inn	Policy SEA 2: Hotel and Office Growth Locations, Map O, para 4.48	Support	Support the emerging hotel growth locations and release of employment land for other uses. However, note that there is an error at Paragraph 4.48, which refers to 'Map N', when in fact it should refer to 'Map O'.	Support noted and welcomed. The map reference will be corrected.
56	8	Heathrow Airport Ltd	Policy SEA 2:	Object	Heathrow Airport should be	The Council does not consider

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			Hotel and Office Growth Locations, Map O		included under point i) - with reference to its definition in map 13.1 (Policies Map/Atlas of Change).  Question the suitability of some of the locations for growth identified in Map O as they present little opportunity for further growth. Greater flexibility to allow office and hotel uses in sustainable locations needs to be written into relevant policies.	the Airport as a preferred location for hotel and office growth. Hotels and office growth locations have been identified on the basis of relevant evidence studies and the strategic direction provided by polices E1 and E2, as set out in the Local Plan Part 1.
<b>5. Green Belt; Metropolitan Open Space; Green Chains; Nature Conservation Sites</b>						
44	6	Ickenham Residents Association	N/A	Support	Welcome the adjustments to the list of Sites of Importance for Nature Conservation (SINC).	Support noted and welcomed.
109	11	CPRE	Page 154, Table	Support	Support the increase of	Support noted and welcomed.

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			5.1, net Change in Green Belt		almost 70ha of land designated as Metropolitan Open Land, but are concerned this does not make up for the 100 ha of Green Belt lost largely as a result of the construction of Heathrow Terminal 5 and the further loss of 70ha of land forming links in green chains. Given that this represents a net loss of 100ha of protected green space, further loss should be strongly resisted and replacement designations sought to ensure that open and green space provision meets the needs of Hillingdon's population now and in the future.	The Council seeks to resist the loss of green space in line with the relevant strategic and development management policies in the development plan. Proposed deletions of Green Belt reflect the conclusions of the Council's Green Belt Study.
109	8	CPRE	Page 155, 470	Object	Object to the removal of	The site clearly forms a logical

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			Bath Road, Longford		protections at 470 Bath Road. Despite not being found to meet any of the criteria for designation as Green Belt, the area still forms part of London's green chain. , As the site is located directly adjacent to the River it should instead be designated as Metropolitan Open Land.	and definable Green Belt boundary in Longford and it is considered that it does not merit its current Green Belt designation. Justification for the proposed deletion is provided on page 41 of the Green Belt Assessment Update September 2013.
109	9	CPRE	Page 158, Land at Stockley Road adjoining the Grand Union Canal, Hayes	Object	Object to the removal of protection on the land at Stockley Road. The Green Belt Review states that this site continues to fulfil its function as part of the wildlife corridor. The site should instead be designated as Metropolitan Open Land, in addition to the proposed Green Chain designation, to	The site is proposed on page 180 of the Plan as a Green Chain designation on the basis that it supports the creation of a wildlife corridor along the Grand Union Canal. It is not considered that a dual designation would increase the overall protection of the site.

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					give it the same protection from development.	
109	10	CPRE	Page 159, Lake Farm School, Hayes	Object	Object to the removal of playing fields from the Green Belt. The boundary should be changed so that it aligns more closely with the built up area of the school.	The Green Belt boundary has been revised to reflect the site boundary of the approved scheme.
133	1	Barton Willmore on behalf of Imperial College London	Page 250, Land at Sipson Lane	Object	Object to the designation of the site and requests that it is deleted from the Green Belt.	The site is allocated as a Minerals Safeguarding Area in response to requirements set out in policy 5.20 of the London Plan. Paragraph 90 of the NPPF makes it clear that minerals extraction is not inappropriate in Green Belt provided the openness of the Green Belt is preserved and the proposed use does not conflict with the purposes of including land in Green Belt.
57	6	Savills on behalf the	N/A	Object	Seeks a Green Belt deletion	The site has not been identified

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		London Diocesan Fund			of Glovers Grove for another site under LDF ownership for a land use swap with Ladygate Lane.	as suitable for release from its existing designation in the Green Belt Assessment Update September 2013.
73	1	Mercer Planning on behalf of Rayan Mahmud	Page 153, Green Belt deletions	Object	Considers that land at 59 Reservoir Road in Ruislip should be included in the list of Green Belt deletions. The land does not meet any of tests for Green Belt designation.	This site meets at least one of the purposes of including land in the Green Belt, as identified in the NPPF. The current boundary is based on existing definable physical features and is not recommended for change.
135	14	Robin Brown	Page 156, Longford Green and Page 159, Lake Farm School Hayes	Object	These sites still perform Green Belt functions and should be retained to comply with national policy.	Lake Farm school has been fully developed and Longford Green is now occupied by the Heathrow Business Class Car Park. Justification for the proposed deletion has been provided.
137	5	Conservation Area Advisory Panel for south of the Borough	Page 156 Longford Green and Page 159, Lake Farm School	Object	Green Belt deletions not supported as these sites still function to prevent urban sprawl and their release	Lake Farm school has been fully developed and Longford Green is now occupied by the Heathrow Business Class Car Park.

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			Hayes		would serve as an unacceptable precedent.	Justification for the proposed deletion has been provided. As such, these sites no longer meet the purposes of including land in the Green Belt.
119	1	WYG on behalf of the London Meat Company	Para 5.12	Object	Assert that land at 'The Elms and land immediately to the north of The Elms complex should be excluded from the Green Belt due to its intensively developed character and interrelationship with the existing built form comprising the setting of Harlington.	The Elms is located on the eastern edge of Harlington Village and the designated Green Belt prevents coalescence with nearby Cranford. The Council will continue to resist the loss of designated Green Belt land in Hillingdon.
71	2	London Wildlife Trust (Hillingdon Group)	Para 5.12	Support	Support Council's retention of full Green Belt protection for Hayes Park.	Support noted and welcomed.
50	2	John McDonnell MP	Para 5.12, page 159	Object	The paragraph is not in line with national policy.	It is not considered that the removal of the Lake Farm site



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						conflicts with national Green Belt Policy. As the site has recently been developed as a school it no longer serves the purpose of including land in the Green Belt, as set out in the NPPF.
31	2	Friends of Pinn Meadows	Page 153, Areas Forming Links in the Green Chain	Object	Kings College Playing Fields should keep its Green Chain designation along with MoL designation.	Officers are of the view that a dual designation will not provide additional protection and could result in a lack of clarity regarding the designation that applies to these sites.
109	11	CPRE	Page 153, Green Belt Extensions.	Support	Supports extensions to areas of Green Belt, but considers that Ruislip Depot, Austins Lane, Ickenham and Windsor Avenue Allotments, North Hillingdon should be included.	Support noted and welcomed. Proposed changes to Green Belts are identified in the Council's Green Belt Study.
32	1	Natural England	Page 154, Table 5.1: Net Change in Green Belt.	Object	Net decrease in Green Belt is not made up for by net increase in MoL.	The Council seeks to resist further loss of Green Belt in line with strategic policies EM2 and

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						emerging development management policy DMEI 4. Proposed additions and deletions are based on the conclusions of supporting evidence base documents.
138	2	Montagu Evans on behalf of Townend Development	Page 155, Green Belt deletions	Object	Recommend that Stockley Farm is deleted from the Green Belt designation.	The site has not been identified as suitable for release its existing designation in the Green Belt Assessment Update September 2013.
30	2	Ruislip Residents' Association	Page 169 - 10 Pg 170 - 11 Pg 171 - 12 Pg 173 - 14 Pg 175 - 16 Pg 177 - 17 NB representor has referred to numbering in	Object	Welcome upgrade of many Green Chain sites to MoL status, but sites should be given dual status to ensure maximum protection.  Dual designation should be given to the following sites: 10 - Haydon Hall Park 11 - Kings College Playing Fields - subject of	Proposed designations are based on the Council's evidence base on Green Chains and MoL.  Officers are of the view that a dual designation will not provide additional protection and could result in a lack of clarity regarding the designation that applies to these sites.

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			previous submission document - numbers here refer to those in proposed changes doc to avoid confusion		<p>inappropriate development proposals</p> <p>12 - Manor Farm and Winston Churchill Hall - site should be extended to include adjacent Great Barn, Cow Byre and Manor Farmhouse building</p> <p>14 - Field End Recreation Ground - is in Cavendish Ward not Ruislip Manor. Site adjacent to Roxbourne Park and Yeading Brook in LB Harrow and forms area of valuable open space.</p> <p>16 - New Pond Playing Fields, Sidmouth Drive Recreation Grounds and West End Road Open Space.</p> <p>17 - Ruislip Green Chain Link - welcomes upgrade to</p>	Any factual inaccuracies will be corrected as part of the examination process.

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					<p>Green Chain designation but should have joint MoL designation.</p> <p>Grosvenor Vale Sports Ground - rumours that this site might be redeveloped. It therefore requires maximum protection.</p> <p>Other sites to add to list of New Green Chains:</p> <p>Bessingby Playing Fields, Bessingby Road, Ruislip Manor and Cavendish Sports Ground - important recreational land that should have equal status to other local open spaces.</p> <p>Park Way Green - should have same protection as Kings College Fields. Site abuts railway corridor</p>	

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					<p>adjacent to small open space at Columbia Avenue and together they form a Green Chain.</p> <p>BWI School - playing field is within Ruislip Conservation Area, abuts River Pinn Green Chain and Nature Conservation Area, and therefore is a natural extension to the Green Chain.</p> <p>Warrender Park - adjacent to Highgrove Nature Conservation Site and Bishop Ramsey School playing fields creating a natural wildlife corridor and a break in urban environment.</p> <p>All the above proposals were rejected by the Council.</p>	

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					Believe exclusion of Park Way Green, TfL railway line and Columbia Avenue open space from Green Chain status is unreasonable as it is similar to the designation proposed in corridor between Shenley Park, Ruislip Manor and Ruislip Rugby Club open space. Exclusion of other sites is also inconsistent.	
138	3	Montagu Evans on behalf of Townend Development	Page 182	Object	Recommend that Stockley Farm is deleted as a SINC.	Stockley Park Lakes and Meadows is identified as a new SINC on the basis of a diverse range of habitats, with semi-improved grassland and scrub habitats along the Grand Union Canal, and a series of ponds/lakes supporting marginal habitats with grassland and scattered trees adjacent.

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						Table.3.1 in the evidence base document provides justification.
67	1	Vincent and Gorbing on behalf of Mrs Diane Frank, Catherine Bechade and Belikat PTY Ltd	SINC Ext 5: Yeading Brook and Minet Country Park	Object	Consider the extension on to our land at Springfield Road is entirely unjustified. The Site is not of sufficient ecological value, does not meet relevant criteria to support the designation, has not been subject to detailed ecological survey work and is not open to public access. Request deletion of proposed extension.	Changes to identified SINCs are based on the conclusions of the Review of the Sites of Importance for Nature Conservation, undertaken in 2015.
83	2	St James Group Ltd	SINC Ext 5: Yeading Brook and Minet Country Park	Object	The extension pays no regard to the works approved under planning permission LBH-54814-APP-2009-430 and the safeguarding within the Council's Development Management Policies which permits works to create a	Amendments to SINCs are proposed on the basis of the conclusions of the Review of the Sites of Importance for Nature Conservation, undertaken in 2015.

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					new access from Pump Lane to the Southall Gas Works site, along with the drainage and flood relief works.	
75	1	Bilfinger GVA on behalf of Brunel	SINC Ext 8: River Pinn and Manor Farm Pastures	Object	Object to the proposed designation as SINC on the basis of that the development needs of the higher education sector have not been informed by an objective needs assessment.	Officers are undertaking a full review of the evidence provided by the University to support this position.
62	2	f451 on behalf of Douay Marty's Academy, RC Diocese of Westminster & Guys Investment Trust Ltd	N/A	Object	Request that part of Glebe Farm be removed from Green Belt to enable the creation of a single site Douay Martyrs Academy plus potential expansion to meet future school needs in the borough. Remaining green belt land will increase amenity for local community	The Council's policy with regards to the release of Green Belt land is set out in policy E2 of the Local Plan Part 1 and Policy DME14 of the Local Plan Part 2 Development Management Policies document  The Council's Strategic Infrastructure Plan (SIP) notes



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					by enhancing access and respecting adjacent scheduled ancient monument.	that additional school places will be required over the period of the Local Plan. The plan will be updated to reflect the latest position with school places as part of the examination process.
71	1	London Wildlife Trust (Hillingdon Group)	Page 205, Table 5.4	Support	Welcome and support the new SINCs which have been added to the Plan.	Support noted and welcomed.
<b>6. Key Transport Interchanges</b>						
127	1	Transport for London	Chapter 6	Support	Welcomes the safeguarding of future public transport interchanges. Requests that Hillingdon considers safeguarding sites, land and route alignments required for any future strategic schemes, such as High Speed Rail 2.	Land for strategic transport schemes has been safeguarded in chapter 4 of the Site Allocations and Designations document. The Council remains firmly opposed to HS2 and does not consider it appropriate to safeguard land for this purpose.
69	14	Historic England	Page 93,	Support	Welcomes the additional	Support noted and welcomed.

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			Uxbridge Town Centre		references to highlight the listed status of Uxbridge Station and the Conservation Area.	
<b>7. Community Infrastructure Sites</b>						
44	7	Ickenham Residents Association	N/A	Comment	Asks that the Association is kept updated on negotiations about possible expansion of the two secondary schools in the village.	Ickenham residents will be updated on this issue through the Residents Planning Forum.
108	1	Dave Robbins	N/A	Object	Considers that population growth in West Drayton has not been accompanied by necessary infrastructure improvements and hopes this will be addressed as part of the development of the Coal Yard site.	Policies in the plan relating to community infrastructure seek to resist the loss of existing facilities and encourage new provision, subject to a number of criteria. The Council's Strategic Infrastructure Plan (SIP) provides

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						<p>an overview of the main areas of infrastructure that are required to support planned growth in the borough.</p> <p>The SIP notes that additional school places will be required over the Plan period. The plan will be updated to reflect the latest position with school place planning, as it progresses through the examination process. In addition, officers are working with the Clinical Commissioning Group to ensure that the latest position with regard to new healthcare facilities is reflected in the Plan.</p>
127	2	Transport for London	N/A	Comment	Good public transport links and accessibility should be a key selection criterion in the allocation of new sites for schools. Would expect to be	TfL is a key stakeholder and will be consulted on any proposals with the potential to have an impact on the transport network.

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					consulted in the due course on the school site identification study.	
46	1	Cllr Edwards	Para 7.8	Object	Considers that the plan fails to make sufficient provision for secondary school places available to residents of Yiewsley, West Drayton & Harmondsworth in the later period of the strategy period up to 2026.	The Council's Strategic Infrastructure Plan (SIP) notes that additional school places will be required over the period of the Local Plan. The Plan will be updated to reflect the latest position with regard to school place planning as part of the examination process.
111	2	Councillor Sweeting	Paras 7.8 - 7.11;	Object	Suggest new wording: "The Council will undertake a search for a site for a new secondary school for Yiewsley West Drayton to meet the area's growing pupil population". Information incorrect regarding land adjacent to	The Council's Strategic Infrastructure Plan notes that additional school places will be required over the Plan period. The plan will be updated to reflect the latest position with school place planning, as it progresses through the examination process.

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ID	Rep no	Individual/Organisation	Para/Policy/Map	Support /Object	Summary of Representation Received	Officer Response
					Laurel Lane School. The school is three form entry, not five form entry, even though planning permission was for a five form entry junior school.	
53	2	Councillor Janet Duncan on behalf of LB Hillingdon Labour Group	Para 7.16	Object	A health hub for West Drayton must be identified and agreed.	Officers are working with the Clinical Commissioning Group to ensure that the latest position with regards to new healthcare facilities is reflected in the Plan.
111	4	Councillor Sweeting	Paras 7.14 - 7.17	Object	Council needs to identify a new site for healthcare hub in light of long wait times for current G.Ps and proposed increased population.  Suggest new wording: "The Council will seek to identify a site for a new healthcare hub in	Any factual inaccuracies will be corrected through the examination process.  Officers are working with the Clinical Commissioning Group to ensure that the latest position with regards to new healthcare

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ID	Rep no	Individual/Organisation	Para/Policy/Map	Support /Object	Summary of Representation Received	Officer Response
					Yiewsley/West Drayton. The Council will develop the old swimming pool site, Yiewsley for Community Uses".	facilities is reflected in the Plan.
147	2	Mrs Margaret Atkinson	Para 7.16 (page 245)	Object	Council needs to identify site for health hub in Yiewsley/West Drayton as population is booming with no adequate health care. Council has a duty to keep citizens healthy. Swimming pool site should be kept for community use.	Officers are working with the Clinical Commissioning Group to ensure that the latest position with regard to new healthcare facilities is reflected in the Plan.
91	1	Garden City Residents Association	Para 7.16	Object	There is an under provision of GPs and related primary care services in Yiewsley/West Drayton. Asserts that there is a need for a site to be identified for health hub.	Officers are working with the Clinical Commissioning Group to ensure that the latest position with regard to new healthcare facilities is reflected in the Plan.
151	1	Mr Alan Atkinson	Para 7.16 (page	Object	The Council needs to identify	Officers are working with the

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			245)		a site for the health hub in West Drayton especially in light of the swimming pool site in Yiewsley not being developed as a health centre. The site needs to be protected for community use.	Clinical Commissioning Group to ensure that the latest position with regard to new healthcare facilities is reflected in the Plan.
53	3	Councillor Janet Duncan on behalf of LB Hillingdon Labour Group	Para 7.11	Object	Paragraph should include the need for a new secondary school in the south of the borough in the West Drayton area.	The Council's Strategic Infrastructure Plan notes that additional school places will be required over the Plan period. The Plan will be updated to reflect the latest position with school place planning, as it progresses through the examination process.
<b>8. Minerals and Railheads Safeguarding</b>						

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ID	Rep no	Individual/Organisation	Para/Policy/Map	Support /Object	Summary of Representation Received	Officer Response
16	5	Matthews and Son LLP (Henry Streeter Ltd)	Paras 8.1, 8.4		Para 8.4 is misleading and the section should be rewritten because the Minerals Technical Background Report (2008) does not conclude that there are three sites able to provide required aggregates over the Plan period. Report concludes the Sites in MIN 1 should be identified as Preferred Areas.	It is not considered that the report concludes on page 16 that sites should be identified as Preferred Areas. Sites are identified as Safeguarding Areas in response to requirements set out in policy 5.20 of the London Plan.



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**APPENDIX 3: POLICIES MAP - ATLAS OF CHANGES, SUSTAINABILITY APPRAISAL, APPROPRIATE ASSESSMENT AND STRATEGIC FLOOD RISK ASSESSMENT**

ID	Rep no	Individual/Organisation	Para/Policy/Map	Support/Object	Summary of Representation Received	Officer Response
47	1	Anthony Wilkinson	N/A	Object	Advises that the property at 8 Woodfield, Harefield is incorrectly mapped. No 8 should be shown as larger than No 7 and does not include the existing outbuilding and a swimming pool located to the south of the property. Considers that the green belt boundary should be located to the south of the swimming pool.	Officers will assess this issue and identify any necessary changes in the Statement of Proposed Modifications, to be submitted for Examination with the Local Plan Part 2 documents.
58	6	Greater London Authority	N/A	Object	The Gravel Pits Northwood should be identified as Regionally Significant Geological Site on the Policies Map	Officers support the proposals to identify the Regionally Important Geological Sites on the Policies Map. Identification of these sites will take place through the public examination process.
71	3	London Wildlife Trust (Hillingdon Group)	N/A	Object	Note some nature reserve boundaries omitted from Policies Map as pointed out in	Extent of existing nature reserves is shown on the Composite Policies Maps.

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ID	Rep no	Individual/Organisation	Para/Policy/Map	Support/Object	Summary of Representation Received	Officer Response
					first consultation: - Full extent of Frays Island - Mabey's Meadow Nature Reserve (West Drayton) - Frays Farm Meadows and the wider Frays Valley LNR (Ickenham) - Crane Meadows (Heathrow East).	Officers will be undertaking further discussions with the London Wildlife Trust to confirm the full extent of these sites, prior to the commencement of the examination process.
128	6	The Emerson Group on behalf Orbit Developments	Map 2.4, Map 4.2, Map 6.1 & Map 6.5	Support	Support the designation of Heathrow Boulevard, 282 Bath Road within the Bath Road, Hayes Locally Significant Employment Site (Map 2.4) and Office Growth Location (Map 4.2). Also support the proposed designation of Sovereign Court, Sipson Road and Strata House, 264-270 Bath Road within the Bath Road Hotel and Office Growth	Support noted and welcomed.

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ID	Rep no	Individual/Organisation	Para/Policy/Map	Support/Object	Summary of Representation Received	Officer Response
					Location, Cluster 5 (Map 6.1 & 6.5).	
107	1	Anthony Crane	Map 8.1	Support	Support the changes to Map 8.1 (Land West of Merle Avenue, Harefield)	Support noted and welcomed.
83	3	St James Group Ltd	Map 11.5 - SINC Ext 5	Object	The extension pays no regard to the works approved under planning permission LBH-54814-APP-2009-430 and the safeguarding within the Council's Development Management Policies which permits works to create a new access from Pump Lane to the Southall Gas Works site, along with the drainage and flood relief works.	Officers will assess this issue and identify any necessary changes in the Statement of Proposed Modifications, to be submitted for Examination with the Local Plan Part 2 documents
56	9	Heathrow Airport Ltd	Map 13.1 Atlas of Change (i) (ii)	Object	Airport boundary shows a number of errors and should be amended to include the following land parcels:	Officers will assess this issue and identify any necessary changes in the Statement of Proposed Modifications, to be submitted for Examination with

**Regulation 19 Consultation October 2015 - December 2015**  
**Local Plan Part 2 Schedule of Representations Received and Officer Responses**

**APPENDIX 3: POLICIES MAP - ATLAS OF CHANGES, SUSTAINABILITY APPRAISAL, APPROPRIATE ASSESSMENT AND STRATEGIC FLOOD RISK ASSESSMENT**

ID	Rep no	Individual/Organisation	Para/Policy/Map	Support/Object	Summary of Representation Received	Officer Response
					<ul style="list-style-type: none"> <li>- pod parking</li> <li>- The gap shown to the south east of the Longford Roundabout</li> <li>- Spout Land reservoir</li> <li>- The Esso Petrol Station on the Southern Perimeter Road</li> <li>- the commercial buildings along A30 Great South West Road between Stanwell Road and the Twin Rivers.</li> </ul> <p>Can provide airport boundary.</p>	the Local Plan Part 2 documents.
83	1	St James Group Ltd	Map 14.1	Object	Map 14.1 does not reflect or adequately take account of the permitted scheme 54814/APP/2009/430 in respect of the position of the western access route and the location of the two further permitted pedestrian and	Officers will assess this issue and identify any necessary changes in the Statement of Proposed Modifications, to be submitted for Examination with the Local Plan Part 2 documents

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**APPENDIX 3: POLICIES MAP - ATLAS OF CHANGES, SUSTAINABILITY APPRAISAL, APPROPRIATE ASSESSMENT AND STRATEGIC FLOOD RISK ASSESSMENT**

ID	Rep no	Individual/Organisation	Para/Policy/Map	Support/Object	Summary of Representation Received	Officer Response
					cycle routes bridging the canal.	
117	3	Simply Planning on behalf of the Crown Trading Estate	Page 131, Map 19.4: Fairview Business Centre	Object	Consider that the Crown Trading Estate should be released from employment and allocated for mixed-use development, or alternatively re-allocated as a Locally Significant Industrial Site.	The release of this site is broadly consistent with the provisions of the Local Plan Part 1, which seeks to maximise the potential of the Grand Union Canal in Hayes. Further discussions are required to assess the impact of the loss of the SIL designation and the redevelopment potential of this site.
56	10	Heathrow Airport Ltd	Page 176, Map 20.5 PTR5 Heathrow Bus Interchange	Object	Title should be changed to "Heathrow CTA Public Transport Interchange" as it links to other forms of public transport	The title of the interchange will be amended. Suggest CTA is written in full: Central Terminal Area.

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<b>FURTHER PROPOSED SUBMISSION DOCUMENTS</b>						
ID	Rep no	Individual/Organisation	Para/Policy /Map	Support /Object	Summary of Representation Received	Officer Response
<b>SUSTAINABILITY APPRAISAL</b>						
118	1	Northwood Voice	Page 34, Table 3	Object	Consider that site allocation SA 16: Northwood Station should be removed from Table. The overarching sustainability impacts of the proposed allocation are strongly negative.	Officers do not object to the principle of the allocation of this site for residential-led mixed use development. The overall quantum of units will be determined through a design-led process.
<b>APPROPRIATE ASSESSMENT</b>						
32	5	Natural England	N/A	Object	As per previous comments, further assessment is still required.	Officers will be undertaking discussions with Natural England with a view to addressing their comments prior to the commencement of the Examination process.
<b>ADDENDUM TO STRATEGIC FLOOD RISK ASSESSMENT</b>						
98	5	Environment Agency	Section 3.4	Comment	Section 3.4 suggests that 1 in 20 year modelling will be used as a starting point to define Flood Zone 3b. Consider providing a more	Officers will be undertaking discussions with the Environment Agency, with a view to addressing their concerns prior to the

**Regulation 19 Consultation October 2015 - December 2015**  
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<b>FURTHER PROPOSED SUBMISSION DOCUMENTS</b>						
<b>ID</b>	<b>Rep no</b>	<b>Individual/Organisation</b>	<b>Para/Policy /Map</b>	<b>Support /Object</b>	<b>Summary of Representation Received</b>	<b>Officer Response</b>
					<p>specific definition of Flood Zone 3b preventing need for site by site assessment of whether a site is in FZ3b.</p> <p>Two sites have not been included in sequential test that are in areas of flood risk - Packet Boat House does not need further flood risk assessment. Site SA 13 (Royal Quay) contains areas of Flood Zone 3a and b, and so must be assessed as part of the Sequential Test.</p> <p>Allocated sites that have passed the sequential test and fall within Flood Zones 2 &amp; 3 should also draw upon the evidence base documents to highlight specific design criteria within the plan. Wording suggested for inclusion within site</p>	commencement of the Examination process.

**Regulation 19 Consultation October 2015 - December 2015**  
**Local Plan Part 2 Schedule of Representations Received and Officer Responses**

<b>FURTHER PROPOSED SUBMISSION DOCUMENTS</b>						
ID	Rep no	Individual/Organisation	Para/Policy /Map	Support /Object	Summary of Representation Received	Officer Response
					allocations document, tailored for each individual site if applicable.	
98 - 2015	6	Environment Agency	6.1	Support	Pleased to note inclusion of for site specific Flood Risk Assessment of sites in flood zones alongside requirement that flood plan is retained. However do not consider document adequately demonstrates application of Sequential Test. While it requires the design of sites following the sequential approach, it does not appear that other sites in the borough outside of high and medium flood risk have been considered before allocating these sites. Recommend this is included in document prior to adoption.	Support noted and welcomed. The Council will be undertaking discussions with the Environment Agency, with a view to addressing their concerns prior to the commencement of the examination process.



## LOCAL FLOOD RISK MANAGEMENT STRATEGY

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Officer Contact	Vicky Boorman: Residents Services
<p>Papers with report</p> <p><b>CIRCULATED SEPARATELY</b></p>	<p>The following appendices are circulated separately to Cabinet Members and Executive Scrutiny Committee, with reference copies available in Group Offices:</p> <ul style="list-style-type: none"> <li>• Appendix A - Local Flood Risk Management Strategy 2016</li> <li>• Appendix 1 European and National Legislation</li> <li>• Appendix 2 Roles and Responsibilities of Risk Management Authorities</li> <li>• Appendix 3 Objectives and Measures</li> <li>• Appendix 4 Community Engagement</li> <li>• Strategic Environment Assessment Screening Document</li> <li>• Appendix 1 List of SSSI sites</li> <li>• Habitats Regulation Assessment Screening Document</li> </ul>

### HEADLINE INFORMATION

<b>Purpose of report</b>	To agree the Local Flood Risk Management Strategy for the Borough. This strategy covers the different elements of the Flood and Water Management Act and Flood Risk Regulations. It sets out what the Council will do to manage local flood risk and references the strategies already produced, such as the Surface Water Management Plan.
<b>Putting our Residents First</b>	This report supports the following Council objective of: <i>Our People; Our Built Environment; Our Natural Environment;</i>
<b>Financial Cost</b>	None.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services
<b>Ward(s) affected</b>	All

## **RECOMMENDATION**

**That Cabinet:**

- 1. Approves the adoption of the Hillingdon Local Flood Risk Management Strategy for the Borough.**
- 2. Authorises officers to publicise the report on the Council's website and to notify all groups having a particular interest in it.**

### **Reasons for recommendation**

Cabinet is asked to approve the Local Flood Risk Management Strategy for Hillingdon (FRMP) and publish it on the Council's website. The FRMP, a requirement of the Flood and Water Management Act 2010, has been produced to provide further information on the roles and responsibilities of flood risk management bodies and to set out the Council's aims and objectives in managing flood risk in the future. It is also a statutory requirement that this document be published to help engage residents and other stakeholders in flood risk issues.

### **Alternative options considered / risk management**

Cabinet could decide not to adopt the Local Flood Risk Management Strategy for Hillingdon (FRMP) and not to make it available on the Council's website. In this case the Council would not be meeting the statutory requirements of the Flood and Water Management Act, and non compliance would have to be reported to the Department for Environment, Food and Rural Affairs (DEFRA). DEFRA are considering financial penalties for non compliance, including reducing eligibility for flood grants.

### **Comments of Policy Overview Committee(s)**

None at this stage.

## **INFORMATION**

### **Supporting Information**

The Flood and Water Management Act (FWMA) 2010 requires a Lead Local Flood Authority (LLFA) to develop, maintain, apply and monitor a strategy for local flood risk management in its area. Local flood risk is defined by the Flood and Water Management Act as flooding from surface water, groundwater and ordinary watercourses.

The LLFA is responsible for ensuring a strategy is put in place. Hillingdon, as a London Borough and unitary authority, is a Lead Local Flood Authority and thus responsible for publishing a Local Flood Risk Management Strategy (LFRMS).

The Local Flood Risk Management Strategy, once approved by Cabinet, will be a statutory document, which will impact on the activities of all flood risk management authorities active in the Borough. These bodies will all have a 'duty to act consistently with the local strategy' when undertaking their flood and coastal erosion risk management functions and have a 'duty to have

regard for the strategy' when discharging other duties that may affect flood and coastal risk (for example spatial planning and development).

This document explains the need for a Local Flood Risk Management Strategy for Hillingdon, the evidence available to inform it, and the responsibilities each of the different parties has in managing flood risk. It will complement and support the national strategy.

In summary it contains:

- The Flood Risk Management Authorities in the London Borough of Hillingdon The flood risk functions that may be exercised by those authorities
- The objectives for managing local flood risk
- The measures proposed to achieve the objectives
- How and when the measure are expected to be implemented
- The costs and benefits of those measures and how they are to be paid for The assessment of local flood risk for the purpose of the strategy
- How and when the strategy is to be reviewed
- How the strategy contributes to the wider environmental objectives

## **Financial Implications**

The Local Flood Risk Management Strategy was completed by Council officers. There were no financial costs to Hillingdon in producing this document.

The strategy has no direct financial implications, as it sets out current costs and funding for flood risk measures undertaken in the Borough, and future potential funding streams but it does provide a framework within which to prepare specific funding bids for flood risk management work.

## **EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

This Local Flood Risk Management Strategy balances the needs of communities, the economy and the environment, with the aim of reducing flood risk as much as is possible. The Strategy identifies objectives, based on the available evidence, and sets out ways to achieve them, within the limited resources available.

### **Consultation Carried Out or Required**

The Cabinet Member authorised the draft Local Flood Risk Management Strategy to be uploaded on to the Council's website on 7<sup>th</sup> January 2016. The following were advised of its presence there and asked to comment:

- § Statutory consultees; Natural England, Historic England and the Environment Agency MPs,
- § Councillors,
- § Key residents and associations who had previously commented on flood risk

- § Risk Management Authorities such as Thames Water and Transport for London
- § Other key landowners such as Heathrow Airport London,
- § Members of the Hillingdon Local Resilience Forum.

All those who provided comments welcomed the consultation and expressed their support. The majority of comments related to requests for minor wording changes or clarification. Some requested further detail to be provided, inappropriate for a Strategy document.

Following the interest expressed by local residents and community groups during the public consultation for the Council's Local Flood Risk Management Strategy, there have been requests for meetings from the Ruislip, Ickenham and Harefield Residents Associations, and interest from residents in other areas too, so officers led by Cllr Bianco as the portfolio holder for flooding, are planning to hold a Residents' Forum in April or May, to co-ordinate a response to some of the issues raised, and enable a discussion to take place with officers from a variety of service areas.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommendations. The costs associated with developing and monitoring the Local Flood Risk Management Strategy will be managed within existing revenue budgets.

### **Legal**

Section 9 of the Flood and Water Management Act 2010 ("the Act") requires all Lead Local Flood Authorities to develop, maintain, apply and monitor a strategy for local flood risk management in its area. As a unitary authority, Hillingdon is a Lead Local Flood Authority for the purposes of the Act. The Local Flood Risk Management Strategy subject to this report is proposed for adoption pursuant to that obligation. The Act prescribes requirements for consultation and content of the Local Flood Risk Management Strategy (section 9). The Strategy must also be consistent with the Environment Agency's National Strategy.

Once adopted, Risk Management Authorities, as defined in section 6 of the Act (which includes the Environment Agency, local authorities and Highways England), must act in a way that is consistent with Hillingdon's Local Flood Risk Management Strategy when exercising flood and coastal erosion risk management functions, and have regard to it when exercising their functions in a manner that may affect flood risk (section 11 of the Act). The Council itself, when exercising functions such as flood risk management, planning or highways, will be required to act consistently with or have regard to (as appropriate) the adopted Local Flood Risk Management Strategy.

The Environmental Assessment of Plans and Programmes Regulations 2004 and The Conservation of Habitats and Species Regulations 2010 respectively require a strategic environmental scoping assessment and a habitats scoping report to be undertaken in relation to the Local Flood Risk Management Strategy. The scoping reports have been completed in

accordance with the relevant legislation and both reports concluded that further assessments are not required.

### **Corporate Property and Construction**

Whilst the Local Flood Risk Strategy is applicable to Council owned property, the recommendations in the report do not have any specific property implications at this stage."

### **Relevant Service Groups**

The Civil Protection Service has reviewed this report and agrees this is a reflection of the current ways of working within the Council. The Civil Protection Service will continue to work with the Flood and Water Management Officer to deliver the recommendations as detailed in these documents.

The Highways Service has reviewed the report and will continue to work with the Flood and Water Management Officer to deliver the recommendations as detailed in this service.

Green Spaces fully supports the recommendations as stated in this report.

### **BACKGROUND PAPERS**

The London Borough of Hillingdon is aiming to develop a greater understanding of flood risk amongst residents and property owners, a key requirement of the Flood and Water Management Act and the Flood Risk Regulations. Flood risk can best be demonstrated through flood modelling and mapping. Ultimately, the Council will have a flood risk management portfolio, which will include a series of maps and plans, for all types of potential flooding, to highlight the areas of highest risk, action plans for reducing flood risk and a clear emergency planning process. At present, this portfolio comprises the following documents:

- **Preliminary Flood Risk Assessment** - Provides information on future flood risk
- **Strategic Flood Risk Assessment 2008** - Collates evidence on all sources of flood risk and forms part of the evidence base for the Local Plan
- **Addendum to the Strategic Flood Risk Assessment and Sequential Test 2014** - Provides an update on the flood risk information available to assess flood risk for the Local Plan Part 2 and Site Allocations.
- **Surface water management plan** - Required to look at local sources of flooding including surface water and groundwater.
- **Flood risk investigations** - Collating evidence and reports on significant flood events in the Borough.

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# Local Flood Risk Management Strategy 2015

*A strategy to define the approach within the London Borough of Hillingdon to the management of flood risk from local sources, with proposals for measures and actions to help manage that risk.*

Report Author: Flood and Water Management Officer  
Report Date: February 2016  
Revision: Final



## Executive Summary

The production of this Strategy and its public consultation and specific elements of its contents are a legal requirement of the Flood and Water Management Act 2010.

Hillingdon is required to develop, maintain, apply and monitor a local strategy for local flood risk management in its area.

Local flood risk is defined as flooding caused by the following sources; surface water, groundwater, and ordinary watercourses.

This Local Flood Risk Management Strategy provides an overview of the assessment of flood risks already undertaken in other documents, and sets out a framework for the management of local flood risk in the London Borough of Hillingdon, by the Council and other relevant bodies.

This strategy is supported by the already published Flood Risk Management Portfolio of documentation which contains other critical legal documents such as the Preliminary Flood Risk Assessment, Strategic Flood Risk Assessment and Surface Water Management Plan Parts 1 and 2. These provide the evidence base for this strategy with more detailed information on the flood risks in Hillingdon and actions.

These documents are recognised as complex and have been undertaken in compliance with the legislative requirements and are borough wide rather than on a site specific basis useful to residents.

The Council website, has therefore been updated with key information for residents, on the action to prepare for a flood event, and during a flood event and who to contact for different types of flooding.



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# 1. Introduction

## 1.1. What is a Local Flood Risk Management Strategy (FRMS)?

The Flood and Water **Management** Act (FWMA) 2010 requires a Lead Local Flood Authority (LLFA), to develop, maintain, apply and monitor a strategy for local flood risk management in its area. Local flood risk is defined by the Flood and Water Management Act as flooding from surface water, groundwater and ordinary watercourses.

The LLFA is responsible for ensuring a strategy is put in place. Hillingdon, as a London Borough and unitary authority, is a Lead Local Flood Authority and thus responsible for publishing a Local Flood Risk Management Strategy (LFRMS).

The Local Flood Risk Management Strategy, once approved by Cabinet, will be a statutory document, which will impact on the activities of all flood risk management authorities active in the Borough. These bodies will all have a 'duty to act consistently with the local strategy' when undertaking their flood and coastal erosion risk management functions and have a 'duty to have regard for the strategy' when discharging other duties that may affect flood and coastal risk (for example spatial planning and development).

This document will explain the need for a Local Flood Risk Management Strategy for Hillingdon, the evidence available to inform it, and the responsibilities each of the different parties has in managing flood risk. It will complement and support the national strategy.

It aims to be a coordinated plan which balances the needs of the communities, the economy and the environment, to support the aim of reducing flood risk, to the best of its abilities. The strategy will identify objectives, based on the available evidence, and set out ways to achieve them, within the limited resources available.

The strategy is supported by other documents all of which form the Flood Risk Portfolio of documentation for Hillingdon. These provide the flooding evidence and further information as to how Hillingdon is complying with other specific duties of the ['FWMA'](#).

## 1.2. What is local flood risk?

Local flooding is defined as flooding from surface water, groundwater and ordinary watercourses.

Flooding is a natural phenomenon, the adverse effects of which can be made worse by poor management of the landscape and environment and failure to address known risks.

These local sources of flooding are caused by storms which are hard to forecast, blockages or poor maintenance. There are also complex interactions between these sources and other sources such as sewer and river flooding. The consequential flooding is therefore unpredictable in location and severity.

There are a number of actions that can be taken to reduce the likelihood of local floods, including green infrastructure, Sustainable Drainage (SuDs) such as permeable surfacing, management of existing flood risk assets such as gullies, and adapting buildings.

Local flood risk management must promote adaptation and preparation in advance of an event rather than mobilisation during flood events, with the toleration of a residual level of risk, accepting that some disruption may be caused temporarily.

Flooding from these sources is generally more localised than flooding from rivers, but cooperation and integrated planning is required from all the risk management authorities involved in order to understand where the risks are and how to manage them effectively.

### 1.3. Why is a Local Flood Risk Management Strategy needed?

The last decade has witnessed some devastating floods across the country. The floods in summer 2007 were particularly severe, affecting a large number of communities. As a result the Government commissioned Sir Michael Pitt to review the flood risk in this country. Published in June 2008, the [Pitt Review](#)<sup>1</sup> identified six themes for improving the situation for those at risk of flooding:

- Knowing when and where it will flood,
- Improved planning and reducing the risk of flooding and its impact;
- Being rescued and cared for in an emergency;
- Maintaining power and water supplies and protecting essential services;
- Better advice and helping people to protect their families and homes; and
- Staying healthy and speeding up recovery.

The 92 recommendations made to Government, local authorities, Local Resilience Forums, providers of essential services, insurers and others, including the general public, were transposed into a new piece of legislation, namely the Flood and Water Management Act (FWMA) 2010.

The FWMA 2010, amongst many other duties, requires every LLFA to create a Flood Risk Management Strategy.

### 1.4. What should a Local Flood Risk Management Strategy contain?

This strategy has been prepared using the information which is currently available. This is liable to change with any new flood event, which may change at any time.

The Local Flood Risk Management Strategy must be consistent with the [National Flood Risk Management Strategy](#)<sup>2</sup> produced by the Environment Agency. The following six Guiding Principles have been included in the formation of this document:

- Community focus and partnership working
- A catchment and coastal cell based approach
- Sustainability
- Proportionate and risk based approaches
- Multiple benefits
- Beneficiaries should be allowed and encourage to invest in local flood risk management

Section 9 of the Flood and Water Management Act sets out the statutory requirements for Local Flood Risk Management Strategies. Table 1 sets out the requirements of the Local Flood Risk Management Strategy and details what the Strategy must specify in summary.

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<sup>1</sup> [http://webarchive.nationalarchives.gov.uk/20100807034701/http://archive.cabinetoffice.gov.uk/pittreview/thepittreview/final\\_report.html](http://webarchive.nationalarchives.gov.uk/20100807034701/http://archive.cabinetoffice.gov.uk/pittreview/thepittreview/final_report.html)

<sup>2</sup> <https://www.gov.uk/government/publications/national-flood-and-coastal-erosion-risk-management-strategy-for-england>

<b>FWMA requirements</b>	<b>Section within LFRMS</b>	<b>Page</b>
The Flood Risk Management Authorities in the London Borough of Hillingdon	<a href="#">Roles, responsibility and functions</a>	21
The flood risk functions that may be exercised by those authorities	<a href="#">Roles, responsibility and functions</a>	21
The objectives for managing local flood risk	Appendix 3	
The measures proposed to achieve the objectives	Appendix 3	
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How and when the strategy is to be reviewed	<a href="#">Monitoring and review</a>	35
How the strategy contributes to the wider environmental objectives	<a href="#">Sustainability</a>	34

**Table 1: Requirements of the Local Flood Risk Management Strategy**

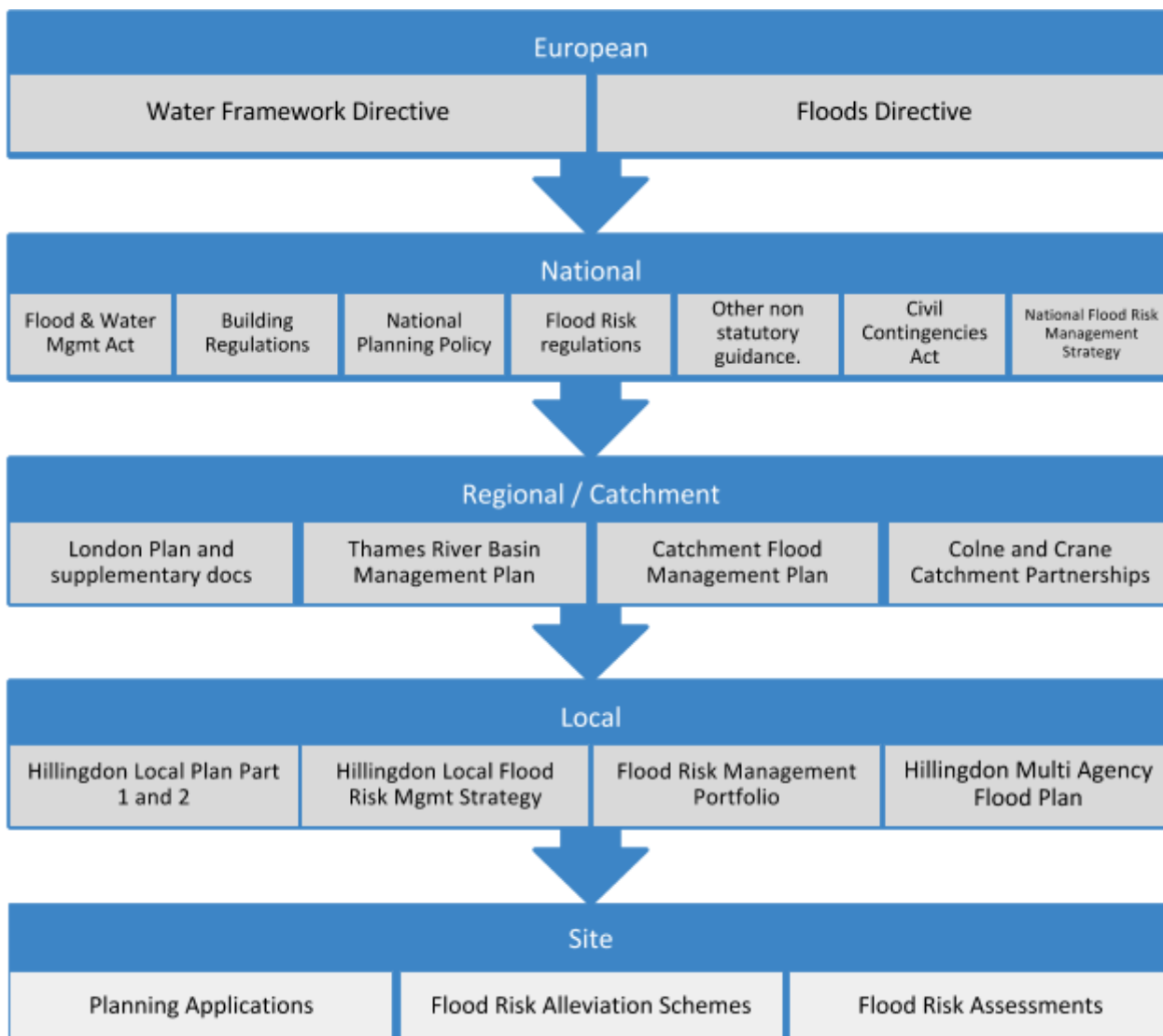
The Council has sought community involvement in the development of the document by consulting residents who have experienced flooding within the Borough in the three years prior to October 2015. The consultation asked property owners about their knowledge of flood risk and understanding of the current documentation, so as to determine if the priorities already established in the Surface Water Management Plan (SWMP) in the Flood Risk Portfolio are aligned with those of the public. This feedback has been taken into account within the document.

This document will be a living document, to be updated as roles and responsibilities change and as the various provisions of the Flood and Water Management Act are commenced.

This document is issued for public consultation as required by the 'FWMA'. The 'LFRMS' is available on the Council's website. It has also been sent to key partners of the Council. All feedback will be collected and will be used in reviews of the LFRMS.

## 2. Policy and legislative context

The management of flood risk in the London Borough of Hillingdon is informed by the requirements and evidence within a growing number of relevant European, national legislation, policies and non-statutory plans, relating to flood risk management. The most significant of which are outlined in Figure 1: “Flood Risk Management Overview” and detailed in Appendix 1.



**Figure 1: Flood Risk Management Overview**

Locally specific policies and requirements which must be applied to developments are listed below:

## 2.1. Regional

The [London Plan](#)<sup>3</sup> produced by the Mayor of London contains various policies, supporting documentation and plans relating to flood risk as follows:

***Policy 5.11 Green Roofs and development site environs.***

*This policy promotes the use of green roofs and walls where feasible, to deliver objectives including sustainable urban drainage amongst other wider environmental and sustainability benefits*

***Policy 5.12 Flood Risk Management.***

*This policy states that the Mayor will work with all relevant agencies, including the Environment Agency, to address current and future flood issues and minimise risks in a sustainable and cost effective way.*

Development proposals must comply with the flood risk assessment and management requirements set out in National Planning Practice Framework (NPPF) over the lifetime of the development and have regard to measures proposed in Thames Estuary 2100 and Catchment Flood Management Plans.

***Policy 5.13 Sustainable Drainage.***

*Development should utilise urban drainage systems (SUDS), unless there are practical reasons for not doing so, and should aim to achieve Greenfield run-off rates and ensure that surface water run-off is managed as close to its source as possible, in line with the following drainage hierarchy:*

- *Store rainwater for later use*
- *Use infiltration techniques, such as porous surfaces in non clay areas*
- *Attenuate rainwater in ponds or pen water features for gradual release.*
- *Attenuate rainwater by storing in tanks or sealed water features for gradual release*
- *Discharge rainwater direct to a watercourse*
- *Discharge rainwater to a surface water sewer/drain and*
- *Discharge rainwater to the combined sewer*

*Drainage should be designed and implemented in ways that deliver other policy objectives of the Plan, including water use efficiency and quality, biodiversity, amenity and recreation.*

Further requirements ensure that redevelopment in London aims to reduce surface water run-off to greenfield run-off rates. [Sustainable Design and Construction](#)<sup>4</sup> Supplementary

<sup>3</sup> <https://www.london.gov.uk/priorities/planning/london-plan>

<sup>4</sup> <https://www.london.gov.uk/priorities/planning/consultations/draft-sustainable-design-and-construction>



Planning Guidance sets out a minimum target of a 50% reduction. [The London Sustainable Drainage Action Plan](#)<sup>5</sup> also identifies further actions.

The [Regional Flood Risk Appraisal](#)<sup>6</sup> includes an overview of the different types of flood risk in London and provides a spatial analysis of tidal, fluvial and surface water flood risk against major development locations, key infrastructure assets and services.

The [All London Green Grid](#)<sup>7</sup> SPG 2012 is also key in identifying opportunities within the Borough for the provision of Green infrastructure. This Borough falls in Green Grid Area 10, 'River Colne and Crane'. There are a number of mutual benefits to managing flooding through developing strategic green infrastructure and providing space for water and waterside habitat naturalisation as well as meeting other targets for access to open space. The areas where green grid infrastructure opportunities exist and flood risk reduction should be improved should be identified to help deliver mutual benefits and apply for wider funding streams.

Securing London's Water Future, the [Mayor's Water Strategy](#)<sup>8</sup> also supports the need to address the water cycle by identifying source techniques which help reduce water use and increase resilience in time of drought, as well as contributing to reducing flood risk and promoting green roofs.

[Thames River Basin Management Plan 2015](#)<sup>9</sup>(RBMP), covers the whole of the River Thames catchment. It explains the current ecological health of the water environment in this river basin district, and what needs to be done to improve them. Annex B highlights key actions for waterbodies in Hillingdon, such as improving floodplain connectivity. All of this, even if on a small scale, can cumulatively contribute to the management of flood risk. As it is produced in 6 yearly cycles, this has just replaced the 2009 version.

[Thames Catchment Flood Management Plan 2009](#)<sup>10</sup> (CFMP), Again covers the whole of the Thames Catchment. CFMP's give an overview of the flood risk across each river catchment. It recommends ways of managing those risks now and over the next 50-100 years. This is soon to be replaced, with a draft now available 2015.

*The River Pinn catchment falls in **Policy Option 6***

*Areas of low to moderate flood risk where all will take action with others to store water or manage run-off in locations that provide overall flood risk reduction or environmental benefits*

*The Colne, Crane and Yeading Brooks fall in **Policy Option 4***

*Areas of low, moderate or high flood risk where flood risk is already managed effectively. Action needs to be taken to keep pace with climate change, through adaptation of the urban environment.*

<sup>5</sup> <https://www.london.gov.uk/what-we-do/environment/climate-change-weather-and-water/sustainable-drainage-action-plan>

<sup>6</sup> <https://www.london.gov.uk/priorities/planning/publications/draft-further-alterations-to-the-london-plan-january-2014>

<sup>7</sup> <https://www.london.gov.uk/priorities/environment/greening-london/improving-londons-parks-green-spaces/all-london-green-grid>

<sup>8</sup> <https://www.london.gov.uk/priorities/environment/publications/securing-london-s-water-future-the-mayor-s-water-strategy>

<sup>9</sup> <https://www.gov.uk/government/publications/thames-river-basin-management-plan>

<sup>10</sup> <http://www.environment-agency.gov.uk/research/planning/127387.aspx>

[Thames Flood Risk Management Plan](#)<sup>11</sup>(FRMP) covers the whole of the River Thames catchment. Under the Flood Risk Regulations 2009 (the Regulations) some Lead Local Flood Authorities (LLFAs), Natural Resources Wales and the Environment Agency are required to produce [Flood Risk Management Plans](#)<sup>12</sup> by December 2015 in England and Wales. The London Borough of Hillingdon were required to undertake a FRMP as it lies in the London Flood Risk Area.

Rather than prepare separate FRMP, Hillingdon has provided information to the Environment Agency so that it forms part of the Thames FRMP.

*“consolidated FRMPs in partnership with others so that they cover flooding from main rivers, the sea and reservoirs, as well as from surface water flooding .....all in one place”.*

This work was undertaken and consulted upon at the same time as consultation for the draft river basin management plans in order to achieve opportunities for synergies across the wider catchment for concerted action such as with land management measures.

All development in this area should also have regard to the Crane Valley Partnership's catchment plan [Objective 4 – Reduced Risk of Flooding in Built-Up Areas](#), “We need increased innovative solutions to improve the catchment’s capacity to store and slowly release stormwater”.

## 2.2. Local

### 2.2.1 London Borough of Hillingdon’s Local Policy

The London Borough of Hillingdon's, [Local Plan Part 1](#)<sup>13</sup> Strategic Policies (previously known as the Core Strategy), adopted Nov 2012, forms the first part of the Local Development Framework (LDF) for Hillingdon. It sets out the long-term vision and objectives for the Borough, what is going to happen, where, and how it will be achieved. The Local Plan Part 1 includes broad policies for steering and shaping development.

It includes policies such as EM6 Flood Risk and the EM3 Blue Ribbon Network. Guidelines for decisions about planning applications will be included in Supplementary Planning Documents.

The Local Plan refers to strategies which the London Borough of Hillingdon are drawing up to enable it to deliver the vision set, in regard to the management of flood risk. This includes a Green Spaces Strategy, Tree Management Strategy and Biodiversity Action Plan.

The [Local Plan Part 2](#)<sup>14</sup> comprises a Development Management Policies, Site Allocations and Designations and Policies Map. It delivers the detail of the strategic policies set out in the Local Plan Part 1: Strategic Policies (2012). There is further information on both policies EM6 and EM3 relevant to managing flood risk and the water environment. and introduces other including one on new basements to minimise groundwater flood risk issues.

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<sup>11</sup> [https://consult.environment-agency.gov.uk/portal/ho/flood/draft\\_frmf/consult?dm\\_i=1QGB.3R34C.KI58VF.DICTE.1](https://consult.environment-agency.gov.uk/portal/ho/flood/draft_frmf/consult?dm_i=1QGB.3R34C.KI58VF.DICTE.1)

<sup>12</sup> <https://www.gov.uk/guidance/flood-risk-management-plans-what-they-are-and-whos-responsible-for-them>

<sup>13</sup> <http://www.hillingdon.gov.uk/article/11414/Local-Plan>

<sup>14</sup> <http://www.hillingdon.gov.uk/lpp2>

Together they will form a comprehensive development strategy for the Borough up to 2026.

### 2.2.2 Flood Risk Management Documents

The London Borough of Hillingdon has created a [Flood Risk Management Portfolio](#)<sup>15</sup> of flooding documents, which will provide greater information on flood risk in the Borough, to meet the Council's responsibilities as a Lead Local Flood Authority. This is comprised of the following:

- The **Strategic Flood Risk Assessment (SFRA)** 2008, and updated in 2015, collated all known evidence of flood risk and forms part of the evidence base for the vision and objectives of the Local Plan.

It provides an understanding of all flood risks at that point in time. There may be additional information on flood risk collected subsequently.

- The **Preliminary Flood Risk Assessment (PFRA)** 2011 for Hillingdon aimed at providing a high level overview of flood risk from all sources within the Borough, including consideration of surface water, groundwater, ordinary watercourses and canals.

This does not provide detailed site specific information to inform residents of specific risks. PFRA were a requirement of the Flood Risk Regulations, where areas of significant risk are identified. Hillingdon falls within the Greater London Flood Risk Area. The PFRA for Hillingdon was therefore produced as part of a co-ordinated programme of work across Greater London, facilitated by the Drain London Forum and the GLA.

The PFRA includes a: summary of information on significant historic floods; summary of information on future flood risks based primarily on the Environment Agency's national datasets; as well as a spreadsheet containing information for reporting to the European Commission.

The work will continue on a 6 year cycle and the first review of the PFRA is due by 22<sup>nd</sup> December 2017.

- A **Surface Water Management Plan (SWMP)** for Hillingdon has also been completed. This was divided into 2 sections. Part 1, the Evidence Base 2013, and Part 2 the Options and Actions Plan 2014.

These documents outline the evidence and the surface water management strategy for Hillingdon. They include consideration of flooding from sewers, drains, groundwater and run-off from land, small watercourses and ditches that could occur as a result of heavy rainfall.

Both have been published and are available on the Council's website. They identify a number of 'Critical Drainage Areas' (CDA) within Hillingdon which require further investigation.

- **Flood Risk Investigation Reports** for Hillingdon. The Flood and Water Management Act 2010 requires the LLFA to investigate significant flood events. These provide a useful summary of key events that may have happened in between the production and updates of the PFRA, SFRA, SWMP etc.

Recommendations from these will be used to inform future revisions of other plans.

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<sup>15</sup> <http://www.hillingdon.gov.uk/24117>

- **Hillingdon Multi Agency Flood Plan** . The Civil Contingencies Act (2004) requires Category One Responders to have plans in place to respond to all emergencies. This was produced by Hillingdon in 2014 utilising the best available information at the time. As flooding poses a significant risk and is well recognised within many Community Risk Registers, Local Resilience Forums are encouraged to develop a specific flood plan to both complement other plans and to provide more detail to generic Major Incident Plans or Strategic Emergency Response Plans. (Not publically available).
- **Other Local Flood Risk Management Strategies.** The London Borough of Hillingdon lies on the western most boundary of Greater London. A number of watercourses flow from outside London into Hillingdon, and onto other RMA and so all those 'Risk Management Authorities' (RMA) strategies are of interest to the London Borough of Hillingdon.

Within two tier authorities, the LLFA responsibilities sit in County Councils. The adjacent districts of South Bucks and Chiltern lie within Buckinghamshire County Council and Three Rivers District lies within Hertfordshire County Council, both of which have produced their Local Flood Risk Management Strategies. Slough (A Unitary authority and therefore LLFA) and Spelthorne (District authority within Surrey County Council which is the LLFA), are located on the Colne River.

The Hillingdon Strategy will therefore be of relevance to them. Table 2 on the next page provides links to all the relevant strategies.

LLFA	Strategy
London Borough of Harrow	<a href="http://www.harrow.gov.uk/info/100006/environment/1690/local_flood_risk_management_strategy">http://www.harrow.gov.uk/info/100006/environment/1690/local_flood_risk_management_strategy</a>
London Borough of Ealing	<a href="https://www.ealing.gov.uk/downloads/download/3484/local_flood_risk_management_strategy">https://www.ealing.gov.uk/downloads/download/3484/local_flood_risk_management_strategy</a>
London Borough of Hounslow	<a href="http://www.hounslow.gov.uk/index/council_and_democracy/consultations/consultations_archive/flood_risk_management_consultation.htm">http://www.hounslow.gov.uk/index/council_and_democracy/consultations/consultations_archive/flood_risk_management_consultation.htm</a>
Hertfordshire County Council	<a href="http://www.hertsdirect.org/services/envplan/water/floods/floodrisk/lfrmsherits/">http://www.hertsdirect.org/services/envplan/water/floods/floodrisk/lfrmsherits/</a>
Buckinghamshire County Council	<a href="http://www.buckscc.gov.uk/environment/flooding/strategic-flood-management/flood-management-strategy/">http://www.buckscc.gov.uk/environment/flooding/strategic-flood-management/flood-management-strategy/</a>
Slough	<a href="http://www.slough.gov.uk/council/strategies-plans-and-policies/flooding-and-flood-risk.aspx">http://www.slough.gov.uk/council/strategies-plans-and-policies/flooding-and-flood-risk.aspx</a>
Surrey County Council	<a href="http://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/flooding-advice/more-about-flooding/surrey-local-flood-risk-management-strategy">http://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/flooding-advice/more-about-flooding/surrey-local-flood-risk-management-strategy</a>

**Table 2 Adjacent Lead Local Flood Authorities**

Figure 2 Map of Adjoining Risk Management Authorities and watercourses', illustrates the Risk Management Authorities, adjacent to Hillingdon.

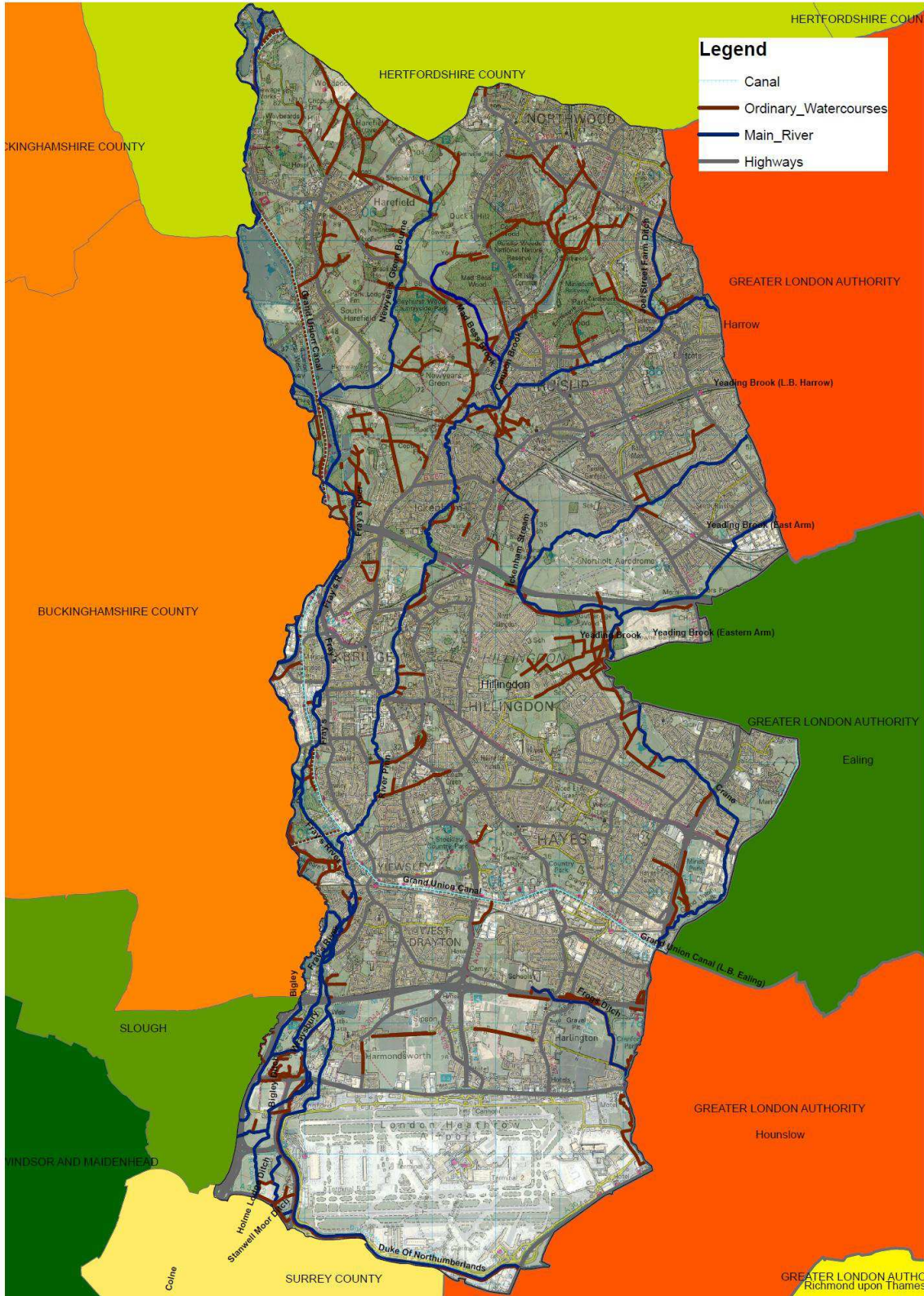


Figure 2: Map of Adjoining Lead Local Flood Authorities and watercourses

## 3. Hillingdon

### 3.1. Available Evidence / Assessments of Flood Risk

The Council has collected evidence and made assessments on flood risk which inform this strategy. The documents where this information can be found are all available on the Council's website within the Flood Risk Management Portfolio and are detailed in this document in Section 2.2. Local plans and policies page.

In addition there are documents written by other Risk Management Authorities and partners that include relevant evidence. Thus a catchment based approach can be taken in the formulation of any strategy.

### 3.2. Characteristics of the area

#### 3.2.1 Profile

Hillingdon is London's second largest borough by area, covering 42 sq. mile, (109 sq. kilometres), with a population of 274,000 from the 2011 Census. The borough has a distinctive character with its combination of suburban streets and shopping centres, industrial land, major office developments and large areas of open land, historic woodland and inland waterways including 4,960 hectares of Green Belt. It also contains Heathrow Airport which covers the majority of the South of the Borough.

#### 3.2.2 Geology

The dominant solid geology within Hillingdon is the London Clay Formation. To the north of the Borough, within the vicinity of Ruislip and Northwood, outcrops of the Lambeth group occur within river valleys. Along the western boundary of the district some areas of chalk are located within the vicinity of the River Colne. To the south there are drift deposits overlying the solid geology, consisting of pockets of Langley Silt (sandy clay and silt 'brick earth').

#### 3.2.3 Watercourses

There are two key river catchment areas in which London Borough of Hillingdon falls, the River Colne (contains the River Pinn) and River Crane (also known as the Yeading Brook). Both rivers start in other authorities to the north of Hillingdon before flowing in a generally southerly direction through and out of the borough.

In addition, the Grand Union Canal flows through the Borough, as do a network of smaller rivers called 'ordinary watercourses' which interact with the main rivers. This is important to recognise in the management of flood risk.

Watercourses are shown in Figure 2 on the previous page: 'Map of Watercourses'. They are also shown in more detail on [Rivers, Ditches and Canals](#)<sup>16</sup> page on the Hillingdon Website.

#### 3.2.4 Environment Assets

Further baseline data on environmental assets that are within Hillingdon and maybe impacted that any future flood risk schemes should have regard to and aim to support the enhancement of is found in the Strategic Environment Assessment Screening document sections 4.9 Material Assets, 4.10 Cultural Assets and 4.11 Landscape.

<sup>16</sup> <http://www.hillingdon.gov.uk/article/28579/Rivers-ditches-and-canals>

### 3.3. Flooding Characteristics

Although this strategy is focused on the management of local flood risk sources such as surface water, groundwater and ordinary watercourses, it is important to understand the other sources of flooding as they are often interlinked and so a description of these are included as well.

#### 3.3.1 Local Flood Risks

##### 3.3.1.1 Surface Water flooding

Surface water occurs when heavy rainfall exceeds the capacity of the ground and local drainage network to absorb it. It can lead to water flowing over the ground and ponding in low lying areas, and is typically caused by short intense rainfall.

It is estimated from the SWMP that approximately 38,300 properties are potentially at risk from surface water flooding, making this the key risk affecting residents in Hillingdon.

These areas likely to be at risk of surface water flooding are identified on the Environment Agency website in their [Flood maps](#).<sup>17</sup> This information supersedes the information established in the Hillingdon Surface Water Management Plan as the extents of flooding.

The SWMP identifies a number of Critical Drainage Areas that should be focused on in developing a strategy to manage flood risk. However prioritisation for action is also based on actual flooding history. Victoria Retail Park identified as a Critical Drainage Area suffered from flooding in August 2015.

Often surface water issues are combined with multiple other sources of flooding which are prevalent in Hillingdon, particularly sewer flooding as when sewers are full it prevents surface water from flowing away and presents as roads flooding.

Climate change and growth pressure could both result in greater frequency and severity of flooding, and so every opportunity through redevelopment should be taken to reduce surface water run off to greenfield run off rates.

Private individuals awareness of responsibilities will be key to managing those risks as Council records show there are increasing reports of private service roads or alley access roads flooding as there are no formal drainage systems or they are not being maintained as ownership is unclear or there are multiple shared owners.

Surface water can also pollute a river, as water flows along roads and into sewers it can pick up large levels of contaminants and take them into our rivers. This is called diffuse pollution and a major issue in the catchments in Hillingdon. More information can be found on the [Water Pollution](#) page on the Council website.

Large privately owned sites and their management of surface water networks also contribute to the flood risks across Hillingdon. For example Heathrow Airport forms a manmade catchment occupying approximately 10% of the borough. Surface water from this area is managed through a private network within the Airport and controlled mainly through a series of balancing ponds outside the Borough, in London Borough of Hounslow. This network has been overwhelmed in the past resulting in flooding into the nearby rivers.

##### 3.3.1.2 Ordinary Watercourses flooding

These smaller watercourses which are not designated as main rivers, are also shown on **Figure 2: Map of Adjoining Lead Local Flood Authorities and watercourses**. As an outer

<sup>17</sup> <http://maps.environment-agency.gov.uk/wiyby/wiybyController?ep=maptopics&lang=e>

London borough, with a more rural feel in parts, there are a large number of ordinary watercourses, with a combined length of approximately 125km.

Generally considered low risk systems, they can and do cause flooding on a local scale in Hillingdon. Often ordinary watercourse flooding is affected by water levels in main rivers. When river levels are high, this can in turn have an impact on sewers as outfalls cannot discharge, often causing flooding on roads.

Ordinary watercourses are so extensive that there is very little data about them. Flood risk is only mapped by the Environment Agency where it is part of a large enough catchment. The Environment Agency and Ordnance survey maps do not contain all ordinary watercourses.

Utilising local knowledge ordinary watercourses in Hillingdon have been mapped and can be seen on the Council's website on the [Rivers, Ditches and Canals](#)<sup>18</sup> page. This information represents the best available information, though site specific investigation should be undertaken to determine exact locations and extents.

Collecting information about their condition on a regular basis is very resource intensive.

Residents are encouraged to provide further information on the locations of ordinary watercourses, where they believe this is missing, to help ensure there is a full picture of flood risk for the Borough.

### 3.3.1.3 Groundwater flooding

Groundwater flooding occurs as a result of water rising up from the underlying aquifer, or from water flowing from springs. Flooding from these sources tends to occur after long periods of rainfall.

Groundwater is very complex. It is poorly understood and it is very difficult to assess the location and likelihood of groundwater flooding. The areas identified from some basic groundwater susceptibility mapping within the SWMP, generally fall along the gravel river corridors.

At a time when a number of areas in the Country such as Croydon were suffering from serious groundwater issues in 2014, there were a number of areas within Hillingdon which experienced limited groundwater flooding, particularly Kings College Playing Fields, Ruislip, where water ponded mainly in open spaces.

Due to the limited likely impact and areas affected as well as the complexities and uncertainties, it is not proposed that further expensive intrusive investigations or mapping is undertaken by the Council.

A better picture of groundwater flooding is being built through the continued recording of reports of groundwater flooding and any site investigations undertaken and the promotion of resistance and resilience measures.

### 3.3.2 Other flood risks

#### 3.3.2.1 Sewer flooding

This is where the sewer network exceeds its capacity, causing flooding above ground. This can be the result of a number of factors, including an excess volume of surface water entering the both the surface and foul sewers. Blockages within the network created by silt

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<sup>18</sup> <http://www.hillingdon.gov.uk/article/28579/Rivers-ditches-and-canals>



building up in the sewer, reducing its capacity, or often tree roots breaking through pipes. In addition the surface water sewers flow into rivers and if the river level is high this often prevents water on the road from draining away.

Public sewers are the responsibility of the local Water Utility Companies.

As sewers are underground, it is very difficult to tell whether flooding is a capacity issue or a local blockage unless further investigation is carried out by the Water Utility Company.

For residents, sewer flooding often manifests itself in water not flowing down the gullies in the road leading to the confusion about who is responsible.

'Missconnections' from a foul pipe into a surface water sewer can result in flooding and pollution incidents which can have potential health and environmental impacts.

Further information on who to contact and when, together with the contact details for the Water Utilities can be found on the Hillingdon Council Website on the page [Road Drainage and Gullies](#)<sup>19</sup>.

### 3.3.2.2 Main river flooding

There are over 6000 properties (6%) at risk of fluvial flooding within Hillingdon.

These areas are identified on the Environment Agency website in their [Flood maps for Planning \(Rivers and Sea\)](#)<sup>20</sup> and are used to assess the risk to future development.

The National Flood Risk Assessment (Nafra) produced by the Environment Agency is used for insurance purposes. This shows that 51% of these are in areas where the likelihood of flooding is low due to protection from defences. These areas are also identified on the Environment Agency in their [Flood maps for Rivers and the Sea](#)<sup>21</sup> Hillingdon fluvial flooding is characterised by:

- Extensive, heavily developed floodplain with residential and industrial development built right up to the edge of river channels;
- Some rivers, such as the Yeading Brook and River Pinn, have a rapid response to rainfall. In these areas, those within flood risk zones have less than 2 hours flood warning time. Some small communities have been identified as having no appropriate warnings;
- There are a number of flood risk alleviation schemes in Hillingdon, ranging from formal defences such as embankments to features such as the formation of additional channels for holding water. These are often owned by, and should be maintained by, private landowners. The Environment Agency has permissive powers to manage flood risk from 'main rivers', the sea and reservoirs. They can also use enforcement powers to require landowners to take action to minimise flood risk to others."
- The Lower Colne river system is a complex, heavily managed river system, comprising a network of interconnecting rivers and flood control structures;

<sup>19</sup> <http://www.hillingdon.gov.uk/article/26542/Road-drainage-and-gullies>

<sup>20</sup> [http://maps.environment-agency.gov.uk/wiyby/wiybyController?lang=\\_e&topic=floodmap&layer=default&ep=map&layerGroups=default&t&scale=2&x=357683&y=355134](http://maps.environment-agency.gov.uk/wiyby/wiybyController?lang=_e&topic=floodmap&layer=default&ep=map&layerGroups=default&t&scale=2&x=357683&y=355134)

<sup>21</sup> [http://watermaps.environment-agency.gov.uk/wiyby/wiyby.aspx?topic=floodmap&scale=2&ep=map&layerGroups=default&lang=\\_e&y=355134&x=357683#x=357683&y=355134&scale=2](http://watermaps.environment-agency.gov.uk/wiyby/wiyby.aspx?topic=floodmap&scale=2&ep=map&layerGroups=default&lang=_e&y=355134&x=357683#x=357683&y=355134&scale=2)

- The levels in the Grand Union Canal are managed through a series of overflows comprising control structures managed by the Canals and River Trust. Water flows from the Canal via ordinary watercourses to the River Colne. In a number of historic cases, water has flowed over the towpath and into the River;
- The River Pinn and River Crane, (in its upper reaches the Crane is referred to as the Yeading Brook, East and West Arms) are less engineered than the River Colne, though the channels have been straightened and managed in the past;
- Across the Borough, the in-channel flood control structures, such as weirs, are aging.
- Blockages are a key issue with a heavily built up flood plain and a network of roads crossing river corridors, resulting in localised issues developing quickly.
- There is an ever increasing problem of non native invasive species within the Borough, on the River Pinn, [Giant Hogweed](#)<sup>22</sup> has been found along large stretches, and so can conflict with the aims to improve access to areas without careful management, [Floating Pennywort](#)<sup>23</sup> on the River Frays and Grand Union Canal can also contribute to flooding issues where it fragments and can block debris screens. The Environment Agency has a yearly programme of clearance.

### 3.3.2.3 Reservoir flooding

There are a number of reservoirs within the London Borough of Hillingdon and externally which can affect Hillingdon. The areas that could be affected are identified on the Environment Agency Flood Maps for Risk of flooding from [Reservoirs](#)<sup>24</sup>.

## 3.4 Historic Flooding Events

Fluvial (main river) flooding has occurred in the London Borough of Hillingdon a number of times over the last few years. Key events have included August 1977 and May 1988 in the borough, more recently in the last 15 years, events were recorded in 2000, 2001, 2003, 2007, 2009, 2013 and 2014. These events were mainly located in discrete locations across the Borough. Following these events, a number of flood defences have been put in place to manage fluvial flood risk across the Borough.

Heavy rainfall in a short period of time has caused substantial disruption to residents and businesses in the Borough. In July 2014 the A40 was closed, triggering a Flood Investigation. Again in August 2015, heavy rain over two hours caused issues for residents in the Ruislip area. Further details of these events can be found on the Council's Website on the [Flood Risk Investigations](#)<sup>25</sup> page.

## 3.5. Future Flood Risk

Flood risk in the London Borough of Hillingdon will change as a result of the changing environment and all flood risk management measures will need to make allowance for future changes to ensure they deliver long term protection.

Climate change will be a potential cause of changes to flood risk. There are predictions of more intense storms, with the 1 in 30 year rainfall event likely to double in frequency, according to the 'Mayor's Water Strategy'.

<sup>22</sup> <https://www.rhs.org.uk/advice/profile?PID=458>

<sup>23</sup> <http://www.cabi.org/projects/project/33139>

<sup>24</sup> <http://watermaps.environment-agency.gov.uk/wiyby/wiyby.aspx?topic=reservoir#x=357683&y=355134&scale=2>

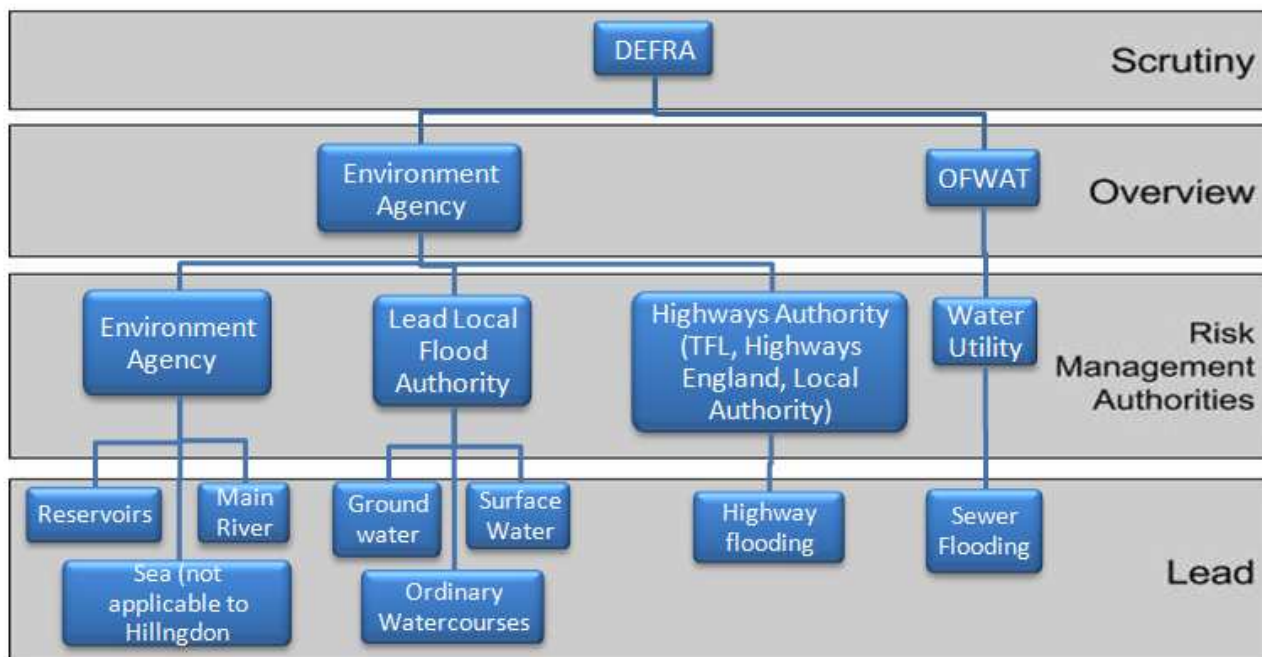
<sup>25</sup> <http://www.hillingdon.gov.uk/article/29022/Flood-risk-investigation>

Other changes which will take place include new developments and the increasing density of settlements, as well as other strategic infrastructure projects proposed in the area, which will influence the environment.

## 4. Roles, responsibility, functions and contact details

### 4.1. The London Borough of Hillingdon, as a Lead Local Flood Authority

The FWMA gives Unitary Authorities a new leadership role in local flood risk management. This LLFA role, and the responsibilities of the other Risk Management Authorities, are outlined in Figure 3 and further explained in Appendix 2.



**Figure 3: Risk Management Authorities**

Local flood risk is defined as a risk of flooding arising from surface run-off, groundwater, or an ordinary watercourse. Establishing effective partnerships with stakeholders will be key to managing flood risk.

There are additional responsibilities for LLFAs in the Flood Risk Regulations, which require Flood Risk Management plans for those areas at significant risk of flooding in 2015, which includes London and therefore Hillingdon.

Please report flooding to the Council via the report it function. It is important the Council are aware of all flooding events, however please be aware that not all issues of flooding may be the Councils responsibility to deal with. They may have to be investigated and referred to other bodies to deal with.

If you need to contact the Council please use the Customer Contact Centre during office hours **01895 556000**, or in an emergency out of hours **01895250111**.

All these responsibilities must be co-ordinated with the Council’s other responsibilities outlined below:

#### 4.1.1 Category 1 Responder (Emergency Planning).

As a Category 1 responder the Council is required to:

- assess the risk of emergencies occurring and use this to inform contingency planning

- put in place emergency plans
- put in place business continuity management arrangements
- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- share information with other local responders to enhance co-ordination
- co-operate with other local responders to enhance coordination and efficiency
- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).

Hillingdon as part of the Hillingdon Resilience Forum have written a Multi Agency flood plan and updated it on a number of occasions to inform and allow coordination between other local responders when dealing with flood risk.

#### 4.1.2 Local Highway Authority.

The Local Highway Authority is responsible for all public highways in Hillingdon, apart from those managed by Highways England or TFL. Highways Authorities are risk management authorities in their own right according to the Flood and Water Management Act and must adhere to all the responsibilities of risk management authorities.

Under the Highways Act, the Highway Authority has a duty to maintain the highway, i.e. ensuring that highway drainage systems are clear and that blockages are removed, where reasonably practicable.

The Highway Authority can deliver works that they consider necessary to protect the highway from flooding. These can be on the highway or on land which has been acquired by the highway authority

The London Borough of Hillingdon Highway Service in having regard for the requirements of the flood risk management strategy undertake annual maintenance of gullies within the Borough. This is not currently provided publically as the timing and location of gully cleansing varies year on year. In a large surface water event the Council Highways service does not have the ability to respond to all reports of flooding, and will prioritise reports based on the consequence, some may have to be investigated before responding or be directed to other authorities to respond.

#### 4.1.3 Local Planning Authority

A Local Planning Authority is responsible for the determination of planning applications. The planning functions affect flood risk management in four key ways:

- considering flooding concerns in developing local plans
- consulting the LLFA to ensure drainage has been considered appropriately in the application
- considering flood risk assessments submitted in support of applications on which the Environment Agency does not require to be consulted, ensuring that the requirements of their standing advice are applied.
- developing proactive strategies to mitigate and adapt to climate change which take full account of flood risk.

The Local Plan Part 1 Policies adopted already consider flooding issues within the Strategic Policies, further information is provided in the Local Plan Part 2 and consultation with other Risk Management Authorities was undertaken as part of the Site Allocations.

The Local Planning Authority in having regard for the requirements of the Flood and Water Management Act now consult the LLFA on all major planning applications.

As there are also a large number of minor developments these can cumulatively add to the burden on existing drainage infrastructure. Therefore in addition, the LLFA is consulted on minor development in 'Critical Drainage Areas' to ensure smaller applications in problem areas control surface water on site. This will significantly reduce flood risk from surface water where redevelopment takes place.

In recognition of the cumulative impact of small changes there has also been a change in the permitted development rights for front gardens, to ensure that front gardens remain permeable. The government have produced [Guidance on the permeable surfacing of front gardens](#) to explain the requirements. However it is not a well known requirement and requires promotion and enforcement to ensure that new driveways comply. The Hillingdon Planning Enforcement team have taken action over the non compliance of permeable front gardens.

#### 4.1.4 Landowner and Riparian owner

As a landowner and riparian owner the Council has rights and responsibilities similar to all other 'Riparian owners'.

#### 4.2. Other Flood Risk Management Authorities

Other bodies such as the Environment Agency, Water Companies and Highways Authorities have also been given new responsibilities to co-operate as risk management authorities. More information on these can be found in the [LGA Framework for Local Flood Risk Management 2<sup>nd</sup> Edition Nov 2011](#)<sup>26</sup>

##### 4.2.1 The Environment Agency

The Environment Agency take the lead for managing flood risk from main rivers, reservoirs and the sea, and also have a strategic overview role for all flood and coastal erosion risk management.

They also have a key role in providing flood warnings to the public, protecting and improving the environment and promoting sustainable development.

As the lead on Main Rivers, there is normal misconception that the Environment Agency has to combat is that, as they own the watercourses. Land owners are ultimately responsible, however the Environment Agency has the power to do work to them. The Environment Agency has a [river and coastal maintenance programme](#)<sup>27</sup> which is available online, where you can enter a postcode to find out the work that they do nearby.

Contact for Flood warning information and advice please call the national Floodline:

Tel: **0345 988 1188** or Tel: 0845 988 1188 (24 hrs).

To report incidents and issues of trees causing flooding in main rivers contact

Incident Hotline Telephone: 0800 80 70 60. Please be aware the EA will assess each report on an individual basis and may not action every report.

More information on this and other types of incidents the Environment Agency wish you to report to them are found on [Report an Environmental Incident](#)<sup>28</sup>

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<sup>26</sup> [http://www.local.gov.uk/c/document\\_library/get\\_file?uuid=ac7cd7c8-3388-4707-b4c2-10a7ab0f0940&groupId=10180](http://www.local.gov.uk/c/document_library/get_file?uuid=ac7cd7c8-3388-4707-b4c2-10a7ab0f0940&groupId=10180)

<sup>27</sup> <https://www.gov.uk/government/publications/river-and-coastal-maintenance-programme>

<sup>28</sup> <https://www.gov.uk/report-an-environmental-incident>

#### 4.2.2 Highways England

Highways England is responsible for the drainage assets on the M4 and M4 spur into Heathrow, together with a short section of the M40, as it enters Hillingdon and crosses the Colne valley before Swakeleys Roundabout.

Further information on their responsibilities can be found on

<http://www.highways.gov.uk/our-road-network/environment/environmental-topics/drainage-and-water/> or for urgent issues please call **0300 123 5000**.

#### 4.2.3 Water Utilities

**Thames Water**, is responsible for the provision of all foul and surface water sewerage, and some supply in Hillingdon. Further information on their future plans is provided in section [5.4.4. Water Company planning](#).

For information on their responsibilities and when to contact them please visit their website: <http://www.thameswater.co.uk/help-and-advice/16739.htm>

To report sewer issues, please call **0845 9200 800** or report it via the website:

<http://www.thameswater.co.uk/16266.htm>

Although **Affinity Water** is not a risk management authority as it only supplies water to the majority of the north-west of the Borough it is easier to include their details as well. There have also been flooding from burst water supply pipes which have caused substantial flooding issues in the Borough such as Ruislip Woods.

For information on Affinity Water responsibilities and advice please visit their website:

<https://www.affinitywater.co.uk/flooding-information.aspx> To report a leak please call

Affinity Water **0800 376 5325** or report it via their website:

<https://www.affinitywater.co.uk/report-a-leak.aspx>

A water company is a private company accountable to OFWAT.

#### 4.2.4 Transport for London (TfL)

TfL is the local government body responsible for most aspects of the transport system in Greater London. It is responsible for the London Underground and the Strategic Highway network such as the A40, A312, and its drainage assets, such as gullies and culverts, and are also responsible where rivers cross that land, ensuring that these assets do not cause flood risk. A number of key features identified are:

Overflow channel which starts adjacent to Yeading Infants School, Carlyon Road Hayes UB4 0NR and takes high flows from the Yeading Brook, reducing the risk to the A312, and returns the flows into the Yeading Brook in Minet Country Park.

The Joel Street Ditch flows into culvert underneath the London Underground line at the rear of Hazelwood Drive, Pinner Middlesex HA5 3TT

London Underground Contact Tel: **0343 222 1234\***

<http://www.tfl.gov.uk/contact/4417.aspx#page-link-london-overground>

### 4.3. Other Stakeholders

#### 4.3.1 Heathrow

A large part of the Borough is covered by Heathrow airport, the drainage assets and arrangements of which are private and managed by Heathrow Airport Limited (formerly BAA). HAL have undertaken a SFRA and are in the process of undertaking a SWMP to inform future flood risk management within their site.

#### 4.3.2 Ministry of Defence (MOD) - RAF Northolt

Another large part of the borough forms RAF Northolt, the drainage assets and arrangements of which are also the responsibility of the MOD.

#### 4.3.3 Other large Landowners

Such as Brunel University and Hospital all have a responsibility to manage their own private drainage networks and comply with current standards to control surface water through sustainable methods.

#### 4.3.4 Developers

Those developing within Hillingdon have a vital role in delivering sustainable drainage as promoted by the Flood and Water Management Act, as well as the wider planning proposals in relation to flood risk outlined in this strategy. It is crucial that future development takes proper account of all sources of flooding illustrated in the evidence base and delivers reductions in flood risks both on and off site.

#### 4.3.5 Public

A key partner in managing flood risk, in addition to these professional bodies, is the public themselves. They have a responsibility to be aware of their own responsibilities and contribute to reducing flood risk. These are outlined in Table 3:

<b>Actions</b>	<b>Council Webpage</b>	<b>Contents</b>
Be aware of flooding risks	<a href="#">Flooding</a>	Are you at risk of flooding?
	<a href="#">River Ditches and Canals</a>	What and where are the rivers ditches and canals.
Plan the action to take to protect from flooding in an emergency	<a href="#">Flooding</a>	Action you can take Evacuation
	<a href="#">Property drainage</a>	Property owner responsibilities Water Utility responsibilities
Be aware of the action to take to immediately after flooding	<a href="#">Flooding</a>	Recovery Insurance
Be aware who to contact for different types of flooding	<a href="#">Flooding</a>	Environment Agency contact
	<a href="#">Road Drainage and gullies</a>	What is a gully? Who is responsible Flooding on roads



After the event provide local information on flood events to the Council to help inform flood risk management decisions.	<a href="#">Flood Risk Management</a> Email: <a href="mailto:flooding@hillingdon.gov.uk">flooding@hillingdon.gov.uk</a>	Report flooding through the report it function, Council Contact Contact Centre, Council web pages and flooding survey or send information to or report through email address.
Take action to reduce flood risk: creating permeable driveways, checking for missconnections and reusing water. Awareness of wider environmental benefits these actions can have.	<a href="#">Sustainable Drainage requirements</a>	What are Suds? SuDs information required for major applications Water sensitive design Minor development Permeable front gardens
	<a href="#">Water Pollution and commercial drainage</a>  National Campaign <a href="#">Connect Right</a>	Surface water sewers Where does the pollution come from? Foul sewage What you can do to help
Fulfill responsibilities as 'Riparian' landowners.	<a href="#">River Ditches and Canals</a> These contain links to useful government information such as ' <a href="#">Living on the Edge</a> '. <a href="#">River Maintenance and Drainage charges</a> .	Your responsibilities as a riparian owner. Apply for flood defence consent where appropriate when undertaking works along watercourses
Provide feedback so that action and priorities for managing flood risk reflect the priorities of the local community.	<a href="#">Report it</a> Email: <a href="mailto:contactcentre1@hillingdon.gov.uk">contactcentre1@hillingdon.gov.uk</a>	Report others that do not comply with the above requirements to the Council through the website or email the Contact Centre
	<a href="#">Flood Risk Management</a>	Provide feedback to consultations on flood risk documents.

**Table 3: Flooding information on the Hillingdon website**

It is important in providing feedback on the priorities that residents recognise the finite nature of funding and the importance of prioritising resources to ensure funding is spent on the areas where it will provide most benefit.

#### 4.3.6 Canal and River Trust (CRT)

The CRT manages the Grand Union Canal, which flows through Hillingdon from north to south, and also connects with the Slough Arm. The Canal contributes to the complex nature of Hillingdon waterways and flood risks. In a number of cases it is perched above the surrounding area and the maintenance of its assets, such as embankments, is critical for managing flood risk in the Borough. Also important is how the CRT operates sluices to manage water levels which overflow from the Canal into the River Colne.

For non-critical events you can call weekdays between 8am and 6pm, Monday to Friday on **0303 040 4040** or email. In an emergency if lives or property are at risk or there is danger of serious environmental contamination please use 24 hour emergency contact number **0800 47 999 47**. This includes serious injury or a fatality, a fire or explosion on a boat, a dangerously damaged lock, bridge or tunnel, a boat trapped in a dangerous situation e.g. on a weir or in a lock, serious flooding or a breach which risks lives or property or serious pollution.

#### 4.3.7 Network Rail

Network Rail is responsible for managing Hillingdon's strategic railways. The Chiltern Line crosses Hillingdon, in some places high on an embankment and in others in a cutting, disrupting the normal drainage catchment areas. Thus can have a considerable implications for local flood risk, and an understanding of these assets will help determine how to solve these problems.

To report non-urgent issues with fencing, structures flooding or drainage or railway equipment (eg track alarms) please [their online form](#).

In an emergency: **08457 11 41 41**

#### 4.3.8 Neighbouring London Boroughs

In order to promote more effective cooperation across London Boroughs, the 'GLA' set up the 'Drain London'<sup>29</sup>, project. This then set up smaller working parties across London of groups of adjacent Boroughs to meet and share best practice and create an ongoing working partnership for managing local flood risk in the area. The London Borough of Hillingdon is part of 'Group 1'. Drain London Group 1 includes the London Boroughs of: Hounslow, Hillingdon and Ealing. Group 1 has now merged with Group 2, comprising Brent, Barnet and Harrow to form the **North West London Flood Risk Management Strategic Partnership**. This group is represented on the Thames Regional Flood and Coastal Committee (RFCC) by Councillor Dean Cohen from the London Borough of Barnet. Thames Water, the Environment Agency, and other key partners referred to above, are invited to these meetings to discuss the management of flood risk strategically. The strategic partnership works together to share resources to develop and provide this information.

#### 4.3.9 Other District and County Authorities

It is also important that there are good relationships with the neighbouring districts of South Bucks and Chiltern, which lie within [Buckinghamshire County Council](#), and Three Rivers district council which is within [Hertfordshire County Council](#). There is also a need for co-operation with [Slough](#) (A unitary authority and therefore LLFA) and [Spelthorne](#)

<sup>29</sup> The GLA developed the Drain London Project (Greater London Authority, 2007) that helps to predict and manage surface water flood risk in London. The project is a direct response to the Mayor's Regional Flood Risk Appraisal, which identified surface water flood risk as the most likely cause of flooding in London, rather than river, tidal or groundwater sources.

(district authority within Surrey County Council which is the LLFA). There is no formal mechanism for these relationships on a flood risk management basis, however there has been consultation by all parties on their Local Flood Risk Management Strategies. This should be formalised and clear contacts shared for future engagement.

#### 4.3.10 Other local stakeholders

Local stakeholders include the key environmental groups such as the [Colne Valley Partnership](#)<sup>30</sup>, the Colne Valley Park are instrumental within this group as well as the Colne Catchment Action Network. This is led by a steering group. The vision is that the Colne Catchment is a place where people are working together to protect and improve the water environment for everyone.

[Crane Valley Partnership](#)<sup>31</sup> is a collaboration between charities, community groups, borough councils, private businesses & government agencies in the five boroughs that border the River Crane (London Boroughs of Harrow, Hillingdon, Ealing, Hounslow and Richmond-upon-Thames). The Partnership aims to restore one of London's most natural rivers, conserve its surrounding habitats and improve public access so that its nearby communities can enjoy contact with the natural world.

The Hillingdon Canals Partnership is made up of a number of local groups which use the Canal. This includes representatives from Canal and River Trust, [Thames 21](#) are also involved in a number of projects in the London Borough of Hillingdon.

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<sup>30</sup> <http://www.colnecan.org.uk/>

<sup>31</sup> <http://cranevalley.org.uk/>

## 5. Managing local flood risk

### 5.1. Community Involvement

The majority of significant flooding incidents reported to the Council have been collated over the last three years. This information, and a review of the issues reported, has been important in the development of the SWMP and its Action Plan. It provided a number of additional sites to focus on that are important within the community in addition to significant areas identified by modelling and mapping work.

To engage the community further in the development of this strategy, a survey was developed to canvas the opinions of those who had been affected by flooding in the last three years. Residents were asked about their understanding as to which areas were at risk of flooding and their views on the Council's priorities.

Over 100 responses were given to the survey, and a summary of these can be found in Appendix 4. This survey will remain online on the [flood risk management](#)<sup>32</sup> page, in order to encourage further feedback from stakeholders on the value of the Council's flood risk information and how it could be best presented.

The consultation has shown that residents find it hard to discover the relevant information. The Flood Risk Portfolio of documents is comprised of information the Council is legally required to put together. It is complex for the community to understand and difficult for them to know how to use it to obtain the most relevant information for their area.

Providing local information on interactive maps could help this understanding. Thus, when a review of the current flood risk documentation is undertaken, maps of local flood risk, and details of flood risk assets and new projects should be provided on a community basis. This will also help all 'RMA' responding to flood events, in managing a flood event, and help residents inform where issues and events can occur.

Residents want flood risk defined at a community level. and say that there is too little information generally about the role and responsibility of bodies other than the Council in managing flood risk.

There are a number of commitments in the national strategy. It is clear from feedback from residents that they feel that the level of information provided on the maintenance regimes of some 'Risk Management Authorities' is insufficient.

### 5.2. Objectives developed for the local flood risk strategy

The requirements of the Flood and Water Management Act have secured significant improvements in the way that flood risk has been managed.

The Council has been implementing the utilisation of 'SuDs' in new planning developments and has been securing flood risk mitigation across all major development. This will help provide some resilience to future climate change.

The objectives outlined in Appendix 3, have been developed in line with the National Flood and Coastal Erosion Risk Management Strategy and will further address the needs of local flood risk in Hillingdon.

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<sup>32</sup> <http://www.hillingdon.gov.uk/article/24117/Flood-risk-management>

### **5.3. Issues to overcome**

#### **5.3.1 National v Local prioritisation**

There is an increasing emphasis on local prioritisation. However there are national organisations which drive much of the flood risk management delivery and their priorities may not align with the priorities of groups working on a catchment basis or those working on an even more local level.

It is clear that Hillingdon will have to work hard to promote its issues and secure funding for flood risk schemes, compared with other locations such as major town centres.

There appears to be a conflict in the responsibilities that the Environment Agency have with their strategic overview function of overseeing all flood risk management, whilst still having responsibility for leading on managing risk for main rivers.

This is particularly true where maintenance is currently prioritised with a focus on fluvial flood risk, while the emerging risks for many areas show much more complex interactions between different sources and a need for the Environment Agency to recognise this and engage with the local community to determine priorities. This has started with a recent engagement programme proposed by the Environment Agency.

A separate and independent organisation would help continue progress and coordination with flood risk bodies.

#### **5.3.2 Information Sharing**

The FWMA has promoted the sharing of information across Risk Management Authorities and given powers to ensure this occurs.

However in practice from feedback by residents other Risk Management Authorities have are not as transparent with the information they hold, to help the community understand flood risk.

When the Council has undertaken investigations into significant flood events, little support or help in determining the source of complex issues has been provided by other RMA. Further, cooperation by other 'RMA', such as Thames Water and TFL, and the more transparent sharing of information on their flood risk assets and actions proposed, or not proposed, would help community understanding of issues.

#### **5.3.3 Separate bodies, legislation and funding streams**

It must be acknowledged that each Risk Management Authority is separately funded and works within different legislative requirements. This militates against co-ordination.

In heavy rain storms there is still no single body which manages all flood risk. Local flood risk is particularly complex and, for residents, it can be difficult to know to whom they should report issues. Reports often have to be investigated before it can be determined who is responsible, and this can take time.

#### **5.3.4 Reducing risk not preventing flooding**

It is not technically or feasibly possible to prevent all flooding. Also there may be some solutions which, although achievable, may be too expensive.

The expectations of residents should be managed so that it is clear that not all reports of flooding from local sources will receive an immediate response from Risk Management Authorities. In a heavy rainstorm, there are too many reports of issues across a wide area

for quick responses to be given. The most effective management of risk is for residents to take action themselves.

The Government has set some standards of design to which Risk Management Authorities have to adhere, such as the non statutory standards for sustainable drainage<sup>33</sup>. However, there will always be events that will be greater than these standards were designed to protect, and the management of flows where these standards are exceeded will be very important in managing the impacts of climate change.

#### 5.3.5 Management of large privately owned or historic sites

The London Borough of Hillingdon has a number of large privately owned large sites, where development takes place on a piecemeal basis, and thus does not deliver any long term reduction in flood risk. In these cases, a holistic approach to the management of flood risk should be undertaken, by looking at a water cycle approach for the whole site to inform future development. There is specific useful guidance on on how to take actions to protect properties, including conservation of historic fabric from Historic England 'Flooding and Historic Buildings'<sup>34</sup>.

#### 5.3.6 Costs of flooding

It is difficult to quantify the full costs of flood management. These can include the whole life costs of maintaining flood defences.

However the costs of flooding can include both direct and indirect impacts, such as the closure of infrastructure, and the required responses by emergency services dealing with flooding incidents.

### 5.4. Funding approach

#### 5.4.1 DEFRA Grant

The Council is funded for flood risk management through a grant system from DEFRA for Lead Local Flood Authorities detailed in Table 4.

DEFRA grant	Allocated			Proposed	
	2013/14	2014/15	2015/16	2016/17	2017/18
Settlement Funding Assessment	£127,000	£125,000	£124,000	£126,574	£128,938
SuDs Added Burden				£14,069	£13,611

**Table 4 DEFRA funding grants**

The Settlement Funding Assessment has reduced over time and further funding cuts were expected until recent flooding events of Winter 2015/2016 occurred.

<sup>33</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/415773/sustainable-drainage-technical-standards.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415773/sustainable-drainage-technical-standards.pdf)

<sup>34</sup> <https://historicengland.org.uk/images-books/publications/flooding-and-historic-buildings-2ednrev/>

The funding the Council receives is currently spent on officer resource, in order to equip the Council for meeting its legislative requirements, and developing flood risk reduction projects for potential external funding.

A risk based approach will have to be taken to target resources on areas where they will have the greatest effect.

#### 5.4.2 Flood defence grant in aid

Flood defences and coastal erosion risk management schemes are funded from a government grant called Flood Defence Grant in Aid (grant in aid) which is administered by the Environment Agency on behalf of Defra.

The funding approach determines what proportion of the cost of a scheme can be funded by grant in aid. Some schemes will be fully funded, others only partly funded, according to how much public benefit they will give, for example by reducing flood risk to homes and vital infrastructure, (e.g. power stations and water treatment works). Any shortfall in the amount of grant in aid required to construct the scheme will need to be found from elsewhere. This could be from funding from the local levy, from local businesses or other parties who will benefit from the scheme.

#### 5.4.3 The local levy

Administered by the [Thames Regional Flood and Coastal Committee \(TRFCC\)](#)<sup>35</sup>, The London Borough of Hillingdon currently makes a contribution of **£209,382** annually to the Thames region local levy.

The local levy can be distributed to flood defence schemes at the discretion of the TRFCC. It is often used to fund locally important schemes which would otherwise not receive funding or to provide partnership contributions for grant in aid funding.

#### 5.4.4 Water company planning

Water company investment in their infrastructure has to be agreed by the water company regulator, Ofwat. This is done on a five-year cycle called an Asset Management Plan (AMP). AMP6 began on 1st April 2015 and will run until the 31st March 2020.

The London Borough of Hillingdon does not have a responsibility to oversee the management of water company assets or the performance of sewerage undertakers.

Similarly sewerage undertakers only have a duty to manage their assets and ensure they perform to the appropriate criteria. They do not have a duty to manage or prevent other flooding.

However, there are clearly common areas of concern for many risk management authorities and sewerage undertakers where a joint approach may be mutually beneficial.

### 5.5. Flood Risk Management Projects

#### 5.5.1 Non Structural or Hillingdon wide measures

The majority of the Council's objectives are strategic and non structural and involve the improvement of land use management practices, informed by improved data collection. Improved records' management can be undertaken, supported by changes in computer infrastructure, with minimal costs to the Council as long as funding continues to be utilised

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<sup>35</sup> <https://www.gov.uk/government/groups/thames-regional-flood-and-coastal-committee>

for officer resources. For example, reported significant flood risk events will be added to the SWMP Action Plan and work will be prioritised, based on that evidence.

Funding for the additional burdens on Local Authorities as Lead Local Flood Authorities, has been used to employ a Flood and Water Management Officer (FWMO). In order to undertake the additional work required to ensure that surface water flooding is a material consideration in planning decisions, the Council has also recruited a temporary Drainage officer.

To help provide the community with useful information on flood risk in a more accessible form, the London Borough of Hillingdon has continued to update its website with key information. This is summarised in Table 3 on page 25. Further updates are planned and are a key part of the objectives for this strategy to help allow communities to make decisions on residual risk.

### 5.5.2 Site Specific Projects

The Council currently has identified a number of schemes from 'SWMP Actions' to investigate opportunities for reducing flood risk. The Council has applied to the Regional Flood and Coastal Committee for funding. The full [Programme of flood and coastal erosion risk management schemes](#)<sup>36</sup> can be found the government website. A list of the projects within Hillingdon on the 6 year programme, and are set out in Table 5. These are projects are led by either the Environment Agency or the London Borough of Hillingdon in close cooperation.

Project	Status
Ladygate Lane Trash Screen	Delivered
Kendal Close	Initial Investigation
The Common	Initial Investigation
Cranford Park	To start 2021
River Pinn	Modelling work undertaken
Cannons Brook	Modelling work undertaken
Longford Flood Alleviation Scheme	No funding allocated yet
Huntsmoor Weir Site Access track	No funding allocated yet
Yeading Brook West Flood Storage Area Decommissioning	No funding allocated yet

**Table 5** Projects within Hillingdon on the RFCC programme

Officer resources have been committed by the Council to develop these projects.

As more significant flooding issues are recorded and potential schemes identified, funding for pre-feasibility studies will be required. Funding from the Environment Agency has been

<sup>36</sup><https://www.gov.uk/government/publications/programme-of-flood-and-coastal-erosion-risk-management-schemes>



curtailed from the full to partial funding of flood risk projects. Community involvement and match funding from the Council, other flood risk authorities or the public will be crucial to the long term development and delivery of any schemes arising from any initial investigation and study.

The Council will also continue to explore these and other further funding streams, both national and local, as outlined in Table 6.

National	Regional / Local
<ul style="list-style-type: none"> <li>● European</li> <li>● Highways England</li> <li>● Heritage Lottery Fund</li> <li>● Tesco <a href="#">Community Projects</a></li> <li>● DEFRA grants</li> </ul>	<ul style="list-style-type: none"> <li>● RFCC: Local Levy and Grant in Aid</li> <li>● Greater London Authority</li> <li>● Drain London</li> <li>● Thames Water</li> <li>● Heathrow Communities</li> <li>● LB Hillingdon Chrysalis</li> <li>● S106 and CIL</li> <li>● Property owners</li> </ul>

**Table 6: Funding streams**

### 5.7. Review of document against National Strategy objectives

The National Strategy has an objective to encourage more effective risk management by enabling people, communities, businesses, infrastructure operators and the public sector to work together. The specific requirements are outlined in Table 7.

National Flood Risk Management Strategy Aims	Delivery
Provide a clear understanding of the risks of flooding and erosion, nationally and locally, so that investment in risk management can be prioritised more effectively	Objective 1 and 5 for flood investigations and provision of more information publically
Set out clear plans for flood risk management, so communities and business can make informed decisions about management of residual risk.	Objective 1
Encourage innovative management of flood and coastal erosion risks, taking into account the needs of communities, businesses and the environment	Objective 1
Form the links between the Local Flood Risk Management Strategy and local spatial planning.	Objective 3
Help communities to recover more quickly and effectively after incidents.	Objective 1 and 4
Ensure that emergency plans and responses to flood incidents are effective and that communities are able to respond properly to flood warnings.	Objective 1

**Table 7: National Flood Risk Management Strategy aims**

## 6. Sustainability

### 6.1. Strategic Environmental Assessment (SEA)

To ensure that the strategy contributes to the achievement of wider environmental objectives, it is important that it meets the requirement of the Strategic Environmental Assessment (SEA) directive and the Water Framework Directive.

The objective of the SEA is 'to provide for a high level of protection of the environment and to contribute to the integration of environmental consideration into the preparation and adoption of plans and programmes with a view to promoting sustainable development.

It was transposed into English legislation by the Environmental Assessment of Plans and Programmes Regulations 2004 (the 'SEA Regulation').

The scoping report and initial testing of the objectives for the Strategy against the SEA objectives has found that no SEA is required.

Although there is no requirement for a SEA, there is a requirement to undertake flood risk works in a manner consistent with the National Flood Risk Management Strategy, and the six guiding principles – Community focus, catchment approach, sustainability, proportionate risk based approaches, multiple benefits and varieties of beneficiaries. Therefore a decision was taken to undertake a review of the LFRMS as part of the screening for SEA to assess the Strategy against these and other environmental considerations.

### 6.2. Habitats Regulations Assessment (HRA)

The EU Habitats Directive was adopted in 1992 and aims to protect habitats and species of European Significance. It was transposed into UK law in The Conservation of Habitats and Species Regulations 2010:

*"Any plan or project not directly connected with or necessary to the management of the site but likely to have a significant effect thereon, either individually or in combination with other plans or projects, shall be subject to appropriate assessment of its implications for the site in view of the site's conservation objectives".*

A Habitats regulation scoping has been undertaken which has determined there is no requirement for a Habitats Regulation Assessment.

### 6.3. Environmental impact conclusions

There is no significantly adverse effect identified which requires further assessments at this current stage, as the key objectives of the LFRMS are high level. However it is expected that the Flood Risk Management Strategy and documents within the London Borough of Hillingdon's Flood Risk Management Portfolio, will be updated and specific flood risk management schemes developed.

Site specific flood risk projects may require an Environmental Impact Assessment (EIA). All future flood risk schemes should have regard to the environmental issues facing Hillingdon, as identified in the SEA screening. There are opportunities for flood risk schemes to contribute to the wider environmental and sustainable aims and objectives identified as priorities for the London Borough of Hillingdon, as well as for other schemes to help reduce flooding.

## 7. Monitoring and review

### 7.1. Monitoring

It is in the interests of the Council and residents that the LFRMS remains up-to-date. It will be monitored and, where appropriate, updated.

There may be circumstances which may trigger a review and/or an update of the evidence base in the interim, such as:

- Additional data or modelling becoming available, which may alter the understanding of risk within the Borough;
- Additional (major) development or other changes in the catchment which may affect the flood risk.
- Updates within key supporting documents within the Flood Risk Management Portfolio

The evidence base, with actions and priorities, will be continually reassessed as more information on flooding is collected and as actions are progressed and investigated. The Surface Water Management Action Plan is a living document and will be updated regularly for internal use. Periodically the version published on the Council website will be updated.

### 7.2. Updating the FRMS

The Local Flood Risk Management Strategy is likely to follow a six year cycle following the proposed six yearly review of the National Flood Risk Management Strategy and Flood Risk Regulations requirement for Flood Risk Management Plans.

In recognition that the FRMS will be updated in the future, each document should be given version number and date so it is clear which is the most recent. Any amendment should trigger the reissue to departments within the Council and to other stakeholders, as well as to the website.

## 8. Glossary

AMP	Water Utilities Asset Management Plans
AQMA	<a href="#">Air Quality Management Area</a>
The Council	London Borough of Hillingdon
CCA	Civil Contingencies Act 2004 gives a duty to plan for emergencies to Category 1 responders, which the London Borough of Hillingdon is defined as.
CDA	Critical Drainage Areas identified in the SWMP as areas that contribute to and have critical drainage problems.
CFMP	<a href="#">Catchment Flood Management Plan</a> considers all types of inland flooding, from rivers, groundwater, surface water and tidal flooding.
CRT	<a href="#">Canal and River Trust</a> is responsible for the assets on the grand union canal which runs through Hillingdon. For non-critical events Tel <b>0303 040 4040</b> . Weekdays 8am to 6pm. In an emergency Tel <b>0800 47 999 47</b> .
EA	The Environment Agency is a national executive non-departmental public body, sponsored by DEFRA to protect and improve the environment. Responsible for: <ul style="list-style-type: none"> <li>● regulating major industry and waste</li> <li>● treatment of contaminated land</li> <li>● water quality and resources</li> <li>● fisheries</li> <li>● inland river, estuary and harbour navigations</li> <li>● conservation and ecology</li> <li>● managing the risk of flooding from main rivers, reservoirs, estuaries and the sea.</li> </ul> They provide the following services: <a href="#">Flood maps</a> for rivers and surface water flooding. <b>Flood Warning Service Tel 0345 988 1188</b> (24 hour service) The Environment Agency offer a free service that provides flood warnings by phone, text or email, <a href="#">Floodline Warnings Direct</a> . <b>Environment Agency Incident Hotline Tel 0800 80 70 60</b> (Freephone, 24 hour service). More information on the type of environmental issues the <a href="#">Environment Agency</a> deal with can be found on their website. Water levels at monitoring stations. Type your postcode in <a href="#">local flood information</a> .
EIA	<a href="#">Environmental Impact Assessment</a> assess the significant environmental impact of a project which requires planning permission
Floating Pennywort	An invasive aquatic plant further information on this can be found on the <a href="#">CABI</a> website including details of its management
Flood Map	Produced by the Environment Agency, shows flooding from rivers, areas likely to be at risk from surface water flooding, and other key environmental information.
FRMP	<a href="#">Flood Risk Management Plan</a> what they are and who is responsible for them can be found on the government website.
FRM Portfolio	<a href="#">Flood Risk Management Portfolio</a> , group of flood risk management documents produced by the London Borough of Hillingdon, includes the Hillingdon PFRA, SFRA, SWMP Evidence Base and Options and Action Plan and Flood Investigations.
FRR	<a href="#">Flood Risk Regulations</a>
FWMA	<a href="#">Flood and Water Management Act 2010</a>
FWMO	Flood and Water Management Officer

Giant Hogweed	A non native invasive species which is harmful ( the sap can cause severe skin burns) more information can be found on the <a href="#">RHS</a> website
GLA	<a href="#">Greater London Authority</a> , prepares the London Plan
Grant in Aid	A grant provided to the EA for flood alleviation schemes
<a href="#">Gullies</a>	Roadside grills to allow water to drain off the road. responsibility of the Highways Authority.
HRA	Habitats Regulations Assessment
LFRMS	<a href="#">Local Flood Risk Management Strategy</a> . The Flood and Water Management Act requires a strategy to be produced by Lead Local Flood Authorities on the management of local flood risk.
LLFA	Lead Local Flood Authority, defined by the Flood and Water Management Act which gives unitary or County councils responsibilities in managing local flood risk, asset registers, and investigating significant flood events.
Local flood risk	Surface water, groundwater and ordinary watercourses
Local Levy	Funding provided to the RFCC from LLFA
LRF	Local Resilience Forum, made up of Category 1 responders
<a href="#">London Plan</a>	Produced by the Mayor, the strategic plan for London, setting out a plan for economic, environmental, transport and social framework for London includes supplementary planning guidance such as the <a href="#">Sustainable Design and Construction SPG</a> , <a href="#">All London Green Grid</a> , <a href="#">Mayor's Water Strategy</a>
MAFP	Multi Agency Flood Plan. The Civil Contingencies Act (2004) requires Category One Responders to have plans in place to respond to all emergencies. So the Hillingdon Local Resilience Forum has determined the complex and diverse nature of flooding and the consequences that arise, requiring a comprehensive and often sustained response from a wide range of organisations required a specific Hillingdon MAFP.
Misconnections	Wrongly connected pipe work from kitchens into the surface water sewer
NFEF	<a href="#">National Flood Emergency Framework</a> to provide a forward looking policy framework for flood emergency planning and response.
NFRMS	<a href="#">National Flood Risk Management Strategy</a> A requirement of the FWMA to be produced by the Environment Agency
NAFRA	National Flood Risk Assessment
OFWAT	The Water Regulator for England and Wales
Pitt review	<a href="#">Government Commissioned report to learn the lessons from the 2007 floods</a>
PFRA	<a href="#">Preliminary Flood Risk Assessment</a>
RBMP	<a href="#">River Basin Management Plans</a>
RMA	Risk Management Authorities, defined by the Flood and Water Management Act and includes the Environment Agency, Lead Local Flood Authorities, Highway Authorities, Water and Sewerage Companies
Sewer	Usually a underground pipe conveying foul sewage or surface water. In some instances this is combined. The responsibility of the Water Utility.
SEA	<a href="#">Strategic Environmental Assessment</a>
SFA	Settlement Funding Assessment grant from DEFRA
SFRA	Strategic Flood Risk Assessment, collates all available flood risk information to inform planning decisions within the Local Plan
Spatial Planning	The management of space and development in order to create better places.
SuD	<a href="#">Sustainable Drainage</a> and the <a href="#">non statutory national standards</a> .

SWMP	A Surface Water Management Plan outlines the preferred strategy for managing surface water flooding, which describes flooding from sewers, drains, groundwater, and runoff from land, small (ordinary) water courses and ditches that occurs as a result of heavy rainfall
TFL	Transport for London
TRFCC	<a href="#">Thames Regional Flood and Coastal Committee</a>
Water Utility	<p><b>Thames Water</b></p> <p>If you are aware it is the surface water sewer that is blocked:  <a href="#">Report sewer issue to Thames Water</a> »</p> <p>Or call Thames Water on 0800 0093964 - please select option 2</p> <p><b>Affinity</b> supply water to the north of the borough</p>
WFD	<a href="#">Water Framework Directive</a> introduced by the Eu to provide an integrated and comprehensive way of managing the water environment

## Appendix 1 European and National Policy and Legislation

### European

[The EU Floods Directive<sup>1</sup>](#). As a result of severe flooding in continental Europe, European legislation was published in November 2007. It is designed to help member states prevent and limit the impact of floods on people, property and the environment.

[Water Framework Directive \(WFD\) 2000/60/EC<sup>2</sup>](#). This is a European Community Directive, designed to integrate the way water bodies are managed across Europe. It aims to improve the ecological quality of water bodies and conserve habitats and species which are dependant on water.

[Strategic Environmental Assessment \(SEA\) Directive 2001<sup>3</sup>](#). This legislation aims to increase the consideration of environmental issues during decision making related to strategic documents such as plans, programmes or strategies. The SEA identifies the significant environmental effects likely to result due to the implementation of a plan, programme or strategy.

[The Habitats Directive 1992<sup>4</sup>](#). This legislation was transposed into UK legislation and then consolidated under the Conservation of Habitats and Species Regulations 2010. It requires the maintenance and protection of certain habitats and the consideration of the impact of plans on those designated sites.

### National

[The Flood Risk Regulations \(FRR\) 2009<sup>5</sup>](#) transposed the Floods Directive into English law. It requires the production of Preliminary Flood Risk Assessments (PFRA), which identify areas of potentially significant risk. The first of these was to be delivered by 2011, afterwards on a continual six year cycle. Following this, those Local Lead Flood Authorities (LLFAs) identified as being in flood risk areas are required to produce Flood Hazard and Risk Maps by June 2013, (these were produced by the Environment Agency) and Flood Risk Management plans, identifying how flood risks are to be mitigated by December 2015.

[Flood and Water Management Act 2010<sup>6</sup>](#). This clarifies the legislative framework for managing flood risk across England. There is no one body responsible for flood risk. The FWMA created a general responsibility for Lead Local Flood Authorities, (Unitary or County

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<sup>1</sup> [http://ec.europa.eu/environment/water/flood\\_risk/](http://ec.europa.eu/environment/water/flood_risk/)

<sup>2</sup> [http://ec.europa.eu/environment/water/water-framework/index\\_en.html](http://ec.europa.eu/environment/water/water-framework/index_en.html)

<sup>3</sup> <http://ec.europa.eu/environment/eia/sea-legalcontext.htm>

<sup>4</sup> [http://ec.europa.eu/environment/nature/legislation/habitatsdirective/index\\_en.htm](http://ec.europa.eu/environment/nature/legislation/habitatsdirective/index_en.htm)

<sup>5</sup> <http://www.legislation.gov.uk/ukxi/2009/3042/contents/made>

<sup>6</sup> <http://www.legislation.gov.uk/ukpga/2010/29/contents>

Councils) to take leadership for the coordination and management of local flood risk. Local flood risk includes surface runoff, groundwater and ordinary watercourses (including lakes and ponds). A number of duties, powers and tools have been created or developed to allow local flood management to be more effective. Specific responsibilities are given to the various risk management bodies.

[National Flood and Coastal Erosion Risk Management Strategy for England 2011](#)<sup>7</sup>. This sets out the Environment Agency's overview role in flood and coastal erosion risk management, encouraging more effective partnership working between national and local agencies and local communities.

[National Planning Policy Framework 2012](#)<sup>8</sup> streamlined existing planning policy and reduced the amount of planning guidance, whilst retaining the principles of reducing development in flood risk areas. It sets out the guidance for those taking decisions and sets out a definition of 'sustainable development'

*Pursuing sustainable development involves seeking positive improvements in the quality of the built, natural and historic environment, as well as in people's quality of life, including (but not limited to):*

- *making it easier for jobs to be created in cities, towns and villages;*
- *moving from a net loss of bio-diversity to achieving net gains for nature;*
- *replacing poor design with better design;*
- *improving the conditions in which people live, work, travel and take leisure; and*
- *widening the choice of high quality homes.*

*Plans and decisions need to take local circumstances into account, so that they respond to the different opportunities for achieving sustainable development in different areas*

[Planning Practice Guidance](#)<sup>9</sup>, released in 2014, provides specific technical advice on how to take flooding into account in the planning process.

For windfall developments this includes ensuring that the [sequential test](#) for specific development proposals is applied by the Applicant with guidance from the local authority (new development should be steered to sites in Flood Zone 1 as a priority). Please note in Hillingdon there are large areas of Flood Zone 1 within Urban areas and small infill developments of a few houses are unlikely to pass the sequential test.

Where the sequential test is passed, whether the [exceptions test](#) should be applied. For this it must be demonstrated that the development can manage the flood risk to and from the site appropriately, as well as providing wider sustainability benefits.

<sup>7</sup> <https://www.gov.uk/government/publications/national-flood-and-coastal-erosion-risk-management-strategy-for-england>

<sup>8</sup> <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

<sup>9</sup> <http://planningguidance.planningportal.gov.uk/blog/guidance/flood-risk-and-coastal-change/>



[Environment Agency Standing Advice](#)<sup>10</sup> It is expected by Hillingdon that the Environment Agency Flood Risk Standing Advice will be applied with applications for development. Specifically householders should ensure that in undertaking [minor extensions](#)<sup>11</sup> provide sufficient information to show compliance with these requirements as part of the application. Please note that where you lie in the functional floodplain a minor extension can result in an increased flood risk and . If your minor extension is in an area with increased flood risk as a result of multiple minor extensions in the area, you need to include an assessment of the off-site flood risk.

The [Land Drainage Act 1991](#)<sup>12</sup>, as amended by the Flood and Water Management Act, gives LLFAs responsibility for consenting works on Ordinary Watercourses.

[General Permitted Development Procedure](#)<sup>13</sup>. From 1st October 2008 the hard surfacing of more than five square metres of domestic front gardens is permitted development only where the surface in question is rendered permeable. Further information on how to comply with this requirement can be found in a DEFRA and Environment Agency publication '[Guidance on the permeable surfacing of front gardens](#)'<sup>14</sup>.

The Environment Agency has recently released new [Climate Change allowances](#) for Flood Risk Assessment. This advice updates previous climate change allowances to support NPPF. The climate change allowances are predictions of anticipated change for:

- peak river flow by river basin district
- peak rainfall intensity

Hillingdon fall in the Thames River Basin therefore the following Peak River Flow Allowances apply and should be taken into account by proposals for development within the Borough.

River basin district	Allowance category	A Total potential change anticipated for '2020s' (2015 to 39)	B Total potential change anticipated for '2050s' (2040 to 2069)	C Total potential change anticipated for '2080s' (2070 to 2115)
Thames	Upper end	25%	35%	70%
	Higher central	15%	25%	35%
	Central	10%	15%	25%

<sup>10</sup> <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

<sup>11</sup> <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice#minor-extensions-standing-advice>

<sup>12</sup> <http://www.legislation.gov.uk/ukpga/1991/59/contents>

<sup>13</sup> <http://www.legislation.gov.uk/ukxi/2015/596/schedule/2/made>

<sup>14</sup> <https://www.gov.uk/government/publications/permeable-surfacing-of-front-gardens-guidance>

This guidance also details the modelling approach that should be adopted according to the flood zone and vulnerability taking into account the lifetime of the development as indicated by the potential changes anticipated above.

As an example Housing falls in the More vulnerable category and lifetime of 80 plus years Column C therefore the category of Higher Central should be used as an allowance for the assessment. As a minimum an intermediate approach of interpolating a flood level

There are also anticipated changes in extreme rainfall intensity in small and urban catchments. Flood risk assessments and strategic flood risk assessments, should assess both the central and upper end allowances to understand the range of impact. Table 2 of the guidance is replicated below:

Applies across all of England	Total potential change anticipated for 2010 to 2039	Total potential change anticipated for 2040 to 2059	Total potential change anticipated for 2060 to 2115
Upper end	10%	20%	40%
Central	5%	10%	20%

[The Non Statutory technical standards for sustainable drainage<sup>15</sup>](#). It is expected that development in Hillingdon will adhere to this guidance, and provide evidence to ensure it meets the overall aims and objectives of the Local Flood Risk Management Strategy. However please note in parts this is superseded by more local requirements detailed elsewhere in the Flood Risk Management Portfolio.

#### Other useful guidance documents and useful links:-

- [The Climate Change Act \(2008\)<sup>16</sup>](#)
- [The Civil Contingencies Act \(2004\)<sup>17</sup>](#)

<sup>15</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/415773/sustainable-drainage-technical-standards.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415773/sustainable-drainage-technical-standards.pdf)

<sup>16</sup> <https://www.theccc.org.uk/tackling-climate-change/the-legal-landscape/global-action-on-climate-change/>

<sup>17</sup> <http://www.legislation.gov.uk/ukpga/2004/36/contents>

## Appendix 2 Roles and Responsibilities of Risk Management Authorities

FWMA Responsibility	Risk Management Authority	Explanation	Action
<b>Prepare a Local Strategy for Flood Risk Management</b>	<b>LLFA</b>	<b>LLFAs are required to develop, maintain, apply and monitor a local strategy</b> for flood risk management in its area. The local strategy will build upon information such as national risk assessments and will use consistent risk based approaches across different local authority areas and catchments.	This document fulfils this requirement
<b>Strategic Leadership of local flood risk management authorities</b>	<b>LLFA</b>	It is recommended this is done through the formation of a local flood partnership between risk management authorities.	Meeting of the North West London Flood Risk Partnership every quarter.
<b>Preparation of an Asset Register</b>	<b>LLFA</b>	Lead Local Flood Authorities (LLFAs) have a <b>duty to maintain a register of structures</b> or features which are considered to have an effect on flood risk, including details on ownership and condition as a minimum. The register <b>must be available for inspection</b> and the Secretary of State will be able to regulate the content of the register and records.	London Borough of Hillingdon has a record of all significant structures which may affect flood risk.
<b>Powers to request information</b>	<b>LLFA, EA</b>	Powers to request a person for any information relating to their flood management responsibilities	Will utilise this power, when necessary.
<b>LLFAs have a duty to co-ordinate the investigation and recording of 'significant' flood events</b>	<b>LLFA</b>	This <b>duty</b> includes identifying which authorities have flood risk management functions, and what they have done or intend to do with respect to an incident, notifying risk management authorities where necessary and publishing the results of any investigations carried out.	Hillingdon have undertaken, and published, two flood investigations.

<b>Duty to contribute to sustainable development</b>	<b>LLFA</b>	Advice on land use planning processes to mitigate flood risk resulting from new development, or redevelopment, of land	The FWMO provides input into the strategic planning process to advise on issues of flood risk.
<b>Power to designate flood risk management structures<sup>1</sup></b>	<b>LLFA, EA</b>	LLFAs, as well other flood management authorities, have <b>powers to designate structures</b> and features that affect flooding or coastal erosion in order to safeguard assets that are relied upon for flood or coastal erosion risk management. Investigation of flood incidents to be undertaken.	No structures have yet been designated, but a number are being considered.
<b>SuD Approval Body**</b>	<b>LLFA</b>	LLFAs have a <b>duty to establish a SuDs Approving Body (SAB)</b> to approve, adopt and maintain any new sustainable drainage systems (SuDs) within their area. NOT Implemented. LLFA to comment on the surface water flood risk for major planning applications.	The Council is undertaking this role and also commenting on minor development in Critical Drainage Areas
<b>Works powers to do works for surface water and groundwater</b>	<b>LLFA</b>	LLFAs have <b>powers to undertake works</b> to manage flood risk from surface runoff and groundwater, consistent with the local flood risk management strategy for the area.	Hillingdon will utilise this power, when necessary.
<b>Ordinary Watercourse Consenting</b>	<b>LLFA</b>	If riparian owners wish to culvert an ordinary watercourse or insert any obstructions, consent is required from the LLFA.	A Consenting process has been developed for consenting. Contact the Flood and Water Management

<sup>1</sup> <http://www.defra.gov.uk/publications/files/pb13804-fcerm-infonote.pdf>

			Officer for further details.
<b>Consistency with the National Strategy</b>	<b>LLFA</b>	A duty to do all the above in a manner consistent with the National Strategy, which has 6 guiding principles – Community focus, catchment approach, sustainability, proportionate risk based approaches, multiple benefits and varieties of beneficiaries.	The LFRMS drafted includes these 6 guiding principles to ensure that it is consistent with them.
<b>Development of a National Strategy</b>	<b>EA</b>	To provide the overarching framework for future action by all risk management authorities to tackle flooding and coastal erosion in England.	Completed by the EA
<b>Regional Flood and Coastal Committees</b>	<b>EA</b>	Brings together members appointed by Lead Local Flood Authorities (LLFAs) and independent members <ul style="list-style-type: none"> <li>to ensure there are coherent plans for identifying, communicating and managing flood and coastal erosion risks across catchments</li> <li>to encourage efficient, targeted and risk-based investment in flood and coastal erosion risk management that represents value for money and benefits local communities</li> <li>to provide a link between risk management authorities, and other relevant bodies to build understanding of flood and coastal erosion risks in its area</li> </ul>	See Thames RFCC <sup>2</sup>
<b>Adoption of Private Sewers</b>	<b>Water companies</b>	Only drains serving one property and located within that property's curtilage will be exempt from the new legislation.	See Thames Water Website <sup>3</sup>
<b>Duty to cooperate with other RMA</b>	<b>LLFA, HA, EA Water companies</b>	The FWMA places a duty on all Risk Management Authorities to cooperate.	See Government guidance note <sup>4</sup>

<sup>2</sup> <https://www.gov.uk/government/groups/thames-regional-flood-and-coastal-committee>

<sup>3</sup> <https://www.thameswater.co.uk/developers/15366.htm>

<sup>4</sup> <https://www.gov.uk/guidance/flood-risk-management-information-for-flood-risk-management-authorities-asset-owners-and-local-authorities>

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### Appendix 3 Local Flood Risk Management Strategy Objectives and Measures

Objectives	Measures	Driver	Actions	Timescale	Cost	Funding
<b>1</b> Develop knowledge and awareness of different flood risks, and roles and responsibilities in managing flooding.	1. Increase the information available to the public on risk management authorities and other bodies' roles and responsibilities.	FWMA	Information to be contained within the Strategy about the roles and responsibilities. The Flood Risk Management Portfolio of documents is available on the Hillingdon website.	Short	Officer Resources	Defra flood risk grant to Council utilised in funding internal officer resources
	2. Develop community awareness of the risks of flooding.	Community	Information contained on the Council website about roles and responsibilities. Provide clearer information on the risks of flooding on a community basis. Provide clearer information to the public about what the Council will and won't be able to do in a flood event, such as the provision of sandbags. Provide information on the existing protection provided by Flood alleviation measures.			
<b>2</b> Maintain and improve communication and cooperative working between RMA and LLFA and the public.	1. Comply with the terms of reference for the North West London Flood Risk Strategic Partnership arrangements.	FWMA	Continue to be an active participant within the NWLFRP and recognise that there are other LLFA outside this group, which Hillingdon also need to engage with. The partnership (established as part of the SWMP document develop to deliver long term partnership working across London) enables an understanding of flood risk across the region, an opportunity to discuss proposed actions, opportunities for operational efficiency, and solving cross boundary issues and the sharing of best practice management procedures and legislative changes.	Ongoing	Officer Resources	Defra flood risk grant utilised in funding internal officer resources





			Public Health	<p>Flooding can have an impact on public health. To work with services which are now required to deliver "Better Environment Better Health" See GLA Website for opportunities to encourage a higher value to be placed on the waterways within Hillingdon through improved access and opportunities linked with health.</p> <p>Promote the need to manage foul water from houses and ensure the number of misconnections are reduced</p>			
<b>3</b>	Development in Hillingdon understands and takes account of flood risk issues and plans to reduce flood risk.	<ol style="list-style-type: none"> <li>1. Influence the local plan and creation of suitable policies on flood risk.</li> <li>2. Secure contribution to flood risk reduction from new developments.</li> <li>3 Major landowners to develop site wide long term plans for managing water.</li> <li>4. Continue influencing developments through the planning process to ensure they meet</li> </ol>	FWMA	<p>Review policies in the Local Plan Part 2 to ensure they meet current legislative requirements, and the aims of the NPPF in seeking positive improvements in the quality of the built, natural and historic environment, as well as in people's quality of life.</p> <p>Identify key opportunities for flood alleviation schemes.</p> <p>Major landowners, such as Heathrow, are required to develop long term flood risk management plans. These should include long term monitoring to understand the risks, and plan for a full understanding of the impact of the development on the water cycle. In this way, they can inform piecemeal redevelopment so it can contribute to reducing flood risk and impacts on the environment.</p> <p>Ensure Council led projects consider flood risk reduction through consideration of implementation of sustainable drainage.</p>	Completed	Officer Resources	DEFRA Added burden grant for SuDs
			Local Strategy		Ongoing	Officer Resources	
			Local Strategy		Ongoing	Landowner Resources	
			FWMA		Ongoing	Officer Resources	

		the requirements of National Standards for Sustainable Drainage and London Plan requirements.	FWMA	Highways Authority as a risk management authority to have regard for the flood risk strategy.			
<b>4</b>	Identify and implement new flood risk management measures.	1. For significant issues, continue to identify, prioritise and secure funding for flood risk management schemes in accordance with the process set out in the SWMP Part 2 Action Plan.	FWMA / SWMP	Continue with statutory requirements and also prioritising minor developments in critical drainage areas.	Ongoing	Officer Resources to develop schemes to apply for funding	Defra flood risk grant utilised in funding internal officer resources/ various external and internal funding streams
			Community	Review SWMP Action Plan to update with more recent information on areas at risk and areas that have flooded Create maps of where Risk Management Authorities are undertaking works to alleviate flooding. Review significant areas, such as 'Critical Drainage Areas', so that the whole area contributing to flood risk is highlighted for action.			
<b>5</b>	Promote the effective management of flood risk assets.	1. Continue to update the Asset Record and Register for the Council, informed by investigations.	Community	Increase the information available to residents about existing flood assets, who is responsible for them, and, if possible, how they are maintained. This can feed into emergency action plans and allow residents to respond to insurance queries to reduce their premiums.	Ongoing	Officer Resources	ICT/ Defra flood risk grant utilised in funding internal officer resources
		2. Designate Flood Risk Assets where appropriate.	FWMA	Develop a clear process for defining the assets which may need to be designated and a process for doing this, to ensure the appropriate management of those assets.	Long	ICT changes and Officer Resources	
		3. Consent works to Ordinary watercourses to	FWMA	Procedure developed based on EA consenting regime. Need to integrate this within the current IT programmes utilised by Council Services for business continuity purposes.	Ongoing		

	secure appropriate flow of those watercourses.				Systems for asset management recording to include ability to hold flood risk information.	Medium	ICT	ICT	
	4. Build a complete understanding of flood risk assets across the Council services.	FWMA			Lifetime costs of assets are understood and can be taken into account within any management plan. Investigate the value of existing flood defences and review their long term maintenance costs against benefits. A number of assets are quite old, and will come to the end of their life soon. Their benefit will have to be considered carefully against the long term costs of maintenance. Understand all flood risk assets across various departments, ensuring land registry parcels of council ownership are redefined to make this clearer to Council services	Medium	Property	ICT	
	5. To continue to promote the rights and responsibilities of 'Riparian Owners'. For more information see 'Living on the Edge'	Community			With the EA, identify landowners and advise directly of the need to carry out their flood risk responsibilities, in addition advise of other environmental issues to be aware of such as the need to manage invasive species.	Long	Officer Resources	Officer Resources	Defra flood risk grant utilised in funding internal officer resources
<b>6</b>	Ensuring that emergency plans and responses to flood incidents	CCA/ FWMA			LB Hillingdon is part of the Hillingdon Resilience Forum together with the London Fire Brigade and other key services. Ensure that the Multi Agency Flood Plan is fit for purpose.	MAFP 2014 completed	Officer Resources	Officer Resources	Defra flood risk grant utilised in funding internal resources

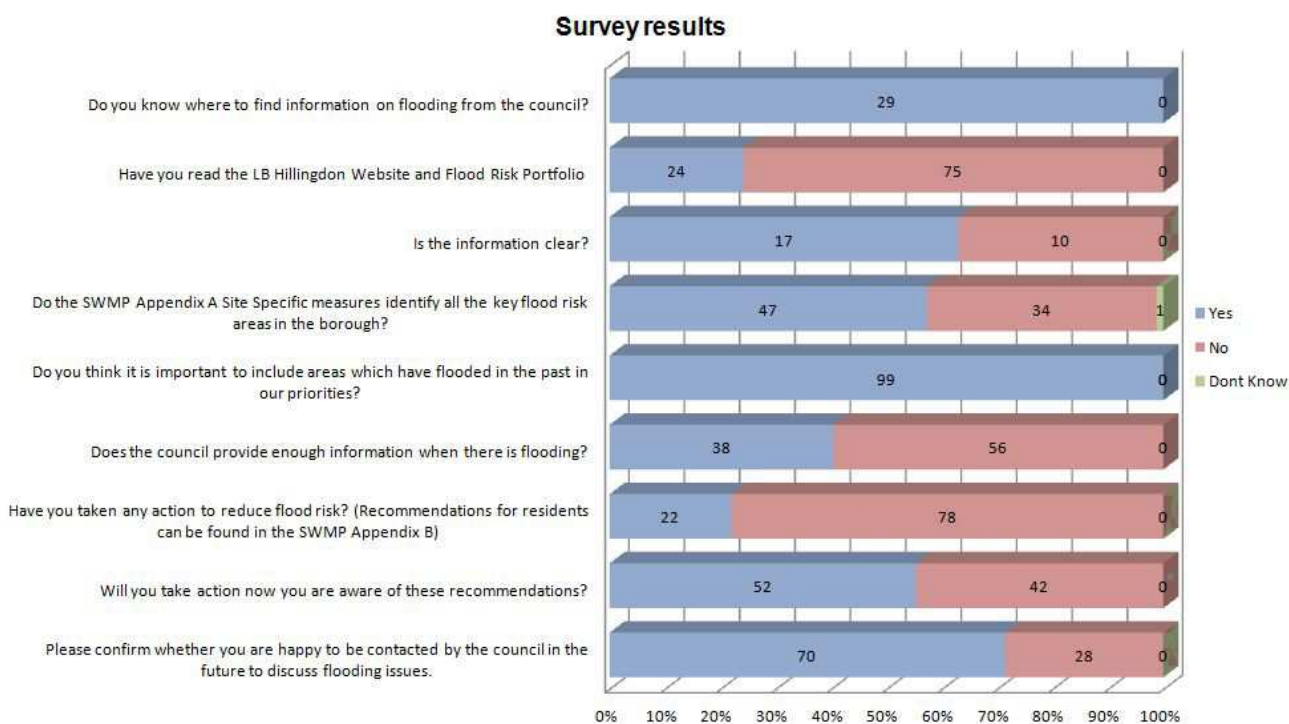
<p>are effective and that communities understand their role in an emergency.</p>	<p>that cannot be mitigated. Do this through appropriate emergency plans and responses.</p>	<p>Community</p>	<p>Many of the local flood risk issues are dealt with by a variety of different departments. London Borough of Hillingdon should also develop its own internal Flood Plan to coordinate different services.</p>	<p>Flood Plan being drafted</p>	<p>officer resources</p>
	<p>2. Undertake appropriate Flood Investigations following significant flood events, and use collected evidence to inform other flood risk documents.</p>	<p>SWMP</p>	<p>Promote actions to be taken by residents to reduce flood risk, in the SWMP Part 2 Action Plan Appendix B</p>	<p>Ongoing</p>	<p>Officer Resources</p>
<p>3. Work towards better communication between 'Risk Management Authorities' and joint communication to residents in an emergency on action being taken.</p>	<p>Strategy</p>	<p>Clearer and more transparent plans produced by all risk management authorities as to what they will and won't be able to do in a flood event</p>	<p>Long term objective</p>	<p>Officer Resources</p>	
<p>2. Undertake appropriate Flood Investigations following significant flood events, and use collected evidence to inform other flood risk documents.</p>	<p>FWMA</p>	<p>Set a clear definition of the level of investigation that will be undertaken, dependant on resources available.</p>	<p>Two published</p>	<p>Officer Resources</p>	
<p>3. Work towards better communication between 'Risk Management Authorities' and joint communication to residents in an emergency on action being taken.</p>	<p>Community</p>	<p>All RMA to cooperate by providing information promptly and to contribute to investigations where responsibility is not clear.</p>	<p>See Council Website</p>	<p>Officer Resources</p>	
<p>3. Work towards better communication between 'Risk Management Authorities' and joint communication to residents in an emergency on action being taken.</p>	<p>Community</p>	<p>Update the SWMP Action Plan based on feedback from residents on flood events</p>	<p>Ongoing</p>	<p>Officer Resources</p>	
<p>3. Work towards better communication between 'Risk Management Authorities' and joint communication to residents in an emergency on action being taken.</p>	<p>Community</p>	<p>Develop a clear emergency communications process between residents and Council to be implemented during different types of flood event.</p>	<p>Long term objective</p>	<p>Officer Resources</p>	
<p>3. Work towards better communication between 'Risk Management Authorities' and joint communication to residents in an emergency on action being taken.</p>	<p>Community</p>	<p>Investigate and develop better communication on flooding between residents and the Council and other RMA, so as to coordinate a more effective response on the information to be provided, the action to be taken in the event of a flood and where to go for support.</p>	<p>Long term objective</p>	<p>Officer Resources</p>	

## Appendix 4 Community Engagement

### Flood Risk Survey

A survey was undertaken in October /November 2015 to seek understanding of residents' flood risk priorities and how best to engage with them. This survey was placed on the Council web pages and emailed to residents who have contacted the Council about flooding issues in the last three years, as well as Street Champions. There were over 100 responses, which is more than most other Councils have received in response to formal consultations on Local Flood Risk Management Strategies.

There were a number of quantitative questions, the answers to these questions being set out in 'Figure 1 Survey Results' below.



**Figure 1 Survey results**

In addition there were a number of open questions to allow residents to provide further information on the flooding they have experienced and issues that may have arisen. The feedback is summarised in the rest of this document.

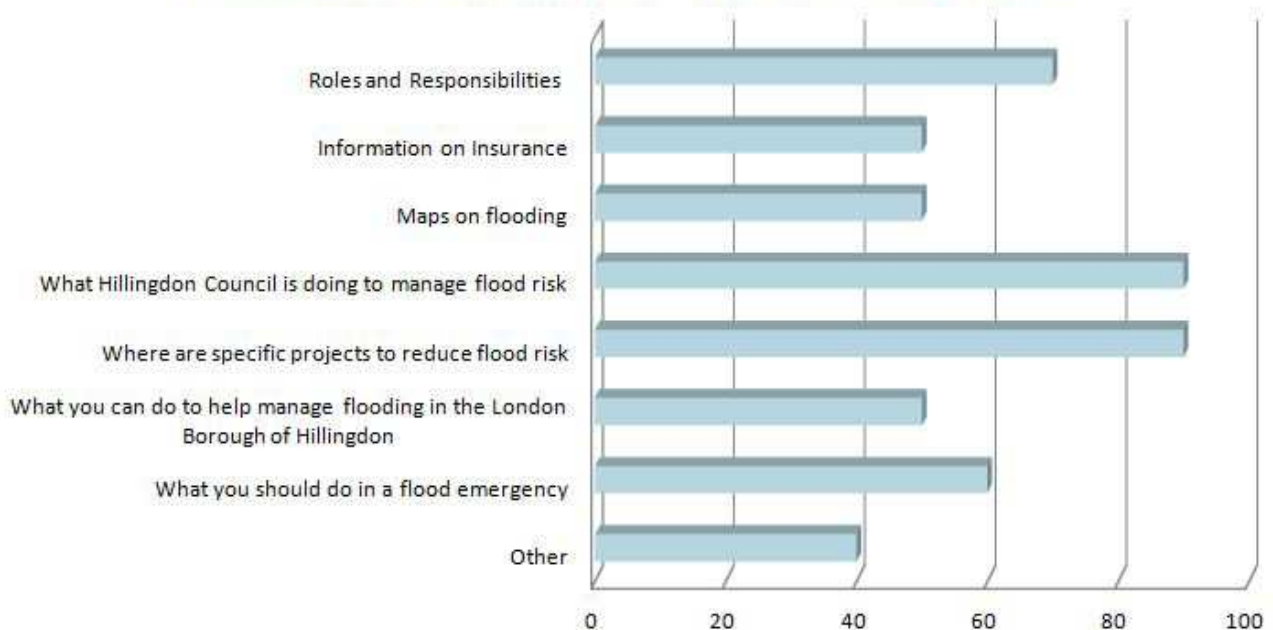
The Survey started with a number of questions to understand the residents' knowledge of the information provided about flood risk by the Council, the results of which are mixed.

There are two key locations of information provided by the Council, focused on the Council web pages and documents within the Flood Risk Management Portfolio.

In the last year, the Council web pages on flood risk have been improved and further information provided on roles and responsibilities.

For residents, it appears that the documents within the Flood Risk Management Portfolio contain complex legal and technical information for flood risk professionals on modelling and mapping. The information provided by Consultants is on a borough wide basis, and focused on streams of work rather than a complete picture of the management of flood risk on a community level. For example the Strategic Flood Risk Assessment, which collates all information available, is undertaken to support the development of the Local Plan, and driven by legislative requirements. It appears from the open questions asked that, although the information contained in some of the documents may be useful, it is not presented in an easy way for communities to see all that is relevant in their area. For effective communication on flood risk issues with residents, flood risk information clearly needs to be provided on a community basis.

**Q: Would you like more information on any other flooding topics?**

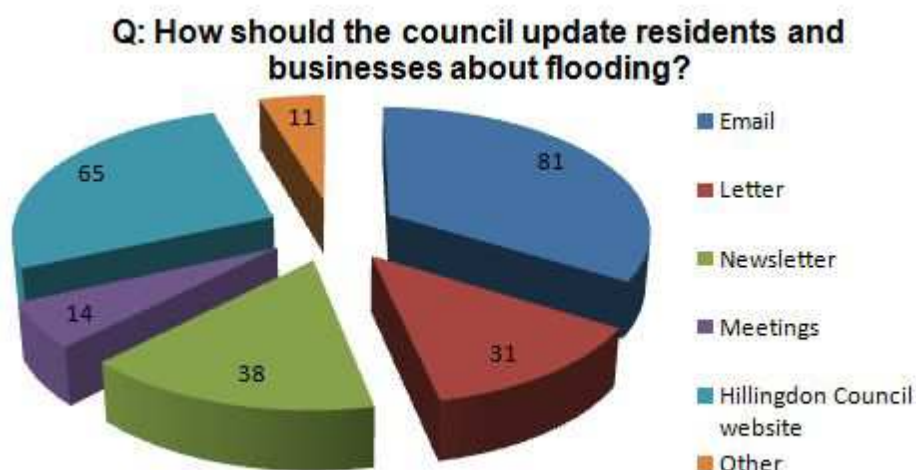


**Figure 2** Count of type of information on flood risk requested

Although the SWMP Action Plan has included key areas that the Council were aware of having flooded, communities want to know that their flood issue has been recorded and the priority accorded it for investigation and action.

Both prior and during a flood event, residents feel that there is not enough communication from the Council about what is happening, and what actions the Council are taking. This lack of communication is also applicable to other flood risk management authorities, specifically Thames Water and the Environment Agency.

Where further investigation is warranted and there are sufficient resources, residents should have a means of discovering whether, or if, specific work has or will take place in their community to reduce flood risk.

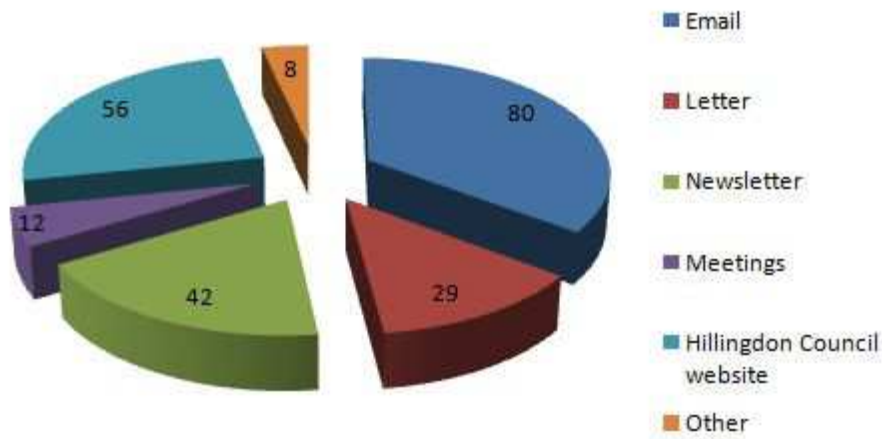


**Figure 3** Communication methods during a flood event

Ways of providing feedback will have to be considered and costed in terms of resources before and during a flood event. Email, which is the favoured choice by the majority of residents, is a low cost option, but this will only focus on key contacts and not the whole community. However a number of those who responded to this survey belong to Residents Association groups and 'Friends groups', so those wider networks could be utilised to get a message quickly to a specific community group. The process of how this could be implemented, and by whom, would need to be reviewed in any internal flood plan proposed for the Council.

For flood risk projects, email is clearly the favoured choice for contacting residents about any proposed works in their area. Information on the Hillingdon website came a clear second.

**Q: How should the council update residents and businesses about specific flooding projects?**



**Figure 4** Communication methods on a flood risk project

Improving the layout and access to information on a community basis will help residents and businesses understand the risks more clearly, what they can do to take action, and who to ask for help, and how.

The survey will remain online for residents to continue contributing their views. The link to the survey is <http://goo.gl/forms/liAL3A3gw1>



## Public Consultation on the draft Local Flood Risk Management Strategy

The subsequent Public consultation on the draft Local Flood Risk Management Strategy was sent out to over 200 people and organisations, including the statutory consultees; Natural England, Historic England and the Environment Agency. It was also sent to MPs, Councillors, key local bodies (such as residents associations), interested parties who had previously commented on flood risk matters, adjoining LLFA and Councils, other RMA and major landowners in the Borough and the Hillingdon Local Resilience Forum.

The majority of comments were limited to issues which could be dealt with through making minor amendments to the Strategy. These focused around making clearer the purpose of the document, and providing clearer information for residents on which organisation to contact and how.

All statutory consultees expressed support for the Local Flood Risk Management Strategy as well as adjacent LLFA and other Local Authorities, viz:

*“On behalf of the London Borough of Hounslow's Lead Local Flood Authority, I confirm that Hillingdon's Local Flood Risk Management Strategy (LFRMS) aligns with Hounslow's LFRMS. As a fellow member of the North West London Flood Risk Management Partnership group and a neighbouring borough I am pleased to note that Hillingdon have explained the importance of all Risk Management Authorities working together to mitigate the risks caused by the different sources of flooding. It is particularly important that Hillingdon and Hounslow Councils continue to work closely with their flood risk projects and procedures with the fluvial linkage of the River Crane and Heathrow Airport's surface water runoff into the borough. Both LFRMSs also highlight the importance of the implementation of sustainable drainage features wherever and work towards the London Plan surface water runoff requirements.”*

*“As an adjoining local authority, Spelthorne Borough Council welcomes any future opportunity for joint working to manage flood risk in the area”.*

Residents have been engaged with the process of the development of the Strategy with some key community groups, such as Ruislip, Ickenham and Harefield Residents Associations all of which provided responses.

*“We appreciate the invitation to comment “*

The objectives and measures 1,2 and 6 which aim for improved community engagement, are supported although there was clear hope by residents that the Strategy would provide

more detailed information on a site specific basis, than was the aim and requirement of the document:

*“most people in Hillingdon presumably lack basic understanding of what they can do to reduce flood risk and respond to flood events. The technical reports are great, but fundamentally it's people that matter”.*

Future community engagement will be a key focus of the next stage of flood risk management work in accordance with the objectives of the strategy.

# Local Flood Risk Management Strategy Strategic Environmental Assessment Screening Report

Report Author:

Flood and Water Management Officer

Report Date:

February 2016

Revision:

FINAL



HILLINGDON  
LONDON

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# 1. Introduction

## 1.1. What is a Strategic Environmental Assessment (SEA)?

Article 3 of the [SEA Directive 2001](#)<sup>1</sup>, states that SEAs

*are mandatory for any local plan programme relating to, amongst other topics, water management*

*AND which set the framework for future development consent of projects listed in the [Environmental Impact Assessment \(EIA\) Directive 2009](#)<sup>2</sup>.*

*OR*

*have been determined to require an assessment under the [Habitats Directive](#)<sup>3</sup>.*

The Directive was transposed into English legislation by the [Environmental Assessment of Plans and Programmes Regulations 2004](#)<sup>4</sup> (the 'SEA Regulation'), which came into force on 21 July 2004. It requires a Strategic Environmental Assessment to be carried out for all plans and programmes 'which are subject to preparation and/or adoption by an authority at national, regional or local level or which are prepared by an authority for adoption, through a legislative procedure by Parliament or Government, and required by legislative, regulatory or administrative provisions'. The few exceptions are detailed in Article 3 (8, 9) of the SEA Directive.

The aim of the SEA is to identify potentially significant environmental effects created as a result of the implementation of the plan or programme on issues specified in Annex 1(f) of the Directive, such as 'biodiversity, population, human health, fauna, flora, soil, water, air, climatic factors, material assets, cultural heritage including architectural and archaeological heritage, landscape and the interrelationship between the above factors'.

## 1.2. Screening for SEA

Prior to starting the SEA process a plan or programme would normally undergo 'screening'. The LGA Framework for Flood Risk Management Strategy<sup>5</sup> Figure 2 Application of the SEA to Plans and Programmes provides a useful guide to the process to determine whether the plan is subject to the SEA Directive and therefore requires an SEA. A summary of the process undertaken for this strategy is shown in *Figure 1 Summary of the process of application of SEA to the LFRMS*.

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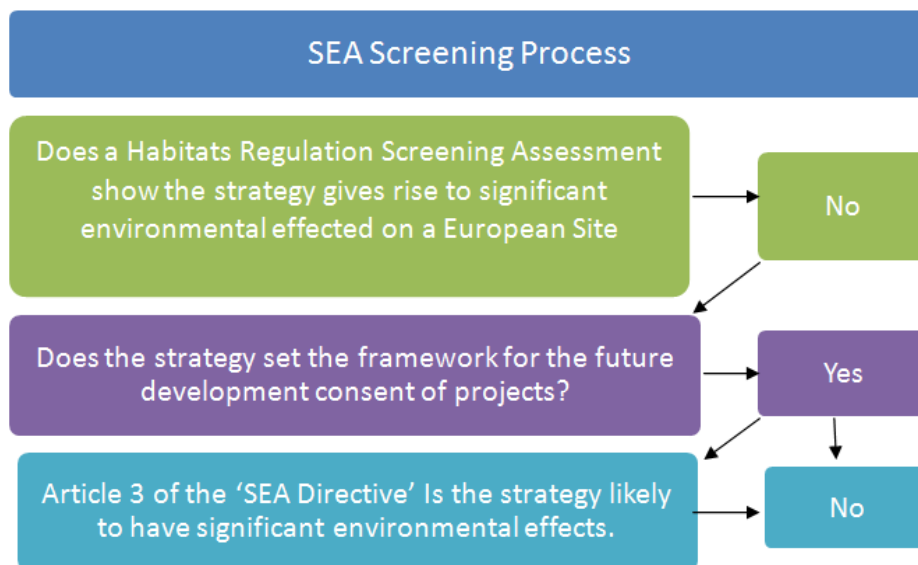
<sup>1</sup> <https://www.gov.uk/government/publications/strategic-environmental-assessment-directive-guidance>

<sup>2</sup> <http://ec.europa.eu/environment/eia/eia-legalcontext.htm>

<sup>3</sup> [http://ec.europa.eu/environment/nature/legislation/habitatsdirective/index\\_en.htm](http://ec.europa.eu/environment/nature/legislation/habitatsdirective/index_en.htm)

<sup>4</sup> <http://www.legislation.gov.uk/ukxi/2004/1633/schedule/1/made>

<sup>5</sup> [http://www.local.gov.uk/local-flood-risk-management/-/journal\\_content/56/10180/3618366/ARTICLE](http://www.local.gov.uk/local-flood-risk-management/-/journal_content/56/10180/3618366/ARTICLE)



**Figure 1** Summary of the process of application of SEA to the LFRMS

### 1.3. Local Flood Risk Management Strategy

As a Lead Local Flood Authority, the London Borough of Hillingdon has the responsibility of developing, maintaining, applying and monitoring a Local Flood Risk Management Strategy. The 'strategy' assesses the risk of flooding in the Borough, the flood risk management functions and the duty to set the framework and objectives for managing local flood risk, together with the measures proposed to achieve those objectives. This will be adopted by the Council.

The strategy is also required to contribute to the achievement of wider environmental objectives so it is important that it meets the aims of the Strategic Environmental Assessment (SEA) directive and the Water Framework Directive (WFD).

The main objective of the SEA is to integrate environmental considerations within policy development at the earliest opportunity, so as to demonstrate that the strategy has, as far as is practicable, met environmental concerns.

### 1.4. Purpose of this Report

The London Borough of Hillingdon is therefore, in this document, undertaking the screening phase of the SEA requirements for the Flood Risk Management Strategy. It also includes an initial assessment of existing environmental issues within the Borough, outlining possible future issues that may occur and/or may be exacerbated by the implementation of the Strategy. This highlights the environmental issues that need to be taken into account.

The assessment is performed through a comparison exercise of the Strategy objectives against SEA objectives.

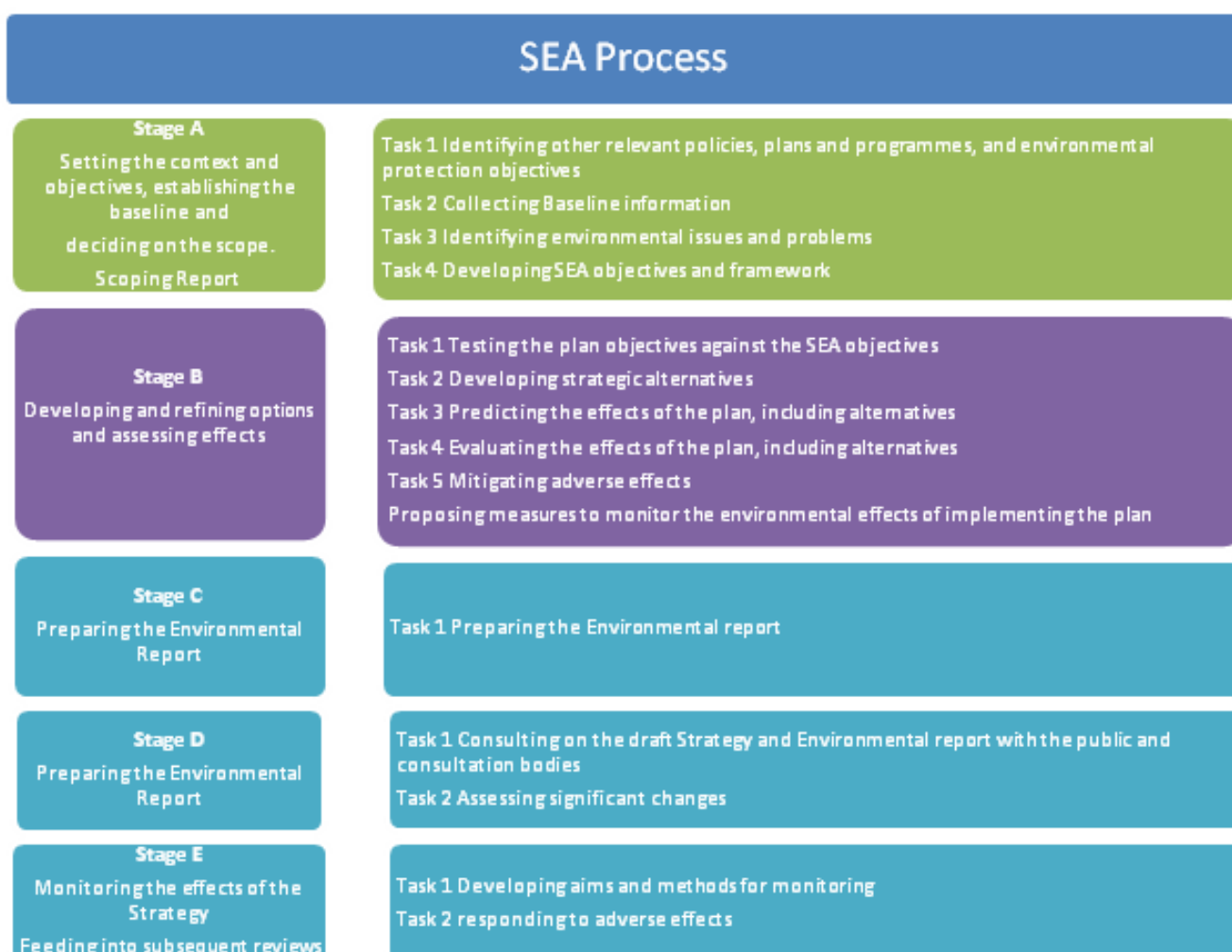
## 2. Methodology

### 2.1. Stages of the SEA process

The methodology adopted has been developed in accordance with the following guidance:

- [A practical guide to the SEA Directive](#)<sup>6</sup>
- [Local Government Association Framework for Local Flood Risk Management Strategy, 2<sup>nd</sup> edition](#)<sup>7</sup>

Figure 2 below outlines the stages of the whole SEA process. This report comprises Stage A. The methodology is set out in relation to each of the tasks associated with Stage A.



**Figure 2 SEA Process and Tasks**

<sup>6</sup> <https://www.gov.uk/government/publications/strategic-environmental-assessment-directive-guidance>

<sup>7</sup> [http://www.local.gov.uk/local-flood-risk-management/-/journal\\_content/56/10180/3618366/ARTICLE](http://www.local.gov.uk/local-flood-risk-management/-/journal_content/56/10180/3618366/ARTICLE)



### 3. Stage A Task 1: Relevant policies, plans and programmes

The first task is to identify all policies, documents and legislation that impact on the Local Flood Risk Management Strategy. The majority of these are listed in Section 2 of the Hillingdon Local Flood Risk Management Strategy along with more detail on what they include.

<b>International</b>	<b>Date</b>	<b>Organisation</b>
EU Biodiversity Strategy	2011	EC
EU Birds Directive	2009	EC
EU Floods Directive	2007	EC
EU Habitats Directive	1992	EC
EU Water Framework Directive	2000	EC
EU Groundwater Directive	1980	EC
<b>National</b>		
Biodiversity – The UK Action Plan	1994	UK Government
Biodiversity 2020: A strategy for England's wildlife and ecosystem services	2011	Defra
Climate Change Act	2008	UK Government
Directing the Flow: Priorities for Future Water Policy	2002	Defra
Flood and Water Management Act	2010	UK Government
Flood Risk Regulations	2009	UK Government
Future Water, The government's water strategy for England	2008	UK Government
Guidance for risk management authorities on sustainable development in relation to their flood and coastal erosion risk management functions	2011	UK Government
Land Drainage Act	1991	UK Government
Making Space for Water	2005	Defra
National Flood and Coastal Erosion Risk Management Strategy for England	2011	Defra & EA
National Planning Policy Framework	2012	DCLG
National Planning Policy Guidance	2014	DCLG

National Standards for Sustainable Drainage Systems	2011	Defra
The Civil Contingencies Act	2004	UK Government
The Impact of Flooding on Urban and Rural Communities	2005	Defra & EA
The Pitt Review - Lessons learned from the 2007 summer floods	2009	UK Government
The SuDS Manual	2015	CIRIA
Water Act	2003	UK Government
Water for People and the Environment: Water Resources Strategy for England and Wales	2009	EA
The Localism Act	2011	UK Government
<b>Regional</b>		
London Regional Flood Risk Appraisal	2009	GLA
London Strategic Emergency Plan	2010	LRP
London Strategic Flood Framework	2012	LRP
Managing risks and increasing resilience: the Mayor's climate change adaptation strategy	2011	GLA
Thames Catchment Flood Management Plan	2009	EA
Thames Estuary 2100 Flood Risk Management Plan	2012	EA
Thames River Basin Management Plan	2015	Defra & EA
The London Plan	2011	GLA
The Colne Catchment Abstraction Management Strategy	2013	EA
<b>Local</b>		
<a href="#">Local Plan Part 1: Strategic Policies</a>	2012	LBH
<a href="#">Local Plan Part 2</a>	2014	LBH
<a href="#">Sustainable Community Strategy 2008-2018</a>	2007	LBH
<a href="#">The Flood Risk Portfolio for LBH</a> includes:		
Preliminary Flood Risk Assessment	2011	LBH
Strategic Flood Risk Assessment	2008	LBH
Strategic Flood Risk Assessment and Sequential test Addendum	2014	LBH

Surface Water Management Plan Part 1 Evidence Base	2013	LBH
Surface Water Management Plan Part 2 Options and Action Plan	2014	LBH

**Table 1** List of relevant plans and policies

## 4. Stage A Task 2: Collecting baseline information

### 4.1. London Borough of Hillingdon baseline information

To ensure that the relevant data was collected and captured, the relevant themes in the environmental topics referred to in Annex 1 (f) of the SEA Directive were used:

- Population and Human Health
- Soil
- Water
- Noise and Air Quality
- Biodiversity,
- Climate Change
- Material Assets
- Cultural Heritage
- Landscape
- Transport

Information has been collected from a variety of sources, mainly other London Borough of Hillingdon documentation and the [2011 Census](#)<sup>8</sup>.

### 4.2. Population and Human Health

Table 2 2011 Population Census Results show that for the London Borough of Hillingdon the total population was:

Years old	2011 Census	%
0-4	19,704	7.2
5-15	37,189	13.6
16 - 24	37,570	13.7
25 - 59	131,509	48.0
60 - 74	30,847	11.3

**Table 2** 2011 Population Census Results Source GLA<sup>9</sup>

Total population in Hillingdon in 2001 was 246,100, in 2011 it was 273,900 and the GLA predict that it will be 297,500 in 2015. The level of growth is faster than the average for England. Although a less densely populated London Borough, this density increased from 8.6 dwellings per hectare in 2001 to 9.0 in 2011.

<sup>8</sup> <http://data.london.gov.uk/census/>

<sup>9</sup> <http://www.hillingdon.gov.uk/article/29581/Population-statistics>

Hillingdon is also an ethnically diverse borough with 43% of residents from Black and Minority Ethnic groups. This is set out in detail in the document 'Ethnic Groups'.

Figures from the GLA indicate that, generally, those in Hillingdon have on average better health than most Londoners and that this health is improving.

The Council now has a more important role in Public Health. Data from Census 2011 shows that Hillingdon, in comparison with other London Boroughs, has a higher percentage of people with good or very good health. Further information about public health, and the Council's role, can be found on the Council's website in the Director of Public Health [Annual report](#).<sup>10</sup> The link between the environment and health is outlined further in '[Better Environment - Better Health Guide](#)'<sup>11</sup> produced by the GLA.

### 4.3. Soil

Agriculture is still a major land use within the Borough, providing both economic income and a visually pleasing environment which provides opportunities for informal recreation

The dominant solid geology, similar to most other London Boroughs, is the London Clay formation, although along the Colne Valley there are some areas of Chalk. Drift deposits of Langley silt overly River Terraced Deposits, which in a number of areas have been excavated in the southern part of Hillingdon. To the north, there are mainly pockets of Glacial Sand and Gravel (information obtained from the SFRA).

On the Council [Contaminated land](#)<sup>12</sup> webpages, three to four hundred sites within Hillingdon have been identified as being potentially contaminated. Over eighty sites have been identified as previously used as landfill. Of these landfills, 30-40% have been identified as being suitable for new use, for example agriculture, building land and nature conservation.

### 4.4. Water

#### 4.4.1 Water Resources

The London Borough of Hillingdon covers two [Catchment Abstraction Management Strategy](#) areas identified within the Thames Catchment. The 'CAMS' for the Colne and London<sup>13</sup>, set out how water resources are managed and the licensing needed for abstraction. They provide evidence that abstraction in Hillingdon will need to be carefully monitored in the future. The Environment Agency has also identified Groundwater Source Protection Zones where groundwater is abstracted for drinking. Two inner zones in the London Borough of Hillingdon, where activities which could affect groundwater must be strictly controlled, are illustrated in Figure 3, Map of Source Protection Zones, identified by the Environment Agency on the [Environment Agency website](#)<sup>14</sup>.

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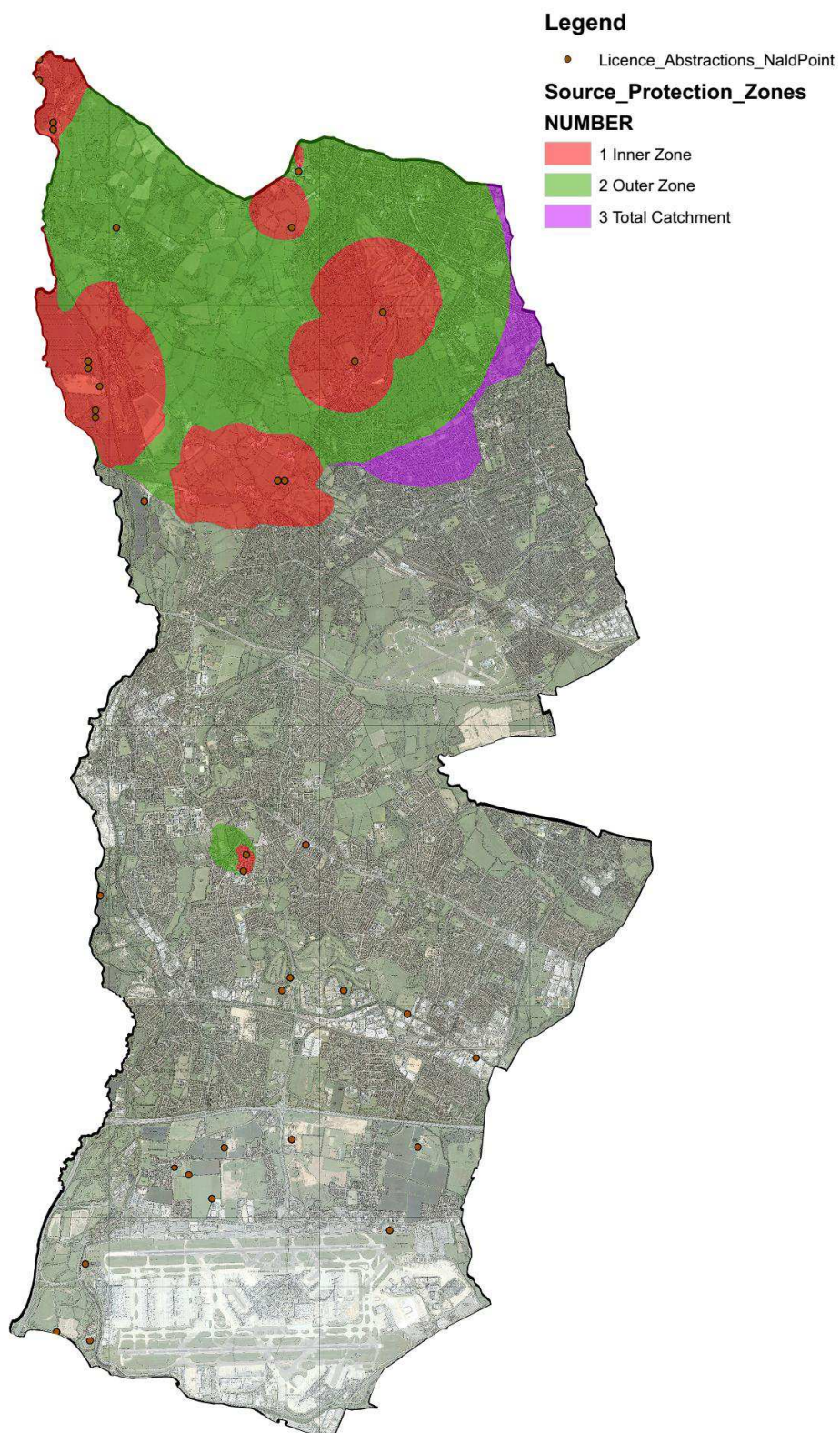
<sup>10</sup> <http://www.hillingdon.gov.uk/article/25203/Director-of-Public-Health-Annual-Report-for-2014>

<sup>11</sup> <https://www.london.gov.uk/priorities/health/focus-issues/better-environment-better-health-guides-for-london-boroughs>

<sup>12</sup> <http://www.hillingdon.gov.uk/article/8676/Contaminated-land>

<sup>13</sup> <https://www.gov.uk/government/publications/colne-catchment-abstraction-licensing-strategy>

<sup>14</sup> <http://apps.environment-agency.gov.uk/wiyby/37833.aspx>



**Figure 3** Map of Source Protection Zones identified by the Environment Agency

#### 4.4.2 Flooding

The [Flood Risk Portfolio of documents](#)<sup>15</sup> produced by Hillingdon identifies the flood risks from a variety of flooding sources. The key risk is shown to be Surface Water affecting 29,300 residential properties and 1,300 non residential properties as well as key transport infrastructure.

#### 4.4.3 Water Quality

The Water Framework Directive is a EU legislative approach to managing and protecting water. River Basin Management Plans identify the Yeading Brook, River Crane and River Pinn within Hillingdon as having a moderate water quality with the River Colne having 'good' status. Information on the status of each waterbody within the London Borough of Hillingdon can be found on the Environment Agency website Flood Maps for [River Basin Management Plans](#)<sup>16</sup> The key risks identified with water quality are poor phosphorous levels.

#### 4.5. Air Quality

The European Union air quality policy sets the overall context for national policy. The aim of the EU policy is to develop an overall strategy through the setting of long-term air quality targets. These air quality limit values are set through a series of Daughter Directives. The UK National Air Quality Strategy defines the future air quality policy in the UK and sets objectives for several key air pollutants. Under the Local Air Quality Management regime, Air Quality is also one of the UK government's indicators of sustainable development. The indicator measures the number of days that pollutants (carbon monoxide, nitrogen dioxide, ozone, fine particles and sulphur dioxide) are above certain levels. The level of air quality in the borough remains a major and high profile issue, with parts of Hillingdon having some of the worst air quality in the country.

The Council has carried out a review and assessment of air quality in the Borough to identify if these air quality objectives will be achieved. Of the seven pollutants assessed, two have been identified as being of particular concern in Hillingdon, namely nitrogen dioxide and fine particulate matter (PM10). In 2001 an Air Quality Management Area (AQMA) was designated, comprising an area stretching from the Chiltern-Marylebone railway line in the north down to the southern Borough boundary. Since June 2004, an Air Quality Action plan has been in place setting out measures that will be pursued in order to improve air quality in the Borough. Further information can be found on the Council's website pages on [Air Pollution](#)<sup>17</sup>.

#### 4.6. Noise

The main issues relating to noise are the current patterns of problems relating to road traffic and noise connected with Heathrow airport. Heathrow is a major source of regular noise pollution along the flight paths and this could be exacerbated in the future with the potential for further airport expansion.

Road noise in London has been assessed and noise maps drawn up. Road noise along the major routes in the borough exceeds 80 decibels and 70 decibels in many areas.

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<sup>15</sup> <http://www.hillingdon.gov.uk/article/24117/Flood-risk-management>

<sup>16</sup> [http://maps.environment-agency.gov.uk/wiyby/wiybyController?topic=wfd\\_rivers&ep=map&x=513367.6705&y=177723.0005&scale=7&lang=e&layerGroups=default&layerGroupToQuery=1&textonly=off#x=509895&y=182843&lg=1.8.9.5.6.&scale=7](http://maps.environment-agency.gov.uk/wiyby/wiybyController?topic=wfd_rivers&ep=map&x=513367.6705&y=177723.0005&scale=7&lang=e&layerGroups=default&layerGroupToQuery=1&textonly=off#x=509895&y=182843&lg=1.8.9.5.6.&scale=7)

<sup>17</sup> <http://www.hillingdon.gov.uk/airpollution>

## **4.7. Climate Change**

Many of the challenges faced in local government are likely to be exacerbated by climate change. Infrastructure, buildings, businesses, and community cohesion are all likely to feel the impacts of more regular severe flooding, heatwaves, extreme weather events and reduced access to important resources like water. It is a key area for councils to engage in resilience thinking.

Local authorities are required to pay attention and take action in order to address many aspects of short and long term resilience to a changing climate. Recent legislation has made this an imperative for local government.

## **4.8. Biodiversity**

The London Borough of Hillingdon contains a diverse mixture of built-up areas and open space, including agricultural land which constitutes much of the Green Belt, with a high ecological value.

The Borough does not contain any sites which carry a European designation and thus has no sites as part of the Natura 2000 network.

### **4.8.1 Special Scientific Interest (SSSI)**

There are 500 hectares across 6 SSSI within the London Borough of Hillingdon: Denham Lock Wood, Frays Farm Meadows, Harefield Pit, Mid Colne Valley, Old Park Wood and the 300-hectare Ruislip Woods. Appendix 1 shows the 'Condition of the SSSI in Hillingdon' below. Most of the SSSI are for broadleaved woodland.

Hillingdon also contains a designated national nature reserve (NNR) at Ruislip Woods and five local nature reserves wholly or partially within the borough, covering 380 hectares.

### **4.8.2 Green Belt**

As the westernmost borough in London, Hillingdon has over 123,000 acres of Green Belt land. This is vital for preserving London's character and distinctiveness, and for safeguarding the countryside.

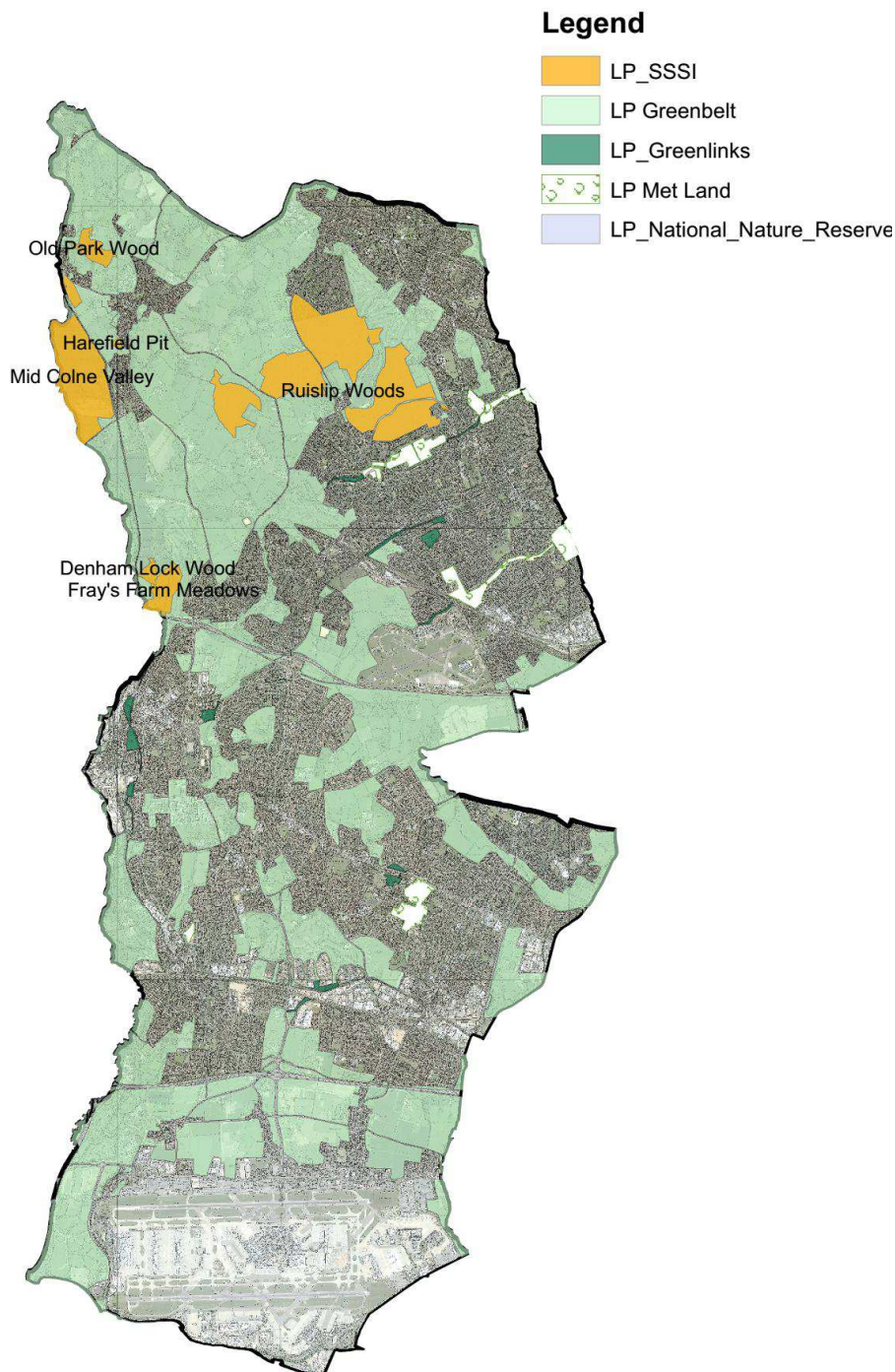
### **4.8.3 Sites of Nature Conservation (SINC)**

There are over 40 sites of importance for nature conservation (SINCs) present in the Borough. The 137 mile long Grand Union Canal passes through the Borough and is designated across London as a Site of Nature Conservation Importance. The 1920's saw the full integration of the water transport system, which started in 1793. This was once the busiest canal in the country linking London to the Midland cities of Birmingham and Leicester. The canal, which once supplied and transported goods from the industrial cities, now acts principally as a leisure destination, attracting walkers to its towpath and holidaymakers to its canal boats.



### 4.8.4 Woodland

Hillingdon contains 875 hectares of woodland, covering 7.6% of the Borough’s area. This is a large amount for a London Borough and compares with the 8.5% average for the whole of England. Of the 875 hectares in Hillingdon, 810 are subject to tree protection orders (TPO).



**Figure 4** Map of important biodiversity and landscape sites in Hillingdon

## 4.9. Material Assets

The London Borough of Hillingdon has invested in many of its sports and leisure facilities, for example Ruislip Lido, Highgrove Pool, Hillingdon Sports and Leisure Centre and Botwell Green Community Sports and Leisure Centre. In addition, seventeen libraries have been either rebuilt or refurbished since 2007 as part of a £10m libraries investment programme. In addition the Borough has one of the largest schools programmes.

### 4.10. Cultural Heritage (Including architectural and archaeological heritage)

There are hundreds of designated assets within the Borough and many more that have been identified but not 'designated' as such. All of the following information can be found on the Hillingdon website on the Council [Conservation and heritage](#)<sup>18</sup> pages, and their relevant sources.

#### 4.10.1 Scheduled Monuments

Within the Borough are five scheduled ancient monuments (SAM) none of which are deemed to be at risk. These are:

- **The Ruislip Motte and Bailey**
- **Manor Farm Moat, off Long Lane, Ickenham**
- **The moated site by River Pinn off Copthall Road West**
- **Brackenbury Farm Moated Site, Breakspear Road South**
- **The Barn at Manor Farm, Harmondsworth.**

Key areas are illustrated in Figure 5 Important Cultural Heritage Areas in Hillingdon, derived from supporting evidence from the Local Plan.

#### 4.10.2 Archaeological Priority Areas (APA) and Archaeological Priority Zones (APZ)

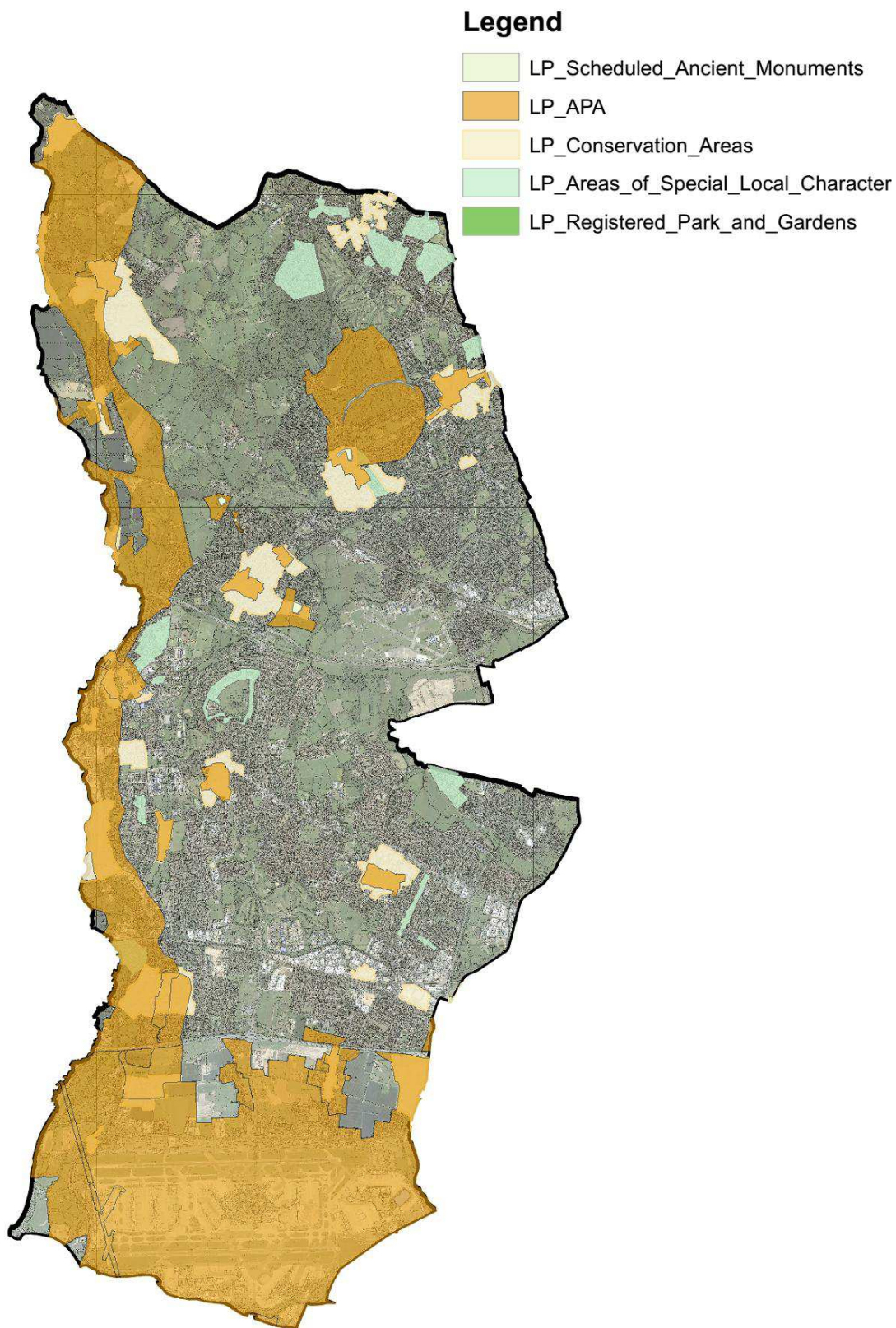
Significant prehistoric sites at Three Ways Wharf, Uxbridge and at Heathrow Terminal Five have been excavated. The excavations at Heathrow have highlighted the Borough's potential for providing important information about the changing landscape of London from prehistory through to modern times. Currently, the Council has identified a number of Archaeological Priority Areas (APA) and Archaeological Priority Zones (APZ).

#### 4.10.3 Historic parks and Gardens

Hillingdon has one entry in the register held by English Heritage: Harefield Place, which is designated grade II. The site comprises the earthwork remains of a 17th-century country mansion and later gardens including a brick arcade.

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<sup>18</sup> <http://www.hillingdon.gov.uk/article/9094/Conservation-and-heritage>



**Figure 5 Important Cultural Heritage Areas in Hillingdon**

#### 4.10.4 Conservation Areas

The Borough contains 31 [Conservation areas](#)<sup>19</sup> (an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance), more information on which can be found on the Council's website.

#### 4.10.5 Listed Buildings

There are 423 statutory listed buildings in the borough, 9 Grade I, 29 Grade II and 385 Grade III. There are also 302 Locally Listed Buildings.

#### 4.10.6 Areas of Special Local Character

There are 15 designated Areas of Special Local Character (ASLC). These are designated on the basis of their local architectural, townscape or historic merits, as defined in the adopted plan.

### 4.11. Landscape

As supporting evidence for the Local Plan, a [Landscape Character Assessment](#) has been undertaken<sup>20</sup>. Unlike many London Boroughs, Hillingdon is distinctive for its mix of landscapes. The Borough comprises 13 landscape types.

Hillingdon also contains Harefield, the only village remaining in London to be completely surrounded by greenfield land.

In addition as supporting evidence for the Local Plan Part 2 a [Townscape Character Study](#)<sup>21</sup> has been undertaken to support key strategic objective (SO1) in the Local Plan to "conserve and enhance the borough's heritage and their settings" and new development should use this study to ensure it works closely to create places and spaces which integrate with the existing understanding of townscape and identified opportunities.

English Nature has classified the Borough as being within the London basin natural area. The majority of the Borough is in the Thames Valley Countryside Character area, with the eastern fringe classified as the Northern Thames Basin (111) by the Countryside Commission.

#### 4.11.1 Green and Open Space

Hillingdon contains over 5000 hectares of countryside and open land. Included within this total are 239 areas classified as green and open spaces, including 128 playgrounds and recreational spaces and parks of regional, metropolitan, district or local importance. The Borough has the highest number of Green Flag areas, (benchmark national standard for parks and green spaces) in England.

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<sup>19</sup> <http://www.hillingdon.gov.uk/article/22670/Conservation-areas-in-Hillingdon>

<sup>20</sup> <http://www.hillingdon.gov.uk/article/9123/Hillingdons-Landscape-Character-Assessment>

<sup>21</sup> <http://www.hillingdon.gov.uk/article/29909/Local-Plan-Part-2-evidence-base-studies>

### 4.11.2 Metropolitan and Open Land (MOL) and Green Chains

MOL is a London designation and has same level of protection as Green Belt. The Local Plan Part 2 identifies the MOL and Green Chain Links within the Policies map. Hillingdon has identified strips of open land that link together to form 'green chains'. Much of this land is already designated as Green Belt, but green chains seek to provide additional access to open space, providing opportunities for countryside leisure for Hillingdon's residents and visitors and acting as wildlife corridors. The current green chains in the borough are:

- **Eastcote - West Drayton, along line of the River Pinn.**
- **Eastcote - Hayes, along line of Yeading Brook.**
- **Ruislip Manor - West Drayton, through Hayes Park, Town Hall Park and Stockley Park.**
- **Ickenham - West Drayton along line of the River Frays.**
- **Ruislip Manor - Harlington through Yeading, Minet Estate and Cranford Park.**
- **Grand Union Canal.**

### 4.11.3 Blue Ribbon Network

This is defined in the London Plan, '[Chapter 7: London Living Spaces and Places](#)'.<sup>22</sup> It identifies a number of strategic waterways and corridors, alongside rivers, in Hillingdon which it is important to maintain and enhance.

## 4.12 Transport

Hillingdon is crossed by some major transport links into and out of London, including the M4, M40/A40, and major rail lines including the Chiltern Line and London underground network of the Piccadilly and Metropolitan and Central lines. It also contains the strategic airport of Heathrow and RAF Northolt.

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<sup>22</sup> <https://www.london.gov.uk/what-we-do/planning/london-plan/current-london-plan/london-plan-chapter-7/chapter-seven-london%E2%80%99s>

## 5. Stage A Task 3: Identification of Environmental Issues

### 5.1. Identify existing or possible future environmental issues

From a review of the baseline information, there are a number of environmental issues that could be affected by the implementation of the strategy. These are outlined in Table 3 Environmental Issues.

Topic	Influence of the LFRMS
Population and Human Health	The LFRMS will need to ensure that the increasing population is located in the most sustainable location. Rising numbers living in households may increase demand for householder extensions within the floodplain, for which planning guidance will need to be provided to ensure flood risk does not increase. The LFRMS may affect public access to recreational features, goods and public services that can make a material difference to quality of life. The perceived level of flood risk that communities feel they are exposed to may also affect levels of stress and impact on Quality of Life. Opportunities for flood risk management schemes could improve access to areas, reducing risk and therefore levels of stress.
Soil	The LRMS projects will need to recognise and avoid contaminated areas and encourage the remediation of such land to allow the natural flow of groundwater. The LFRMS should influence gravel workings where the sensitive management of these sites will be needed to minimise impact on sensitive ground water levels and flood risk.
Water	The LFRMS may propose changes in construction and land use and flood risk frequency which may have the potential to affect water levels, and water quality.
Air Quality	The LFRMS should influence air quality projects to be able to incorporate flood risk reduction measures.
Biodiversity	The LFRMS may include changes in bio-diversity such as the plan to reduce non native species as well as construction, land use or flood risk and water levels which may affect nature conservation and biodiversity. This may improve existing habitats or create new features. The impact of the LFRMS on sites of international importance is reviewed separately in the Habitats Regulation Scoping report.
Climate Change	There is a greater potential for shorter heavier storm events, increasing the likelihood of surface water flooding. Also, Hillingdon is in the South East of England, the driest area of the UK, and additional growth could increase water stresses in summer. More sustainable ways of managing flood risk increase the resilience and capacity to adapt. This will be one of many ways in which future climate change can be managed.

Material Assets	The LFRMS could result in improved flood risk management of Hillingdon's assets, thus reducing flood risks.
Cultural Heritage	The LFRMS may propose changes in construction, land use and flooding which have the potential to adversely affect historic environment sites and their settings. It may also manage the flood risk to heritage features or lead to improved access to historic sites.
Landscape	There is likely to be a continuing increase in development, reducing permeable surfacing and thus increasing surface water run off. The LFRMS may include changes in construction, land use, flood risk frequency or water levels that have the potential to adversely affect landscape features. Alternatively proposals may include opportunities to create and diversify landscape features.
Transport	The LFRMS will seek to manage flood risk to and from existing critical infrastructure within Hillingdon. It should also influence major infrastructure to ensure flood risk is fully assessed and monitored before, during and after construction. One of the key issues affecting Hillingdon is major transport infrastructure projects: HS2 and the possible 3 <sup>rd</sup> Runway at Heathrow.

**Table 3 Environmental Issues**

## 6. Stage A Task 4: SEA Objectives

### 6.1. Creating the SEA Objectives

In a Practical Guide for Strategic Environmental Assessment, Appendix 5, Figure 11 provides examples of SEA objectives and indicators. These should be adapted to local circumstances by deletions, additions or refinements. They have been considered and refined and the following shown in Table 4 are proposed for comparison with the Local Flood Risk Management Strategy objectives and actions:

SEA 1	Maintain, and enhance where possible, leisure and recreational benefits within and adjacent to water bodies
SEA 2	Prevent any decline in the quality or quantity of water resources and enhance the WFD status of rivers where possible
SEA 3	Enable local economic growth and development
SEA 4	Promote sustainable development to reduce and mitigate the potential impacts of climate change on water resources
SEA 5	Maintain and enhance biodiversity and habitats near water

**Table 4** List of SEA Objectives



## 7. Next Steps and Conclusions

The significance of the effect is ranked, in Table 5 using the following criteria and giving consideration to the factors outlined.

LFRMS Objective		SEA Objective				
		1	2	3	4	5
1	Develop the knowledge and awareness of different flood risks, and roles and responsibilities in managing flooding	0	0	0	0	0
2	Maintain and improve communication and cooperative working between strategic parties, flood risk management authorities and the public.	+	+	+	0	0
3	Ensure that development in Hillingdon takes account of flood risk issues and plans to reduce them	+	+	+	+	+
4	Identify and implement new flood risk management measures.	+	+	+	+	+
5	Promote the effective management of flood risk assets.	0	0	+	0	0
6	Ensure that emergency plans and responses to flood incidents are effective and that communities understand their role in an emergency	0	0	0	0	0

**Table 5** Effect of the Flood Risk Management Strategy

### 7.1. Impact

The strategy is at a high level and the potential effects are therefore fairly generic. However from this work the strategy objectives and or actions will not cause any threat or damage to the environment and will not reduce the protection that the Council provides the environment. In fact by improving flood risk management, it may have a beneficial impact on other environmental issues, such as residents' health, by reducing worry and concern over flooding.

As a consequence, this scoping report and initial testing of the plan objectives against the SEA objectives no Environmental report is required.

It is expected that the Flood Risk Management Strategy and the documents within the London Borough of Hillingdon's Flood Risk Management Portfolio which inform the strategy, will be updated and specific flood risk management schemes developed. There is potential for positive impacts by pursuing mutual benefits that could help contribute to achieving key environmental issues for the London Borough of Hillingdon, as identified within this document.

EIA Directive Annex II, states that Infrastructure Projects, such as flood relief works and installations to store water on a long term basis, may also still require an Environmental Impact Assessment.

All future flood risk schemes should have regard to the key environmental issues that Hillingdon face, and consider opportunities to contribute to the other environmental aims and objectives identified as priorities for the London Borough of Hillingdon.

**Appendix 1 List of SSSI**

SSSI Site Name	Natural England Site Information System (ENSIS) ID	Description	Main habitat Type	Unit	Condition
Denham Lock Wood	1001883	Denham Lock Wood is a diverse area of open mire and wet woodland which shows a zonation of wetland habitats occurring rarely in Greater London.	Broadleaved, mixed and yew woodland - lowland	1	Favourable
Fray's Farm Meadows	1002024	Fray's Farm Meadows are one of the last remaining examples of relatively unimproved wet alluvial grassland in Greater London and the Colne Valley	Unfavourable recovering	1	Neutral grassland - lowland
Harefield Pit	1001658	Harefield Pit provides a key section in the London Basin for a sequence through the Upper Chalk, Reading Beds and London Clay. It is also the only known site for calcareous floral remains in the Reading Beds.	Earth heritage	1	Unfavourable no change
Mid Colne Valley	1003469	The Mid Colne Valley is of significant ornithological interest, particularly for the diversity of breeding woodland and wetland birds, and for the numbers of wintering wildfowl. On the eastern valley slope is one of the last remaining examples of unimproved chalk grassland in Greater London.	Calcareous grassland - lowland	1	Unfavourable recovering
			Standing open water and canals	2	Unfavourable declining
			Standing open water and canals	3	Favourable
			Standing open water and canals	4	Unfavourable recovering

Old Park Wood	1003546	Old Park Wood comprises some of the most floristically rich ancient woods in Greater London and contains complex transitions through examples of widely differing woodland types.	Broadleaved, mixed and yew woodland - lowland	1	Favourable
			Broadleaved, mixed and yew woodland - lowland	2	Favourable
			Broadleaved, mixed and yew woodland - lowland	3	Favourable
			Fen, marsh and swamp	4	Favourable
Ruislip Woods	103633	The Ruislip Woods form an extensive example of ancient semi-natural woodland, including some of the largest unbroken blocks that remain in Greater London.	Broadleaved, mixed and yew woodland - lowland	1, 3-8	Favourable
			Acid grassland - lowland	2	Unfavourable recovering

# **Local Flood Risk Management Strategy Habitat Regulations screening for Appropriate Assessment**

Report Author: Flood and Water Management Officer  
Report Date: February 2016  
Revision: FINAL



**HILLINGDON**  
LONDON

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Figure 1 Stages of the HRA screening process

# 1. Introduction

## 1.1. What is Appropriate Assessment?

The [Conservation of Habitats and Species Regulations 2010](#) includes the following requirement:

*Any plan or project not directly connected with or necessary to the management of the site but likely to have a significant effect thereon, either individually or in combination with other plans or projects, shall be subject to appropriate assessment of its implications for the site in view of the site's conservation objectives.*

The London Borough of Hillingdon is therefore required to ensure that Part 2 of its Local Plan does not have a significant effect on any of the following:

- Special Protection Areas (SPA)
- Special Areas of Conservation (SAC)
- Candidate Special Protection Areas (cSPA)
- Candidate Special Areas of Conservation (cSAC)
- Sites of Community Importance (SCI)
- Ramsar Sites

These sites are collectively known as Natura 2000 sites, except for Ramsar sites which are designated through different legislation. For the purposes of this report, they will be collectively known as 'designated sites'. If significant effects to these designated sites are deemed likely, the Council must undertake an appropriate assessment of the relevant plan.

## 1.2. Background to Flood Risk Management Strategy

As a Lead Local Flood Authority, the London Borough of Hillingdon has the responsibility to develop, maintain, apply and monitor a Local Flood Risk Management Strategy. This 'strategy' assesses the risk of flooding in the borough, the flood risk management functions and the objectives for managing local flood risk along with the measures proposed to achieve those objectives.

## 1.3. Purpose of this report

An appropriate assessment will only be required if the Flood Risk Management Strategy is considered to have an effect on European Designated sites. Although there are no designated sites within the London Borough of Hillingdon, there are several within 15 km of its boundary.

The purpose of this report is to determine the need for a full appropriate assessment. It comprises a screening stage of the appropriate assessment process and makes a determination as to whether the Plan is likely to have a significant effect on a European site.

If this screening process determines that significant adverse effects are anticipated, then full appropriate assessment will be required. This will be undertaken in consultation with Natural England if it is considered necessary.

## 2. Methodology

There are a number of necessary steps to be taken before the assessment of likely significant effects can be made, referred to as the ‘screening process’. The flowchart, in Figure 1 below, outlines the stages of this process. The methodology is set out in relation to each of the numbered stages.

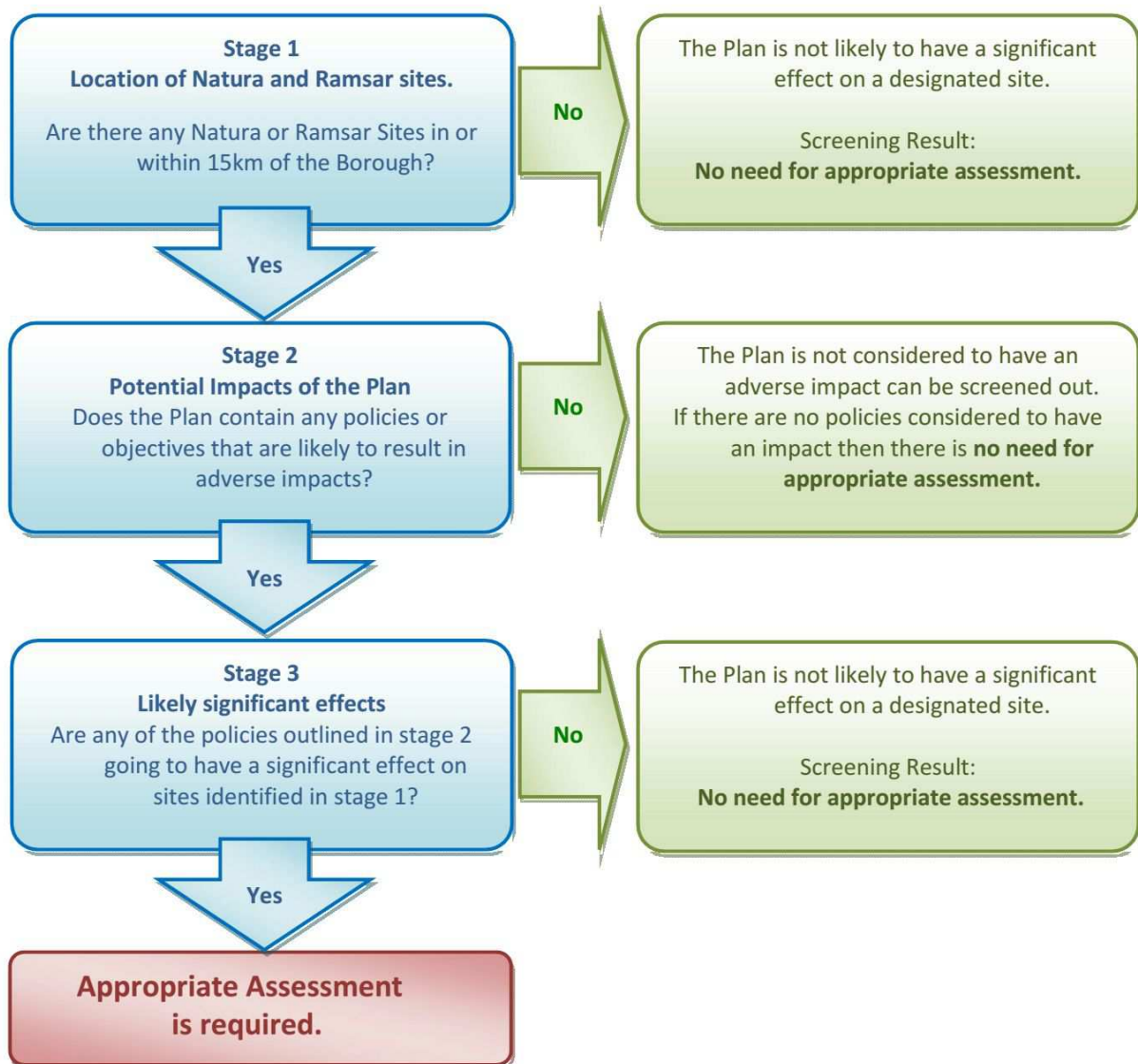


Figure 1 Stages of the HRA screening process

### 2.2. Stage 1: Location of Natura and Ramsar Sites

The first stage of the assessment process is to decide if there are any relevant designated sites within close proximity with the potential to be affected.

This report uses a similar methodology to the London Plan when assessing how to select the relevant European Sites. The location criteria used in the London Plan was based on criteria recommended by Natural England. This assessed European Designated sites within 10km of the boundary of Greater London. It is considered that impacts beyond this zone become dispersed and less likely to be significant in the context of the Habitats



Directive. This approach has been taken within the supporting evidence for the recently published Local Plan Part 2.

### 2.3. Stage 2: Possible impacts of Flood Risk Management Strategy

Flood Risk Management Strategy sets out the proposed direction of flood risk management for the London Borough of Hillingdon. It contains objectives which could affect the aquatic environment. It is therefore necessary to determine the scope of these impacts and the extent to which they are significant.

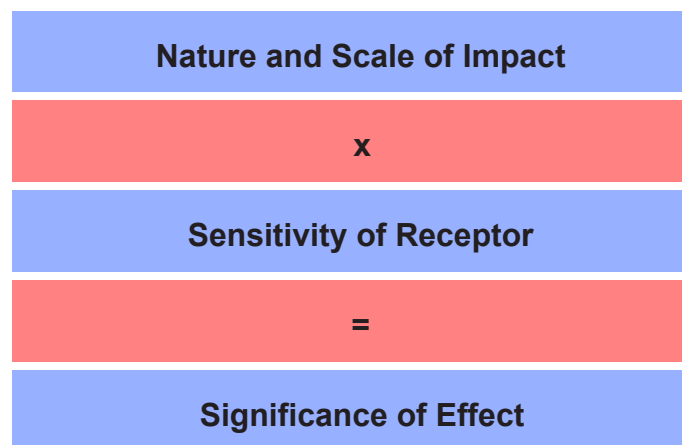
<b>Criteria for assessing effects</b>	
<b>No Negative Effect</b> <i>Reason why policy or allocation will have no negative effect</i>	
A1	Options / policies that will not themselves lead to development e.g. because they relate to design or other qualitative criteria for development, or they are not land use planning policies
A2	Options / policies intended to protect the natural environment, including biodiversity
A3	Options / policies intended to conserve or enhance the natural, built or historic environment, where enhancement measures will not be likely to have negative effect on a European Site
A4	Options / policies that positively steer development away from European Sites and associated sensitive areas
A5	Options / policies that could have no effect because no development could occur through the policy itself, the development being implemented through later policies in the same plan. These later policies being more specific, it would be more appropriate to assess them for their effects on European Sites and associated sensitive areas
<b>No significant effect</b> <i>Reason why policy could have a potential effect</i>	
B	Elements of the plan / options that could have an effect, but the likelihood is there would be no significantly negative effect on a European Site, either alone or in combination with other elements of the same plan, or other plans or projects.
<b>Significant Effect</b> <i>The policy makes provision for a quantum, or kind of development or land use that in the location(s) proposed would be likely to have a significant effect on a European Site. The proposal must be subject to appropriate assessment to establish, in the light of the site's conservation objectives, whether it can be ascertained that the proposal would not adversely affect the integrity of the site.</i>	
C	Likely significant effect alone
D	Likely significant effects in combination

**Table 1 Criteria for assessing effects**

Table 1 outlines the methodology and criteria that is used for determining effects.

## 2.4. Stage 3: Likely significant effects

If there are sites within close proximity to the Borough where the Flood Risk Management Strategy is considered to have potential impacts, then it is necessary to develop a method to define 'significant effects'. Standard environmental assessment uses the following principle to assess an effect:



## 2.5. Nature and scale of impact

This report adopts the same methodology as the Sustainability Appraisal for assessing significant effects. It is a standard environmental assessment approach which uses the following criteria to define the extent and magnitude of an impact:

- Effect duration (whether short, medium or long term)
- Effect nature (whether direct or indirect, reversible or irreversible)
- Whether the impact occurs in isolation, is cumulative or interactive
- Performance against environmental quality standards or other relevant pollution control thresholds
- Compatibility with environmental policies

## 2.6. Sensitivity of receptor

For the purposes of this report, the receptor is the conservation site with an international designation. It considers the conservation objectives for the site, the current status and its reasoning for being designated. The sensitivity of the receptor is specific to the designated site.

## 2.7. Significance of effect

The significance of the effect is ranked using the following criteria, giving consideration to the factors outlined in Table 1 Criteria for assessing effects.

Symbol	Likely Effect on the SA Objective
++	A likely significantly positive effect
+	A likely positive effect
0	No significant effect or clear link
-	A likely negative effect
--	A likely significantly negative effect

### 3. Stage 1: Location of Natura and Ramsar Sites

#### 3.1. Summary of designated sites considered

There are no sites within the London Borough of Hillingdon. The table below show the Natura 2000 and Ramsar sites within 10km of the London Borough of Hillingdon.

Site	Designation	Distance from LB Hillingdon
<b>South West London Waterbodies SPA/Ramsar</b> <ul style="list-style-type: none"> <li>● King George VI Reservoir</li> <li>● Wraysbury Reservoir</li> <li>● Staines Moor Reservoir</li> <li>● Wraysbury and Hythe Gravel Pits</li> <li>● Wraysbury Number 1 Gravel Pit</li> </ul>	SPA Ramsar	0.5+ km
<b>Windsor Forest and Great Park</b>	SAC	6.5 km
<b>Richmond Park</b>	SAC	8.5 km
<b>Burnham Beeches</b>	SAC	9.0 km

*Table 2 Natura and Ramsar sites within 10km of the London Borough of Hillingdon*

#### 3.2. Summary of designated sites not considered

The table below show the Natura 2000 and Ramsar sites outside 10km and within 15km of the London Borough of Hillingdon.

Sites within 15km but screened out due to their distance from the Borough		
Site	Designation	Distance from LB Hillingdon
<b>Thames Basin Heaths</b>	SPA	11.5 km
<b>Thursley, Ash, Pirbright and Chobham Commons</b>	SAC	11.5 km
<b>Wimbledon Common</b>	SPA	12.5 km
<b>SAC</b>	<b>Special Area of Conservation</b>	
<b>SPA</b>	<b>Special Protection Area</b>	
<b>Ramsar</b>	<b>Named after location of first Convention on Wetlands (Ramsar, Iran, 1971)</b>	

*Table 3 Natura and Ramsar sites within 15km but over 10km*

### 3.3. Information on the designated sites considered for the screening

South West London Waterbodies	Distance	Designation Type	Designation Ref
	0.5+ km	SPA	UK9012171
	Ramsar	UK11065	
Qualifying Habitat Features	The European and Ramsar sites comprise a series of seven embanked water supply reservoirs and former gravel pits that support a range of man-made and semi-natural open water habitats. The reservoirs and gravel pits function as important feeding and roosting sites for wintering wildfowl. These habitats support internationally important populations of gadwall and shoveler. For this reason the South West London Waterbodies are designated as a SPA and a Ramsar site.		
Qualifying Species Features	Northern shoveler ( <i>Anas clypeata</i> ) and gadwall ( <i>Anas strepera</i> ) occur at levels of international importance. The site also supports nationally important numbers of great crested grebe ( <i>Podiceps cristatus cristatus</i> ), great cormorant ( <i>Phalacrocorax carbo carbo</i> ) and tufted duck ( <i>Aythya fuligula</i> ).		
Current Condition and Threats	Future decommissioning of reservoirs and maintenance works requiring reservoir draw-down. Recreational and development pressures have potential implications.		
Result of Latest Survey	There are 7 SSSIs that form part of the South West London Waterbodies SPA/Ramsar within 10 km of the plan area, of which Kempton Park Reservoir, Knight and Bessborough Reservoirs, Wraysbury Reservoir and Thorpe Park No. 1 Gravel Pit are in 100% favourable condition. The condition of the other SSSIs are: Langham Pond: 63% favourable and 37% unfavourable recovering Wraysbury and Hythe End Gravel Pits: 85% favourable and 15% unfavourable recovering Wraysbury No. 1 Gravel Pit: 100% unfavourable declining.		
Key Ecosystem Factors	<ul style="list-style-type: none"> <li>● Water area</li> <li>● Water depth</li> <li>● Extent and distribution of habitat</li> <li>● Food availability</li> <li>● Vegetation characteristics</li> <li>● Population size of species</li> </ul>		
Windsor Forest and Great Park	Distance	Designation Type	Designation Ref
	6.5km	SAC	SAC UK0012586

Qualifying Habitat Features	<p>Primary Reason for Selection: Old acidophilus oak woods with <i>Quercus robur</i> on sandy plains.</p> <p>The site is one of only four known outstanding localities in the UK and has the largest number of veteran oaks <i>Quercus</i> spp. in Britain. It is of importance for its range and diversity of saproxylic invertebrate fauna, including many rare species only known in the UK at this site.</p> <p>Secondary Reason for Selection: The significant presence of Atlantic acidophilus beech forests with <i>Ilex</i> and sometimes also <i>Taxus</i> in the shrub layer (<i>Quercion robori-petraeae</i> or <i>Ilici-Fagenion</i>).</p>
Qualifying Species Features	<p>Primary Reason for Selection: The habitat for Violet click beetle '<i>Limoniscus violaceus</i>'.</p> <p>Windsor Forest and Great Park has the first recorded sighting of the species, and is thought to support the largest of the three known outstanding populations in the UK.</p> <p>Due to the population of ancient trees and the historic continuity of woodland cover, the site is listed as the most important in the UK for fauna associated with decaying timber on ancient trees. The site is also considered to potentially be of international importance for its saproxylic invertebrate fauna.</p>
Current Condition and Threats	<p>Management practices are a threat to both the oak woodland and invertebrate fauna with habitat availability an additional pressure upon the invertebrate fauna.</p> <p>The presence of invertebrate species interest is dependent upon a continuous supply of very old and decaying trees.</p>
Result of Latest Survey	The condition of Windsor Forest and Great Park SSSI is predominantly unfavourable recovering (54%) with 46% in favourable condition.
Key Ecosystem Factors	<ul style="list-style-type: none"> <li>● Extent</li> <li>● Species</li> <li>● Population size of species</li> <li>● Number of veteran oak species</li> <li>● Quantity and size of fallen and decaying timber</li> </ul>

Richmond Park	Distance	Designation Type	Designation Ref
	8.5km	SAC	SAC UK0030246
Qualifying Habitat Features	N/A		

Qualifying Species Features	The habitat for Stag Beetle <i>Lucanus cervus</i> . Richmond Park has a large number of ancient trees with decaying timber. It is at the heart of the south London centre of distribution for stag beetle, and is a site of national importance for the conservation of the fauna of invertebrates associated with the decaying timber of ancient trees.
Current Condition and Threats	Due to its location in a densely populated urban area, the site experiences heavy recreational pressure.
Result of Latest Survey	The condition of Richmond Park SSSI is predominantly unfavourable: no change (86%), with 8% unfavourable recovering and 6% favourable.
Key Ecosystem Factors	<ul style="list-style-type: none"> <li>• Quantity of decaying timber of ancient trees</li> <li>• Condition and position of fallen timber</li> <li>• Species</li> <li>• Population size of species</li> <li>• Species, habitats, structures characteristic of the site.</li> </ul>

Burnham Beeches	Distance	Designation Type	Designation Re
	9.0km	SAC	SAC UK0030034
Qualifying Habitat Features	<p>Primary Reason for Selection:</p> <p>Atlantic acidophilus beech forests with ilex and sometimes also <i>Taxus</i> in the shrub layer (<i>Quercion robori-petraea</i> or <i>Ilici-Fagenion</i>)</p> <p>Burnham Beeches is an extensive area of former beech wood-pasture with many old pollards and associated beech <i>Fagus sylvatica</i> and oak <i>Quercus</i> spp. high forest. Surveys have shown that it is one of the richest sites for saproxylic invertebrates in the UK, including 14 Red Data Book species. The site also retains nationally important epiphytic communities, including the moss <i>Zygodon forsteri</i>.</p>		
Qualifying Species Features	NA		
Current Condition and Threats	<p>The site is potentially under pressure from adjacent land-uses, in particular mineral workings which have the potential to lead to changes in atmospheric dust and hydrological regime in the locality.</p> <p>Aerial pollutants also pose a threat to the site, with ambient levels of sulphur and nitrogen oxides in the area indicating that Environment Agency criteria levels for sensitive vegetation are being exceeded.</p>		
Result of Latest Survey	The condition of Burnham Beeches SSSI is predominantly in favourable condition (63%) with 37% in unfavourable recovering condition.		
Key Ecosystem Factors	<ul style="list-style-type: none"> <li>• Extent</li> <li>• Woodland structure</li> </ul>		

- Presence of mature tree species
- Species

## 4. Stage 2: Possible impacts

### 4.1. Introduction to the possible impacts of the Local Flood Risk Management Strategy

This stage is to establish if the Flood Risk Management Strategy contains any policies or objectives likely to result in adverse impacts. There are no designated sites within the Borough boundary and therefore any impacts will be indirect. The impacts of the Flood Risk Management Strategy are limited to changes in habitat as a result of changes to the water environment. None of the designated sites are linked hydraulically to the waterbodies within the Borough.

### 4.2. Flood Risk Management Strategy elements assessed

	Objectives	Category	Appropriate Assessment required?
1	Develop the knowledge and awareness of different flood risks, and roles and responsibilities in managing flooding	A5	No This strategy objective is about awareness and information sharing
2	Maintain and improve communication and cooperative working between strategic parties and flood risk management authorities and the public.	A5	No This strategy objective is about awareness and information sharing
3	Development in Hillingdon takes account of flood risk issues and plans to effectively reduce flood risk	A2	No This strategy objective is about the need to locate new development sensitively, protecting existing floodplains not altering their location.
4	Identify and implement new flood risk management measures where funding can be secured.	B	No. There could be a potential impact on the general hydraulic environment as a result of this objective but the Borough is not hydraulically linked to the designated sites
5	Promote the effective management of flood risk assets.	A5	No This strategy objective promotes the appropriate management of existing structures



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6	Ensuring that emergency plans and responses to flood incidents are effective and that communities understand their role in an emergency	A5	No This strategy objective is about awareness and information sharing so that response in an emergency is effective
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**Table 4** Table of the categorisation of the Flood Risk Management Strategy Objectives

## **5. Stage 3: Likely significant effects**

### **5.1. No identified likely significant effects**

Stages 1 and 2 of the screening process have identified the Flood Risk Management Strategy objectives would have no likely significant impacts on any of the designated sites. Therefore no further assessment to quantify the impacts is required.

## 6. Conclusions

### 6.1. No Habitat Regulations Appropriate Assessment required

As part of the requirements of the Habitats Directive, any plan or project needs to be assessed in accordance with the Habitats Directive. This report used three stages to investigate the likely effects of the Flood Risk Strategy.

**Stage 1: Identify Natura and Ramsar Sites**

**Stage 2: Assess the likely impacts of the Flood Risk Management Strategy**

**Stage 3: Identify Significant Environmental Effects**

Stage 1 identified several designated sites relevant to the Habitats Directive. Three of these were screened out due to their distance from Borough and four were considered in more detail.

Stage 2 assessed the impact of the proposed objectives of the Flood Risk Management Strategy. The Objectives were of a generic nature encouraging the sharing of information to improve the management of flood risk within the Borough. One element of the strategy was considered to potentially have an effect. However the likelihood was that there would be no significantly negative effect on a European Site, either alone or in combination with other elements of the same plan, or on other plans or projects, because of the remote nature of the sites in relation to the Borough.

The Flood Risk Strategy contains recommendations to reduce the likelihood of adverse impacts and the Borough will work with other bodies to identify mutual beneficial schemes to improve the local environment.

As a consequence, this screening assessment has found that there is no need for a Habitat Regulations Appropriate Assessment.

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## REVISED SCHEME FOR FINANCING SCHOOLS

<b>Cabinet Members</b>	Councillor David Simmonds CBE Councillor Jonathan Bianco
<b>Cabinet Portfolios</b>	Deputy Leader & Education & Children's Services Finance, Property and Business Services
<b>Officer Contact</b>	Peter Malewicz, Finance Manager
<b>Papers with report</b>	Revised Scheme for Financing Schools

### 1. HEADLINE INFORMATION

<b>Summary</b>	This report seek approval for Cabinet to agree the proposed amendments to the Scheme for Financing Schools, to be effective from 1 April 2016, following the release of revised statutory guidance on 17 December 2015.
<b>Putting our Residents First</b>	This report supports the following Council objectives of: <i>Strong financial management.</i>
<b>Financial Cost</b>	There are no direct financial implications arising from this report
<b>Relevant Policy Overview Committee</b>	Children, Young People and Learning
<b>Ward(s) affected</b>	All

### 2. RECOMMENDATION

**That the Cabinet approves the Revised Scheme for Financing Schools to be effective from 1 April 2016.**

#### **Reasons for recommendation**

The Scheme for Financing Schools is a statutory document that sets out the financial relationship between the Council and maintained schools within the Borough and the duties placed on both within that relationship. The Council is required to have in place an up to date and agreed Scheme for Financing Schools.

#### **Alternative options considered / risk management**

If the Council does not have an agreed and up to date Scheme in place, it potentially stands the risk of not being able to charge legitimate costs to schools, as it would not have the ability to do so.

## Policy Overview Committee comments

None at this stage.

### **3. INFORMATION**

#### **Supporting Information**

The Department for Education released the latest update to the Scheme for Financing Schools statutory guidance on 17 December 2015. This guidance sets out the financial relationships that exist between maintained schools and the local authority and the duties placed on both within that relationship.

The requirements of the regulations are that the Council must consult with all maintained schools (this does not include any academy schools or free schools) prior to acceptance and approval by Schools Forum and the Council.

The revised Scheme for Financing Schools was sent to all maintained schools on 8 February 2016 with a closing date of 29 February 2016. All of the changes reflect the updates that are required as set out in the statutory guidance provided by the Department for Education, these include updates from 2014 as well as 2015, as well as updates to relevant contact personnel, where applicable. All changes are highlighted in ***bold italics*** in the proposed revised scheme.

The Council received no written responses from schools, but did receive a request for clarification of a number of points as follows:

a) Definition of Provision of Services from Centrally Retained Budgets (Section 8.1, Page 27)

This relates to those services that the local authority provides to schools, which are funded from the Council's base budget and not the Dedicated Schools Grant. It also covers those services which are provided under a Service Level Agreement.

b) Definition of Community Facility (Section 13, Page 35)

The Education Act 2002 Section 27, provides the relevant definition as follows:

- (1) The governing body of a maintained school shall have power to provide any facilities or services whose provision furthers any charitable purpose for the benefit of—
  - (a) pupils at the school or their families, or
  - (b) people who live or work in the locality in which the school is situated.
  
- (2) The power under subsection (1) includes, in particular, power for a governing body to—
  - (a) incur expenditure,
  - (b) enter into arrangements or agreements with any person,
  - (c) co-operate with, or facilitate or co-ordinate the activities of, any person, and
  - (d) provide staff, goods, services and accommodation to any person.

c) Definition of Centrally Funded (Appendix 4, Page 49 and 50)

With regards to premature retirement and redundancy costs, the use of the words centrally funded, relates to the Council's base budget and not the Dedicated Schools Grant.

At its meeting on 9 March 2016, Schools Forum considered the report on the consultation relating to the Revised Scheme for Financing Schools and agreed the amended version without any changes.

As the Council has received no amendments from schools or Schools Forum to the revised Scheme for Financing Schools, it is proposed that Cabinet accepts and approves the revised Scheme and that this will become effective from 1 April 2016.

### **Financial Implications**

There are no direct financial implications arising from this report. As stated in the main report, the Scheme for Financing Schools sets out the financial relationship between the Council and maintained schools.

## **4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

Having an up to date Scheme for Financing Schools in place ensures the correct treatment of costs between the Council's base budget and the Dedicated Schools Grant.

### **Consultation Carried Out or Required**

All maintained schools were consulted on the proposed changes to the Scheme for Financing Schools, which ran from 8 February 2016 and closed on 29 February 2016. The Schools Forum considered the outcome of this consultation at its meeting on 9 March 2016 and proposed no amendments.

## **5. CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommended adoption of a revised Scheme for Financing Schools. The Scheme for Financing Schools enables the Council to ensure that costs are correctly distributed between the Department for Education funded Dedicated Schools Grant, and the Council Tax supported Base Budget.

### **Legal**

The Borough Solicitor confirms that the Council's Scheme for Financing Schools complies with the Statutory Guidance issued by the Department for Education and that there are no legal impediments to Cabinet approving the Scheme.

## **6. BACKGROUND PAPERS**

[Schemes for financing schools](#) - Statutory guidance for local authorities - December 2015 - Department for Education

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**London Borough of Hillingdon**

**Scheme for Financing Schools**

**February 2016**



**HILLINGDON**  
LONDON

## Scheme for Financing Schools

<b>Section</b>	<b>Title</b>
Section 1	<a href="#"><u>Introduction</u></a>
Section 2	<a href="#"><u>Financial Controls</u></a>
Section 3	<a href="#"><u>Instalments of budget share: banking arrangements</u></a>
Section 4	<a href="#"><u>Treatment of surpluses and deficits</u></a>
Section 5	<a href="#"><u>Income</u></a>
Section 6	<a href="#"><u>Charging of school budget shares</u></a>
Section 7	<a href="#"><u>Taxation</u></a>
Section 8	<a href="#"><u>Provision of services and facilities by the Authority</u></a>
Section 9	<a href="#"><u>PFI Clauses</u></a>
Section 10	<a href="#"><u>Insurance</u></a>
Section 11	<a href="#"><u>Miscellaneous</u></a>
Section 12	<a href="#"><u>Responsibility for repairs and maintenance</u></a>
Section 13	<a href="#"><u>Community Facilities</u></a>
Appendix 1	<a href="#"><u>Schools subject to the scheme</u></a>
Appendix 2	<a href="#"><u>Best Value and Schools</u></a>
Appendix 3	<a href="#"><u>Categories of work for repairs and maintenance</u></a>
Appendix 4	<a href="#"><u>Responsibility for redundancy and early retirement costs</u></a>
Appendix 5	<a href="#"><u>NQT Loan Application Model</u></a>

## Section 1: Introduction

### 1.1 The funding framework

The funding framework which replaces Local Management of Schools is based on the legislative provisions in sections 45-53 of the School Standards and Framework Act 1998.

Under this legislation, local authorities determine for themselves the size of their Schools Budget and their **non-schools education budget** – although at a minimum a local authority must appropriate its entire Dedicated Schools Grant to their Schools Budget. The categories of expenditure which fall within the two budgets are prescribed under regulations made by the Secretary of State, but included within the two, taken together, is all expenditure, direct and indirect, on an authority's maintained schools except for capital and certain miscellaneous items. **Authorities may deduct funds from their schools budget for purposes specified by regulations made by the Secretary of State under s.45A of the Act (the centrally retained expenditure).** The amounts to be deducted for these purposes are decided by the authority concerned, subject to any limits or conditions (including gaining the approval of their Schools Forum or the Secretary of State in certain instances) as prescribed by the Secretary of State. The balance of the Schools Budget left after deduction of centrally retained funds is termed the Individual Schools Budget (ISB). Expenditure items in the **non-schools education budget must be retained** centrally (although earmarked allocations may be made to schools).

Local authorities must distribute the ISB amongst their maintained schools using a formula which accords with regulations made by the Secretary of State, and enables the calculation of a budget share for each maintained school. This budget share is then delegated to the governing body of the school concerned, unless the school is a new school which has not yet received a delegated budget, or the right to a delegated budget has been suspended in accordance with s.51 of the Act. The financial controls within which delegation works are set out in a scheme made by the authority in accordance with s.48 of the Act and approved by the Secretary of State. **All proposals to revise the scheme must be approved by the Schools Forum, though the authority may apply to the Secretary of State for approval in the event of the forum rejecting a proposal or approving it subject to modifications that are not acceptable to the Local authority.**

Subject to any provision made by or under the scheme, governing bodies of schools may spend budget shares for the purposes of their school\*. They may also spend budget shares on any additional purposes prescribed by the Secretary of State in regulations made under s.50 of the Act. **(\*Section 50 has been amended to provide that amounts spent by a governing body on providing community facilities or services under section 27 of the Education Act 2002 are treated as if they were amounts spent for the purposes of the school (s50(3A) of the Act.)**

An authority may suspend a school's right to a delegated budget if the provisions of the **Local Authority's** financing scheme (or rules applied by the scheme) have been substantially or persistently breached, or if the budget share has not been managed satisfactorily. There is a right of appeal to the Secretary of State. A school's right to a delegated budget share may also be suspended for other reasons (s.17 of the SSAF Act 1998).

Each authority is obliged to publish each year a statement (the section 251 statement) setting out details of its planned Schools Budget and other expenditure on children's services showing the amounts to be centrally retained **and funding delegated to schools**. After each financial year the authority must publish a statement showing out-turn expenditure at both central level and for each school, and the balances held in respect of each school.

***The detailed publication requirements for financial statements are set out in regulations issued by the Secretary of State, but the statements must be made available on a publicly accessible website.***

Regulations also require a local authority to publish their scheme and any revisions ***to it on a website accessible to the general public, by the date that any revisions come into force, together with a statement that the revised scheme comes into force on that date.***

## **1.2 The role of the scheme**

The scheme is binding on both the Authority and maintained schools. It aims to set the ***financial relationship between the Local Authority and the maintained schools which it funds. The scheme contains requirements relating to financial management and associated issues and sets*** parameters within which schools can exercise the financial and management freedoms they have experienced in Hillingdon, both as LA maintained schools with high levels of delegation and local bank accounts, and as former grant maintained schools with full delegation.

The scheme represents the minimum requirements necessary for the Chief Financial Officer of the Authority to exercise his/her responsibilities under s.151 of the Local Government Act 1972.

### **1.2.1 Application of the scheme to the Authority and maintained schools**

This scheme applies to all community, ***nursery***, special, voluntary, foundation (***including trust***), foundation special schools and ***PRUs*** maintained by the authority whether they are situated in the area of the authority or situated elsewhere.

It does not apply to schools situated in the authority's area which are maintained by another authority. Nor does it apply to academies, free schools, University Technical Colleges or Studio Colleges.

A list of the schools to which this scheme applies is in **Appendix 1**.

### 1.3 Publication of the scheme

A copy of the scheme and any amendments to it will be published on <http://www.hillingdon.gov.uk/article/23526/Financing-schools-scheme> so that it is accessible to all schools and the general public.

### 1.4 Revision of the scheme

***Any proposed revisions to the scheme will be the subject of consultation with the governing body and head teacher of every school maintained by the Local Authority. Following consultation, all proposed revisions must be submitted to the schools forum for approval by members of the forum representing maintained schools. Where the schools forum does not approve them or approves them subject to modifications which are not acceptable to the authority, the authority may apply to the Secretary of State for approval.***

### 1.5 Delegation of powers to the head teacher

It is a requirement that each Governing Body puts in writing the **financial** powers it has delegated to sub-committees and to the head teacher. ***Any decision (and subsequent revisions) should be recorded in the minutes of the governing body.*** The precise arrangements are for each Governing Body to determine for itself, but the LA would recommend as good practice that a Finance sub-committee be established to consider the budget position of the school and to report to the Governing Body on its findings. The LA would also wish to recommend the following split between Governing Body (and sub-committee) and the head teacher.

#### **Financial responsibilities to be retained by the Governing Body (including those responsibilities delegated to a Finance sub-committee):**

- Overall responsibility for the financial management and budgetary control of the school.
- Approval of the revenue budget as prepared and submitted by the head teacher.
- Regular review of the school's expenditure against the budget based upon reports from the head teacher, giving details of performance, especially with respect to variations on the budget plan resulting in under/ over-spends.
- Approval of proposals to exceed agreed limits of delegated authority.
- Approval of funds to be spent on prescribed capital projects subject to the Council's agreement and statutory regulations.
- Approval of additional insurance cover to be funded from the school's delegated budget.
- Approval of the disposal of obsolete or surplus items of equipment valued at more than **£100**, but not exceeding **£5,000** (above which the approval of the Chief Financial Officer is required.)

- The opening and acceptance of tenders required to comply with the Council's standing orders for contracts provided to or by the governing body.

**Financial responsibilities to be delegated to the head teacher.**

- Day-to-day responsibility for the financial management and budgetary control of the school.
- Any other financial responsibilities apart from those listed above as remaining the responsibility of the Governors.
- To ensure compliance with the Council's standing orders and financial regulations.

The Governing Body is responsible for approving the first formal budget plan of each financial year, regardless of the arrangements for delegations.

### **1.6 Maintenance of Schools**

The Local Authority is responsible for maintaining the schools covered by the scheme, (except in the case of a voluntary aided school where some of the expenses are, by statute, payable by the governing body). Part of the way an authority maintains its schools is through the delegation of funding to schools including a provision for maintenance.

## Section 2: Financial Controls

### 2.1.1 Application of financial controls to schools

Schools are obliged to adhere to requirements on financial controls and monitoring in the management of their delegated budget and any earmarked sums devolved to the school. In particular, schools must comply with:

- a) Hillingdon's **Financial Regulations** – Appendix 1 of **Guidance to Schools on Financial Management** (reminder sent to NV and SC 9.3.12)
- b) Hillingdon's **Standing Orders (Schools)** – Appendix 2 of **Guidance to Schools on Financial Management**

### 2.1.2 Provision of financial information and reports

Schools should provide the authority with details of anticipated and actual expenditure and income, in a form and at times determined by the authority, currently the local authority require schools to submit quarterly returns. The necessary reports are explained in the **Requirements on Financial Reporting** within the **Guidance to Schools on Financial Management** (section 2).

The format determined by the LA for submission of information should so far as possible take account of the Consistent Financial Reporting framework and the desirability of compatibility with that framework.

### 2.1.3 Payment of salaries; payment of bills

School's internal procedures for paying salaries and other bills can be set at the discretion of the governing body, within the constraints of the Council's Financial Regulations and Standing Orders. Separate guidance on setting internal procedures is provided to schools in the **Guidance to Schools on Financial Management**.

### 2.1.4 Control of assets

The governing body is responsible for the management of the school's resources which include the custody and control of stocks and stores and the maintenance of a record of stock receipts and issues.

Requirements relating to inventories are included in the Hillingdon **Financial Regulations (contained in Appendix 1 of Guidance to Schools for Financial Management)**.

The Scheme for Financing Schools only requires schools to maintain asset registers for items with a value in excess of **£1,000**, whereas the Financial Regulations refer to items with a value in excess of **£250**. While the Scheme for Financing Schools prevails, schools are urged to abide by the Financial Regulations as good practice.

### **2.1.5 Accounting policies (including year-end procedures)**

Schools' accounts, provided to the local authority during the year, are to be prepared either on a receipts and payments basis or an accruals basis and each governing body should indicate at the start of the year the basis they would wish to adopt. In either case the reports should be cumulative.

At the year end the accounts will need to be on an accruals basis. Schools will be expected to maintain the accounts in their own financial systems in such a way as to facilitate the production of a detailed analysis which meets the requirements set out in the **Guidance to Schools on Financial Management**. Schools will be required to provide details of outstanding creditors, outstanding debtors, pre-payments and income in advance in order that the local authority's accounts can appropriately reflect each school's balance sheet position.

This scheme does not seek to impose a particular system of accounting (i.e. cash, commitments or accruals) for the school's internal purposes.

### **2.1.6 Writing off of debts**

Once all reasonable courses of action have been taken to recover monies where an invoice has been raised, a governing body may write-off the income if the outstanding amount on the invoice is less than **£250**. It is recommended that the Governing Body take this decision itself and an annual list of items written off should be sent to the **Finance Manager, Children and Young Peoples Services**.

Where the amount outstanding on the invoice exceeds **£250** the write-off should be approved by the **Finance Manager, Children and Young Peoples Services**.

## **2.2 Basis of accounting**

The financial year runs from 1st April to 31st March. Reports provided to the local authority during the year will be either on a cash or accruals basis. This is made clear in the **Guidance to Schools on Financial Management**.

## **2.3 Submission of budget plans**

Schools are required to submit a budget plan for their individual school budget and any known earmarked sums, approved by the full Governing Body, by **31<sup>st</sup> May of each financial year**. Schools may take account of balances at the end of the **previous** year in planning their budget for the new financial year. The format of the budget plan should be as per the **Guidance to Schools on Financial Management**.

During the year the Governing Body is required to report on their expected outturn financial position for the year as part of the quarterly reporting process, as set out in the **Guidance to Schools on Financial Management**. This is to enable the Chief Financial Officer to fulfil his responsibilities under Section 151 of the Local Government Act 1972, ensuring the necessary financial standards are



being met and to make an informed response to questions raised in relation to schools.

The local authority is bound by this scheme to supply schools with all information held on income and expenditure data which it holds which is necessary for efficient planning by schools.

### **2.3.1 Submission of Financial Forecasts**

The LA requires schools to submit a financial forecast for at least three years in the format prescribed in the **Guidance to Schools for Financial Management**. Budget plans received from schools will be used for assessment against Schools Financial Value Standards forms and to monitor school balances.

## **2.4 Efficiency and Value for Money**

Schools must seek to achieve efficiencies and value for money, to optimise the **use of** their resources and to invest in teaching and learning, taking into account the Authority's purchasing, tendering and contracting requirements **outlined in section 2.10**.

It is for heads and governors to determine at school level how to secure better value for money. **There are significant variations in efficiency between similar schools, and so it is important for schools to review their current expenditure, compare it to other schools and think about how to make improvements.**

## **2.5 Virement**

Schools have the freedom to vire budgets between budget heads in the expenditure of their delegated budget share.

Schools may not, however, vire between the delegated budget share and any earmarked sums. The arrangements for virement within each earmarked sum will vary, depending on the nature of the expenditure. Virement arrangements for earmarked sums will be notified to schools when they are advised of the purposes to which the sums may be put.

## **2.6 Audit: General**

From April 1999 the accounts of all maintained schools have formed part of the total income and expenditure subject to **external audit and all schools are therefore within the scope of the LA external audit regime. The governing body must bear in mind that whilst external auditors must plan, perform and evaluate their audit work to have a reasonable expectation of detecting material misstatements arising from error or fraud, the duty to deter and detect fraud rests primarily with the Governing Body.**

**In addition the internal audit of schools is an obligation imposed upon the Council by the Accounts and Audit Regulations 1996 which require the maintenance of an adequate and effective system of internal audit of the**

*accounting records and systems of the council. The responsibility for Internal Audit of schools has been delegated to the LA's Section 151 Officer. To enable the LA's internal auditors to carry out their duties schools must allow the auditors full access at all times to all papers and records of the school and provide explanations the auditors consider necessary. School must pass on to auditors any information that the auditors should be aware of to carry out their audit.*

*Internal audit has introduced a fully risk-based approach to the internal audit coverage of Hillingdon schools. Internal Audit will now carry out cross-cutting of themed areas at a risk-based selection of several schools.*

Financial regulations require the governing body to inform the Head of Audit and Enforcement immediately, in any circumstances where a financial irregularity occurs or is suspected. **Detail on the thematic audit approach** is in the **Guidance to Schools on Financial Management**.

The reports provided to the Authority as per the **Guidance to Schools on Financial Management**, and internal audit reports will provide most of the information necessary to allow external audit to form a view on schools' accounts. Nevertheless, external audit may wish to visit schools on a sample basis to examine prime documents at source and ***schools are required to provide all internal and external auditors with access to such records or information as they believe to be necessary in the completion of their audit.***

The records which schools are required to retain for audit and other inspection are included in **para 1.25** of the **Financial Regulations**, (Retention of Documents Policy).

## **2.7 Separate external audits**

Schools may, if they wish, arrange for an external audit of their accounts, separate from and in addition to the LA internal and external audit process described in **Section 2.6** above, using funds from their delegated budget share.

Schools should consider whether the service they require is financial advice, rather than a full or partial audit.

## **2.8 Audit of voluntary and private funds**

Schools' voluntary funds must be kept completely separate from the delegated budget. Governing Bodies of community schools should take account of the charities legislation which requires that private school funds are legally required to be registered as a charity if income exceeds **£5,000** per annum. Voluntary and foundation schools are exempt from registering.

There should be a clear audit trail if any monies are donated from the voluntary fund to the school budget. Where a donation is made to the delegated budget of the school, this should be recorded as income for the school and should not be coded to offset the expenditure on the item for which the donation was made.

The school is required to have an annual audit or, where appropriate, an independent examination of expenditure, and to have available the audit certificates, in respect of any private school funds held by the school or the

accounts of any trading organisations controlled by the school. There is **no** requirement that these be sent to the LA; rather they should be available for inspection by internal audit **if requested**.

## 2.9 Register of business interests

All schools are required to establish and maintain a register of business interests. This will list, for each member of the governing body and the head teacher, any business interests they or any member of their immediate family have along with **details of any other educational establishments they govern and any relationships between governors and members of the school staff including spouses, partners and relatives**.

The register should include the information in the example format in the **Guidance for Schools on Financial Management**. All schools are required to keep their register up-to-date using notifications of changes, as well as reviewing all entries on an annual basis.

The register does **not** need to be sent to the LA but should be available for scrutiny by governors, staff, parents and auditors on request. **From 1 September 2015, governing bodies will be under a duty to publish their register of interests on the school website.**

## 2.10 Purchasing, tendering and contracting requirements

Schools are required to abide by the Council's Standing Orders with respect to purchasing, tendering and contracting **matters**. **Details of LBH's Standing Orders are contained in The Guidance to Schools on Financial Management Appendix 2A and 2B. In particular, schools must assess in advance, where relevant, the health and safety competence of contractors, taking account of the LA's policies and procedures.**

**The current values of contracts which require particular numbers of quotations and tenders is set out below:**

<b>Value Range</b>	<b>Process to follow</b>	<b>Description</b>	<b>Approval</b>
<b>Up to £3,000</b>	<b>Best Value</b>	<b>Officers to demonstrate best value has been achieved</b>	<b>Headteacher</b>
<b>£3,001 - £10,000</b>	<b>Quotes</b>	<b>Three written quotes required</b>	<b>Headteacher</b>
<b>£10,001 - £50,000</b>	<b>Quotes</b>	<b>Minimum of 5 written quotes</b>	<b>Governing Body</b>
<b>£50,001 - £100,000</b>	<b>Tenders</b>	<b>Minimum of 5 tenders</b>	<b>Governing Body</b>
<b>£100,000 and above</b>	<b>Tender</b>	<b>Minimum of 5 tenders</b>	<b>Governing Body and Local Authority</b>

<b>£173,934 and above</b>	<b>OJEU notice</b>	<b>European (goods/services) tender</b>	<b>Governing Body and Local Authority</b>
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## 2.11 Application of contracts to schools

Schools have the right to opt out of LA-arranged contracts except where they lost that right for particular contracts where they have agreed to be bound into the specified terms and conditions.

Although Governing Bodies are empowered under paragraph 3 of schedule 1 to the Education Act 2002 to enter into contracts, in most cases they do so on behalf of the LA as maintainer of the school and the owner of funds in the budget share. To comply with Hillingdon's constitution, Governing Bodies are required to obtain LA countersignature on contracts with third parties where the value of the contract exceeds £100,000. The only exceptions to this are:

- a) contracts of employment entered into by aided or foundation schools;
- b) contracts for the works or fees associated with building projects at aided schools where the project is the governors' liability;
- c) contracts for the works or fees associated with building projects at foundation schools where the funding (including DfE funding) provided via the LA is less than £100,000 (i.e. in practice this exemption is likely to occur only where a foundation school has generated the funding for the project itself through land disposal, sponsorship or other fund-raising).

## 2.12 Central funds and earmarking

The LA is authorised to make sums available to schools from central funds, in the form of allocations which are additional to and separate from the schools' budget shares. **Such earmarked funding from centrally retained funds should be spent only on the purposes for which it is given and must be returned to the LA if not spent within the period stipulated.**

Schools will be required to code expenditure relating to earmarked sums to a cost-centre, determined by the LA, with the required subjective analysis. This will be reflected in the expenditure return submitted to the local authority **to demonstrate that the requirement for which the funding has been given is complied with.**

The LA may not deduct from payments to schools of devolved specific or special grant, any sum in respect of interest costs to the LA.

## 2.13 Spending for the purposes of the school

The governing body may use their delegated budget and any earmarked sums for the purposes of the school, **this includes spending on pupils at other maintained schools or academies and spending on community facilities or services.** The Governing body must not make or sanction gifts or ex-gratia payments from public funds. Gifts / benefit payments to staff in cash or kind are

not permitted. Schools are allowed to grant loans to Newly Qualified Teachers up to the value of £1,500 in accordance with the Council's Human Resources policy. Appendix 5 contains a model loan application form for use when issuing such loans.

## **2.14 Capital spending from budget shares**

To avoid conflict with the Government's capital expenditure controls, governors must inform the LA's Chief Financial Officer if they wish:

- a) to enter into a contract for the acquisition, enhancement or replacement of any buildings / structures, plant machinery, apparatus or vehicles costing more than **£10,000** per single item; or
- b) to enter into an operating lease agreement where the value is more than **£10,000** (schools are not permitted to enter into finance leases).

This is to ensure that the Chief Financial Officer accounts for the expenditure appropriately; schools do not need the permission of the Chief Financial Officer to enter into such agreements.

Where schools intend to use their budget share for capital expenditure the governing body must notify the LA and take account of any advice from the Chief Financial Officer as to the merits of the proposed expenditure if it exceeds **£15,000**. ***These provisions help to ensure compliance with the current School Premises Regulations and DfE Construction Standards, and health and safety legislation. Expenditure from capital allocations made available by the Authority outside of the delegated budget share are not affected by these provisions.***

## **2.15 Notice of concern**

The LA may issue a notice of concern to the governing body of any school it maintains where, in the opinion of the Chief Financial Officer and the Director of Children and Young People Services, the school has failed to comply with any provisions of the scheme, or where actions need to be taken to safeguard the financial position of the local authority or the school.

Such a notice will set out the reasons and evidence for it being made and may place on the governing body restrictions, limitations or prohibitions in relation to the management of funds delegated to it.

These may include:

- § insisting that relevant staff undertake appropriate training to address any identified weaknesses in the financial management of the school;
- § insisting that an appropriately trained/qualified person chairs the finance committee of the governing body;
- § placing more stringent restrictions or conditions on the day to day financial

management of a school than the scheme requires for all schools – such as the provision of monthly accounts to the local authority;

- § insisting on regular financial monitoring meetings at the school attended by local authority officers;
- § requiring a governing body to buy into a local authority's financial management systems; and
- § imposing restrictions or limitations on the manner in which a school manages extended school activity funded from within its delegated budget share – for example by requiring a school to submit income projections and/or financial monitoring reports on such activities.

The notice will clearly state what these requirements are and the way in which and the time by which such requirements must be complied with in order for the notice to be withdrawn. It will also state the actions that the authority may take where the governing body does not comply with the notice.

## **2.16 Schools Financial Value Standard (SFVS)**

All local authority maintained schools (including nursery schools and Pupil Referral Units (PRUs) that have a delegated budget) must demonstrate compliance with the Schools Financial Value Standard (SFVS) and complete the assessment form on an annual basis. It is for the school to determine at what time in the year they wish to complete the form.

Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors. The form must include a summary of remedial actions with a clear timetable, ensuring that each action has a specified deadline and an agreed owner. ***Governors must monitor the progress of these actions to ensure that all actions are cleared within specified deadlines. All maintained schools with a delegated budget must submit the form annually to the local authority before 31 March each year.***

## **2.17 Fraud**

All schools must have a robust system of controls to safeguard themselves against fraudulent or improper use of public money and assets.

The governing body and head teacher must inform all staff of school policies and procedures related to fraud and theft, the controls in place to prevent them; and the consequences of breaching these controls. This information must also be included in induction for new school staff and governors.

**Section 3: Instalments of Budget Share (*includes any place-led funding for special schools or pupil referral units*); Banking Arrangements**

**3.1 Frequency of instalments**

Cash advances based on budget shares for the year (*including top-up payments for pupils with high needs*) will be paid to schools in 12 instalments by crediting schools' nominated bank accounts (i.e. cleared funds) on the last banking day before the 15<sup>th</sup> of the month (*or the preceding day if the 15<sup>th</sup> falls on a non-banking day*) to allow schools to meet their payroll commitments in time.

**3.2 Proportion of budget share payable at each instalment**

The Authority will calculate the amount to be paid to each school on the following basis.

During the financial year schools will need cash in order to meet commitments arising from their delegated and devolved budgets. The Authority will identify each month what the total known budgets for the school are.

In the monthly instalments between April and March the amount payable will be:

$$(A - B) \times 1/C$$

where

**A** = known budgets at time when monthly cash advance transaction needs to be calculated (i.e. normally 2 weeks prior to the date the cash is transferred to schools' bank accounts).

**B** = cash advances already made to the school for that financial year's funding.

**C** = the number of monthly cash advances till year-end

*From April 2013, Special schools, Pupil Referral Units and Specialist Resource Provision units will receive 12% of their planned placed funding and top up funding (for Hillingdon pupils only) in April and 88% of the remaining funding in 11 equal instalments from May to March.*

After the end of the financial year the total cash advanced will be compared against the total delegated and devolved budgets for the financial year. The resulting balance will either be added to or deducted from the monthly cash advance following the confirmation by the LA of the carry-forward balance for all schools i.e. a one-off adjustment to the cash advances for either July or August of the year following that financial year. A worked example is in the **Guidance for Schools on Financial Management**.

The only exceptions to this standard distribution are:

- Grants which may be paid to the Local Authority for distribution to schools
- Capital funding for specific projects (i.e. other than formula capital allocations) will be distributed on a school by school basis in accordance with the planned expenditure on the project agreed with the LA.

- Where a maintained school converts to Academy, adjustments will be made to the maintained school's cash advance to adjust funding no longer owing to the school or recoup overpayments

### 3.3 Interest clawback

There will be no deduction for interest where a school receives cash advances in the pattern and for the amounts calculated in **Sections 3.1** and **3.2** above.

Where schools require additional cash a formal application for a **supplementary cash loan** will be required. Any loan will accrue interest at the prevailing **London Inter Bank Offered Rate (LIBOR)** rate effective for the term of the loan prevailing on the day the loan is obtained from the LA until the amount is repaid. Interest on longer term loans or loans for periods above one year will be charged at the prevailing Public Works Loan Board (PWLB) rate at the time the loan is taken reviewed annually at the start of each financial year. This will affect those schools whose patterns of expenditure are different to the norm or those that have accumulated deficit budgets. An example of the application form to be used is in the **Guidance to Schools on Financial Management**.

Schools are not permitted to borrow money from any other source (**see para 3.6**).

#### 3.3.1 Interest on Late Budget Share Payments

In circumstances where the LA fails to provide the monthly cash advance on the predetermined date, and this was due to LA error, schools will be entitled to interest at the prevailing **London Inter Bank Bid Rate (LIBID)**.

### 3.4 Budget shares for closing schools

Budget shares of schools for which approval for discontinuation has been secured may be made until closure on a monthly basis net of estimated pay costs at the discretion of the **Chief Financial Officer**.

### 3.5 Bank and building societies

All maintained schools may operate a bank account separate to the Council's own bank account.

When converting to become an Academy a closing maintained school's bank account mandate should provide that the LA is the owner of the funds during the period that the accounts are being finalised which is three months from the date the school ceases to exist.

Any interest generated from bank account balances may be retained by the school, credited to the school's budget share (**never** the private school fund). Schools having bank accounts with other banks prior to 1 April 2001 are allowed to retain those accounts.



The **Hillingdon Financial Regulations** include requirements on bank accounts, in particular **paras 3.124**.

### **3.5.1 Restrictions on accounts**

Schools can use any of the following banks:

**Royal Bank of Scotland**, Barclays, HSBC, Lloyds Banking Group, Natwest and Standard Chartered Bank.

No other banks should be used without written consent of the Council's Chief Financial Officer. Schools may operate more than one bank account, but each one, other than those for unofficial funds, would need to be reconciled to the same timetable as is specified in Appendix 4 of the **Guidance to Schools on Financial Management**.

If a school's bank account is opened under its own name provision should be made for the LA to take control and be the owner of the funds if the school's right to a delegated budget is suspended by the LA.

Every cheque **must** be signed by two authorised individuals and at least one of those individuals **must** be a member of staff. It is advised that signatories should be Headteacher, Deputy Headteacher and/or a senior member of staff.

It is **strongly advised** that the school administrative (or finance) officer **is not involved** in the cheque signing process. The need to have a separation of duties would suggest that it is best practice for the school administrative (or finance) officer not to be a cheque signatory.

It is also **advised** that governors **should not be routine** cheque signatories. Under the scheme of delegation for sub-committees and the headteacher, it is recommended that the headteacher have delegated authority to run the day-to-day finances of the school; signing cheques is an operational aspect of financial administration. Where governors are cheque signatories the school is likely to encounter problems in having sufficient cheque signatories in an emergency. Equally, however, smaller schools may be able to resolve some of the difficulties they often face in ensuring separation of duties by including a governor on the bank mandate.

Governing bodies may decide that it is appropriate for cheques above a certain amount (e.g. **£20,000**) to be counter-signed by a governor, but there is no requirement for this to be the case. Schools which do decide to include a governor on the bank mandate **must** check that the school's insurance policy covers governors for **fidelity guarantee**.

In considering which bank to use, governors should consider:

- **service charges** (many banks offer a deal where service charges are nil for as long as the account is not overdrawn)
- **interest receivable** (interest rates between banks and for different accounts in the same bank will vary from the prevailing base rate)
- **accessibility** (if the bank is to be visited frequently it may be useful to use a bank close to the school)

- **services included as standard** (banks may offer more frequent statements or an interest earning current account or other services which their competitors may charge for)
- **the implications of changing banks** (all schools now have their own bank account and the advantages of a different bank may be outweighed by the inconvenience and expense of changing banks)

Banks do not offer exactly the same service and schools should choose a bank which best meets their needs.

### **3.6 Borrowing by schools**

Schools cannot borrow money (*including the use of finance leases*), unless they have the written permission of the Secretary of State. This does not apply to any loans granted by the LA within the provisions of this scheme.

This provision also extends to the use of credit cards by schools, which are regarded as borrowing. However, this does not bar schools from using debit cards or the government purchase card, which can be a useful means of facilitating electronic purchase. Schools are required to manage the use of the purchase cards and must abide by the repayment criteria. Schools are required to adhere to separate guidance (contained in the **Guidance to Schools on Financial Management**) on the use of purchase cards. The use of purchase cards is not considered to infringe the borrowing restrictions imposed on schools as long as the balance on the account is cleared in full within the month. All costs and charges for cards should be met from the school's budget share.

## **Section 4: The treatment of surpluses and deficit balances arising in relation to budget shares**

### **4.1 Right to carry forward surplus balances**

Schools are permitted to carry forward from one financial year to the next any shortfall in expenditure relative to the school's budget share for the year plus / minus any balance brought forward from the previous year.

The amount of a surplus balance will be that shown in the relevant out-turn statement published *in accordance with s.251 of the Apprenticeships, Skills, Children and Learning Act 2009*.

Where a school's surplus balance is more than 8% for Nurseries, Specials and Primaries and 5% for Secondaries of the school's *total income (including brought forward balances)* for that financial year, the governing body is required to report to the LA on the use to which the school intends to put the surplus balance, this to be submitted with the budget plan by 31<sup>st</sup> May.

### **4.3 Interest on surplus balances**

Surplus balances will be accounted for in the accounts of the local authority but, in cash terms, schools' balances (subject to year-end reconciliations) will be held in their local bank accounts. Interest accrued on all cash in schools local bank accounts is retained by the school. (See **section 3.5**)

### **4.4 Obligation to carry forward deficit balances**

Where a school's expenditure during a financial year exceeds the budget share plus / minus the balance brought forward from the previous financial year the school is obliged to carry forward the deficit. Any deficit carried forward will be the first call on the budget share for the following year.

Where deficits at schools maintained by the LA exist, a schedule of repayments may be agreed with the governing body.

### **4.5 Planning for deficit balances**

Governing bodies may not plan for a deficit. If, during the year, expenditure patterns suggest that a deficit is likely, governing bodies are under an obligation to take all appropriate measures to avoid a deficit occurring. If, in spite of all efforts a deficit is not avoidable, the local authority may, in exceptional circumstances, licence a deficit where the governors have provided a satisfactory business plan for putting the school's financial position back into balance. An application for deficit licence must be made to the LA stating the recovery strategies and when the school is to return to a balanced position. (See **Section 4.9** below)

#### 4.6 Charging of interest on deficit balances

Interest will not be charged on deficit balances, but schools should note that deficit balances will require supplementary cash loans on which interest will be charged. (See **Section 3.3**). Where schools have deficit budgets, any direct payments by the LA on behalf of the school will be treated as if they were supplementary cash loans and interest will be charged on those sums too.

#### 4.7 Writing off deficits

The local authority is not permitted to authorise the use of Dedicated Schools Grant to write off any deficits accumulated by governing bodies. ***In certain instances the LA may agree to give assistance towards the elimination of a deficit balance where agreed by Schools Forum. Funding to support schools in financial difficulty can only come from a de-delegated contingency for mainstream schools, or a central budget for special schools and PRUs.***

#### 4.8 Balances of closing and amalgamating schools

When a school closes, any balance (whether surplus or deficit) reverts to the LA; it cannot be transferred as a balance to any other school, even where the school is a successor to the closing school, except that a surplus transfers to an academy where a school converts to academy status under section 4(1)(a) of the Academies Act 2010.

In 2013, Schools Forum agreed to amend this requirement. The current arrangement is that schools which fall under this definition will be allocated funds equivalent to any surplus balance that is to be retained, subject to Schools Forum agreement. It was also agreed that any deficits would be funded from the centrally retained DSG.

#### 4.9 Licensed deficits

In exceptional circumstances, where a governing body has explored all alternatives to the satisfaction of the local authority, it may be appropriate for the ***Chief Financial Officer*** to agree to license a deficit for a specific period. The local authority may only license deficits up to a maximum of **40%** of the amount of surplus balances at the end of the previous financial year held by schools maintained by the authority.

It would be expected that the vast majority of deficits should be for one financial year only i.e. carry forward a deficit at the end of one year and return to a nil or surplus balance at the end of the following year. In particularly exceptional circumstances governing bodies may agree with the local authority to manage a deficit over / up to three financial years. Such an agreement could only be entered into where the expected deficit at the end of the first year was likely to be in excess of **15%** of the school's annual budget share. This assumes that the school has encountered financial difficulties.

Should the amount of licensed deficits due to schools experiencing financial difficulties be less than **40%** of the amount of surplus balances at the end of the previous financial year held by schools maintained by authority, the authority may consider formal requests from governing bodies who wish to undertake curricular or building projects which they expect will require funding over more than one financial year. It is not likely that the local authority will agree to license a deficit for any such project before October of the financial year in which the deficit would occur.

All deficits of the school's budget share must be licensed by the local authority, and the Governing Body has to take all measures necessary to avoid a deficit. Nevertheless, governing bodies with deficits of whatever level will be required to report to the local authority on the reasons for them and the plans they have in place to remove the deficit.

#### **4.10 Loan schemes**

The LA will operate a supplementary cash loan scheme (**See also Section 3.3**). This arrangement assists schools with cash flow problems arising either from natural variations from the standard pattern of cash advances or from overspending. There is no constraint on the amount or number of such loans as the scheme is, in essence, a mechanism for cash flow management. In practice, most loans will be short-term and those which are longer term will be linked to licensed deficits. Loans received for short term cash flow management must be repaid as soon as the situation improves and within the same financial year as the loan received. If the loan is still required at the beginning of the next financial year then a written request for the continued use of the loan should be made in that financial year. Any loans that are not repaid by the end of the financial year will be recouped from the school's budget share via a reduction in the cash advance payments. Schools converting to Academy must repay their loans before conversion, otherwise the LA has the right to reduce their cash advance payments to recoup the loan.

##### **4.10.1 Credit union approaches**

Schools wishing to operate a credit union, using pooled bank balances to fund loans to participating schools may do so. It is a requirement that the local authority is sent a copy of the constitution of any such credit union and that an annual audit certificate is provided.

## **Section 5: Income**

### **5.1 Income from lettings**

Schools may retain income from lettings of the school premises, subject to alternative provisions arising from any joint use or PFI agreements. Income from lettings of school premises should not normally be payable into voluntary or private funds held by the school because the assets and revenue expenditure used to generate the income are most likely to have been provided with LA funds. Voluntary Aided schools might in certain circumstances be able to demonstrate that the assets were bought with governor / DFE funds and that the costs associated with lettings are to be fully charged to the private school fund; it is not likely that foundation or community schools could demonstrate both circumstances. Crediting income to the private fund is likely to have tax implications. Moreover, private school funds are now to be accounted for as part of Consistent Financial Reporting to improve transparency of this area of school accounts.

Schools may cross-subsidise lettings for community and voluntary use with income from other lettings, provided there is no net cost to the budget share. Schools are required to have regard to the Policy on Community Use of School Premises which only applies to premises owned by the London Borough of Hillingdon.

### **5.2 Income from fees and charges**

Schools may retain income from fees and charges except where a service is provided by the LA from centrally retained funds. Schools should have regard to the Policy on Charging for School Activities.

### **5.3 Income from fund raising activities**

Schools may retain income from fund-raising activities. It is appropriate for such funds to be lodged in the school's private fund.

### **5.4 Income from the sale of assets**

Schools may retain the proceeds of the sale of assets except in cases where the asset is purchased with non-delegated funds (in which case the LA will decide whether the school should retain the proceeds), or the asset concerned is land or buildings forming part of the school premises and owned by the London Borough of Hillingdon.

### **5.5 Administrative procedures for the collection of income**

Where schools are producing invoices for the recovery of monies due, they must have due regard to whether the income is subject to VAT. The **Guidance to Schools on Financial Management** identifies typical circumstances in which VAT is recoverable and guidance will be issued to schools periodically when HMRC regulations are updated.

If VAT is recoverable, it is a requirement that invoices issued by the school be in the format set out in the **Guidance to Schools on Financial Management**.

### **5.6 Purposes for which income may be used**

Income generated from the sale of assets purchased may only be spent for the purposes of the school.

## **Section 6: The Charging of School Budget Shares**

### **6.1 General position**

The LA cannot charge the budget share of any school without the consent of the governing body except in circumstances expressly permitted by this scheme. Where the LA intends to make such a charge the LA must consult with the school(s) concerned as to the intention to so charge and notify schools when it has been done. In circumstances where the LA is to charge the costs of salaries of school based staff to the school's budget share, this will be on the basis of actual costs.

In the event of a dispute the school should contact the Finance Manager, Children and Young Peoples Services, who will arbitrate. In the event that this post-holder has been involved in the decision to charge the school, the matter will be referred to the Chief Financial Officer who will make alternative arrangements for the matter to be considered. Where no objection to the charge has been received by the LA within one calendar month of the notification that the charge has been made being sent to the school, it shall be deemed that the school has accepted the charge and no further correspondence on the matter can be entered into.

***The LA may de-delegate funding for permitted services without the express permission of the governing body, provided this has been approved by the appropriate phase representatives of the Schools Forum.***

#### **6.1.1 Charging of salaries at actual cost**

In circumstances where the LA is to charge the costs of salaries of school based staff to the school's budget share, this will be on the basis of actual costs.

### **6.2 Circumstances in which charges may be made**

6.2.1 Where premature retirement costs have been incurred without the prior written agreement of the LA to bear such costs (the amount chargeable being only the excess over any amount agreed by the authority);

6.2.2 Other expenditure incurred to secure resignations where the school had not followed authority advice;

6.2.3 Awards by courts and industrial tribunals against the authority, or out of court settlements, arising from action or inaction by the governing body contrary to the authority's advice.

6.2.4 Expenditure by the authority in carrying out health and safety work or capital expenditure for which the authority is liable where funds have been delegated to the governing body for such work, but the governing body has failed to carry out the required work;

6.2.5 Expenditure by the authority incurred in making good defects in building work funded by capital spending from budget shares, where the premises are owned by the authority.



6.2.6 Expenditure incurred by the authority in insuring its own interests in a school where funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would be arranged by the authority;

6.2.7 Recovery of monies due from a school for services provided to the school, where a dispute over the monies due has been referred to a disputes procedure set out in a service level agreement, and the result is that monies are owed by the school to the authority;

6.2.8 Recovery of penalties imposed on the authority by the Board of Inland Revenue, the Contributions Agency, HM Revenue and Customs, Teachers Pensions, the Environment Agency or regulatory authorities as a result of school negligence.

6.2.9 Corrections of authority errors in calculating charges to a budget share (e.g. pension deductions).

6.2.10 Additional transport costs incurred by the authority arising from decisions by the governing body on the length of the school day, and failure to notify the LA of non-pupil days resulting in unnecessary transport costs.

6.2.11 Legal costs which are incurred by the authority because the governing body did not accept the advice of the LA (see also Section 11).

6.2.12 Costs of necessary health and safety training for staff employed by the authority, where funding for training had been delegated but the necessary training not carried out.

6.2.13 Compensation paid to a lender where a school enters into a contract for borrowing beyond its legal powers, and the contract is of no effect.

6.2.14 Cost of work done in respect of teacher pension remittance and records for schools using non-authority payroll contractors, the charge to be the minimum needed to meet the cost of the Authority's compliance with its statutory obligations.

6.2.15 Costs incurred by the authority in securing provision specified in a statement of SEN where the governing body of a school fails to secure such provision despite the delegation of funds in respect of **low cost high incidence and /or specific funding for a pupil with High Needs;**

6.2.16 Costs incurred by the authority due to submission by the school of incorrect data.

6.2.17 Recovery of amounts spent from specific grants on ineligible purposes.

6.2.18 Costs incurred by the authority as a result of the governing body being in breach of the terms of a contract.

6.2.19 Costs incurred by the authority or another school as a result of a school withdrawing from a cluster arrangement, for example where this has funded staff providing services across the cluster.

**6.2.20 Costs incurred by the authority in administering admissions appeals, where the local authority is the admissions authority and the funding for admission appeals has been delegated to all schools as part of their formula allocation.**

## Section 7: Taxation

### 7.1 Value Added Tax (VAT)

Governing bodies are required to identify all of the VAT relating to payments made by the school or income received by the school to the same timetable as the actual expenditure returns (see **Appendix 4** in the **Guidance to Schools on Financial Management**).

It is imperative that the format and timetable for reporting VAT transactions is adhered to strictly by schools. The Chief Financial Officer will need to be satisfied that governing bodies which do not provide the information by the due date have appropriate systems of financial administration in place. This could involve supplementary audit visits and an instruction that the governing body provide the information more frequently until administrative procedures are fully operational (as per the **Guidance to Schools on Financial Management**).

Some guidance on VAT with examples of typical situations is included in the **Guidance to Schools on Financial Management and the VAT guidance booklet**.

### 7.2 Construction Industry Taxation Scheme (CIS)

Schools no longer come under the scope of CIS from 1<sup>st</sup> April 2007 if the contract is directly with the school paid for from the delegated budget. Schools however will need to determine whether a contractor is 'employed' or 'self employed'. Schools should check with the HMRC to establish the employment status of the worker. (Further guidance available in the **Guidance to Schools Financial Management**).

Although the changes mean that schools can pay for construction payments made from delegated budget resources through their local accounting systems, there are certain responsibilities for schools in terms of reporting payments for services to HMRC and checking the employment status of workers which must be fulfilled by the school.

## **Section 8: The Provision of Services and Facilities by the Authority**

### **8.1 Provision of services from centrally retained budgets**

It is for the Authority to determine the basis on which services from centrally retained funds will be provided to schools. ***This includes redundancy and premature redundancy contribution (PRC) payments.*** The Authority must not discriminate in its provision on the basis of categories of school except where such discrimination is justified by differences in statutory duties.

### **8.2 Provision of services bought back from the authority using delegated budgets**

Services offered to schools for buy-back are included in an annual Service Level Agreement document. The length of agreements varies from service to service, but any initial agreement to buy services or facilities from the LA must not exceed three years from the inception of the scheme or the date of the agreement, whichever is later. Subsequent agreements relating to the same service must not exceed five years.

When a service is provided for which expenditure is not retainable centrally by the LA under the Regulations made under Section 46 of the Act, it must be offered at prices which are intended to generate income which is no less than the cost of providing those services. The total cost of the service must be met by the total income, even if schools are charged differentially.

#### **8.2.1 Packaging**

For those services for which the LA has delegated funding and which the LA is offering on a buy-back basis, the authority must not package services in a way which unreasonably restricts schools' freedom of choice among the services available, and where practicable, this will include provision on a service-by-service basis as well as in packages of services.

### **8.3 Service level agreements**

If services or facilities are provided under a service level agreement, whether free or on a buyback basis, the terms of any such agreement starting on or after the inception of the scheme will be reviewed at least every three years if the agreement lasts longer than that.

Service Level Agreements must be in place by 1<sup>st</sup> April for insurance related services (i.e. supply, premises, employee related etc) and all other services. Schools must have at least one month to consider the terms of the agreement.

Where services are offered by the LA, they will be available on the basis of buy-back for an extended period or on a pay-as-you-go basis. Different rates will apply to the different types of agreement.

## **8.4 Teachers' Pensions**

In order to ensure that the performance of the duty on the Authority to supply Teachers' Pensions with information under the Teachers' Pension Regulations 1997, the following conditions are imposed on the Authority and governing bodies of all maintained schools covered by this Scheme in relation of their budget shares.

The conditions apply to all governing bodies of maintained schools who provide payroll services.

A governing body of any maintained school, whether or not the employer of the teachers at such a school, which has entered into any arrangement or agreement to provide payroll services, shall ensure that any such arrangement or agreement is varied to require that person to supply salary, service and pensions data to the Authority which the Authority requires to submit its annual return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The Authority will advise schools each year of the timing, format and specification of the information required. A governing body shall also ensure that any such arrangement or agreement is varied to require that Additional Voluntary Contributions (AVCs) are passed to the Authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

A governing body of any maintained school which directly administers its payroll shall supply salary, service and pensions data to the Authority which the Authority requires to submit its annual return of salary and service to Teachers' Pensions and to produce its audited contributions certificate. The Authority will advise schools each year of the timing, format and specification of the information required from each school. A governing body shall also ensure that Additional Voluntary Contributions (AVCs) are passed to the Authority within the time limit specified in the AVC scheme. The governing body shall meet any consequential costs from the school's budget share.

## **Section 9: Private Finance Initiative / Public-Private Partnerships**

9.1 Where a school is operating through a Private Finance Initiative the Authority will make the full monthly payment directly to the Special Purposes Vehicle (SPV). The school will make a contribution to the costs of the PFI contract on a monthly basis by cheque or CHAPS transfer to L B Hillingdon.

9.2 Currently the only Private Finance Initiative deal is with **Barnhill Community High School**. The school will make a contribution, per pupil, to the overall cost of the annual charge. This will be indexed throughout the life of the project on the same basis as the indexation in the contract (for those elements which are to be indexed).

9.3 Before 1st April each financial year the calculations for uprating the school's per pupil contribution will be made and this will be applied to the appropriate numbers of pupils. A schedule of expected monthly payments for the year will be provided to the school.

9.4 The monthly contribution will be determined on the basis of the pupil numbers used in the local Fair Funding Formula (or its replacement). Currently, this is on the basis of total pupil numbers in the school on the annual School Census (formerly PLASC) in January immediately preceding the start of the financial year. Any prior year adjustments will be charged at or paid at the new year prices. The school's contribution is unlimited i.e. the greater are the formula funded pupils, the greater the contribution.

9.5 The school's contribution to the annual charge will be transferred to the LA on a monthly basis. The amount will be as determined in 9.4 above.

9.6 Penalties incurred by the contractor should be retained by the school (except in the circumstances described in paragraphs 9.8). The school will deduct penalty payments from the sum determined in paragraph 9.4 above in the same month where such penalties are reflected in the contract payment.

9.7 In the event of the LA incurring direct additional costs (which are not reimbursable through insurance) as a result of non-availability or poor performance by the contractor, these costs will be outlined and refunded by the school by an increase in the following month's allocation. This clause deals with circumstances in extremis and the school would not contribute any more than the amount of contract penalties relating to the non-availability or poor performance.

9.8 The contract penalties to be retained by the school in any one financial year should not exceed the amount of the school's contribution to the PFI contract, as per the calculation in 9.4 above.

## **Section 10: Insurance**

Funds for insurance are delegated. Governing bodies must arrange appropriate levels of insurance for the school. As a minimum, schools are required to demonstrate that cover relevant to the Authority's insurable interests, under a policy arranged by the governing body, is at least as good as the relevant minimum cover arranged by the LA.

The LA's guideline cover levels for schools are set out in the "Risk Management Advice - Guide to Insurance" provided to schools each year by Hillingdon's Insurance Services section.

## Section 11: Miscellaneous

### 11.1 Right of access to information

In addition to the specific requirements elsewhere in this document, governing bodies are required to supply all financial and other information which might reasonably be required to enable the Authority to satisfy itself as to the school's management of its delegated budget share, or the use made of any central expenditure by the Authority (e.g. earmarked funds) by the school. This would include access for the School Financial Monitoring Team.

### 11.2 Liability of governors

Because a governing body is a corporate body and because of the terms of Section 50(7) of the SSAF Act 1998, governors of maintained schools will not incur personal liability in the exercise of their power to spend the delegated budget share provided they act in good faith.

### 11.3 Governors' expenses

The LA may delegate to the governing body of a school yet to receive a delegated budget, funds to meet governors' expenses.

***Under section 50(5) of the Act, only allowances in respect of purposes specified in regulations made under section 19 of the Education Act 2002*** may be paid to governors from a school's delegated budget share. It is forbidden for governors to be paid any other allowances. Schools are also barred from payment of expenses duplicating those paid by the Secretary of State to additional governors appointed by him to schools under special measures.

### 11.4 Responsibility for legal costs

Legal costs incurred by the governing body, although the responsibility of the LA as part of the cost of maintaining the school, unless they relate to the statutory responsibility of aided school governors for buildings, may be charged to the school's budget share unless the governing body acts in accordance with the advice of the Authority. ***A school cannot expect to be reimbursed with the cost of legal action against the Authority itself.*** Governing bodies are free to use the budget share to seek alternative sources of legal advice.

### 11.5 Health and Safety

Governing bodies are required to have due regard to duties placed on the LA in relation to health and safety, and the Authority's policy on health and safety matters in the management of the budget share.

## **11.6 Right of attendance for Chief Financial Officer**

Governing bodies are required to permit the Chief Financial Officer of the Authority, or any officer of the Authority nominated by the Chief Financial Officer, to attend meetings of the governing body at which any agenda items are relevant to the exercise of his/her responsibilities. Such attendance will normally be limited to items which relate to issues of probity or overall financial management. ***The Authority will give prior notice of such attendance unless this is impracticable.***

## **11.7 Special Educational Needs**

Schools are required to make their best endeavours in spending the budget share, to secure the special educational needs of their pupils.

## **11.8 Interest on Late Payments**

Schools are reminded of the entitlement of small businesses to interest payments where invoices are paid outside of the agreed payment terms. As a public sector organisation schools should aim to pay 95% of their invoices within the credit terms (usually 30 days). Liability for any penalties will be the responsibility of the school, charged to the school's delegated budget share and not the LA.

## **11.9 Whistleblowing**

School staff or governors who wish to complain about financial management at the school should address their complaints to the ***Finance Manager, Children and Young Peoples Services***. Complaints about financial propriety should be referred to the ***Head of Internal Audit***.

## **11.10 Child Protection**

Schools are reminded of the importance of releasing staff to attend child protection case conferences and other related events. Schools are expected to meet the costs of release time from within their delegated resources.

## **11.11 Redundancy / early retirement costs.**

Section 37 of the 2002 Education Act sets out how premature retirement and redundancy costs should normally be funded. In accordance with this regulation and effective from 1<sup>st</sup> April 2011, all premature retirement costs ***of staff in maintained schools*** will be charged to the school's delegated budget while redundancy costs will normally be charged to the local authority's budget ***unless there is good reason for these costs not to be centrally funded. The examples set out below indicate the situations in which exceptions to the default position might be taken.***



***Charge of dismissal/resignation costs to delegated school budget;***

- If a school has decided to offer more generous terms than the Authority's policy then it would be reasonable to charge the excess to the school,***
- If a school is otherwise acting outside the Authority's policy,***
- Where the school is making staffing reductions which the Authority does not believe are necessary to either set a balanced budget or meet conditions of a licensed deficit,***
- Where staffing reductions arise from a deficit caused by factors within the school's control,***
- Where the school has excess surplus balances and no agreed plan to use them,***
- Where a school has refused to engage with the Authority's redeployment policy***

***Charge of premature retirement costs to Authority non-schools budget***

- Where a school has a long-term reduction in pupil numbers and charging such costs to their budget would impact on standards,***
- Where a school is closing, does not have sufficient balances to cover the costs and where the central Schools Budget does not have capacity to absorb the deficit,***
- Where charging such costs to the school's budget would prevent the school from complying with a requirement to recover a licensed deficit within the agreed timescale,***
- Where a school is in special measures, does not have excess balances and employment of the relevant staff is being/has been terminated as a result of LA or government intervention to improve standards.***

Appendix 4 is attached to provide further guidance of the process and information on the responsibility for redundancy and early retirement costs.

## Section 12: Responsibility for Repairs and Maintenance

The LA delegates all revenue funding for day to day **repairs and** maintenance to schools. Schools manage devolved capital projects on behalf of the LA. For these purposes, expenditure may be treated as capital only if it fits the definition of capital used by the local authority for financial accounting purposes in line with the CIPFA Code of Practice on local authority accounting. In particular, no item may be regarded as capital if its value is below **£10,000, unless being charged to specific capital grants of value below the de minimis.**

*In cases where the value of enhancement is below £10,000 expenditure would normally be revenue in nature, unless it can be demonstrated that items will be in use for more than one financial year and represents a significant proportion of available capital funding.*

**Appendix 3** identifies the categories of work which governing bodies must expect to finance from their budget.

Voluntary Aided governor responsibilities are included in the examples. VA governors will continue to be eligible for grant from the DfE in respect of their statutory duties and, in addition, they will have responsibility for other repair and maintenance items on the same basis as Community and Foundation schools (subject to amendment as stated above). **The de minimis limit for capital works in VA schools is that applied by the DfE, not the de minimis limit used by the Authority.**

## Section 13: Community Facilities

### 13.1 Introduction

#### **The Application of the Scheme for Financing Schools to the Community Facilities powers**

13.1.1 Schools which chose to exercise the power conferred by s.27 (1) of the Education Act 2002 to provide community facilities will be subject to a range of controls.

- First, regulations made under s.28 (2), if made, can specify activities which may not be undertaken at all under the main enabling power
- Secondly, the school is obliged to consult its LA and have regard to advice from the Authority.
- Thirdly, the Secretary of State issues guidance to governing bodies about a range of issues connected with exercise of the power, and a school must have regard to that.

13.1.2 However, under s.28 (1), the main limitations and restrictions on the power will be:

- a) those contained in schools' own instruments of government, if any; and
- b) in the maintaining LA's scheme for financing schools made under section 48 of the School standards and Framework Act 1998. Paragraph 2 of Schedule 3 to the Education Act 2002 extends the coverage of schemes to the powers of governing bodies to provide community facilities.

13.1.3 Schools are therefore subject to prohibitions, restrictions and limitations in the scheme for financing schools.

13.1.4 This section of the scheme does not extend to joint-use agreements, transfer of control agreements, or agreements between the Authority and schools to secure the provision of adult and community learning.

13.1.5 Schools may use their budget shares to fund community facilities.

13.1.6 Mismanagement of community facilities funds can be grounds for suspension of the right to a delegated budget.

### 13.2 Consultation with the LA – financial aspects

13.2.1 Before exercising the community facilities power, governing bodies must consult the authority and have regard to advice given to them by their LA. Schools should write to the **Finance Manager, Children and Young Peoples Services** and set out the following:

- the nature of the proposal;
- the timescales;
- what accommodation will be used, whether new or existing;
- what staffing resources will be required to set up and then run the proposed facility;

- the expected set-up and on-going costs and income;
- a consideration of the risks of the venture;
- any organisational issues (e.g. whether the facilities will be operated by a third party, if a steering committee is to be established etc)

13.2.2 The LA will be required to provide advice within 20 school days of the proposal being submitted. Schools will be required to report back to the authority on the action to be taken once LA advice has been received. ***There will be no charge levied for advice from the LA.***

### **13.3 Funding Agreements – local authority powers**

13.3.1 Any funding agreement between a governing body and a third party in exercise of the community facilities power must be submitted to the LA in the same manner as that described in 13.2.1 and 13.2.2 above. The LA has no right of veto on such agreements. Where a third party requires LA consent to the agreement for it to proceed, such a requirement and the method by which the LA consent is to be signified, is a matter for that third party, not this scheme.

13.3.2 If an agreement has been or is to be concluded against the wishes of the LA, or has been concluded without informing the LA, which in the view of the Authority is seriously prejudicial to the interests of the school or the Authority, that may constitute grounds for suspension of the right to a delegated budget.

### **13.4 Other prohibitions, restrictions and limitations**

13.4.1 The LA may require a governing body in exercise of its community facilities power to either carry out the activity concerned through the vehicle of a limited company formed for the purpose, or by obtaining indemnity insurance for risks associated with the project in question, as specified by the authority.

### **13.5 Supply of financial information**

13.5.1 Schools exercising the community facilities power are required to provide the Authority with a summary financial statement, showing the income and expenditure for the school arising from the facilities in question for the previous six months and on an estimated basis, for the next six months. Financial information relating to community facilities will be included in returns made by schools under the Consistent Financial Reporting (CFR) Framework, and these should be relied upon by LAs as their main source of information for the financial aspects of community facilities.

Schools with on-site Children’s Centres will be required to code expenditure relating to the Children Centre to a separate fund with the required subjective analysis within their financial management system. This will be reflected in the expenditure return submitted to the local authority. In the event of the school spending less than the budget, the unspent balance will be lost to the school at the end of the year during which schools are allowed to use the funding. In the event of the school spending more than the budget, the excess expenditure will be treated as the first call on the following year’s budget.

13.5.2 Where, in the view of the LA, there is cause for concern as to the school's management of the financial consequences of the exercise of the community facilities power, such schools could be required to provide financial statements every three months. If the LA sees fit, to require such schools to submit a recovery plan for the activity in question.

### **13.6 Audit**

13.6.1 Schools are required to grant access to the school's records connected with the exercise of the community facilities power to internal and external auditors on income and expenditure. Any funding agreements entered into as part of the exercise of the community facilities power should allow for audit access to financial information.

### **13.7 Treatment of income and surpluses**

13.7.1 Schools may retain all net income derived from the community facilities, except where otherwise agreed with a funding provider, whether that be the LA or some other person.

13.7.2 Schools may carry forward such retained net income from one financial year to the next as a separate community facilities surplus. Schools may transfer all or part of any community facilities surplus into their budget share.

13.7.3 If the school is a community or community special school and the LA ceases to maintain the school, any accumulated retained income obtained from exercise of the community facilities power reverts to the LA unless otherwise agreed with a funding provider.

### **13.8 Health and Safety matters**

13.8.1 The requirements applying to the school under the Scheme for Financing Schools on Health and Safety apply in the exercise of the community facilities power.

13.8.2 The governing body is responsible for costs of securing Disclosure & Barring Service (DBS) clearance for all adults involved in community activities taking place during the school day. Governing bodies would be free to pass on such costs to a funding partner as part of an agreement with that partner.

### **13.9 Insurance**

13.9.1 The governing body is responsible for ensuring that adequate arrangements are made for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary. Such insurance should not be funded from the school budget share.

13.9.2 The LA is empowered to undertake its own assessment of the insurance arrangements made by a school in respect of community facilities, and if it judges those arrangements to be inadequate, make arrangements itself and charge the resultant cost to the school. Such costs could not be charged to the school's budget share.

### **13.10 Taxation**

13.10.1 Schools must obtain advice from the LA and the local VAT office on any issues relating to the possible imposition of Value Added Tax on expenditure in connection with community facilities, including the use of the local authority VAT reclaim facility.

13.10.2 Schools are reminded that if any member of staff employed by the school or the LA in connection with community facilities at the school is paid from funds held in a school's own bank account (whether a separate account is used for community facilities or not) the school is likely to be held liable for payment of income tax and National Insurance, in line with Inland Revenue rules.

13.10.3 Schools are required to follow LA advice in relation to the Construction Industry Scheme where this is relevant in the exercise of the community facilities power.

### **13.11 Banking**

13.11.1 Schools must open a separate bank account for their operations in connection with the community facilities power.

13.11.2 Schools are reminded that they may not borrow money without the written consent of the Secretary of State. This requirement does not extend to monies lent to schools by their maintained authority.

## Schools subject to the 'Scheme for Financing Schools'

### Primary

Botwell House  
 Bourne  
 The Breakspear School  
 BWI  
 Cherry Lane  
 Colham Manor  
 Coteford Infant  
 Deanesfield  
 Dr Triplets CE  
 Field End Infant  
 Field End Junior  
 Frithwood  
 Glebe  
 Grange Park Infant  
 Grange Park Junior  
 Harefield Infant  
 Harefield Junior  
 Harlyn  
 Harmondsworth  
 Hayes Park  
 Heathrow  
 Hermitage  
 Highfield  
 Hillside Infant  
 Hillside Junior  
 Holy Trinity  
 Lady Bankes Infant  
 Lady Bankes Junior  
 Minet Infant  
 Minet Junior  
 Newnham Infant  
 Newnham Junior  
 Oak Farm Infant  
 Oak Farm Junior  
 Rabbsfarm  
 Ruislip Gardens  
 Sacred Heart RC  
 St Andrew's CE  
 St Bernadette's RC  
 St Catherine's RC  
 St Mary's RC  
 St Swithun Wells RC  
 Warrender  
 West Drayton  
 Whitehall Infant  
 Whitehall Junior  
 Whiteheath Infant  
 Whiteheath Junior

### Primary (contd)

William Byrd  
 Yeading Infant  
 Yeading Junior

### Nursery

McMillan Nursery School

### Secondary

Abbotsfield  
 Harlington Community

### Special

Hedgewood  
 Meadow

### Summary

Nursery	1
Primary	51
Secondary	2
Special	2
<b>Total</b>	<b>56</b>

## Best Value and Schools

1. This paper is intended to assist schools in considering the relevance of best value principles to the expenditure of funds from their delegated budget share.
2. Best value is a statutory duty to deliver services to clear standards, covering both cost and quality, the most effective, economic and efficient means available. Legislation is to place a duty on local authorities to secure best value in respect of the way in which they exercise their functions. The new duty is not intended to apply to those functions which are exercised by the governing bodies of authority maintained schools. However, schools will be encouraged to adopt the best value performance management framework.
3. In relation to schools and expenditure from delegated budgets, the main features of best value can be summarised as a need for the governing body of a school to ensure:
  - a) the existence of a programme of performance review which will aim for continual improvement. Existing mechanisms such as school development plans and post-OFSTED inspection plans can be developed to satisfy the requirements for review. The reviews should include:
    - challenging how and why a service is provided (including consideration of alternative providers);
    - comparison of performance against other schools taking into account the views of parents and pupils;
    - mechanisms to consult stakeholders, especially parents and pupils;
    - embracing competition as a means of securing efficient and effective services;
  - b) the development of a framework of performance indicators and targets which will provide a clear practical expression of a school's performance, taking national requirements into account;
  - c) that the following are included in school development plans -
    - a summary of objectives and strategy for the future;
    - forward targets on an annual and longer term basis;
    - description of the means by which performance targets will be achieved;
    - a report on current performance
  - d) that internal and external audit takes place ensuring that performance information is scrutinised. Authority oversight of school finances provides external review.
4. The independent inspection and intervention elements of the best value framework will be the responsibility of other bodies and therefore not relevant to demonstration by a governing body of adherence to best value principles.



## Categories of Repairs and Maintenance

### LA Capital /Revenue Split and items which are the separate responsibility of Governors in VA Schools.

Illustrative examples in line with DfE interpretation of the CIPFA Code of Practice.

All capital works are subject to a de minimis limit of **£10,000** i.e. if works are less than that, they are revenue. An exception to this rule is made where schools have capital budgets such as Devolved Formula Capital which is below the £10,000 limit and where expenditure against these budgets can only be recorded as a capital expenditure. Capital works must involve the acquisition or the substantial enhancement of the value or economic life of an asset and meet the de minimus requirement.

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
<b>Roofs</b>			
<u>Flat</u>	Structure. New (not replacement) structure	Repair/replacement of small parts of an existing structure	New structure and repair replacement of structure
	Structure. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of same	Replace small areas of rotten or defective timber, make good minor areas of spalling concrete where reinforcing bars exposed	Replacement of structure
	Screed / insulation in a new building/extension	Repair/replacement of screed/insulation where defective.	New screed/insulation and repairs
	Screed / insulation. Replacement/repair of substantially all. Improve effectiveness of insulation Finish on new build. Replacement of all/substantially all on existing roof	Work to improve insulation standards, during work to repair/ replace small areas of roof. Replacement of roof finish on existing building. Re-coating chippings to improve life expectancy	Replacement/repair of screed/insulation  Finish on new build. Replacement of roof finish on existing building. Re-coating
	Edge Trim/ Fascia on new build	Repairs/ replacement. (uPVC) Repainting.	Edge Trim/fascia on new build and repairs/ replacement/repainting
	Edge Trim/ Fascia, replacement of all / substantially all on existing roof	Repairs/ replacement. (uPVC) Repainting.	Replacement of edge Trim/Fascia on existing building
	Drainage on new build	Clearing out gutters and downpipes. Replacement/ repair/ repainting of individual gutters/pipes	Drainage on new building and repairs/replacement/ Repainting ( <u>NOT</u> cLANing gutters/downpipes)
	Other e.g. Flashings, rooflights on new build	Repair/ Replacement/ cleaning of individual items	Flashings/rooflights on new building and repair/

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
	Replacement of all/substantially all on existing roof		replacement (NOT cleaning)
<u>Pitched</u>	Structure. New (not replacement) structure	Repair/replacement of small parts of an existing structure	Structure of new roof and all repairs EXCEPT trusses (i.e. internal repairs)
	Structure. Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of the structure	Replace/ repair small areas of rotten/ defective joists, rafters, purlins etc. Not complete trusses	Replacement of internal structure EXCEPT trusses (i.e. internal repairs)
	Insulation in a new building/extension	Repair/replacement/ increasing thickness of insulation in an existing roof	Insulation in new building and repair/replacement.
	Insulation. Replacement /repair of substantially all. Improve insulation to current standards		Repair/replacement or improve insulation
	Roof finish in a new building/extension, replacement of all/substantially all on existing roof	Replace missing/ damaged	Finish in new building/extension and repair/replacement in existing building
	Bargeboards/ Fascias in a new building/extension, replacement of all/substantially all on existing roof	Repairs/ replacement/ repainting	Bargeboards/fascias in new building/extension and repairs/replacement/ repainting in existing building
	Drainage in a new building/extension	Clearing out gutters and downpipes. Replacement/repairs of individual pipes/gutters	Drainage in new building/extension and repair/replacement. (NOT cleaning guttering or downpipes)
	Drainage. Replacement of all/substantially all on existing roof		Drainage replacement in existing roof.
	Other e.g. Flashings, Roof windows in a new building/extension, replacement of all/substantially all on existing roof	Repair/ Replacement /cleaning	Flashings, roof windows in new building/ extension and repair replacement (NOT cleaning) in existing roof
<u>Other</u>	Provide new covered link etc. between existing buildings	Minor repairs, maintenance to existing covered link	Provide new covered link and repairs to existing. (NOT cleaning)
	Rebuild or substantially repair structure of existing covered link		Re-build or repair structure of existing covered link.
	Add porch etc. to existing building	Minor repairs, maintenance to existing	Add new porch and minor repairs to existing
	Rebuild / substantially repair structure of existing porch		Re-build or repair existing porch.

#### Floors

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
<u>Ground Floor</u>	Structure and dpc in new building  Structure and dpc - Replacement of all or substantial part of an existing structure to prevent imminent or correct actual major failure of same  Screed and finish in new build, replacement of all/substantially all on existing floor - e.g. replacement of most carpets/ tiles in a room	Repair/replacement of small parts of an existing structure  Replacement and repair of screed and finishes/ Replacement of mats/ matwells. Maintenance e.g. revarnishing wooden floors.	Structure and dpc of new building and replacement of existing structure  Provide screed and finish in new buildings ( <u>NOT</u> repairs to finishes, matwells etc.)
<u>Upper Floor</u>	Structure - as ground floor  Screed and Finish - as ground floor	As ground floor  Repairs of finishes/ Replacement - as ground floor	Structure of new buildings and replacement of existing structure As ground floor
<b>Ceilings</b> <u>Top/ only storey</u>	Suspension  Membrane  Fixed  Access panels	Repair/ replacement incl. From water damage, & necessary decoration   Repair/ replacement Inc. from water damage  Repair/ replacement	Provision, ( <u>NOT</u> repair or replacement)  Provision, ( <u>NOT</u> repair or replacement)  Provision, ( <u>NOT</u> repair or replacement)  Provision, ( <u>NOT</u> repair or replacement)
<u>Lower storeys</u>	Suspension  Membrane  Fixed	Repair/ replacement   Repair/ replacement	Provision, ( <u>NOT</u> repair or replacement) Provision, ( <u>NOT</u> repair or replacement)  Provision, ( <u>NOT</u> repair or replacement)
<u>All</u>	Specialist removal/ replacement of damaged/ disturbed Asbestos based materials, planned or emergency	Inspection/ air testing Applying sealant coats to asbestos surfaces for protection	Removal/replacement of damaged/disturbed asbestos <u>EXCEPT</u> where part of repair project.
<b>External walls</b>			
<u>Masonry/ cladding</u>	Structure Underpinning/ propping for new build	Repairs Preventive measures e.g. tree removal	Structure, underpinning/ propping of new building and repairs, ( <u>NOT</u> tree removal unless part of clearing new site)

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
	External Finish on new build	Repair/replacement of small parts of an existing structure. e.g. repointing/ recladding a proportion of a wall where failure has occurred.	External finish on new building and repairs/replacement of existing structure including repointing/re-cladding
	External Finish on existing build where needed to prevent imminent or correct actual major failure of the structure. e.g. repointing/recladding work affecting most of a building /replacement build		External finish on existing building including correcting of structure.
<u>Windows and Doors</u>	Framing - new build	Repair/ replacement of individual frames. Repainting frames	New window frames and doors in new building and repairs/replacement (NOT replacement/ repair/ repainting of internal doors or windows)
	Framing - structural replacement programme	Repair/ replacement of individual windows. Repainting frames	New windows in replacement programme
	Glazing - new build	Replacing broken glass	Glazing new building and replace broken glass.
	Glazing Upgrading existing glazing		Upgrading existing glazing
	Ironmongery Improved security	Repair/ replacement, upgrading locks etc.	Ironmongery to improve security and repair/replacement.
	Internal and external decorations to new build	Internal and external decoration to include cleaning down and preparation.	Internal and external decoration of new provision, external re-decoration (NOT internal redecoration)
<u>Masonry chimneys</u>	Structure		Structure of chimneys
	Jointing including expansion and mortar joints/ pointing/ DPC	Repair/ re-pointing	Jointing/Pointing and dpc of chimneys and repair/re-pointing.
<b>Internal walls</b>			
<u>Solid</u>	Complete including various internal finishes, linings and decorations	Repairs and redecoration to internal plaster/ linings tiles, pin boards etc.	New walls & finishes, (Not repair/ replacement)
	Refurbishment and alterations	Minor alterations	
<u>Partitions</u>	Complete structure including linings, framing, glazing, decoration etc.	Repairs and redecoration.	New partitions, (Not repair/ replacement)
	Refurbishment and alterations	Minor alterations	

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
<u>Doors &amp; Screens</u>	Framing/ Screens/ Doors to new buildings including glazing, ironmongery, jointing and internal decorations	Internal maintenance and redecoration. Repair/ replacement of defective doors and screens	Provision of new, ( <u>Not</u> repair/ replacement)
<u>All</u>	Glazing to meet statutory Health & Safety requirements	Replacement of broken glass	New glazing and replacement of broken glass, ( <u>Not</u> internal window repairs)
<b>Sanitary Services</b>			
<u>Lavatories</u>	In new buildings provision of all toilet fittings, waste plumbing and internal drainage.	Repair/ replacement of damaged sanitary ware, fittings, waste plumbing etc.	Provision. ( <u>Not</u> repair/ replacement of damaged sanitary ware)
	Large scale toilet refurbishment	Small areas of refurbishment	Provision / refurbishment (Not replacement of damaged sanitary ware)
	Provision of disabled facilities, and specialist facilities related to pupils with statements	Repair/ replacement of damaged fittings, waste plumbing etc.	Provision, ( <u>Not</u> repair/ replacement of damaged fittings etc.)
<u>Kitchens</u>			
	Kitchens in new buildings, complete with fittings, equipment, waste plumbing and internal drainage. Internal finishes and decorations.	Maintain kitchen to requirements of LA Cleaning out drainage systems	
	General refurbishment	Redecoration Repairs	
	Large and costly items of equipment	Repairs/ replacement parts	
<b>Mechanical services</b>			
<u>Heating/ hot water</u>	Complete heating and hot water systems to new projects, including fuel, storage, controls, distribution, flues etc.  Safe removal of old/ damaged asbestos boiler and pipework insulation, where risk to Health & Safety.  Planned replacement of old boiler/ controls systems past the end of their useful life  Emergency replacement of boiler plant/ systems	General maintenance of all boiler house plant including replacement of defective parts. Regular cleaning. Energy saving projects Monitoring systems  Health & safety issues  Replacement of defective parts	Provision of complete system, ( <u>Not</u> repair/ replacement or maintenance)
<u>Cold water</u>	Provision of cold water services, storage tanks, distribution, boosters, hose	Maintenance and repair/ replacement of defective parts such as servicing pipes.	Provision of complete system, ( <u>Not</u> repair/ replacement or maintenance)

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
	reels etc. in major projects	Annual servicing of cold water tanks.	
<u>Gas</u>	Distribution on new and major refurbishment's, terminal units	Repairs, maintenance and gas safety All servicing	
<u>Ventilation</u>	Mechanical ventilation/ air conditioning to major projects	Provision of local ventilation. Repair/ replacement of defective systems and units	Provision, ( <u>Not</u> repair/ replacement)
<u>Other</u>	Swimming pool plant and its complete installation, including heat recovery systems	Repair/ replacement of parts to plant, pumps and controls. Water treatment equipment and all distribution pipework. Simple heat recovery systems. Solar heating plant and equipment.	If governors provided.
<b>Electrical services</b>			
<u>General</u>	Main switchgear and distribution in major projects.	Testing/ replacement of distribution boards. The repair and maintenance of all switchgear and interconnecting cables including that in temporary buildings.	Provision, ( <u>Not</u> repair/ replacement or maintenance)
	Replacement of obsolete and dangerous wiring systems, including distribution boards	All testing, earthing and bonding to meet Health & Safety. All servicing.	
<u>Power</u>	Control gear, distribution, fixed equipment, protection etc.	All testing, repair and replacement of small items of equipment	Provision, ( <u>Not</u> repair/ replacement)
<u>Lighting</u>	Provision of luminaires and emergency	Replacement of luminaires, all testing, adjustments and improvements to emergency	Provision, ( <u>Not</u> repair/ replacement)
<u>Other</u>	Lightning protection in new build Alarm systems, CCTV, lifts/ hoists etc.,	Repair/ replacement Repair and maintenance	Provision and repair Provision, ( <u>Not</u> repair or maintenance)
	New installation of communication systems, radio/ TV, call, telephone, data transmission, IT etc. and provision in new build.	Repair/ replacement/ maintenance, including all door access systems	
<b>External Works</b>			
<u>Pavings</u>	Provision of new roads, car parks, paths, court, terraces, play pitches, steps and handrails, as part of major project, including disabled access	Maintenance and repair Car park and playground markings.	Provision if part of statutory proposal project. <u>Not</u> repair or maintenance  Provision and repair of ramps and steps.
Miscellaneous	Provision of walls, fencing, gates and ancillary buildings as part of major project	Maintenance and repair of all perimeter/ boundary/ retaining walls, fencing and gates.	
<u>Drainage</u>	Drains, soakaways, inspection	Maintenance and repair of	Foul drainage plus external

ELEMENT	CAPITAL: AS CIPFA CODE OF PRACTICE	REVENUE: REPAIRS & MAINTENANCE	VA SCHOOLS - GOVERNORS RESPONSIBILITIES
	chambers and sewage plant as part of new projects	drains, gullies, grease traps and manholes between buildings and main sewers. Cleaning of the above and unblocking as necessary.	gutters and drainpipes. Not maintenance
<u>Open air pools</u>	Structure, Hygiene/ safety in new build	Hygiene, cleaning, maintenance and repairs, including replacement parts. Simple energy saving systems.	If governors provided.
<u>Services distribution</u>	Heating mains gas mains water mains electricity mains, renewal of any above.	Annual servicing	Provision grant aided but <u>not</u> for repair

## **School Redundancy Reimbursement Procedure and Processes**

### **1. Introduction**

*Under Section 37 (5) of the Education Act 2002 the Council is normally required to fund the cost of school redundancy payments. In order to access this funding, schools will need to demonstrate that they have followed the Council's Procedures and Processes which are set out in the following paragraphs.*

### **2. Procedure and Processes**

*With any redundancy exercise the local authority will need to be satisfied that the school has clear documentation outlining the rationale for the proposal, that all alternative solutions to a redundancy have been explored, and the appropriate consultation has been undertaken.*

*In line with the above, the school will need to ensure that the Head of Policy and Standards - Education, Housing and Public Health is advised of any redundancy proposals at the earliest opportunity, preferably at the beginning of the process. Schools will also need to demonstrate that they have sought advice from their HR Service provider throughout the process. The school should also show that they have accessed advice from Schools Finance and any other appropriate forums in relation to their proposal and the viability of any other solution.*

*In relation to the consultation with staff and the relevant Trade Unions it is advised that the schools use the LA's model consultation guidance and that it is in line with the Redundancy Policy and Procedure adopted by the school.*

*As part of the consultation exercise, the school will need to provide a copy of the paper to the Head of Policy and Standards - Education, Housing and Public Health. The school will also need to provide the Finance Manager – Children and Young Peoples Services with the following documents:*

- i) The most recent school budget plan.*
- ii) The most up to date monitoring position of the school budget.*
- iii) An explanation of the use of any surplus balances held by the school.*
- iv) An explanation of changes of more than 10% on any budget, both expenditure and income.*
- v) The estimated cost of redundancy for each post being made redundant*



***The school will need to provide responses to any questions that the Local Authority might have within one week of the request.***

***All of this supporting documentation will be provided to the Head of Policy and Standards - Education, Housing and Public Health, who will produce a Cabinet Member Report for consideration by the Cabinet Member for Education and Children's Services for their final decision. The school will be notified within one week, once a decision is reached.***

***Schools will be able to claim the reimbursement of redundancy costs by submitting an invoice, one for the first tranche payment and a further invoice for the second and final tranche payment at least three months after the relevant persons have left the schools employment and signed the copy documentation confirming that they have not obtained further employment.***

***Failure to manage any redundancy process as outlined above may result in the Local Authority not meeting the redundancy costs or any part of those costs incurred by the school in accordance with guidance and regulations under the Education Act.***

#### **Education Act 2002 – Section 37 extract**

#### **Section 37 of the 2002 Education Act says:**

***(4) costs incurred by the local education authority in respect of any premature retirement of a member of the staff of a maintained school shall be met from the school's budget share for one or more financial years except in so far as the authority agree with the governing body in writing (whether before or after the retirement occurs) that they shall not be so met.***

***(5) costs incurred by the local education authority in respect of the dismissal, or for the purpose of securing the resignation, of any member of the staff of a maintained school shall not be met from the school's budget share for any financial year except in so far as the authority have good reason for deducting those costs, or any part of those costs, from that share.***

***(6) The fact that the authority have a policy precluding dismissal of their employees by reason of redundancy is not to be regarded as a good reason for the purposes of subsection (5); and in this subsection the reference to dismissal by reason of redundancy shall be read in accordance with section 139 of the Employment Rights Act 1996 (c. 18).***

***The default position, therefore, is that premature retirement costs must be charged to the school's delegated budget, while redundancy costs must be charged to the local authority's budget. In the former case, the local authority has to agree otherwise for costs to be centrally funded, while in the latter case, there has to be a good reason for it not to be centrally funded, and that cannot include having a no redundancy policy. Ultimately, it would be for the courts to decide what was a good reason, but the examples set out below indicate the situations in which exceptions to the default position might be taken.***

***Charge of dismissal/resignation costs to delegated school budget:***

- If a school has decided to offer more generous terms than the authority's policy, then it would be reasonable to charge the excess to the school***
- If a school is otherwise acting outside the local authority's policy***
- Where the school is making staffing reductions which the local authority does not believe are necessary to either set a balanced budget or meet the conditions of a licensed deficit***
- Where staffing reductions arise from a deficit caused by factors within the school's control***
- Where the school has excess surplus balances and no agreed plan to use these***
- Where a school has refused to engage with the local authority's redeployment policy***

***Charge of premature retirement costs to local authority non-schools budget:***

- Where a school has a long-term reduction in pupil numbers and charging such costs to their budget would impact on standards***
- Where a school is closing, does not have sufficient balances to cover the costs and where the central Schools Budget does not have capacity to absorb the deficit***
- Where charging such costs to the school's budget would prevent the school from complying with a requirement to recover a licensed deficit within the agreed timescale***
- Where a school is in special measures, does not have excess balances and employment of the relevant staff is being/has been terminated as a result of local authority or government intervention to improve standards***

***Costs of early retirements or redundancies may only be charged to the central part of the Schools Budget where the expenditure is to be incurred as a result of decisions made before 1st April 2013. Costs may not exceed the amount budgeted in the previous financial year.***

***It is important that the local authority discusses its policy with its Schools Forum. Although each case should be considered on its merits, this should be within an agreed framework. It may be reasonable to share costs in***

***some cases, and some authorities operate a panel to adjudicate on applications.***

***A de-delegated contingency could be provided, if Schools Forum agree, to support individual schools where “a governing body has incurred expenditure which it would be unreasonable to expect them to meet from the school’s budget share”.***

***For staff employed under the community facilities power, the default position is that any costs must be met by the governing body, and can be funded from the school’s delegated budget if the governing body is satisfied that this will not interfere to a significant extent with the performance of any duties imposed on them by the Education Acts, including the requirement to conduct the school with a view to promoting high standards of educational achievement. Section 37 now states:***

***(7) Where a local education authority incur costs -***

***(a) in respect of any premature retirement of any member of the staff of a maintained school who is employed for community purposes, or***

***(b) in respect of the dismissal, or for the purpose of securing the resignation, of any member of the staff of a maintained school who is employed for those purposes,***

***they shall recover those costs from the governing body except in so far as the authority agree with the governing body in writing (whether before or after the retirement, dismissal or resignation occurs) that they shall not be so recoverable.***

***(7A) Any amount payable by virtue of subsection (7) by the governing body of a maintained school in England to the local authority may be met by the governing body out of the school’s budget share for any funding period if and to the extent that the condition in subsection (7B) is met.***

***(7B) The condition is that the governing body are satisfied that meeting the amount out of the school’s budget share will not to a significant extent interfere with the performance of any duty imposed on them by section 21(2) or by any other provision of the Education Acts.***

***(9) Where a person is employed partly for community purposes and partly for other purposes, any payment or costs in respect of that person is to be apportioned between the two purposes; and the preceding provisions of this section shall apply separately to each part of the payment or costs.***

***(10) Regulations may make provision with respect to the recovery from governing bodies of amounts payable by virtue of subsection (7).***

***(11) Subsections (1) to (6) do not apply to a maintained school at any time when the school does not have a delegated budget by virtue of any suspension under section 17 of, or Schedule 15 to, the School Standards and Framework Act 1998 (c. 31).***

***(12) In this section “community purposes” means the purposes of the provision of facilities or services under section 27***

Scheme for financing schools Jul 15 draft

XXXXXXXXXXXXX SCHOOL

MODEL APPLICATION FOR AN INTEREST FREE LOAN FOR A NEWLY QUALIFIED TEACHER OF UP TO £1,500

Completed form to be returned to:

XX

For queries about this form, please telephone XXXXXXXXXXXXXXXXXXXX

PERSONAL DETAILS

Surname..... (Mr/Mrs/Ms/Miss)

Forename(s) .....

Department ..... Payroll No:.....

Home Address.....

.....

.....

Work tel no..... Home/mobile no .....

DECLARATION

The details given above are complete and correct and I hereby apply for a loan of £1,500. I agree that I shall repay the full amount of the loan by 12 equal consecutive monthly instalments of £125.00 commencing on \_\_\_\_\_(Date), which sum I agree to being deducted from my salary each month until the total sum advanced be repaid.

I have read the conditions below and agree to be bound by them.

Signature..... Date .....

AUTHORISATION – To be completed by the Headteacher

I confirm that the details given are correct as far as I am aware and I recommend that the loan be granted.

Signature ..... Date .....

**CONDITIONS**

1. In consideration of the loan made to the employee by the School, the employee agrees to make twelve monthly repayments to the School on the last day of each month by deduction from salary until the whole loan has been repaid.

2. The School shall be entitled to deduct each monthly instalment as it falls due from the next payment of the employee’s salary.

3. If before the whole of the amount loaned has been repaid to the School by the employee as provided in Condition 2 the employee shall:-

- 1) cease to serve the Council for any reason whatsoever; or
- 2) fail to observe any of the conditions of the loan; or
- 3) become bankrupt; or
- 4) make any composition or agreement with creditors; or
- 5) die;

the whole of the amount remaining on loan to the employee shall immediately become payable to the School by the Employee or in the case of death by the Employee’s personal representative.

4. In the event of any amount under the loan becoming repayable as provided in Condition 3 hereof the School shall in addition to exercising all other legal or equitable rights and remedies be entitled to deduct such amount from any sum that may be or become due to the employee by the School whether by way of salary, refund of superannuation contributions, or otherwise.

5. The employee may at any time during the continuance of the loan repay to the School any balance on the loan then outstanding and owing.

6. Please note this loan is only available to Newly Qualified Teachers upon initial recruitment only. It is not to be used as an on-going loan facility.

I hereby further agree that in the event of my leaving the employment of the School within twelve months of the date of receiving this loan, the whole of the sum outstanding as at that date shall be deducted from my final payment of salary and any refund of superannuation to which I may be entitled. In the event that my final payment of salary and superannuation refunds be insufficient to cover the said sum I undertake to repay to the school on demand such balance as may be due.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signed ..... Name \_\_\_\_\_  
(in block letters)  
of (address) .....

School .....  
.....

**COUNCIL BUDGET -2015/16 MONTH 10 REVENUE AND CAPITAL BUDGET MONITORING**

<b>Cabinet Member</b>	Councillor Jonathan Bianco
<b>Cabinet Portfolio</b>	Finance, Property and Business Services
<b>Report Author</b>	Paul Whaymand, Corporate Director of Finance
<b>Papers with report</b>	Appendices A - F

**HEADLINE INFORMATION**

<b>Purpose of report</b>	<p>This report provides the Council's forecast financial position and performance against the 2015/16 revenue budget and Capital Programme.</p> <p>A net in-year underspend of £1,484k is projected against 2015/16 General Fund revenue budgets as of January 2016 (Month 10), representing an improvement of £63k from the position previously reported to Cabinet.</p> <p>The latest positions on other funds and the Capital Programme are detailed within the body of this report.</p>
<b>Putting our Residents First</b>	<p>This report supports the following Council objective of: <i>Strong Financial Management</i></p> <p>Achieving Value for Money is an important element of the Council's Medium Term Financial Plan.</p>
<b>Financial Cost</b>	N/A
<b>Relevant Policy Overview Committee</b>	Corporate Services and Partnerships
<b>Ward(s) affected</b>	All

**RECOMMENDATIONS**

That Cabinet:

1. Note the forecast budget position as at January 2015 (Month 10).
2. Continue the delegated authority up until the 21 April 2016 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 18 February 2016 and 17 March 2016 Cabinet meetings, detailed at Appendix F.
3. Approve the release of £38,846 grant funding from the Department for Work and Pensions relating to the role out of Universal Credit.

**4. Approve the appropriation of land at Parkview Day Centre in Yiewsley and Grassy Meadow Day Centre in Hayes from the General Fund to the Housing Revenue Account to be developed as new sites for extra care supported housing.**

**5. Approve the award of an £80k grant to Uxbridge College for the development of the Hayes Campus park for wider community use, to be funded from Chrysalis budgets.**

## **INFORMATION**

### **Reasons for Recommendations**

1. The reason for the monitoring recommendation is to ensure that the Council achieves its budgetary objectives, providing Cabinet with an update on performance at outturn against budgets approved by Council on 26 February 2015.
2. Recommendation 3 - As part of the roll out of Universal Credit (UC), the London Borough of Hillingdon have a delivery partner agreement in place to deliver support to UC claimants. Funding of £38,846 was agreed to cover the period from November 2015 to March 2016 and is paid on a monthly basis in arrears.
3. Recommendation 4 - In June 2015, Cabinet agreed to progress the re-development of the former Grassy Meadow Day Centre in Hayes and the former Parkview Day Centre in Yiewsley as new sites for Extra Care Supported Housing. The development will provide 88 units at Grassy Meadow and 60 units at Parkview for the Borough's elderly residents who are most in need of extra care. The sites are no longer required for Adult Social Care and are currently vacant therefore the appropriation to the HRA will support bringing these properties back into use which represents value for money for both the General Fund and the HRA. The appropriations will be accounted for as a notional capital receipt at market value for which budget provision of £3,508k is included in the approved HRA capital programme for land appropriations relating to these sites. Construction works are expected to commence at both sites in 2016/17 with expected completion in early 2018.
4. Recommendation 5 - In celebration of their 50th (golden) anniversary, Uxbridge College have submitted a proposal for funding under the Chrysalis programme to transform the underused park at the Hayes Campus in College Way (Townfield Ward) into a vibrant community space providing leisure, social and cultural activities for the local community. Following public consultation inviting residents views about how the park could be utilised, plans have been developed and costs tendered to include outdoor fitness equipment, a children's play area, outdoor table tennis and a fitness trail as well as a canopied area for outdoor public performances. The total cost will be £130k with the £80k Chrysalis grant attracting £50k match funding from the College.

### **Alternative options considered**

5. There are no other options proposed for consideration.



## SUMMARY

### REVENUE

6. An underspend on normal operating activities of £1,034k is projected at Month 10 for General Fund revenue budgets, with management action across all service areas expected to deliver underspends of £2,908k on Directorate Operating Budgets and £1,370k across Corporate Operating Budgets sufficient to contain £3,244k emergent pressures within contingency. This represents an improvement of £63k on the position reported at Month 9, with additional costs arising from new Looked After Children's placements being balanced by increased underspends across Directorate Operating Budgets. Outside normal operating activity, recovery of £450k Icelandic investments, first reported in Month 4, brings the headline underspend to £1,484k for 2015/16.
7. The 2015/16 revenue budget contains savings of £10,034k, including £127k items brought forward from 2014/15. At Month 10, £7,173k of savings are banked in full, and a further £1,029k on track for delivery in full. The remaining £1,832k is currently reported as 'amber' primarily due to the expected phasing of delivery rather than more fundamental delivery issues. Any necessary rephasing has been reflected in the MTFE as part of budget setting at February Council.
8. General Fund balances are projected to total £36,923k at 31 March 2016, after allowing for the release of £5,000k to smooth the impact of front-loaded government funding cuts off-set by the £1,484k in-year underspend. Current forecasts assume that £500k of as yet uncommitted General Contingency and £637k unallocated Priority Growth will be utilised in full during the current financial year.
9. With the exception of the Collection Fund, there are no material variances on other funds affecting the General Fund position. Within the Collection Fund, there is a potential pressure of £1,125k on Business Rates being off-set by a £2,625k surplus on Council Tax activities. Release of this net £1,500k surplus was reflected in the 2016/17 budget.

### CAPITAL

10. As at Month 10 an underspend of £27,843k is reported on the £80,996k General Fund Capital Programme for 2015/16, with £4,655k favourable cost variances and £23,188k slippage on project expenditure. The forecast outturn variance over the life of the 2015/16 to 2019/20 programme is a £4,710k underspend relating partly to completed Primary School expansions projects and also on various other schemes.
11. General Fund Capital Receipts of £10,084k are forecast for 2015/16, with total receipts to 2019/20 expected to reach £62,267k, representing a favourable variance of £362k against budget.
12. Overall, Prudential Borrowing required to support the 2015/16 to 2019/20 Capital Programme is forecast to be £4,248k lower than assumed at budget setting in February 2015. Cost underspends of £4,710k and improvements in Capital Receipts and CIL forecasts totalling £1,862k are partly off-set by shortfalls of grant funding of £2,324k. The grant shortfall is mainly due to 2015/16 Department for Education grant being lower than original budget estimates.

## FURTHER INFORMATION

### General Fund Revenue Budget

13. An underspend of £1,034k is reported on normal operating activities at Month 10. This position incorporates a £2,908k net underspend across Directorate Operating Budgets and an underspend of £1,370k across Corporate Operating Budgets, off-set by contingency pressures of £3,244k, primarily relating to Children's Social Care placements and Asylum services. In addition, a £450k favourable exceptional item is reported in relation to the recovery of the majority of outstanding Icelandic investments which brings the reported underspend across the General Fund to £1,484k.
14. Within the reported net underspend there remains a number of risk areas in which management action is in place to contain potential and emergent pressures. These risks are discussed in detail within the service appendices to this report, alongside narrative on the measures being taken to contain cost pressures, including acceleration of savings initiatives where appropriate.
15. The Council's General Fund revenue budget contains £10,034k savings, with £7,173k already banked and £1,029k on-track for delivery in full at this stage of the year. The reported position on operating budgets reflects the status of these savings.

**Table 1: General Fund Overview**

Original Budget	Budget Changes	Service	Month 10		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 10)	Variance (As at Month 9)	Movement from Month 9
£'000	£'000		£'000	£'000	£'000	£'000	£'000
186,215	1,471	Directorate Operating Budgets	187,686	184,778	(2,908)	(2,584)	(324)
8,793	(332)	Corporate Operating Budgets	8,461	7,091	(1,370)	(1,370)	0
12,340	(972)	Development & Risk Contingency	11,368	14,612	3,244	2,983	261
1,604	(167)	Priority Growth	1,437	1,437	0	0	0
<b>208,952</b>	<b>0</b>	<b>Sub-total Normal Activities</b>	<b>208,952</b>	<b>207,918</b>	<b>(1,034)</b>	<b>(971)</b>	<b>(63)</b>
		<u>Exceptional Items</u>					
		Recovered Icelandic Investment		(450)	(450)	(450)	0
<b>208,952</b>	<b>0</b>	<b>Total Net Expenditure</b>	<b>208,952</b>	<b>207,468</b>	<b>(1,484)</b>	<b>(1,421)</b>	<b>(63)</b>
(203,952)	0	Budget Requirement	(203,952)	(203,952)	0	0	0
<b>5,000</b>	<b>0</b>	<b>Net Total</b>	<b>5,000</b>	<b>3,516</b>	<b>(1,484)</b>	<b>(1,421)</b>	<b>(63)</b>
(40,439)	0	Balances b/fwd	(40,439)	(40,439)			
<b>(40,439)</b>	<b>0</b>	<b>Balances c/fwd 31 March 2016</b>	<b>(35,439)</b>	<b>(36,923)</b>			

16. The reported exceptional item relates to a payment received in respect of outstanding Icelandic Investments, enabling release of £450k from the remaining impairment of these investments. 98% of the £15,000k invested with Heritable has now been recovered.

17. At 31 March 2015 General Fund Balances totalled £40,439k, with the budgeted drawdown of £5,000k and the projected £1,484k surplus the forecast closing balance at 31 March 2016 is projected to total £36,923k. The Council's current Medium Term Financial Forecast assumes that balances will remain between £19,500k and £31,000k to manage emergent risks, with sums above that level earmarked for use to smooth the impact of government funding cuts.

### Directorate Operating Budgets (£2,908k underspend, £324k improvement)

18. An overview of the forecast outturn on Directorate Operating Budgets is contained in Table 2, with further detail for each directorate contained within Appendix A. Variances relating to those more volatile areas of activity being managed through Development and Risk Contingency are expanded upon below.

**Table 2: Directorate Operating Budgets**

Original Budget	Budget Changes	Service	Month 10		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 10)	Variance (As at Month 9)	Movement from Month 9	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
11,133	15	Admin	Expenditure	11,148	10,953	(195)	(182)	(13)
(1,331)	107		Income	(1,224)	(1,177)	47	36	11
<b>9,802</b>	<b>122</b>		<b>Sub-Total</b>	<b>9,924</b>	<b>9,776</b>	<b>(148)</b>	<b>(146)</b>	<b>(2)</b>
16,867	(38)	Finance	Expenditure	16,829	16,734	(95)	(95)	0
(2,583)	2		Income	(2,581)	(2,620)	(39)	(33)	(6)
<b>14,284</b>	<b>(36)</b>		<b>Sub-Total</b>	<b>14,248</b>	<b>14,114</b>	<b>(134)</b>	<b>(128)</b>	<b>(6)</b>
111,957	(2,055)	Residents Services	Expenditure	109,902	109,048	(854)	(871)	17
(53,324)	150		Income	(53,174)	(53,183)	(9)	49	(58)
<b>58,633</b>	<b>(1,905)</b>		<b>Sub-Total</b>	<b>56,728</b>	<b>55,865</b>	<b>(863)</b>	<b>(822)</b>	<b>(41)</b>
139,147	5,938	Social Care	Expenditure	145,085	146,810	1,725	1,971	(246)
(35,651)	(2,648)		Income	(38,299)	(41,787)	(3,488)	(3,459)	(29)
<b>103,496</b>	<b>3,290</b>		<b>Sub-Total</b>	<b>106,786</b>	<b>105,023</b>	<b>(1,763)</b>	<b>(1,488)</b>	<b>(275)</b>
<b>186,215</b>	<b>1,471</b>	<b>Total Directorate Operating Budgets</b>		<b>187,686</b>	<b>184,778</b>	<b>(2,908)</b>	<b>(2,584)</b>	<b>(324)</b>

19. The Administration position is showing an underspend of £148k at Month 10, a minor £2k improvement on the prior month position. The underlying underspend is mainly due to elected Members no longer being eligible for membership of the Local Government Pension Scheme. Shortfalls in income within the group are being managed through underspends on expenditure.
20. An underspend of £134k is reported against Finance budgets, primarily arising from vacant posts held across the Directorate. An improvement of £6k is reported from Month 9 due to recognition of grant funding within Revenues & Benefits.
21. Residents Services are reporting an underspend of £863k at Month 10, an improvement of £41k on Month 9. This headline underspend includes £908k underspends against the Directorate's £52,595k staffing budget and strong income generation across planning and highways functions being off-set by pressures on property maintenance budgets and shortfalls in income at Uxbridge Town Centre car parks and Imported Food sampling at Heathrow Airport. Movement from Month 9 includes increased projections for redundancy costs being off-set by more general reductions in expenditure forecasts across the Group.
22. An underspend of £1,763k is reported across Social Care, with a £275k improvement reported from the Month 9 position. This movement reflects increase staffing underspends within All Age Disabilities as new structures are recruited to and favourable movements on

Adult Social Care placement expenditure. Across the Group, underspends of £2,030k within workforce budgets account for the majority of the reported variance, with a number of pressures across non-staffing expenditure being contained through a combination of earmarked reserves and demand management.

### Progress on Savings

23. The Council's 2015/16 General Fund revenue budget contains £10,034k savings, with £9,907k new items approved by Cabinet and Council in February 2015 and a further £127k brought forward from prior years. At Month 10, £7,173k savings are reported as banked, with a further £1,029k on track for delivery in full during the current financial year. £1,832k savings are being classed as Amber, primarily due to the expected phasing of delivery. No items are being reported as having serious risks of non-delivery. Savings classed as amber have been reviewed alongside development of the 2016/17 budget, with those higher risk items, mainly related to Social Care, either rephased or replaced with alternative initiatives in the new year. During the current financial year, sufficient underspends across the Council are in place to off-set the risk of a shortfall on remaining amber savings.

**Table 3: Savings Tracker**

2015/16 General Fund Savings Programme	Admin. & Finance	Residents Services	Social Care	Total Savings	
	£'000	£'000	£'000	£'000	%
B Banked	(990)	(4,348)	(1,835)	<b>(7,173)</b>	<b>71.5%</b>
G On track for delivery	(393)	(0)	(636)	<b>(1,029)</b>	<b>10.3%</b>
A Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	0	(1,832)	<b>(1,832)</b>	<b>18.3%</b>
R Serious problems in the delivery of the saving	0	0	0	<b>0</b>	<b>0.0%</b>
<b>Total 2015/16 Savings</b>	<b>(1,383)</b>	<b>(4,348)</b>	<b>(4,303)</b>	<b>(10,034)</b>	<b>100%</b>

### Corporate Operating Budgets (£1,370k underspend, no movement)

24. Corporately managed expenditure includes revenue costs of the Council's Capital Programme, externally set levies and income arising from provision of support services to other funds and ring-fenced budgets.
25. A favourable movement in interest costs increases the in-year underspend reported on the management of the Council's loan book and cash balances to £1,100k, which is attributable to on-going reviews of capital financing options and proactive management of treasury activity.
26. As previously reported, there remains a risk that the use of Real Time Information by the DWP may adversely impact upon funding levels for Housing Benefit, however this situation is under review and at present scope exists to contain such a pressure in-year within the wider Subsidy position.

**Table 4: Corporate Operating Budgets**

Original Budget £'000	Budget Change £'000	Service	Month 10		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 10)	Variance (As at Month 9)	Movement from Month 9	
			£'000	£'000	£'000	£'000	£'000	
0	0	Interest and Investment Income	Salaries	0	0	0	0	0
9,861	(300)		Non-Sal Exp	9,561	8,461	(1,100)	(1,100)	0
(691)	0		Income	(691)	(691)	0	0	0
<b>9,170</b>	<b>(300)</b>		<b>Sub-Total</b>	<b>8,870</b>	<b>7,770</b>	<b>(1,100)</b>	<b>(1,100)</b>	<b>0</b>
493	0	Levies and Other Corporate Budgets	Salaries	493	473	(20)	(20)	0
11,925	(301)		Non-Sal Exp	11,624	11,574	(50)	(50)	0
(12,235)	269		Income	(11,966)	(12,166)	(200)	(200)	0
<b>183</b>	<b>(32)</b>		<b>Sub-Total</b>	<b>151</b>	<b>(119)</b>	<b>(270)</b>	<b>(270)</b>	<b>0</b>
0	0	Housing Benefit Subsidy	Salaries	0	0	0	0	0
151,736	0		Non-Sal Exp	151,736	151,736	0	0	0
(152,296)	0		Income	(152,296)	(152,296)	0	0	0
<b>(560)</b>	<b>0</b>		<b>Sub-Total</b>	<b>(560)</b>	<b>(560)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8,793</b>	<b>(332)</b>	<b>Total Corporate Operating Budgets</b>		<b>8,461</b>	<b>7,091</b>	<b>(1,370)</b>	<b>(1,370)</b>	<b>0</b>

**Development & Risk Contingency (£3,244k pressure, £261k adverse movement)**

27. The Council has set aside £11,368k to manage volatile and uncertain elements of budgets within the Development & Risk Contingency, which included £10,368k in relation to specific risk items and £1,000k as General Contingency to manage unforeseen risk items. As expected with such volatile areas, a number of variances are reported, including significant growth in the cost of supporting Looked After Children.

**Table 5: Development & Risk Contingency**

Original Budget £'000	Budget Changes £'000	Service	Month 10		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 10) £'000	Variance (As at Month 9) £'000	Movement from Month 9 £'000	
400	0	Fin.	400	300	(100)	(100)	0	
236	(236)	Residents Services	0	0	0	0	0	
1,836	0		Carbon Reduction Commitment Impact of welfare reform on homelessness	1,836	1,836	0	0	0
2,211	0		Waste Disposal Levy (Demand-led Tonnage Increases)	2,211	2,204	(7)	(7)	0
1,272	0	Social Care	1,272	2,262	990	940	50	
465	0		Asylum Funding Shortfall	465	4,208	3,743	3,532	211
(117)	0		Social Care Pressures (Children's)	(117)	(117)	0	0	0
1,298	0		Early Support Cost Avoidance	1,298	1,298	0	0	0
129	0		Potential Shortfall in Social Care & Health Integration Funding	129	129	0	0	0
380	0		Social Care Pressures (Adult)	380	380	0	0	0
393	0		Increase in Transitional Children due to Demographic Changes	393	67	(326)	(326)	0
520	0		Winterborne View SEN Transport	520	520	0	0	0
250	0	Corp. Items	250	250	0	0	0	
2,067	(736)		Pump Priming for BID Savings	1,331	775	(556)	(556)	0
1,000	0		Care Act New Burdens	1,000	500	(500)	(500)	0
<b>12,340</b>	<b>(972)</b>	<b>Total Development &amp; Risk Contingency</b>		<b>11,368</b>	<b>14,612</b>	<b>3,244</b>	<b>2,983</b>	<b>261</b>

28. As homelessness caseloads continue to remain broadly consistent it is expected that drawdown of the full £1,836k contingency will be required in addition to other sums from earmarked reserves being needed to manage the cost of temporary accommodation in 2015/16. As previously reported, this pressure is being driven by higher levels of households presenting as homeless and a decreasing supply of suitable affordable accommodation.
29. An adverse movement of £50k is reported on Asylum projections, increasing the Council's net contribution to supporting current and former Asylum Seeking Children to £2,262k in 2015/16. This adverse movement represents an uplift in projected expenditure forecasts from Month 9. At the time of publication, Home Office funding levels from 1 April 2016 for this provision are still not confirmed.
30. A further adverse movement of £211k is reported on the cost of Looked After Children in respect of sustained high numbers of mother and baby placements and significant demand for residential placements for teenage children. The overall reported pressure of £3,743k remains broadly consistent with the Contingency provision included in the Council's 2016/17 budget, although a number of initiatives are planned to manage down this cost going forward.

31. The 2015/16 budget included £1,000k of General Contingency to manage unforeseen cost pressures over and above those specific items included in Development & Risk Contingency. In line with Month 9 assumptions, it is projected that only £500k of this sum will be required, reflecting the outturn position in recent years.

### Priority Growth

32. The 2015/16 General Fund revenue budget approved by Cabinet and Council in February 2015 set aside £804k of unallocated Priority Growth, in addition to £800k of specific growth monies to support HIP Initiatives. To date £167k has been allocated from Unallocated Priority Growth, £150k support for the First Time Buyer's Initiative and £17k match funding for the Textile Recycling donation to the Mayor's Charity. It is expected that Unallocated Growth monies will be applied in full during 2015/16 and not be released into General Balances.
33. The original HIP Initiatives Budget has been supplemented by £430k of uncommitted funds brought forward from 2014/15, providing a balance of £1,230k for investment in the current year. To date approved projects total £419k, and a further leaving £811k available for new initiatives.

**Table 6: Priority Growth**

Original Budget	Budget Changes	Priority Growth	Month 10		
			Revised Budget	Approved Allocations	Unallocated Balance
£'000	£'000		£'000	£'000	£'000
800	0	HIP Initiatives Budgets	800	0	(800)
430	0	B/fwd Funds	430	419	(11)
804	(167)	Unallocated Priority Growth	637	0	(637)
<b>2,034</b>	<b>(167)</b>	<b>Total Priority Growth</b>	<b>1,867</b>	<b>419</b>	<b>(1,448)</b>

### Schools Budget, Parking Revenue Account and Collection Fund

34. The latest forecasts on other funds indicate favourable positions at year end and therefore will not adversely impact upon the General Fund in 2015/16.
35. A headline pressure of £2,530k is identified on the Schools Budget at Month 10, representing an increase of £46k on the previously reported figure as additional funding is expected to be released to providers of Two Year Nursery places. There is sufficient capacity within retained DSG balances to finance the in-year pressure, with £1,709k relating to the one-off release of the 2014/15 surplus to individual schools and £629k increases in the cost of SEN placements under the new banded funding model.
36. A surplus of £242k is forecast on the Parking Revenue Account at Month 10, a marginal £16k adverse movement on Month 9. Given the volatile nature of enforcement and on-street parking income streams, this position will continue to be closely monitored.
37. The Collection Fund is reporting an estimated surplus of £1,500k at Month 10. This position consists of a £2,625k surplus on Council Tax activities as a result of strong collection performance and a £1,125k deficit on Business Rates principally driven by delays in the Valuation Office Agency bringing properties into rating. This net surplus will be released to the General Fund during 2016/17, with any subsequent movement in the reported position impacting upon the General Fund in 2017/18.

## **Housing Revenue Account**

38. At Month 10 an in-year surplus of £1,131k is projected on the Housing Revenue Account, a £398k increase from Month 9, which mainly relates to underspends within planned maintenance budgets. Within this position there remains a pressure on income arising from increased Right to Buy sales being off-set by underspends across HRA operations.
39. Unallocated General Balances within the HRA are projected to increase to £33,371k as a result of the forecast £1,131k surplus and £1,663k planned contribution to balances. The current forecast reflects the full delivery of the £2,448k savings included in the 2015/16 budget.
40. 107 properties have been sold under Right to Buy arrangements as at Month 10, with a total of 140 sales forecast for 2015/16. Current indications are that sufficient expenditure can be incurred before the initial tranche of retained receipts will become repayable to DCLG in March 2016 to avoid any repayment.

## **Future Revenue Implications of Capital Programme**

41. Appendix D to this report outlines the forecast outturn on the 2015/16 to 2019/20 Capital Programme. Following rephasing of the Capital Programme at Month 7, borrowing projections for 2015/16 are £21,690k lower than budget after allowing for the lower than anticipated level of 2015/16 Department for Education grant funding for school expansions. £4,655k of this sum relates to underspends with the remainder representing slippage of expenditure into 2016/17 and beyond. The on-going revenue implications were reflected in the Council's revenue budget for 2016/17.



## Appendix A – Detailed Group Forecasts (General Fund)

### ADMINISTRATION (£148k underspend, £2k improvement)

45. The Administration Directorate is showing an underspend of £148k at Month 10, a £2k improvement on Month 9. Pressures on Democratic Services budgets as a result of the continued additional workload of Individual Electoral Registration has led to the adverse movement on the service this month. This pressure has been negated by underspends within Human Resources as a result of realignments of forecasts to committed spend within Staff Recognition budgets and other non salaries spend. Budgets will continue to be closely monitored through to outturn, including reviews to ensure that income targets continue to remain on track for delivery.
46. The majority of the underspend in the Group is largely due to reduced expenditure on Members Allowances as Members are no longer part of the Local Government Pension Scheme. This additional budget has been removed from 2016/17 budgets.

**Table 7: Administration Operating Budgets**

Original Budget	Budget Changes	Service	Month 10		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 10)	Variance (As at Month 9)	Movement from Month 9	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
1,461	0	Democr. Services	Salaries	1,461	1,448	(13)	(18)	5
1,841	(69)		Non-Sal Exp	1,772	1,678	(94)	(125)	31
(658)	69		Income	(589)	(560)	29	35	(6)
<b>2,644</b>	<b>0</b>		<b>Sub-Total</b>	<b>2,644</b>	<b>2,566</b>	<b>(78)</b>	<b>(108)</b>	<b>30</b>
2,319	80	Human Resources	Salaries	2,399	2,351	(48)	(27)	(21)
626	(30)		Non-Sal Exp	596	544	(52)	(26)	(26)
(286)	38		Income	(248)	(214)	34	16	18
<b>2,659</b>	<b>88</b>		<b>Sub-Total</b>	<b>2,747</b>	<b>2,681</b>	<b>(66)</b>	<b>(37)</b>	<b>(29)</b>
1,955	34	Legal Services	Salaries	1,989	2,024	35	35	0
111	0		Non-Sal Exp	111	96	(15)	(15)	0
(341)	0		Income	(341)	(341)	(0)	0	(0)
<b>1,725</b>	<b>34</b>		<b>Sub-Total</b>	<b>1,759</b>	<b>1,779</b>	<b>20</b>	<b>20</b>	<b>0</b>
592	0	Policy & Partnerships	Salaries	592	597	5	5	(0)
2,228	0		Non-Sal Exp	2,228	2,215	(13)	(11)	(2)
(46)	0		Income	(46)	(62)	(16)	(15)	(1)
<b>2,774</b>	<b>0</b>		<b>Sub-Total</b>	<b>2,774</b>	<b>2,750</b>	<b>(24)</b>	<b>(21)</b>	<b>(3)</b>
6,327	114	Admin. Directorate	Salaries	6,441	6,420	(21)	(5)	(16)
4,806	(99)		Non-Sal Exp	4,707	4,534	(173)	(177)	4
(1,331)	107		Income	(1,224)	(1,177)	47	36	11
<b>9,802</b>	<b>122</b>		<b>Total</b>	<b>9,924</b>	<b>9,776</b>	<b>(148)</b>	<b>(146)</b>	<b>(2)</b>

## FINANCE (£134k underspend, £6k improvement)

47. The Finance Group is showing an underspend of £134k at Month 10, an improvement of £6k on Month 9. A slight improvement on income forecasts within Revenues and Benefits as a result of the drawdown of grant monies has led to the improved position this month.
48. The overall underspend position is due to salaries underspends in Operational Finance as a result of the restructure of Assistant Finance Business Partners; in Revenues and Benefits Service as a result of a high level of vacant posts within the Housing Benefits service; and in Strategic Finance due to a vacant post and maternity leave.

**Table 8: Finance Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 10		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 10) £'000	Variance (As at Month 9) £'000	Movement from Month 9 £'000	
487	0	Internal Audit	Salaries	487	495	8	8	0
56	0		Non-Sal Exp	56	58	2	2	0
0	0		Income	0	(11)	(11)	(11)	0
<b>543</b>	<b>0</b>		<b>Sub-Total</b>	<b>543</b>	<b>542</b>	<b>(1)</b>	<b>(1)</b>	<b>0</b>
2,185	(222)	Procurement	Salaries	1,963	1,983	20	26	(6)
121	(2)		Non-Sal Exp	119	219	100	95	5
(2)	2		Income	0	(28)	(28)	(28)	0
<b>2,304</b>	<b>(222)</b>		<b>Sub-Total</b>	<b>2,082</b>	<b>2,174</b>	<b>92</b>	<b>93</b>	<b>(1)</b>
3,360	(30)	Operation. Finance	Salaries	3,330	3,235	(95)	(84)	(11)
679	0		Non-Sal Exp	679	692	13	3	10
(159)	0		Income	(159)	(156)	3	0	3
<b>3,880</b>	<b>(30)</b>		<b>Sub-Total</b>	<b>3,850</b>	<b>3,771</b>	<b>(79)</b>	<b>(81)</b>	<b>2</b>
3,868	34	Revenues & Benefits	Salaries	3,902	3,838	(64)	(66)	2
2,285	0		Non-Sal Exp	2,285	2,249	(36)	(37)	1
(2,166)	0		Income	(2,166)	(2,169)	(3)	6	(9)
<b>3,987</b>	<b>34</b>		<b>Sub-Total</b>	<b>4,021</b>	<b>3,918</b>	<b>(103)</b>	<b>(97)</b>	<b>(6)</b>
1,300	132	Strategic Finance	Salaries	1,432	1,379	(53)	(49)	(4)
2,526	50		Non-Sal Exp	2,576	2,586	10	7	3
(256)	0		Income	(256)	(256)	0	0	0
<b>3,570</b>	<b>182</b>		<b>Sub-Total</b>	<b>3,752</b>	<b>3,709</b>	<b>(43)</b>	<b>(42)</b>	<b>(1)</b>
11,200	(86)	Finance Directorate	Salaries	11,114	10,930	(184)	(165)	(19)
5,667	48		Non-Sal Exp	5,715	5,804	89	70	19
(2,583)	2		Income	(2,581)	(2,620)	(39)	(33)	(6)
<b>14,284</b>	<b>(36)</b>		<b>Total</b>	<b>14,248</b>	<b>14,114</b>	<b>(134)</b>	<b>(128)</b>	<b>(6)</b>

49. A year end drawdown from the Insurance contingency of £300k is projected at Month 10, no change from Month 9. The £400k Insurance contingency was fully utilised in 2014/15, as costs exceeded the available base budget of £359k. Payments of £850k were made in 2014/15 significantly lower than in previous years of which the £91k over budget was funded by a release from the Insurance Provision. Payments this year are projected to further drop and claim payments are currently projected to be in the region of £685k. However, this does not take into account the potential seasonal impact to claims as a result of adverse weather conditions during winter.

50. In addition, there has also been a reduction in the projected Insurance provision required to be held to cover the Council's liability for open Insurance claims, which further supports the reduction in the draw upon contingency. The provision held at the end of 2014/15, was significantly lower than in previous years as a result of robust challenging of claims by the Insurance team and successful mitigation of a variety of high value claims, which has continued into this year. As such, it is expected that the full contingency will not be required this year. This will continue to be monitored throughout the year, however, any seasonal or exceptional claims could be funded through the General Insurance reserve if necessary.

**Table 9: Finance Development & Risk Contingency**

Original Budget	Budget Changes	Development & Risk Contingency	Month 10		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 10)	Variance (As at Month 9)	Movement from Month 9
			£'000	£'000	£'000	£'000	£'000
400	0	Uninsured Claims	400	300	(100)	(100)	0
<b>400</b>	<b>0</b>	<b>Current Commitments</b>	<b>400</b>	<b>300</b>	<b>(100)</b>	<b>(100)</b>	<b>0</b>

## RESIDENTS SERVICES (£863k underspend, £41k improvement)

51. Residents Services directorate is showing a projected outturn underspend of £863k at Month 10, excluding pressure areas that have identified contingency provisions.

**Table 10: Residents Services Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service		Month 10		Variance (+ adv / - fav)		
				Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 10) £'000	Variance (As at Month 9) £'000	Movement from Month 9 £'000
13,368	1,186	Deputy Director Residents Services	Salaries	14,554	14,665	111	(139)	250
21,204	(3,084)		Non-Sal Exp	18,120	18,166	46	34	12
(10,051)	2,576		Income	(7,475)	(6,981)	494	510	(16)
<b>24,521</b>	<b>678</b>		<b>Sub-Total</b>	<b>25,199</b>	<b>25,850</b>	<b>651</b>	<b>405</b>	<b>246</b>
1,844	90	Development and Assets	Salaries	1,934	1,934	0	0	0
7,575	148		Non-Sal Exp	7,723	7,974	251	245	6
(2,397)	15		Income	(2,382)	(2,382)	0	0	0
<b>7,022</b>	<b>253</b>		<b>Sub-Total</b>	<b>7,275</b>	<b>7,526</b>	<b>251</b>	<b>245</b>	<b>6</b>
803	(324)	Estates and Tenancy Management	Salaries	479	470	(9)	(9)	0
1,254	(121)		Non-Sal Exp	1,133	1,133	0	0	0
(3,414)	177		Income	(3,237)	(3,201)	36	73	(37)
<b>(1,357)</b>	<b>(268)</b>		<b>Sub-Total</b>	<b>(1,625)</b>	<b>(1,598)</b>	<b>27</b>	<b>64</b>	<b>(37)</b>
5,050	(47)	Policy, Highways and Community Engagement	Salaries	5,003	4,884	(119)	(46)	(73)
6,004	(12)		Non-Sal Exp	5,992	5,905	(87)	(15)	(72)
(12,572)	10		Income	(12,562)	(12,832)	(270)	(270)	0
<b>(1,518)</b>	<b>(49)</b>		<b>Sub-Total</b>	<b>(1,567)</b>	<b>(2,043)</b>	<b>(476)</b>	<b>(331)</b>	<b>(145)</b>
4,135	(2,497)	Planning and Development	Salaries	1,638	1,584	(54)	(54)	0
1,626	(787)		Non-Sal Exp	839	922	83	88	(5)
(2,973)	405		Income	(2,568)	(3,036)	(468)	(460)	(8)
<b>2,788</b>	<b>(2,879)</b>		<b>Sub-Total</b>	<b>(91)</b>	<b>(530)</b>	<b>(439)</b>	<b>(426)</b>	<b>(13)</b>
12,777	(1,176)	Green Spaces & Culture	Salaries	11,601	11,674	73	73	0
9,229	(1,057)		Non-Sal Exp	8,172	7,992	(180)	(184)	4
(9,819)	126		Income	(9,693)	(9,723)	(30)	(33)	3
<b>12,187</b>	<b>(2,107)</b>		<b>Sub-Total</b>	<b>10,080</b>	<b>9,943</b>	<b>(137)</b>	<b>(144)</b>	<b>7</b>
7,916	(73)	Communication, ICT and Customer Development	Salaries	7,843	7,676	(167)	(160)	(7)
4,241	170		Non-Sal Exp	4,411	4,420	9	9	0
(2,767)	22		Income	(2,745)	(2,745)	0	0	0
<b>9,390</b>	<b>119</b>		<b>Sub-Total</b>	<b>9,509</b>	<b>9,351</b>	<b>(158)</b>	<b>(151)</b>	<b>(7)</b>
5,279	12	Business and Technical Support	Salaries	5,291	4,817	(474)	(457)	(17)
879	207		Non-Sal Exp	1,086	1,088	2	2	0
(3,772)	(24)		Income	(3,796)	(3,493)	303	303	0
<b>2,386</b>	<b>195</b>		<b>Sub-Total</b>	<b>2,581</b>	<b>2,412</b>	<b>(169)</b>	<b>(152)</b>	<b>(17)</b>
3,537	715	Policy and Standards - Education, Housing and Public Health	Salaries	4,252	3,983	(269)	(269)	0
5,236	4,595		Non-Sal Exp	9,831	9,761	(70)	11	(81)
(5,559)	(3,157)		Income	(8,716)	(8,790)	(74)	(74)	0
<b>3,214</b>	<b>2,153</b>		<b>Sub-Total</b>	<b>5,367</b>	<b>4,954</b>	<b>(413)</b>	<b>(332)</b>	<b>(81)</b>
54,709	(2,114)	Residents Services	Salaries	52,595	51,687	(908)	(1,061)	153
57,248	59		Non-Sal Exp	57,307	57,361	54	190	(136)
(53,324)	150		Income	(53,174)	(53,183)	(9)	49	(58)
<b>58,633</b>	<b>(1,905)</b>		<b>Total</b>	<b>56,728</b>	<b>55,865</b>	<b>(863)</b>	<b>(822)</b>	<b>(41)</b>

52. The overall variance results from staffing underspends across the group and favourable income projections in highways and planning, offset mainly by pressure on maintenance budgets in Development & Assets as well as parking income shortfalls at Cedars and Grainges car parks and in Imported Food sampling.
53. The Council's 2015/16 contingency budget contains provision for areas of within Residents Services for which there is a greater degree of uncertainty. At Month 10 projected calls on contingency are £7k below provision. The table below shows the breakdown for each contingency item.

**Table 11: Development and Risk Contingency**

Original Budget	Budget Changes	Development & Risk Contingency	Month 10		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 10)	Variance (As at Month 9)	Movement from Month 9
£'000	£'000		£'000	£'000	£'000	£'000	£'000
1,836	0	Impact of welfare reform on homelessness (Current)	1,836	1,836	0	0	0
2,211	0	Waste Disposal Levy (Demand-led Tonnage Increases)	2,211	2,204	(7)	(7)	0
<b>4,047</b>	<b>0</b>	<b>Current Commitments</b>	<b>4,047</b>	<b>4,040</b>	<b>(7)</b>	<b>(7)</b>	<b>0</b>

54. During the financial year 2015/16 numbers of temporary accommodation requirements have been consistently above the original MTFF forecast. Within this increase, a higher proportion are in high cost Bed & Breakfast placements, given the challenges on housing supply.

**Table 12: Housing Needs performance data**

	2015/16		
	November	December	January
Homeless Threat, Priority Need & Eligible	96	88	117
Presenting As Homeless	55	34	49
Duty Accepted	31	20	39
<b>Households in Temporary Accommodation</b>	<b>594</b>	<b>569</b>	<b>578</b>
<b>Households in B&amp;B</b>	<b>210</b>	<b>196</b>	<b>201</b>

55. Whilst the overall temporary accommodation numbers remain relatively stable, the proportion of high cost B&B remains above that budgeted in the MTFF. Key variables in terms of keeping high cost B&B type accommodation to a minimum are the prevention rate and the supply of properties. These costs are partially mitigated by net demand over the year to date being lower than expected and a slowdown in the end of lease PSL properties. This in turn has reduced spend on Finders' Fee, Find Your Own and other schemes. Further mitigation has been provided through vacancy management, voids turnover and better than expected performance on arrears. It is therefore expected that the financial risk will remain within the current provision of £1,836k. If this can be maintained over the final quarter of the financial year, it should reduce the need to utilise earmarked reserves.

56. A contingency of £2,211k has been set aside to fund estimated increases in waste tonnages via the levy and the move to a new compliant rubble and hardcore contract. West London Waste Authority (WLWA) are indicating a further improvement to the £1,900k underspend forecast previously reported, which if maintained until year end will increase WLWA reserves above their target level of £4,200k for 2016/17. In this instance, WLWA will make recommendations regarding disbursement of excess reserves to boroughs. The recommendations will be made when the level of underspend and reserves are confirmed. WLWA have stated this will be following the impact of pension and property valuations and other year-end adjustments in June 2016.

#### **Deputy Director Residents Services (£651k overspend, £246k adverse)**

57. The service is projecting an adverse movement of £246k in Month 10, primarily as a result of revised projections for redundancy costs following extensive restructuring in the service.
58. The current forecast redundancy costs across Residents Services is £538k, which would provide a net pressure of £238k following full drawdown of the £300k in the earmarked reserve. It should be noted that this figure is expected to further increase before year-end.
59. In addition, there is a projected salary underspend of £127k (which reflects an adverse movement of £12k) further to revised salary forecasts across a number of enforcement teams in the service and an adverse movement of £12k for legal costs following a revised projection for the group.
60. The continuing, sustained reduced projection in Imported Food sampling income is based on receipts to end of January of £494k, which is £16k favourable. This income stream has experiencing sustained volatility following the cessation of green bean testing from 1st July 2015. The service is currently experiencing a sustained reduction in income of between £6k and £10k per week.
61. Following the cessation of the short-term grant funding from the DCLG in support of weekly recycling and food waste collections, the council has built up an earmarked reserve from the initial funding tranches. It is anticipated this will be sufficient to fund the cost of continuing to run the service over the next two financial years. The earmarked reserve is therefore projected to be used in full by the end of 2016/17.

#### **Development and Assets (£251k overspend, £6k adverse movement)**

62. The Development and Assets projection has been restated from Month 9 further to the transfer of the postage cost centre to business and technical support.
63. There is a forecast pressure of £184k (£6k adverse) due to revised view of the likely reactive maintenance works and ongoing cost pressures associated with the civic centre. Ongoing work on existing contracts has so far enabled this pressure to be managed down and ensure only essential works are undertaken.
64. A number of one-off rectification works at the Civic Centre have been identified following compliance testing. After allowing for capital items this is currently forecast at £67k (nil movement).

#### **Estates and Tenancy Management (£27k overspend, £37k improvement)**

65. There is a projected income pressure of £52k on garages income (£21k favourable). The current income projection is based on the most up to date income schedules received from

the service. In Month 10 the service is also projecting a favourable movement of £16k on general corporate estates income based on latest actual income.

### **Policy, Highways & Community Engagement (£476k underspend, £145k improvement)**

66. At Month 10, the service is reporting a favourable salary projection of £73k. The exceptionally mild winter reduced the salary costs for winter maintenance by £26k, whilst vacant posts within the Town Centre Improvement team and planning policy team reduced salary projections by £26k and £21k respectively.
67. There are reductions in Highways expenditure projections at Month 10 (£72k) following revised modelling to factor in seasonal variations.

### **Planning and Enforcement (£439k underspend, £13k improvement)**

68. Income streams across the service remain robust, with a projection improvement at Month 10 of £8k. The service is reporting a favourable movement in car allowances of £5k following a revised projection.

### **Green Spaces, Sport & Culture (£137k underspend, £7k adverse movement)**

69. Following a review of non-staffing costs, the projection across the service is adjusted to give a £4k adverse movement. Projected income from filming is reduced by £3k following a reduction in activity.

### **Communications, ICT and Customer Development (£158k underspend, £7k improvement)**

70. The service is reporting a salary underspend of £167k at Month 10 (£7k favourable). The movement can be attributed to a delay in recruitment to a vacant post in ICT.
71. A review into Hillingdon Grid for Learning (HGfL) has led to the decision to cease this service from 1 April 2016. Consequently, the level of commitment from schools to progress project work has dropped significantly with no new proposals now coming forward. This will result in a shortfall in income of £40k for 15/16. However, any variance at the year end is managed through the HGfL earmarked reserve, which will be able to absorb this projected shortfall in income.

### **Business and Technical Support (£169k underspend, £17k improvement)**

72. As stated earlier in the report, the postage cost centre has been transferred from Development & Assets to this service. The Month 9 position has therefore been restated.
73. The off-street parking income at the Cedars and Grainges multi-storey car parks continues to experience pressure relating to the loss of season ticket income at both car parks. The most recent income projection forecasts a pressure of £303k (nil movement).
74. There is a revised projected underspend of £474k (£17k favourable) relating to vacant posts across the service that are not expected to be filled this year. There is a projected underspend on non-staffing costs of £38k (no change) that are not expected to be required further to the vacant posts discussed above.

**Policy and Standards - Education, Housing and Public Health (£413k underspend, £81k improvement)**

75. A review of expenditure plans in the School Improvement Service has resulted in a favourable movement of £81k at Month 10, including a planned commitment of £30k that will now take place in 2016/17 and finalisation of the number of defibrillators required for purchase following consultation with schools.



## SOCIAL CARE (£1,763k underspend, £275k improvement)

76. The Social Care Directorate is projecting an underspend of £1,763k as at Month 10, an improvement of £275k on Month 9 projections. Within the salaries position there is an underspend of £2,029k, an improvement of £114k, due to recruitment taking longer than previously forecast particularly in the AAD Service. The underspend relates to a high number of vacancies that existed in the Children's Early Intervention and Prevention Service and the AAD Service netted down by the additional cost of agency staff across the remainder of Children's Services, whilst the service undertakes a major recruitment campaign to the new structures. There remain a number of significant pressures on non salary expenditure within the service which the Social Care Directorate continues to mitigate through the robust management of the demand for both children's and adult social care. The projected variances at Month 10 are summarised in the following table, with more detail provided in the paragraphs below:

**Table 13: Social Care Operating Budgets**

Original Budget £'000	Budget Changes £'000	Service	Month 10		Variance (+ adv / - fav)			
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 10) £'000	Variance (As at Month 9) £'000	Movement from Month 9 £'000	
1,038	677	Safeguarding Children	Salaries	1,715	1,768	53	48	5
1,579	20		Non-Sal Exp	1,599	1,738	139	140	(1)
(150)	(13)		Income	(163)	(166)	(3)	1	(4)
<b>2,467</b>	<b>684</b>		<b>Sub-Total</b>	<b>3,151</b>	<b>3,340</b>	<b>189</b>	<b>189</b>	<b>0</b>
3,545	953	Children's Early Intervention Services	Salaries	4,498	3,833	(665)	(653)	(12)
3,631	310		Non-Sal Exp	3,941	3,578	(363)	(339)	(24)
(707)	(278)		Income	(985)	(1,071)	(86)	(86)	0
<b>6,469</b>	<b>985</b>		<b>Sub-Total</b>	<b>7,454</b>	<b>6,340</b>	<b>(1,114)</b>	<b>(1,078)</b>	<b>(36)</b>
2,091	1,996	Looked After Children	Salaries	4,087	4,160	73	63	10
744	(21)		Non-Sal Exp	723	3,588	2,865	2,868	(3)
(294)	171		Income	(123)	(2,960)	(2,837)	(2,837)	0
<b>2,541</b>	<b>2,146</b>		<b>Sub-Total</b>	<b>4,687</b>	<b>4,788</b>	<b>101</b>	<b>94</b>	<b>7</b>
8,352	(1,152)	Children's Resources	Salaries	7,200	7,296	96	93	3
12,429	(355)		Non-Sal Exp	12,074	12,556	482	454	28
(7,178)	(842)		Income	(8,020)	(8,467)	(447)	(481)	34
<b>13,603</b>	<b>(2,349)</b>		<b>Sub-Total</b>	<b>11,254</b>	<b>11,385</b>	<b>131</b>	<b>66</b>	<b>65</b>
5,402	2,498	All-Age Disabilities	Salaries	7,900	6,811	(1,089)	(983)	(106)
44,007	498		Non-Sal Exp	44,505	46,004	1,499	1,585	(86)
(6,852)	(1,584)		Income	(8,436)	(8,718)	(282)	(334)	52
<b>42,557</b>	<b>1,412</b>		<b>Sub-Total</b>	<b>43,969</b>	<b>44,097</b>	<b>128</b>	<b>268</b>	<b>(140)</b>
4,294	7	Adult Social Work	Salaries	4,301	3,930	(371)	(373)	2
29,110	(15)		Non-Sal Exp	29,095	28,679	(416)	(460)	44
(8,266)	8		Income	(8,258)	(8,215)	43	70	(27)
<b>25,138</b>	<b>0</b>		<b>Sub-Total</b>	<b>25,138</b>	<b>24,394</b>	<b>(744)</b>	<b>(763)</b>	<b>19</b>
9,018	27	Adult's Early Intervention & Prevention	Salaries	9,045	9,030	(15)	1	(16)
3,370	(130)		Non-Sal Exp	3,240	3,199	(41)	(64)	23
(11,826)	0		Income	(11,826)	(11,740)	86	100	(14)
<b>562</b>	<b>(103)</b>		<b>Sub-Total</b>	<b>459</b>	<b>489</b>	<b>30</b>	<b>37</b>	<b>(7)</b>
2,185	206	Safeguarding, Quality & Partnerships	Salaries	2,391	2,330	(61)	(61)	0
7,165	138		Non-Sal Exp	7,303	6,918	(385)	(264)	(121)
(378)	(110)		Income	(488)	(450)	38	108	(70)
<b>8,972</b>	<b>234</b>		<b>Sub-Total</b>	<b>9,206</b>	<b>8,798</b>	<b>(408)</b>	<b>(217)</b>	<b>(191)</b>
294	120	Directorate & Support Services	Salaries	414	364	(50)	(50)	0
893	161		Non-Sal Exp	1,054	1,028	(26)	(34)	8
0	0		Income	0	0	0	0	0
<b>1,187</b>	<b>281</b>		<b>Sub-Total</b>	<b>1,468</b>	<b>1,392</b>	<b>(76)</b>	<b>(84)</b>	<b>8</b>
36,219	5,332	<b>Social Care Total</b>	Salaries	41,551	39,522	(2,029)	(1,915)	(114)
102,928	606		Non-Sal Exp	103,534	107,288	3,754	3,886	(132)
(35,651)	(2,648)		Income	(38,299)	(41,787)	(3,488)	(3,459)	(29)
<b>103,496</b>	<b>3,290</b>		<b>Total</b>	<b>106,786</b>	<b>105,023</b>	<b>(1,763)</b>	<b>(1,488)</b>	<b>(275)</b>

77. The Council's 2015/16 Development and Risk Contingency contains provision for areas of expenditure within Social Care for which there is a greater degree of uncertainty. In part this is caused by in year demographic changes in the number of adults and children requiring care and support for a range of care needs, including Asylum seekers and SEN Transport. Table 14 sets out the forecast spend against the development and risk contingency.

**Table 14: Social Care Development & Risk Contingency**

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 10		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Variance (As at Month 10) £'000	Variance (As at Month 9) £'000	Movement from Month 9 £'000
1,272	0	Asylum Funding Shortfall	1,272	2,262	990	940	50
465	0	Social Care Pressures (Children's)	465	4,208	3,743	3,532	211
(117)	0	Early Support Cost Avoidance	(117)	(117)	0	0	0
1,298	0	Potential Shortfall in Social Care & Health Integration Funding	1,298	1,298	0	0	0
129	0	Social Care Pressures (Adults)	129	129	0	0	0
380	0	Increase in Transitional Children due to Demographic Changes	380	380	0	0	0
393	0	Winterborne View	393	67	(326)	(326)	0
520	0	SEN transport	520	520	0	0	0
<b>4,340</b>	<b>0</b>	<b>Current Commitments</b>	<b>4,340</b>	<b>8,747</b>	<b>4,407</b>	<b>4,146</b>	<b>261</b>

**Asylum Service (£990k overspend, £50k adverse movement)**

78. This service is projecting a draw down of £2,262k from contingency, £990k above budget and an adverse movement of £50k on the Month 9 position, due to an increase in the cost of allowances. The overspend relates primarily to a reduction in the Home Office Grant, notified in March 2015, and a reduction in the grant funding received relating to the change in the age profile of Asylum Seeking Children. Growth in the over 18 population is projected to increase at a higher rate than the number of new Asylum Seekers below 18, where the grant is significantly higher (£114 per day for eligible under 16's and £91 per day for eligible 16 to 17 year olds, compared to £150 per week for eligible 18+).
79. Indications from other councils show they are still experiencing growth in this provision, especially those with Sea Ports and in particular Kent County Council. Kent has an agreed redistribution strategy with other councils and there are ongoing discussions with the Home Office asking them to fully fund the cost of support for Asylum Seeking Children. The Home Office sent a letter to all councils on 24 November setting out the proposed funding arrangements, which indicates that grant funding will be provided for these children at a rate of £114 per day for eligible under 16's, £91 per day for eligible 16 to 17 year olds and £200 per week for eligible 18+. The funding for the over 18's is £50 higher than that received by Hillingdon.
80. Over the last few months, it is evident that Hillingdon is starting to experience a slight increase in the number of Asylum Seeking Children. This position is being monitored closely to ascertain whether it is a bulge or a continuing theme. If it is the latter, then there is a

possibility that the projected drawdown from the contingency will be higher than currently indicated.

### **Social Care Pressures - Children's Demographics (£3,743k overspend, £211k adverse movement)**

81. The service is projecting a drawdown of £4,208k from contingency, £3,743k above the budget, an adverse movement of £211k on the Month 9 position. This increase is as a result of abnormally high numbers of mother and baby placements and a high number of teenage children in residential placements, where the service is finding it very difficult to step down the type of provision due to the complex needs of the children. Earlier assumptions were based on a number of children being moved on, which is no longer possible.
82. The service continues to have a number of high cost placements, including residential placements for children with complex needs and identified safeguarding risks, where the current total placements totals is 34 (25 in Month 3). This equates to an in-year annual increased cost of approximately £1,800k. As at Month 10, there are 3 children in secure placements (one of which costs £6,250 per week); 9 placements are as a result of safeguarding responsibilities (weekly costs are in the region of £4,000), where children need to be placed out of borough; and a significant increase in the number of mother and baby placements (total projected cost estimated at £265k) when normally the annual cost would be around £65k.
83. Senior Management have implemented a vigorous monitoring and review process to ensure that the correct decisions are being made on the most appropriate placement for an individual child. Decisions are scrutinised and then agreed at a weekly panel meeting. The placement data is then reviewed each month with the main focus on higher cost placements. Steps have been taken to introduce a weekly review of placements to ensure that the most up to date financial position is available.
84. Over the last year there have been a number of changes including the extension of the Staying Put legislation, which increases the age range for children to 21 (up from 18) to stay in their current foster care placement; a significant move towards the issuing of Special Guardianship Orders; and a court ruling requiring connected persons to be paid an allowance equivalent to an In-House Foster Carer. All these changes have increased the cost of placements. They also remove a potential In-House Foster Carer from the system as in most cases the new arrangements restricts them from looking after new children.
85. However, it should be noted that the performance data indicates that the service has stabilised. Looked After Children numbers are consistently within the range of 340 to 360 placements over the months from May 2015, those with a Child Protection Plan is consistent and stabilising on 340 cases, and those where children have been identified as Children in Need is relatively consistent standing at approximately 645 cases. Social Work caseloads are and have been consistently at or slightly below the recommended safe level since December 2014. Additionally, since month 3, the service has reduced the number of IFA placements and has been able to use more In-House Foster Carers, improving the proportions from a split of 54% IFA to 46% In-House in Month 3, to 49% IFA and 51% In House at Month 10.

### **Early Support Cost Avoidance (Nil variance, nil movement)**

86. The service is projecting that it will be able to deliver a saving of £117k identified within the Development and Risk Contingency, through a review of the resources required to deliver the new Early Support and Intervention services.

### **Social Care and Health Integration Fund (Nil variance, nil movement)**

87. A drawdown of £1,298k from Contingency, will be required, no change from Month 9. This relates to the additional cost of appointing agency staff, whilst the service implements a major recruitment campaign.

### **Social Care Pressures (Adults) (Nil variance, nil movement)**

88. At Month 10 it is forecast that the contingency (£129k) for Adult Demographic changes will be required in full. The demographic forecasting tool is regularly refreshed and expenditure areas are kept under close review.

### **Increase in Transitional Children (Nil variance, nil movement)**

89. Similarly the contingency (£380k) for Transitional Children will be required in full. The forecast is regularly refreshed and expenditure is kept under close review.

### **Winterbourne View (£326k underspend, nil movement)**

90. A review of the Winterbourne View cases this month has identified that the position is unchanged since Month 9. Of the 6 expected to transfer in 2015/16, 1 transferred in October and 1 is not now expected to move until 2016/17. The remaining 4 are still forecast to move this financial year and the part year cost for 2015/16 is now forecast to be £67k, unchanged from Month 9 forecast. The balance of the remaining £326k will be needed in 2016/17 to fund the full year cost of these placements and the slippage of one case into 2016/17.

### **SEN Transport (Nil variance, nil movement)**

91. An external review of the Transport Service has recently taken place, this coupled with a further review of the forecast spend identified that there was a £200k adverse movement in Month 7. Work is continuing to review and revise route plans and to re-procure private vehicles for transporting eligible children. It is anticipated that the completion of this work in this financial year will provide a more accurate financial position for the service.

## **DIRECTORATE OPERATING BUDGETS**

### **Safeguarding Children (£189k overspend, nil movement)**

92. The service is reporting an overspend of £189k, no change on the Month 9 position. The service pressure relates to an overspend of £53k on staff due to a number of agency staff covering vacant posts and an overspend of £139k on non-staffing which relates to an increase in Child Protection, LSCB and Family Conference delivery costs.

### **Children's Early Intervention & Prevention Services (£1,114k underspend, £36k improvement)**

93. An underspend of £1,114k, an improvement of £36k on Month 9 is reported due primarily to a slight reduction in the projected cost of salaries following a further review of agency staffing costs. This relates to an underspend of £665k on salaries due to late recruitment to a relatively high number of posts in the new structure; an underspend of £363k on non-staffing costs from the cessation of the CfBT (young people's support, information, advice and guidance (YSIAG) services) contract; and a surplus of £86k on grant income for programme management for the next phase Troubled Families.

### **Looked After Children (£101k overspend, £7k adverse movement)**

94. An overspend of £101k, an adverse movement of £7k, is reported to a slight increase in the projected cost of agency staff. The overspend reported relates to a £73k overspend on staffing costs; an overspend of £2,865k on non-staffing costs relating to the cost of the Skylakes managed service; and a surplus of £2,837k on income to reflect the proposed use of earmarked reserve to fund the Skylakes service up to the end of March 2016.

### **Children's Resources (£131k overspend, £65k adverse movement)**

95. The service is reporting an overspend of £131k, an adverse movement of £65k on Month 9 due primarily to an increase in the cost of providing support for families under Section 17 regulations or who have No Recourse to Public Funds (NRPF). The overspend reported relates to an overspend of £96k on staffing due to a high level of agency staff being employed prior to instigating a major staff recruitment campaign and an overspend of £482k on non-staffing costs due primarily to the cost of allowances, including the cost of temporary Bed and Breakfast accommodation. This is netted down by additional income of £447k, from the use of earmarked reserves to fund the Coram and HCL managed service and the cost of agency staff and the receipt of additional grant income for the use of Hillingdon Adopters by Other Local Authorities.

### **All Age Disabilities (AAD) (£128k overspend, £140k improvement)**

96. The AAD restructure is being implemented and a recruitment drive is underway to fill the remaining vacant posts in the new service. The staff budget is currently forecast to underspend by £1,089k, an improvement of £106k since Month 9. The improvement is due to recruitment taking longer than estimated with some posts being re-advertised to find people with the right skills and experience. £346k of the underspend is offset by reduced recharge income from the Dedicated Schools Grant (DSG) as posts remain vacant.
97. Within the placements budget a pressure of £1,499k is forecast, a favourable movement of £86k since Month 9. Part of this pressure arises from the slippage in the Supported Living Programme. The main movement this month relates to one client being approved for CHC funding and other minor changes to placement costs.
98. A key continuing pressure on the placements budgets arises from the devolution of the Independent Living Fund (ILF) from the DWP to the Council in July 2015. The fund provided additional resources to 34 clients and there are a number of these clients receiving support which may be classified as continuing health care (CHC) and CHC referrals have been made to the CCG. To date the outcome of only two cases has been received, one receiving funding and the other being declined. The outcome of others is still awaited but if assessed as eligible for CHC then funding received from the CCG will further help to mitigate this pressure both in year and future years.
99. The Department of Health have announced £542k of grant for 2016/17 to cover the ILF pressures for these clients. The additional costs of these clients is estimated at £735k leaving a full year pressure of £193k for 2016/17 if no further clients received CHC funding.

### **Social Work (£744k underspend, £19k adverse movement)**

100. There are a number of vacant posts within the Social Work Service which are currently subject to recruitment. In addition, there are continuing vacancies within the Telecareline staff establishment of four posts. The forecast underspend is £371k, an adverse movement of £2k.
101. The non-staffing budget is forecast to underspend by £416k, an adverse movement of £44k. The increase this month is in respect of increased costs on homecare provision.

102. Income, mainly from client contributions, is currently forecast to underachieve by £43k, a favourable movement of £27k. A reduction in the number of clients has reduced forecast contributions.

### **Adults Early Intervention & Prevention (£30k overspend, £7k improvement)**

103. There is a net pressure of £30k with the EI&P Service, a favourable movement of £7k since Month 9. As at Month 10 it is forecast that the salaries budget will be underspent by £15k. This is due to the continued proactive management action in significantly reducing the level of staff absence and therefore the requirement for agency provider support.
104. The slippage in the project to develop new models of delivery for in house Learning Disability services into 2017/18 has led to the rephasing of saving in the draft MTFE agreed at Cabinet in December. In year compensatory savings have been identified to make up the shortfall in savings.
105. There is a pressure on the income budget of £86k mainly due to a forecast reduction in client contributions and the amount of Housing Benefit recovered.

### **Safeguarding Quality & Partnerships (£408k underspend, £191k improvement)**

106. There is an underspend forecast on staff costs of £61k, this underspend is within the Community Mental Health Teams and the Supported Living Team with no movement from Month 9.
107. The non-staffing budget forecast is for an underspend of £385k, an improvement of £121k. There has been a reduction in forecast spend of £84k in the cost of client packages due to reduced demand. Previously £50k was forecast for recruitment costs which are no longer anticipated to be spent which has now been removed. The forecast for client support costs has been reduced by £25k as fewer clients moving into new supported living units have needed financial support than previously anticipated.
108. Offsetting the reductions above is a forecast pressure of £52k for work associated with DoLs cases. This is additional pressure above the Government grant for £111k has been received which partly offsets this pressure.
109. The income budget is forecast to overspend by £38k an improvement of £70k since Month 9. This improved forecast is from two areas, £35k from CCG as a contribution to S117 clients and the balance from increased client income.

### **Directorate & Support (£76k underspend, £8k adverse movement)**

110. The forecast underspend arises from the estimated spend on the responsibilities for the Care Act being less than originally anticipated, in part with slippage in spend against the Safeguarding Board. The movement in forecast this month is in respect of subscription costs being higher than previously forecast.

### **Better Care Fund**

111. The Month 10 budget monitoring for the BCF shows a forecast pressure of £323k on the council share of the pooled budget an improvement of £410k, no change from Month 9. This pressure is made up of £673k on the Care Act burdens from the cost of providing support and

Care to Carers as a new responsibility following the implementation of the Care Act. The Council holds a contingency provision to fund pressures relating to the implementation of Care Act responsibilities.

112. Some of this pressure is off-set by forecast underspends on the TeleCareLine service of £53k and the proposal to implement the proposal in the draft MTFB Budget for 2016/17 to capitalise expenditure on telecare equipment (£280k) using the annual social care capital grant within the BCF to fund this expenditure.

## Appendix B – Other Funds

### SCHOOLS BUDGET

#### Dedicated Schools Grant (£2,530k overspend, £46k adverse movement)

113. The Dedicated Schools Grant is projecting an in year overspend of £2,530k, an adverse movement of £46k on the Month 9 projections, due to an increase in the projected payments that will be released for creating two year old places. The DSG budget is regularly reviewed and amended by the Department for Education (DfE) due to academy conversions and recalculations of two year old and early years funding, which could result in further amendments to the DSG. An amendment was received on 19 February 2016, which has seen the DSG increase by £338k, reflecting an increase in the take up of two year old places.
114. The overspend on the DSG, in the main, reflects the planned use of the surplus balance that was carried forward from 2014/15, where additional resources totalling £1,709k were delegated to schools above the actual amount of DSG. The remaining pressure relates to a projected increase in the cost of Special Educational Need/Education Health and Care Plan placements as the new banded funding rates are starting to be applied and the impact of the introduction of the changes set out in the Children and Families Act 2014, which extends the age range down to 0 and up to 25, where there is evidence of additional pressures coming through in pre-school and post 16 children, and an increase in the cost of Looked After Children placements out of Borough. The table below summarises the total DSG income and expenditure for 2015/16.

**Table 15: DSG Income and Expenditure 2015/16**

Original Budget	Budget Changes	Funding Block	Month 10		Variance (+ adv / - fav)		
			Revised Budget	Forecast Outturn	Variance (As at Month 10)	Variance (As at Month 9)	Change from Month 9
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(145,373)	8,876	<b>Dedicated Schools Grant Income</b>	(136,497)	(136,835)	(338)	0	(338)
113,606	(11,287)	<b>Delegated to Schools</b>	102,319	104,031	1,712	1,712	0
4,581	(137)	<b>Early Years</b>	4,444	4,440	(3)	(402)	398
3,604	(155)	<b>Centrally Retained</b>	3,449	3,979	530	549	(19)
23,582	2,703	<b>Special Needs</b>	26,285	26,914	629	625	4
<b>0</b>	<b>0</b>	<b>Total Schools Budget</b>	<b>0</b>	<b>2,530</b>	<b>2,530</b>	<b>2,484</b>	<b>46</b>
0	0	Balance Brought Forward 1 April 2015	(4,083)	(4,083)			
0	0	Balance Carried Forward 31 March 2016	(4,083)	(1,553)			

#### Dedicated Schools Grant Income (£338k surplus, £338k improvement)

115. On the 19 February 2016, the Department for Education (DfE) released a further update to the DSG reflecting the actual take up of two year old free entitlement places. Based on the latest set of data, Hillingdon's DSG will increase by £338k, which accounts for the surplus noted. The budgets will need to be realigned to account for this adjustment, as the increased cost is reported under the Early Years funding block.



### **Delegated to Schools (£1,712k overspend, nil movement)**

116. The overspend is due to Schools Forum agreeing to utilise part of the surplus balance carried forward from 2014/15 by delegating more resources to schools than were provided in the DSG budget allocation.

### **Early Years (£3k underspend, £398k adverse movement)**

117. The Early Years funding block is projecting an underspend of £3k, an adverse movement of £398k on the Month 9 position, due to a further review of the funding allocations for increasing two year old provision, where a number of schemes have now started and an increase in the payments made for two year old free entitlement places. The underspend is due to an underspend on the two year old capacity funding budget of £135k, an underspend of £168k on the Early Years Educational Psychology provision, where there is uncertainty around the delivery model required and an underspend of £236k relating to funding set aside to support the placement of vulnerable children, where the criteria has not yet been agreed. This is netted down by an overspend of £264k, which relates to an allocation of DSG funds above the base budget to fund the continuation of the 2 year old capacity building initiative and an overspend of £272k across the Early Years Centres.

### **Centrally Retained (£530k overspend, £19k improvement)**

118. The centrally retained budgets are projecting an overspend of £530k, an improvement of £19k on the Month 9 position, due to a slight improvement in the salary projections. £244k of the overspend is due to the cost of the three new Basic Need Academy school set up costs and diseconomies of scale funding, including Lake Farm and John Locke, which opened in September 2014 and St Martin's, which opened in September 2015. The increased costs of support services in line with the 2014/15 outturn figures, which will be charged to the DSG is contributing £182k to the overspend. Additionally a review of the Barnhill PFI costs has identified a cost pressure of £130k as the PFI grant is cash limited, whereas the PFI contract allows for indexation.

### **Special Needs (£629k overspend, £4k adverse movement)**

119. The Special Needs budgets are projecting an overspend of £629k, an adverse movement of £4k on the Month 9 position. The overspend relates to an increase in the number of SEN pupils, especially in the post 19 age range and an increase in the number of Looked After Children being placed out of Borough. However, it is worth noting that there is a significant movement in the cost of Independent School placements, which is projected to be significantly lower than that incurred in 2014/15.

### **School Academy Conversions**

120. The Academies Act 2010, allows schools to convert to academy status and by doing so will receive funding directly from the Education Funding Agency (EFA). Schools can convert at any point in the year, once they have converted, a number of adjustments will be required to realign the DSG Income budget and the amount delegated to schools. The DfE maintain a register online, indicating which schools are proposing to convert. For Hillingdon, Chantry Special School (renamed the Young People's Academy) converted on 1 April 2015 and The Hillingdon Tuition Centre (renamed The Skills Hub) converted on 1 September 2015.

### **Year End Balances**

121. The DSG is allowed to carry forward any in year over or underspend. At the end of the 2014/15 financial year, the DSG had a surplus balance of £4,083k. It should be noted that where the DSG is expected to underspend, it is anticipated that this will be factored into the

total DSG available for delegation in the following year. At its meeting on 15 January 2015, Schools Forum agreed to include £1,709k of this surplus within the Schools Delegated Budget for 2015/16, additionally they agreed to set aside £337k for two year old capacity funding as an earmarked reserve for the two year old free entitlement offer in 2015/16. Based on the projected outturn position reported in the table above, the projected year-end balance will reduce to £1,553k.

### Maintained School Balances

122. An ongoing review of school balances has identified that there are a number of schools facing cash flow difficulties, with a number setting an in year deficit, which will be funded from the schools surplus balances. Across Hillingdon, there is only one school that has an approved licensed deficit of £729k, however, it is evident that one primary school will be in deficit by the year end with a projected deficit of £66k (this is a further improvement on the position reported last month).
123. The following table provides an update on the in year financial position of schools maintained by the Council (this excludes academy schools), based on school budget plans:

School Type	Total Number of Schools	Number of Schools In Year Deficits	Value of In Year Deficit £000
Primary	51	41	3,600
Secondary	2	2	600
Special	2	2	200
<b>Total</b>	<b>55</b>	<b>45</b>	<b>4,400</b>

124. Maintained Schools started the year with an opening surplus balance of £12.5 million, based on the school budget plans and the projected in year deficits, the year-end total schools surplus balance will reduce to £8.1 million.

### PARKING REVENUE ACCOUNT (£242k in year surplus, £16k adverse movement)

125. The Parking Revenue Account is established to govern the use of income from Penalty Charges Notices (PCNs), together with other on-street parking income streams, in accordance with Section 55 of the Road Traffic Regulation Act 1984.

**Table 16: Parking Revenue Account**

Original Budget £'000	Budget Changes £'000	Service	Month 10		Variance (+ adv / - fav)		
			Revised Budget £'000	Forecast Outturn £'000	Month 10 £'000	Month 9 £'000	Movement £'000
(4,076)	0	Income	(4,076)	(4,128)	(52)	(8)	(44)
4,076	0	Expenditure	4,076	3,886	(190)	(250)	60
<b>0</b>	<b>0</b>	<b>In-year (Surplus) / Deficit</b>	<b>0</b>	<b>(242)</b>	<b>(242)</b>	<b>(258)</b>	<b>16</b>

126. An in-year surplus of £242k is forecast for the 2015/16 financial year. There is a total income surplus of £52k (£44k favourable). The increase in income projection is a result of additional income from parking bay suspensions, permits and bailiffs.

127. The income pressure is offset by compensating savings totalling £190k (£60k adverse). The adverse movement is a result of additional enforcement activity which has improved the income position.

## COLLECTION FUND (£1,500k surplus, nil movement)

128. The collection of local taxes is managed through the Council's Collection Fund in order to avoid short-term volatility in income impacting on provision of services. Sums quoted related to the Council's own share of income and disregard monies collected on behalf of the Greater London Authority and central Government.
129. The overall outlook for the fund is positive, with a surplus of £1,500k anticipated at this stage of the year arising from a £2,625k surplus on Council Tax and £1,125k deficit on Business Rates. Any surplus or deficit will be released to the General Fund from 2016/17 and reflected in the Council's Medium Term Financial Forecast.

**Table 17: Collection Fund**

Original Budget	Budget Changes	Service	Month 10		Variance (+ adv / - fav)			
			Revised Budget	Forecast Outturn	Variance (As at Month 10)	Variance (As at Month 9)	Movement from Month 9	
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
(115,652)	0	Council Tax	Gross Income	(115,652)	(116,841)	(1,189)	(1,189)	0
14,153	0		Council Tax Support	14,153	13,699	(454)	(454)	0
(2,697)	0		B/fwd Surplus	(2,697)	(3,679)	(982)	(982)	0
<b>(104,196)</b>	<b>0</b>		<b>Sub-Total</b>	<b>(104,196)</b>	<b>(106,821)</b>	<b>(2,625)</b>	<b>(2,625)</b>	<b>0</b>
(111,480)	0	Business Rates	Gross Income	(111,480)	(109,432)	2,048	2,048	0
(860)	0		Section 31 Grants	(860)	(836)	24	24	0
60,287	0		Less: Tariff	60,287	60,287	0	0	0
4,598	0		Less: Levy	4,598	3,561	(1,037)	(1,037)	0
500	0		B/fwd Deficit	500	590	90	90	0
<b>(46,955)</b>	<b>0</b>		<b>Sub-Total</b>	<b>(46,955)</b>	<b>(45,830)</b>	<b>1,125</b>	<b>1,125</b>	<b>0</b>
<b>(151,151)</b>	<b>0</b>	<b>Total Collection Fund</b>	<b>(151,151)</b>	<b>(152,589)</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>0</b>	

130. As a result of strong performance on collection to December 2015 and resulting reduction in provision for doubtful debts, a £1,189k overachievement of income is projected on Council Tax income at Month 10. In addition, a reduction in eligibility for the Council Tax Reduction Scheme has been seen since approval of the taxbase in January 2015, accounting for a further favourable variance of £454k in 2015/16. Taking account of the £982k surplus brought forward from 2014/15, £2,625k is therefore expected to be available for release to the General Fund in future years.
131. Primarily as a result of continuing delays in bringing Heathrow Terminal 2 back into the rating list since its opening in June 2014, a deficit of £2,048k continues to be reported on the Council's 30% share of Business Rates income. The corresponding reduction in the levy on growth, alongside minor variances on Section 31 grant income and the brought forward deficit, reduces the ultimate impact on the General Fund to £1,125k. It is expected that this position will improve as the full value of new hereditaments are reflected in the rating list, although there has been no change in the situation over the previous months.

## Appendix C – HOUSING REVENUE ACCOUNT

132. The Housing Revenue Account (HRA) forecast is an in-year surplus of £1,131k, an improvement of £398k from Month 9.

**Table 18: Housing Revenue Account**

Original Budget	Budget Changes	Function	Month 10			Variance (+ adv / - fav)	
			Revised Budget	Forecast Outturn	Variance (As at Month 10)	Variance (As at Month 9)	Change from Month 9
£'000	£'000		£'000	£'000	£'000	£'000	£'000
(57,573)	0	Rent Income	(57,573)	(57,391)	182	194	(12)
(5,346)	0	Other Income	(5,347)	(4,874)	473	499	(26)
<b>(62,919)</b>	<b>0</b>	<b>Net Income</b>	<b>(62,919)</b>	<b>(62,265)</b>	<b>655</b>	<b>693</b>	<b>(38)</b>
10,806	0	Housing Management	10,805	10,845	40	67	(27)
5,320	0	Tenant Services	5,320	4,862	(459)	(436)	(23)
5,078	0	Repairs	5,078	4,969	(109)	(24)	(85)
3,477	166	Planned Maintenance	3,643	2,385	(1,258)	(1,033)	(225)
19,810	(166)	Contribution to Works to Stock	19,644	19,644	0	0	(0)
15,212	0	Interest & Investment Income	15,212	15,212	0	0	0
1,553	0	Development & Risk Contingency	1,553	1,553	0	0	0
<b>61,256</b>	<b>0</b>	<b>Operating Costs</b>	<b>61,256</b>	<b>59,470</b>	<b>(1,786)</b>	<b>(1,426)</b>	<b>(360)</b>
<b>(1,663)</b>	<b>0</b>	<b>(Surplus) / Deficit</b>	<b>(1,663)</b>	<b>(2,794)</b>	<b>(1,131)</b>	<b>(733)</b>	<b>(398)</b>
(30,577)		General Balance 1 April 2015	(30,577)	(30,577)	0	0	0
<b>(32,240)</b>	<b>0</b>	<b>General Balance 31 March 2016</b>	<b>(32,240)</b>	<b>(33,371)</b>	<b>(1,131)</b>	<b>(733)</b>	<b>(398)</b>

### Income

133. Rental income is improved by £12k from the position shown in Month 9 and reflects RTB sales of 140 sales. There have been 107 sales to the end of January, with the pace of sales slowing over recent months. The reason for this slowdown in RTB completions is due to an increase in cancellations when compared to previous years. This is explained by the following:

- The increase in house prices over the last few months has deterred some applicants from proceeding with their applications. This is highlighted by the large number of valuation reviews in the system.
- The Fraud team have included an additional information sheet re: financial information into the application process which has deterred some applicants from proceeding. The Fraud team have also identified tenants trying to exercise the RTB when they were not entitled to, usually through sub-letting.
- The Notice to Complete which allows the Council to cancel applications after an offer is made is up-to-date. Tenants have 12 weeks to complete after legal are instructed to progress or the Council serve notices to complete, and these notices last for 4 months after which the application is cancelled.

134. Other income has been forecast to increase by £27k against budget. This is based on revised income projections for service and leaseholder charges which have been recalculated to reflect current income performance coupled with likely income to year end.

## **Expenditure**

135. Housing management shows a £28k positive variance when compared to Month 9. This is mainly due to a reduction in the forecast cost of valuing RTBs. These are now valued in-house which reduces the required budget by £30k, but £10k of the budget remains for any revaluations required to be undertaken by the District Valuer.
136. There are significant legal and consultancy costs arising from the Triscott House dispute with the latest projected costs for the year being £500k. Due to the uncertainty over the scale and timing of the costs and any cost recovery, these costs are to be funded from the general contingency of £873k.
137. For tenancy services, the projected underspend of £459k an increase of £23k on Month 9. Delays in staff recruitment for the sheltered and careline teams account for £12k of this reduction. The sheltered schemes also have additional income from the solar panels at Sibley Court and a £6k reduction in data communication costs.
138. The repairs budget is forecasting a £109k underspend, a positive movement of £85k compared to Month 9. The underspend relates to cost savings arising from vacant operative posts which total £53k and also a saving on material costs of £28k. However, the underspend excludes the projected cost of external management of service and interim support for the restructuring process estimated at £271k which is covered by the repairs element of the Development & Risk Contingency. There are also continuing costs from remedial works at Triscott House estimated at an additional £194k this financial year and it is anticipated that these costs will also be met by the repairs contingency. The repairs contingency is available to cover one-off costs within the year and totals £680k.
139. The remaining balance on the general contingency (£373k) is to be made available if required to increase the level of the bad debt provision. The exact figure will be calculated at year end but an initial estimate is that approximately £300k will be needed.
140. Planned maintenance is currently showing an underspend of £1,258k, an increase of £225k from Month 9. The reduced expenditure is due to a number of reasons including anticipated further underspends within the Better Neighbourhood Team budget (£100k) and a reduction in the forecast spend for lift works (£75k) and planned plumbing upgrades (£50k). It is anticipated that the required spend on lifts and plumbing will now be funded from capital resources.

## **Savings**

141. The original budget included savings of £2,448k as shown within the table below which have been delivered in full:

**Table 19: HRA Savings 2015/16**

2015/16 HRA Savings Programme	Housing Management	Repairs	Planned Maintenance	Planned & Repairs	Total Savings	
	£'000	£'000	£'000	£'000	£'000	%
B Banked	(650)	(123)	(675)	(1,000)	(2,448)	100.00%
G On track for delivery	0	0	0	0	0	0.00%
A Potential significant savings shortfall or a significant or risky project which is at an early stage	0	0	0	0	0	0.00%
R Serious problems in the delivery of the saving	0	0	0	0	0	0.00%
<b>Total 2015/16 Savings</b>	<b>(650)</b>	<b>(123)</b>	<b>(675)</b>	<b>(1,000)</b>	<b>(2,448)</b>	<b>100.00%</b>

**HRA Capital**

142. The forecast outturn on the HRA Capital Programme is set out in the table below:

**Table 20: HRA Capital Expenditure**

	Revised Budget 2015/16 £000	Forecast 2015/16 £000	Cost Variance Forecast vs Budget £000	Project Rephasing £000	Total Project Budget 2015-2020 £000	Total Project Forecast 2015-2020 £000	Total Project Variance £000	Movement from Month 9 £000
Dwelling Components	7,750	2,040	(3,680)	(2,030)	34,355	30,675	(3,680)	(157)
Estates / Blocks	2,477	525	(1,455)	(497)	9,951	8,496	(1,455)	(30)
Welfare	2,600	1,924	424	(1,100)	9,500	9,924	424	(64)
Other Projects	524	397	(127)	-	524	397	(127)	-
Contingency	2,000	2,000	-	-	10,000	10,000	-	-
Total Works to Stock	15,351	6,886	(4,838)	(3,627)	64,330	59,492	(4,838)	(251)
Purchase & Repair	4,267	4,267	-	-	11,566	11,566	-	-
New Build - General Needs	5,927	5,927	-	-	31,252	31,011	(241)	-
New Build - RSL	-	-	-	-	5,400	5,400	-	-
Supported Housing	872	872	-	-	39,737	39,978	241	-
Land Appropriations	3,508	3,508	-	-	8,026	8,026	-	-
Total Major Projects	14,574	14,574	-	-	95,981	95,981	-	-
Former New Build Schemes	97	-	(97)	-	97	995	898	-
Total	30,022	21,460	(4,935)	(3,627)	160,408	156,468	(3,940)	(251)
Movement from Month 9		(993)	(301)	(692)				

## Works to Stock

143. The Works to Stock programme is forecasting a cost variance of £4,838k and a phasing underspend of £3,627k as a number of schemes will not be implemented this financial year.
- a) Dwelling Components - the forecast cost variance of £3,680k is partly due to the kitchens and bathrooms programme being under review, as well as projected underspends on existing roofing projects, structural works and double glazing installation. There are also slippages requiring rephasing of Dwelling Components budgets of £2,030k for future roofing projects, structural works, electrical upgrade works and storage heaters replacement at Rabbs Mill House.
  - b) Estates and Block Renewal - the forecast cost variance of £1,455k is partly due to the time required to tender and carry out leaseholder consultation on lift works which will now require to be met from next year's budget. In addition, environmental and security works planned at five low rise blocks of flats in Hayes are to be tendered. The works will be completed in 2016/17 and will be contained within next year's budget. There are also cost savings on playgrounds, security works lift works and refuse collection.
  - c) There are also slippages requiring rephasing of the Estates and Block Renewal budgets of £497k, for fire door replacements; partial lift refurbishment works (expected to be appropriate for capitalisation), not included in 2016/17 budgets (£300k); and £47k from the communal heating budget to part fund the fitting of heat meters (it is a Government requirement for all communal systems to have heat meters fitted by December 2016).
  - d) Welfare - the overspend of £424k is mainly due to increased volumes of adaptations to HRA properties in 2015/16 which will exceed the budget. The sheltered remodelling works programme of £1,000k is rephased into 2016/17 to enable a detailed programme to be prepared. The extensions budget of £100k is also rephased into 2016/17.
  - e) Other Projects - an amount of £127k is forecast as rephasing representing the uncommitted budget for further housing fleet vehicle purchases which may be required in the future but are not anticipated this financial year.
144. Land Appropriations - two sites are expected to be appropriated to the HRA this financial year for supported housing schemes that are currently being tendered. Appropriation of the Acol site has now been slipped into 2016/17 as it is unlikely that any development of the site for supported housing will commence this financial year.

## Major Projects

145. Purchase and Repair Programme - There have been 13 purchases in 2015/16 at a total cost of £3,124k (including stamp duty and repairs costs). There are 5 other potential buy back properties (2 of which have been valued) and which are at different stages of the acquisition process.
146. Council New Build General Needs Housing - external consultants are reviewing the feasibility of potential developments. Options are being considered on numerous sites following a feasibility review by external consultants.
147. Approval has been given to the acquisition of one site containing 41 units, currently being developed by Paradigm Housing. The development will cost £10,300k (plus possible stamp duty costs of £206k and survey costs of £10k). The net approved cost is £5,927k, partly funded by the application of the Trickle Transfer Funding and also by utilising RTB receipts. Acquisition of this development has resulted in the rephasing of £3,177k of the New Build General Needs Stock budget into 2015/16.



148. Supported Housing Programme - Approval of 2 sites has been given, with external cost and design consultants appointed. Design changes required on one of the sites in order to successfully obtain planning (including the removal of the top floor of the design and creation of a basement floor instead), are expected to cost approximately £300k. These increased costs are included within the forecast for Supported Housing, however, it is anticipated these can be managed from within the overall Major Projects budget. Planning consent has now been obtained and the works have recently gone out to tender with submissions due by mid March 2016.
149. Other potential sites are being considered and results in the rephasing of the budget totalling £8,232k.
150. The forecast underspend on former New Build schemes relates to contractual issues around the Triscott House development which have yet to be resolved. The dispute is going through arbitration which is a lengthy process and the outcome remains uncertain, but increased expenditure is forecast to be made in 2016/17.

### HRA Capital Receipts

151. There have been 107 Right to Buy sales of Council dwellings as at end of January 2016 for a total sales value of £12,700k and a total of a further 33 sales are forecast to bring the yearly total to 140, totalling approximately £16,900k in 2015/16.
152. The Council has signed an agreement with DCLG to re-invest the proceeds in housing stock regeneration, enabling the Council to retain a higher level of receipts because of reduced pooling. However the terms of the agreement stipulate that receipts must be spent within three years or otherwise are returned to government with the addition of punitive interest. The revised General Needs housing programme for 2015 to 2020 approved by Cabinet in February has been phased to utilise these receipts within the allowed timescales.

**Table 22: Retained RTB Receipts**

Period	Number of Sales	Retained Right to Buy Receipts Total (£'000)	Allowable Debt Provisional (£'000)	One for One Replacement Provisional (£'000)	Deadline for Utilisation of 1 for 1 Receipts
2012/13 Q4 Actual	33	3,541	946	2,595	March 2016
2013/14 Q1 Actual	13	910	291	619	June 2016
2013/14 Q2 Actual	35	3,046	1,005	2,040	Sept 2016
2013/14 Q3 Actual	24	1,918	598	1,320	Dec 2016
2013/14 Q4 Actual	34	2,678	945	1,733	March 2017
2014/15 Q1 Actual	56	4,817	1,659	3,158	June 2017
2014/15 Q2 Actual	49	4,679	1,480	3,199	Sept 2017
2014/15 Q3 Actual	50	4,583	1,529	3,054	Dec 2017
2014/15 Q4 Actual	36	3,412	1,090	2,322	March 2018
<b>Total Retained Receipts</b>	<b>330</b>	<b>29,584</b>	<b>9,543</b>	<b>20,040</b>	

153. Up to the end of 2014/15 there were £29,584k retained Right to Buy receipts to be used for allowable debt purposes and one for one housing replacement of which £57k has been applied as capital financing. The first deadline is at the end of this financial year and provisionally requires £2,595k to be spent by March 2016.
154. The use of retained Right to Buy receipts are limited by the regulations to the agreement to a maximum 30% of the cost of replacement housing although regulations also allow 50% of the cost of purchase and repairs expenditure to be financed from retained receipts however this

is capped at 6.5% of the total level of receipts in that quarter. Therefore in order to utilise the £2,595k retained receipts a minimum of £8,560k is required to be spent on one for one replacement by the end of this financial year.

## Appendix D - GENERAL FUND CAPITAL PROGRAMME

155. As at Month 10 an underspend of £27,843k is reported on the £80,996k General Fund Capital Programme for 2015/16, with £4,655k favourable cost variances and £23,188k slippage on project expenditure. The forecast outturn variance over the life of the 2015/16 to 2019/20 programme is £4,710k underspend relating partly to completed Primary Schools expansions projects and also on various other schemes.
156. General Fund Capital Receipts of £10,084k are forecast for 2015/16, with total receipts to 2019/20 expected to reach £62,267k, representing a favourable variance of £362k against budget.
157. Overall, Prudential Borrowing required to support the 2015/16 to 2019/20 capital programme is forecast to be within budget by £4,248k. Cost underspends of £4,710k and improvements in capital receipts and CIL forecasts totalling £1,862k are partly offset by shortfalls of grant and contributions funding of £2,324k. The grant shortfall is mainly due to 2015/16 Department for Education grant being £2,303k lower than the original budget estimates.

### Capital Programme Overview

158. The table below sets out the latest forecast outturn on General Fund capital projects, with project level detail contained in annexes A - C to this report. Forecasts for future years include capital projects and programmes of work approved by Cabinet and Council in February 2015.

**Table 23: General Fund Capital Programme Summary**

	Revised Budget 2015/16	Forecast 2015/16	Cost Variance Forecast vs Budget	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance	Movement from Month 9
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Schools Programme	34,391	26,362	(2,647)	(5,382)	152,679	150,032	(2,647)	(199)
Main Programme	17,732	10,346	(1,223)	(6,163)	40,324	39,101	(1,223)	(3)
Programme of Works	25,168	15,246	(785)	(9,137)	74,955	74,170	(785)	(188)
Future Projects	3,194	688	-	(2,506)	67,997	67,942	(55)	(67)
<b>Total Main Programme</b>	<b>80,485</b>	<b>52,642</b>	<b>(4,655)</b>	<b>(23,188)</b>	<b>335,955</b>	<b>331,245</b>	<b>(4,710)</b>	<b>(457)</b>
General Contingency	511	511			6,511	6,511	-	-
Provision for Additional Schools Funding	-	-			7,022	7,022	-	-
<b>Total Capital Programme</b>	<b>80,996</b>	<b>53,153</b>	<b>(4,655)</b>	<b>(23,188)</b>	<b>349,488</b>	<b>344,778</b>	<b>(4,710)</b>	<b>(457)</b>
<b>Movement from Month 9</b>	<b>85</b>	<b>(3,465)</b>	<b>(402)</b>	<b>(3,148)</b>	<b>85</b>	<b>(372)</b>	<b>(457)</b>	

159. The 2015/16 Capital Programme budget has increased by £85k due to a grant award from British Cycling for enhancements of Hillingdon Cycle Circuit match funded from existing Transport for London grant.
160. The Schools Programme reports a cost underspend of £2,647k which is a favourable movement of £199k from the previous month. The overall saving is mainly due to completed

schemes within the Primary Schools expansions (phase 2) and new build programmes (phase 3). Further details on the financial performance of the Schools Programme and the Urgent School Building Condition programme of works are provided in the Schools Cabinet Update Report.

161. The main programme forecasts an overall underspend of £1,223k on various schemes inclusive of minor cost pressures of £45k on completion of the Central Library Refurbishment and other residual costs totalling £47k on several prior year schemes.
162. The forecast underspend on Programme of Works has increased by £188k and this is partly due to Landlord Property Renovation Grants which are not anticipated to be fully committed this financial year. The Property Works Programme is forecast to underspend by a further £75k as there are schemes that will not be completed this financial year and will require to be funded from next year's allocation.
163. Within Future Projects there is a favourable movement of £67k due to a lower than anticipated evaluated tender price on Harlington/Pinkwell Bowls Club and Pavilion refurbishment.
164. Slippage of £23,188k is reported across the capital programme and this is partly on various Programme of Works schemes. The reduction in forecast expenditure of £3,465k in month is partly due to anticipated re-phasing of payments to the Education Funding Agency for the replacement of Abbotsfield Secondary School. There is also further slippage on the Schools Conditions Building Programme and Transport for London programme.
165. There remain £6,511k unallocated funds within the 2015/16 - 2019/20 programme. The remaining £7,022k provision for additional school expansions will be required in full to manage growing demand for schools places within the Borough.

#### **Capital Financing - General Fund**

166. The table below outlines the latest financing projections for the Capital Programme, with a favourable medium term variance of £4,248k reported on Prudential Borrowing, due to scheme cost underspends and increase in other sources of finance largely offset by a shortfall in grant income for the 2015/16 Schools Programme.

**Table 24: General Fund Capital Programme Financing Summary**

	Revised Budget 2015/16 £'000	Forecast 2015/16 £'000	Variance £'000	Total Financing Budget 2015-2020 £'000	Total Financing Forecast 2015-2020 £'000	Total Variance £'000	Movement from Month 9 £'000
Council Resource Requirement	52,801	28,363	(24,438)	211,542	207,077	(4,465)	(2,695)
Financed by							
Capital Receipts	9,956	10,084	128	61,905	62,267	362	40
CIL	2,000	2,000	-	20,000	21,500	1,500	-
Prudential Borrowing	40,845	19,155	(21,690)	129,637	125,389	(4,248)	(656)
<b>Total Council Resources</b>	<b>52,801</b>	<b>31,239</b>	<b>(21,562)</b>	<b>211,542</b>	<b>209,156</b>	<b>(2,386)</b>	<b>(616)</b>
Grants & Contributions	28,195	21,914	(6,281)	137,946	135,622	(2,324)	159
<b>Total Programme</b>	<b>80,996</b>	<b>53,153</b>	<b>(27,843)</b>	<b>349,488</b>	<b>344,778</b>	<b>(4,710)</b>	<b>(457)</b>

167. Total receipts achieved for the year to the end of January amount to £5,428k and the forecast is £10,084k for 2015/16 with the remainder of the forecast largely relating to the appropriations of two General Fund sites to the HRA for the supported housing programme. The overall forecast has marginally improved by £40k due to a slightly higher sale price on one property expected to be completed in February.
168. There was no further movement in Community Infrastructure Levy (CIL) receipts in January. A total of £1,728k CIL receipts (after administration fees) have been invoiced or received by the Council this financial year. The forecast has improved by £1,500k over the medium term as it is expected that there will be increased residential development over the next five years.
169. Spend to date on eligible activity exceeds the £1,728k receipts to date, with spend on Highways investment and community assets through the Chrysalis Programme meeting the criteria for application of CIL monies. Budgeted expenditure across these projects totals £7,932k for 2015/16, with scope to apply funds in support of schools, libraries and other major community investment in the event of substantial slippage in these areas.
170. There is a favourable movement of £656k on Prudential Borrowing which is due mainly to further cost under spends and also schools' contributions above budget estimates for the Schools Conditions Building Programme. This is also the main reason for the movement on Grants & Contributions financing. The overall shortfall of £2,324k on grants and contributions is largely due to Basic Needs and Capital Maintenance grant allocations for 2015/16 being substantially lower than the original budget estimate in February 2015.

## ANNEX A - Schools Programme

Prior Year Cost	Project	2015/16 Revised Budget	2015/16 Forecast	2015/16 Cost Variance	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance 2015-2020	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	<b>Schools Expansion Programme</b>										
127,228	Primary Schools Expansions	12,082	9,571	(2,622)	111	15,097	12,475	(2,622)	9,418	1,621	1,436
0	New Primary Schools Expansions	300	300	0	0	13,500	13,500	0	5,246	8,254	0
84	Secondary Schools Expansions	300	200	0	(100)	76,816	76,816	0	18,499	56,754	1,563
1,207	Secondary Schools New Build	21,499	16,106	0	(5,393)	47,047	47,047	0	37,598	9,449	0
0	Hearing Impaired Resource Base (Vyners)	210	185	(25)	0	219	194	(25)	194	0	0
<b>128,519</b>	<b>Total Schools Programme</b>	<b>34,391</b>	<b>26,362</b>	<b>(2,647)</b>	<b>(5,382)</b>	<b>152,679</b>	<b>150,032</b>	<b>(2,647)</b>	<b>70,955</b>	<b>76,078</b>	<b>2,999</b>

## ANNEX B - Main Programme

Prior Year Cost	Project	2015/16 Revised Budget	2015/16 Forecast	2015/16 Cost Variance	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance 2015-2020	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	<b>Main Programme</b>										
3,899	Environmental Assets	556	193	(278)	(85)	556	278	(278)	278	0	0
5,196	Purchase of Vehicles	473	405	0	(68)	2,545	2,545	0	2,545	0	0
0	Natural England Fencing & Gating	30	0	0	(30)	30	30	0	0	30	0
32,198	Hillingdon Sports & Leisure Centre	100	0	0	(100)	862	862	0	862	0	0
285	Sport & Cultural Projects	594	594	0	0	629	629	0	353	0	276
237	Yiewsley Health Centre	4,302	0	0	(4,302)	8,233	8,233	0	8,233	0	0
813	Eascote House Buildings and Gardens	399	354	0	(45)	434	434	0	0	0	434
158	ICT Infrastructure	822	747	0	(75)	1,042	1,042	0	1,042	0	0
1,089	Harlington Road Depot Refurbishment	236	190	0	(46)	263	263	0	263	0	0
0	Uxbridge Cemetery Gatehouse & Chapel	150	30	0	(120)	1,000	1,000	0	1,000	0	0
0	Social Care Investment	580	0	(580)	0	2,900	2,320	(580)	0	2,320	0
255	Hayes Town Centre Improvements	2,227	1,370	0	(857)	4,770	4,770	0	334	4,206	230
25	Inspiring Shopfronts	147	147	0	0	1,553	1,553	0	1,553	0	0
0	Gateway Hillingdon	50	50	0	0	3,378	3,378	0	3,378	0	0
45	Whiteheath Farm Refurbishment	50	0	0	(50)	265	265	0	265	0	0
326	Grounds Maintenance	677	677	0	0	677	677	0	677	0	0
128	West Drayton Cemetery & Resurfacing	450	50	(150)	(250)	503	353	(150)	353	0	0
192	Kings College Pavilion Running Track	38	38	0	0	38	38	0	0	0	38
0	Telecare Equipment	300	300	0	0	600	600	0	300	300	0
152	CCTV Programme	140	75	0	(65)	335	335	0	258	0	77
1	Youth Centres Kitchen Upgrades	142	120	(22)	0	142	120	(22)	90	0	30
9,488	Central Library Refurbishment	0	45	45	0	0	45	45	45	0	0
0	Yiewsley Library Purchase	702	702	0	0	702	702	0	702	0	0
609	Infant Free School Meals	1,222	1,222	0	0	1,248	1,248	0	476	715	57
0	Youth Centre Project	150	50	0	(100)	2,400	2,400	0	2,374	26	0
0	Cedars & Granges Car Park Improvements	2,998	2,743	(285)	30	3,075	2,790	(285)	2,590	0	200
0	Dementia Centre	53	53	0	0	2,000	2,000	0	1,947	53	0
25,033	Major Projects Completing in 2015/16	144	191	47	0	144	191	47	107	84	0
<b>80,129</b>	<b>Total Main Programme</b>	<b>17,732</b>	<b>10,346</b>	<b>(1,223)</b>	<b>(6,163)</b>	<b>40,324</b>	<b>39,101</b>	<b>(1,223)</b>	<b>30,025</b>	<b>7,734</b>	<b>1,342</b>

## ANNEX C - Programme of Works

Prior Year Cost	Project	2015/16 Revised Budget	2015/16 Forecast	2015/16 Cost Variance	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance 2015-2020	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	<b>Programme of Works</b>										
N/A	Leaders Initiative	536	203	0	(333)	1,336	1,336	0	1,336	0	0
N/A	Chrysalis Programme	1,896	1,196	0	(700)	5,896	5,896	0	5,784	0	112
N/A	Civic Centre Works Programme	1,300	140	0	(1,160)	2,300	2,300	0	2,300	0	0
N/A	Formula Devolved Capital to Schools	1,826	1,678	0	(148)	3,538	3,538	0	0	2,597	941
N/A	Highways Localities Programme	236	236	0	0	1,060	1,060	0	1,060	0	0
N/A	Highways Structural Works	3,276	2,758	0	(518)	6,316	6,316	0	6,316	0	0
N/A	Pavement Priority Growth	2,000	1,000	0	(1,000)	2,000	2,000	0	2,000	0	0
N/A	ICT Single Development Plan	682	281	0	(401)	2,282	2,282	0	2,282	0	0
N/A	Property Works Programme	480	315	(165)	0	2,400	2,235	(165)	2,118	117	0
N/A	Road Safety	380	262	0	(118)	1,180	1,180	0	1,180	0	0
N/A	Street Lighting	144	90	0	(54)	720	720	0	720	0	0
N/A	Transport for London	5,068	3,141	0	(1,927)	19,703	19,703	0	0	18,745	958
N/A	Urgent Building Condition Works	3,597	912	0	(2,685)	9,429	9,429	0	2,190	5,380	1,859
N/A	Disabled Facilities Grant	2,300	2,300	0	0	11,500	11,500	0	2,655	8,845	0
N/A	Adaptations for Adopted Children	200	80	(120)	0	1,000	880	(120)	880	0	0
N/A	Private Sector Renewal Grant	562	162	(400)	0	3,610	3,110	(500)	1,862	1,248	0
N/A	Landlord Property Renovation Grant	200	100	(100)	0	200	200	0	100	100	0
N/A	Section 106 Projects	485	392	0	(93)	485	485	0	0	0	485
<b>0</b>	<b>Total Programme of Works</b>	<b>25,168</b>	<b>15,246</b>	<b>(785)</b>	<b>(9,137)</b>	<b>74,955</b>	<b>74,170</b>	<b>(785)</b>	<b>32,783</b>	<b>37,032</b>	<b>4,355</b>



## ANNEX D - Future Projects

Prior Year Cost	Project	2015/16 Revised Budget	2015/16 Forecast	2015/16 Cost Variance	Project Re-phasing	Total Project Budget 2015-2020	Total Project Forecast 2015-2020	Total Project Variance 2015-2020	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	<b>Future Projects</b>										
N/A	Youth Centre Projects x 2	0	0	0	0	2,700	2,700	0	2,700	0	0
N/A	Environmental and Recreational Initiatives	32	32	0	0	1,000	1,000	0	968	0	32
N/A	Capital Priority Growth	0	0	0	0	965	965	0	965	0	0
N/A	RAGC Car Park	100	0	0	(100)	250	250	0	250	0	0
N/A	Car Park Resurfacing	180	56	0	(124)	250	250	0	250	0	0
N/A	Ruislip Lido Boat House	286	25	0	(261)	301	301	0	301	0	0
N/A	Bowls Club Refurbishments	150	30	0	(120)	750	750	0	8	0	742
N/A	Harlington/Pinkwell Bowls Club & Football Pavillion	303	150	0	(153)	318	263	(55)	0	0	263
N/A	Haste Hill Golf Club	400	0	0	(400)	530	530	0	530	0	0
N/A	New Years Green Lane EA Works	0	0	0	0	6,490	6,490	0	3,244	3,246	0
N/A	New Theatre	200	20	0	(180)	44,000	44,000	0	42,950	0	1,050
N/A	New Museum	200	25	0	(175)	5,000	5,000	0	4,250	0	750
N/A	Battle of Britain Bunker Heritage Pride Project	896	350	0	(546)	4,996	4,996	0	4,996	0	0
N/A	Local Plan Requirement	197	0	0	(197)	197	197	0	197	0	0
N/A	Community Safety Assets	250	0	0	(250)	250	250	0	250	0	0
0	<b>Total Future Projects</b>	<b>3,194</b>	<b>688</b>	<b>0</b>	<b>(2,506)</b>	<b>67,997</b>	<b>67,942</b>	<b>(55)</b>	<b>61,859</b>	<b>3,246</b>	<b>2,837</b>
	<b>Development &amp; Risk Contingency</b>										
0	General Contingency	511	511	0	0	6,511	6,511	0	6,511	0	0
0	Provision for Additional Secondary Schools Funding	0	0	0	0	7,022	7,022	0	7,022	0	0
	<b>Total Development &amp; Risk Contingency</b>	<b>511</b>	<b>511</b>	<b>0</b>	<b>0</b>	<b>13,533</b>	<b>13,533</b>	<b>0</b>	<b>13,533</b>	<b>0</b>	<b>0</b>
<b>208,648</b>	<b>Total GF Capital Programme</b>	<b>80,996</b>	<b>53,153</b>	<b>(4,655)</b>	<b>(23,188)</b>	<b>349,488</b>	<b>344,778</b>	<b>(4,710)</b>	<b>209,156</b>	<b>124,090</b>	<b>11,533</b>

## Appendix E – Treasury Management Report as at 31 January 2016

**Table 25: Outstanding Deposits - Average Rate of Return on Deposits: 0.55%**

	Actual (£m)	Actual (%)	Bench-mark (%)
Up to 1 Month	65.8	36.48%	40.00%
1-2 Months	45.0	24.95%	10.00%
2-3 Months	12.4	6.87%	5.00%
3-6 Months	35.0	19.40%	25.00%
6-9 Months	7.0	3.88%	5.00%
9-12 Months	15.0	8.31%	10.00%
12-18 Months	0.0	0.00%	5.00%
18-24 Months	0.0	0.00%	0.00%
<b>Subtotal</b>	<b>180.2</b>	<b>99.89%</b>	<b>100.00%</b>
Unpaid Maturities	0.2	0.11%	0.00%
<b>Grand Total</b>	<b>180.4</b>	<b>100.00%</b>	<b>100.00%</b>

171. With the exception of the unpaid Heritable investments, deposits are held with UK or overseas institutions, all of which hold a minimum A- Fitch (or lowest equivalent) long-term credit rating. UK deposits are currently held in AAA rated Money Market Funds, Pooled Funds, Birmingham CC, Blaenau Gwent CBC, Lancashire CC, Monmouthshire CC, Salford CC, Wolverhampton CC, Coventry Building Society, Nationwide Building Society, Close Brothers, Goldman Sachs International, Lloyds, Santander and UK Treasury Bills. Overseas deposits are held with Svenska Handelsbanken, Development Bank of Singapore, Oversea China Banking Corporation and National Australia Bank. The Council also holds two Certificates of Deposit, with Standard Chartered and Nordea Bank and a Covered Bond with Lloyds Bank.
172. The Council aims to minimise its exposure to bail-in risk by utilising bail-in exempt instruments and institutions whenever possible. However, due to the significant amount held instant access facilities to manage daily cashflows, it is not possible to fully protect Council funds from bail-in risk. Currently at the end of January 44% of the Council's total funds have exposure to bail-in risk compared to a December benchmark average of 67% in the Local Authority sector (benchmark provided quarterly). The Council's exposure reduces to 26% once instant access facilities are removed from the bail-in total.
173. During the month cash was mainly placed and withdrawn from instant access accounts. To improve yield and maintain diversification two one year deposits were placed, one with Lloyds and one with Monmouthshire County Council.

**Table 26: Outstanding Debt - Average Interest Rate on Debt: 3.01%**

		Actual (£m)	Actual (%)
<b>General Fund</b>	PWLB	64.85	20.45
	Long-Term Market	15.00	4.73
<b>HRA</b>	PWLB	204.32	64.42
	Long-Term Market	33.00	10.40
	<b>Total</b>	<b>317.17</b>	<b>100.00</b>

174. There were no scheduled debt repayments. Premiums still remain high resulting in no early repayment opportunities. There were no breaches of the prudential indicators or non-compliance with the treasury management policy and practices.
175. In order to maintain liquidity for day-to-day business operations, daily cash balances will either be placed in instant access accounts or short term deposits. Opportunities to place longer term deposits will be monitored and placed if viable.

## Appendix F – Consultancy and agency assignments over £50k approved under delegated authority

176. The following Agency staff costing over £50k have been approved under delegated powers by the Chief Executive in consultation with the Leader and are reported here for information.

**Table 27: Consultancy and agency assignments**

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
<b>Finance</b>						
Senior Category Manager	17/08/2015	15/02/2016	01/05/2016	89	27	116
Forensic Accountant	23/11/2015	04/02/2016	05/06/2016	38	37	75
Finance Business Partner - Residents Services	08/12/2014	19/02/2016	27/05/2016	176	26	202
<b>Residents Services</b>						
Planning Enforcement Officer	27/04/2015	16/02/2016	06/05/2016	40	13	53
Interim Public Health Consultant	19/08/2013	26/02/2016	27/05/2016	369	37	406
Education Strategy and Quality Assurance Manager	29/04/2015	04/04/2016	08/07/2016	102	58	160
Head of Virtual School	10/11/2014	07/03/2016	05/08/2016	163	56	219
Major Applications Planner	20/10/2014	04/03/2016	02/06/2016	69	18	88
Project Manager/Building Surveyor	27/07/2015	14/03/2016	09/09/2016	39	25	64
<b>Social Care</b>						
Early Years Practitioner	22/02/2015	07/03/2016	03/04/2016	48	2	50
Social Worker	31/08/2015	07/03/2016	03/04/2016	48	6	54
Senior Social Worker	01/07/2015	07/03/2016	03/04/2016	49	6	55
Social Worker	06/10/2014	07/03/2016	03/04/2016	50	5	55
Panel Advisor	10/08/2015	07/03/2016	03/04/2016	49	7	56
Independent Domestic Violence Advisor	12/01/2015	07/03/2016	03/04/2016	52	4	56
Child Protection Chair	20/07/2015	07/03/2016	03/04/2016	49	7	56
Social Worker	30/03/2015	07/03/2016	03/04/2016	53	5	58
Social Worker	05/10/2015	07/03/2016	03/04/2016	55	3	58
Social Worker	04/05/2015	07/03/2016	03/04/2016	56	5	61
Social Worker	15/12/2014	07/03/2016	03/04/2016	61	5	66
Key Worker - NEET (Post 16 care leavers)	15/06/2014	07/03/2016	03/04/2016	63	3	66
Social Worker	04/02/2015	07/03/2016	03/04/2016	70	5	75
Social Worker	18/05/2015	07/03/2016	03/04/2016	70	6	76

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Social Worker	13/04/2015	07/03/2016	03/04/2016	70	6	76
SW Practice & Development Mentor	17/11/2014	07/03/2016	03/04/2016	72	6	78
Child Protection Chair	13/04/2015	07/03/2016	03/04/2016	73	7	80
Social Worker	11/10/2014	07/03/2016	03/04/2016	78	5	83
Social Worker	27/10/2014	07/03/2016	03/04/2016	77	6	83
Social Worker	06/01/2015	07/03/2016	03/04/2016	77	6	83
Quality Assurance Auditor (Social Work Cases)	08/05/2014	07/03/2016	03/04/2016	84	7	91
Social Worker	01/10/2013	07/03/2016	03/04/2016	86	5	91
Independent Reviewing Officer	27/05/2014	07/03/2016	03/04/2016	86	7	93
Social Worker	05/03/2014	07/03/2016	03/04/2016	88	6	94
Social Worker	27/10/2014	07/03/2016	03/04/2016	96	6	102
Senior Social Worker	25/09/2013	07/03/2016	03/04/2016	97	6	103
Social Worker	13/05/2014	07/03/2016	03/04/2016	101	6	107
Social Worker	06/06/2014	07/03/2016	03/04/2016	103	6	109
Social Worker	19/06/2014	07/03/2016	03/04/2016	105	6	111
Social Worker	30/09/2014	07/03/2016	03/04/2016	106	6	112
Social Worker	19/08/2014	07/03/2016	03/04/2016	107	5	112
Social Worker	05/09/2014	07/03/2016	03/04/2016	109	6	115
Team Manager	30/09/2014	07/03/2016	03/04/2016	114	7	121
Corporate Parenting Manager	01/09/2014	07/03/2016	03/04/2016	116	6	122
Child Sexual Exploitation (CSE) Co-ordinator	03/11/2014	07/03/2016	03/04/2016	117	6	123
Social Worker	23/12/2013	07/03/2016	03/04/2016	119	6	125
Social Worker	19/06/2014	07/03/2016	03/04/2016	119	6	125
Social Worker	11/08/2014	07/03/2016	03/04/2016	122	7	129
Social Worker	03/03/2014	07/03/2016	03/04/2016	127	4	131
Team Manager - MASH	28/09/2014	07/03/2016	03/04/2016	128	7	135
Social Worker	02/12/2013	07/03/2016	03/04/2016	134	6	140
Social Worker	30/04/2012	07/03/2016	03/04/2016	136	6	142
Social Worker	01/04/2013	07/03/2016	03/04/2016	137	6	143
Social Worker	01/04/2013	07/03/2016	03/04/2016	166	6	172
Social Worker	01/01/2013	07/03/2016	03/04/2016	170	5	175
Case Progression Manager	07/04/2014	07/03/2016	03/04/2016	170	7	177
Social Worker	01/01/2013	07/03/2016	03/04/2016	181	6	187
Social Worker	19/12/2011	07/03/2016	03/04/2016	183	6	189
Social Worker	19/12/2011	07/03/2016	03/04/2016	198	6	204
MASH Manager	13/01/2014	07/03/2016	03/04/2016	194	10	204
Team Manager	01/01/2013	07/03/2016	03/04/2016	218	7	225
Social Worker	19/12/2011	07/03/2016	03/04/2016	223	6	229

<b>Post Title</b>	<b>Original Start Date</b>	<b>Approved From</b>	<b>Proposed End Date</b>	<b>Previous Approval £'000</b>	<b>Approved £'000</b>	<b>Total £'000</b>
Social Worker	05/03/2012	07/03/2016	03/04/2016	235	6	241
Social Worker	06/01/2012	07/03/2016	03/04/2016	246	6	252
Social Worker	05/03/2012	07/03/2016	03/04/2016	251	6	257
Senior Residential Worker	01/09/2014	07/03/2016	31/05/2016	61	3	64
Residential Care Worker	01/04/2014	07/03/2016	31/05/2016	104	2	106
Principal Educational Psychologist	01/06/2015	07/03/2016	31/05/2016	65	9	74
Senior Social Worker	29/03/2015	07/03/2016	31/05/2016	52	4	56
Project Officer	02/10/2014	07/03/2016	31/05/2016	221	13	234
Approved Mental Health Worker	29/06/2015	07/03/2016	31/05/2016	53	4	57
Contract Management Officer	01/06/2015	07/03/2016	31/05/2016	70	11	81
Occupational Therapist (Children's)	01/04/2015	07/03/2016	31/05/2016	62	5	67
Occupational Therapist	07/10/2013	07/03/2016	31/05/2016	143	5	148

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## PLANNING OBLIGATIONS QUARTERLY FINANCIAL MONITORING REPORT

<b>Cabinet Member</b>	Councillor Keith Burrows
<b>Cabinet Portfolio</b>	Planning, Transportation and Recycling
<b>Officer Contact</b>	Nicola Wyatt Residents Services
<b>Papers with report</b>	Appendix 1 - attached

### 1. HEADLINE INFORMATION

<b>Summary</b>	This report provides financial information on s106 and s278 agreements up to 31st December 2015 against respective portfolio areas.
<b>Putting our Residents First</b>	<p>This report supports the following Council objective of: <i>Our Built Environment; Our Heritage and Civic Pride; Financial Management</i></p> <p>Planning obligations are an established delivery mechanism for mitigating the effect of development, making it acceptable in planning terms and achieving the aims of the Community Strategy and other strategic documents that make up the Local Development Framework.</p>
<b>Financial Cost</b>	As at 31 December 2015 the Council holds £17,186k relating to s106 and s278 agreements. Of this £6,634k is allocated / earmarked for projects and £3,256k relates to funds that the Council holds but is currently unable to spend directly, leaving a residual balance of funds that the Council holds of £7,296k that is currently spendable and not yet allocated/earmarked towards specific projects. In Quarter 3, the Council has received additional income of £3,323k and spent £271k.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services
<b>Ward(s) affected</b>	All

### 2. RECOMMENDATION

**That the Cabinet notes the updated financial information attached at Appendix 1**

## Reasons for recommendation

Planning best practice guidance encourages local planning authorities to consider how they can inform members and the public of progress in the allocation, provision and implementation of obligations whether they are provided by the developer in kind or through a financial contribution. This report details the financial planning obligations held by the Council and what progress has and is being made in allocating and spending those funds.

## Alternative options considered / risk management

The alternative is to not report to Cabinet. However, it is an obvious example of good practice to monitor income and expenditure against specific planning agreements and ensure that expenditure takes place in accordance with the parameters of those agreements.

## Policy Overview Committee comments

None at this stage.

## **3. INFORMATION**

### Supporting Information

1. Appendix 1 provides a schedule of all agreements on which the Council holds funds. The agreements are listed under Cabinet portfolio headings. The appendix shows the movement of income and expenditure taking place during the financial year; including information at 30 September 2015 (which was the subject of the report in December 2015) as well as up to 31 December 2015. Text that is highlighted in bold indicates key changes since the Cabinet report of 17 December 2015. Figures indicated in bold under the column headed 'Total income as at 30/12/15' indicate new income received and shaded cells indicate where funds are held in an interest bearing account). The table shows expenditure between 1 October and 31 December 2015 of £271k (compared to £546k during the previous quarter) and income of £3,323k (compared to £537k during the previous quarter) within the same period.

2. The balance of s278/106 funds that the Council held at 31 December 2015 is £17,186k. It should be noted that the 'balance of funds' listed, i.e. the difference between income received and expenditure, is not a surplus. Included in the balance at 31 December 2015 are those s278/106 funds that the Council holds but is unable to spend for a number of reasons, such as cases where the funds are held as a returnable security deposit for works to be undertaken by the developer and those where the expenditure is dependant on other bodies such as transport operators. The column labelled "balance spendable not allocated" shows the residual balance of funds after taking into account funds that the Council is unable to spend and those that it has allocated to projects. The 'balance of funds' at 31 December 2015 also includes funds that relate to projects that are already underway or programmed, but where costs have not been drawn down against the relevant s106 (or s.278) cost centre.

3. In summary, of the 'total balance of funds' that the Council held at 31 December 2015 (£17,186k) £3,256k relates to funds that the Council is unable to spend and £6,634k is allocated/earmarked for projects, leaving a residual balance of funds that the Council holds of £7,296k that is currently spendable and not yet earmarked/allocated towards specific projects.



## Financial Implications

4. As at 31st December 2015 the s106/278 balance is £17,186k. This is inclusive of £3,256k which the Council holds on behalf of its partners who are responsible for project delivery e.g. NHS Property Services (formerly PCT) and TFL. A further £6,634k has been earmarked to specific projects. The residual balance of £7,296k represents amounts yet to be allocated for any specific use although projects are being put in place to utilise this balance. Table 1 provides additional detail of the s106/278 contributions in accordance to service area.

In quarter 3 additional income received in s106/278 monies was £3,323k whilst expenditure totalling £271k was financed by the contributions.

**Table 1 – S106/278 contributions by service area**

Service Area	Balance b/f (01/09/15)	Income Received	Total	Spend	Balance c/f (31/12/15)	Earmarked Allocated Balances	Balance Spendable not allocated
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>S278</b>							
Planning & Transportation	1,401	61	1,462	(15)	1,447	1,447	0
<b>S106</b>							
Planning & Transportation	3,222	185	3,407	(71)	3,336	1,580	1,756
Community, Commerce & Regeneration (CSL)	519	25	544	(182)	362	218	144
Community, Commerce & Regeneration (PPR)	1,795	134	1,929	(0)	1,929	1,047	882
<b>Sub-Total - CCR</b>	<b>2,314</b>	<b>159</b>	<b>2,473</b>	<b>(182)</b>	<b>2,291</b>	<b>1,265</b>	<b>1,026</b>
Education & Children Services	4,097	2,786	6,883	(0)	6,883	4,084	2,799
Environment	952	92	1,044	(2)	1,042	364	678
Housing, Social Services & Health	2,148	40	2,188	(1)	2,187	1,150	1,037
<b>Sub-Total (S278/106)</b>	<b>14,134</b>	<b>3,323</b>	<b>17,457</b>	<b>(271)</b>	<b>17,186</b>	<b>9,890</b>	<b>7,296</b>
Less: Sums held on behalf of partners	3,146	111	3,257	(1)	3,256	3,256	0
<b>Total LBH Balances</b>	<b>10,988</b>	<b>3,212</b>	<b>14,200</b>	<b>(270)</b>	<b>13,930</b>	<b>6,634</b>	<b>7,296</b>

The unallocated balance of £7,296k represents amounts yet to be allocated for specific projects however proposals are in various stages of development to utilise these balances. The unallocated balances are generally required to be spent towards the following areas and within the specific terms identified in the individual agreements:

Category	£'000
Affordable Housing	1,038
Air Quality	303
Carbon Reduction	222
CCTV	112
Community Facilities	316
Economic Development	5
Libraries	97
Nature Conservation	40
Public Realm / Town Centres	894
Schools	2,799
TFL/Highways	955
Training schemes	435
Travel Plans	80
<b>Total</b>	<b>7,296</b>

It is expected that the majority of the remaining unallocated Education & Children's Services balances of £2,799k will be utilised to support the Primary and Secondary School Expansions programme, thereby reducing the unallocated total balance to £4,497k. Officers will continue to review the applicability of unallocated balances within existing and proposed capital and revenue budgets in order to minimise the impact on the council's internal resources.

Contributions which are not spent within the designated time frame may need to be returned to the developer. As at end of December 2015 it has been identified that £864k needs to be spent within twelve months, i.e. 31st December 2016, to prevent the risk of repayment. From this amount £780k has been identified for use towards existing or new schemes.

In addition, there are balances totalling £169k which were not able to be spent within the terms of the existing agreements and may therefore need to be returned. Negotiations with relevant developers to secure alternative schemes for these contributions are currently on-going.

## **5. CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and notes that substantial Section 106 / Section 278 balances remain available to support investment in local infrastructure, with £6,634k of the £13,930k available for Council-managed schemes earmarked against specific projects. A further £2,799k is available to support investment in school expansions, leaving £4,497k uncommitted at this time. Within these available balances, £864k will become repayable to developers if not utilised before 31 December 2016. It is noted that discussions are taking place with developers on schemes with expired time limits.

### **Legal**

There are no specific legal implications arising from the recommendation which asks the Cabinet to note the current status on the receipt and expenditure of S106 monies. The monies

referred to in this report are held by the Council for the purposes specified in each of the relevant legal agreements. Such monies should only be spent in accordance with the terms of those agreements. Where monies are not spent within the time limits prescribed in those agreements, such monies should be returned to the payee. Where officers are unsure whether monies held pursuant to particular agreements can be used for particular purposes, Legal Services should be consulted for advice on a case by case basis.

### **Corporate Property and Construction**

There are no Corporate Property and Construction implications arising from the recommendation in the report.

## **6. BACKGROUND PAPERS**

District Auditor's "The Management of Planning Obligations" Action Plan May 1999  
Monitoring Officers Report January 2001  
Planning Obligations Supplementary Planning Document Adopted July 2008 and revised 2014  
Cabinet Report December 2015

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CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
<b>SECTION 278</b>										
<b>PORTFOLIO: PLANNING TRANSPORTATION AND RECYCLING</b>										
PT1278/27/09 (Includes Former PT1/29) *16	Botwell	Stockley Park Phase 3 "Trident Site" 379777/W/96/1447 (new permission 379777/APP/2015/1004)	616,222.55	613,722.55	17,000.00	14,500.00	2,500.00	599,222.55	0.00	Spend is engineering fees. Development not yet implemented and highways works not started. Funds currently held are for security deposit and fully refundable subject to the due and proper implementation of the Highway works. £2,500 engineering fees transferred from PT278/27. A further £12,500 of Engineering fees needs to be claimed from developer should works commence. Interest added. Further funds received and claimed towards fees and checks
PT1278/30/115 *22	Heathrow Villages	Terminal 5, Land at Longford Roundabout, Heathrow s278 10 Jan 02 47853/83/246	10,500.00	10,500.00	5,500.00	5,500.00	0.00	5,000.00	0.00	Fees & security (£5,000) associated with Highway Works to be undertaken by developer. Works consisted of temporary access works from Longford Roundabout to Western Perimeter Road. Access installed & will be removed following completion of Terminal 5. Security to be retained pending outcome of BAA proposals to make this access two-way and permanent for buses and emergency services vehicles as well as cyclists. Two way access implemented. Officers investigating whether all required works have been completed. Works completed, security to be refunded after maintenance period. £5,000 fees claimed by ECU.
PT1278/34/86A *18	Brunel	Brunel sites 532/SPP/2001/1858 - Highways Works at Junction Hillingdon Hill / Kingston Lane & Pelican Crossing on Kingston Lane	392,358.87	392,358.87	197,448.22	197,448.22	0.00	194,910.65	0.00	Highway Works - £150k refundable security. £124,637.12 received for highway works at junction of Hillingdon Hill and Kingston Lane. £65,271.32 - received for Kingston Lane Pedestrian Crossing. £20,500 supervision fees. If the supervision fee following final completion exceeds 10% of the costs of the works plus statutory undertakers costs and TTS payment then the excess is to be refunded. Works complete and signals switched on. Officers continue to chase Brunel to perform remedial works to grass verges and are investigating options for the use of some of the security for the Council to perform the remedial works if necessary. Final certificate sent 30/4/09.
PT1278/44/87A *20	Brunel	Brunel s278 16 April 04 532/SPP/2002/2237 - Traffic Calming on Cleveland Road & New Entrance on Kingston Lane	102,018.78	102,018.78	81,080.74	81,080.74	0.00	20,938.04	0.00	Traffic Calming on Cleveland Road & roundabout on Kingston Lane. £30,900 spent on engineering fees. £150k Refundable security deposit. £3,200 for Traffic DC project management costs. £58,962.38 TTS estimate for Pedestrian Crossing on Cleveland Road. Further payments received following receipt of estimate of works to cover security/costs. £10,000 received for improvements to a footpath on the site to be retained a security for Brunel to implement the works and to be transferred to PT84/875-D. Traffic Calming on Cleveland Road (including new signalised crossing) & roundabout on Kingston Lane at new entrance to Brunel University now complete. TIL invoice paid. Residual on TIL payment due to VAT not claimed - funds to be held on as contingency for extra TIL costs. Interest Accrued. Remedial work completed and signed off in December 2007.
PT1278/46/135 *32	Northwood	10A Sandy Lodge Way, Northwood 54671/APP/2002/54	7,458.07	7,458.07	2,458.00	2,458.00	0.00	5,000.07	0.00	Improvement of visibility for junction of Sandy Lodge Way & Woodridge Way. ECU fees have been claimed and £5,000 security remains. Works substantially complete 12 month maintenance period, ended 16 September 2006. Final certificate has been prepared. Security held to part offset outstanding education contribution which is being sought via legal proceedings.
PT1278/47	Various	Refunds Various	38,643.15	38,643.15	15,938.10	15,938.10	0.00	22,705.05	0.00	Funds transferred to here as refunds related to the Heinz, Hayes Park and former BT site, Glencoe Road, Yeading developments, not yet taken up by developer or owners. Also £10,790 from Wimpey Site Beaconsfield Road and £232,58 from Former Magnatek Site Bath Road which is residual interest omitted from refunds related to those schemes. Officers looking into appropriate recipients for refunds. Remaining balance from PT1/37/40F (£838.48) transferred from PT/37/40B.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PT278/48	Various	No Legal Agreement Various	218,817.99	216,317.99	175,190.87	168,064.42	43,938.06	43,627.12	0.00	No Legal Agreement - consultancy fees. £14,000 to be transferred to a PPR (08/09) for construction training secured from the s106 agreement for Budgens Site, South Ruislip. ECU fees claimed in relation to Bishop Ramsey school S278 works. £5,200 security deposit received for car park at Mount Vernon Hospital. Security deposit returned following completion of highway works at Mount Vernon Hospital. £25,448 received and £22,247 claimed by ECU this quarter security deposit for heavy duty crossing (Gaterfold Building, Blyth Road). Deposit received for highway works (Alfa Foods)/fees claimed. <b>Further deposits received and claimed for highway works.</b>
PT278/49/117*23	Yeading	Grand Union Village Southall 327/APP/2000/2106	77,331.55	77,331.55	55,222.89	55,222.89	0.00	22,108.66	0.00	Security deposit (£5K + interest) for highways works involving traffic calming to the junction with Glencoe Rd and a cycleway/footway on Broadmead Rd to Hayes Bypass. £2,363.10 for TIL costs for Broadmead Road Toucan Crossing proposed as part of works. Additional income is £1K of engineering fees. Detailed plans of works and design agreed. Consultation undertaken during February 2007 for traffic calming and toucan crossing. Officers chasing TIL for implementation. Following consultation Cabinet Member agreed to works to be carried out. Works completed Aug 09. Further £11,447 received for LBH fees. £43,775.89 paid towards TIL signal costs.
PT278/57/140 A	Pinkwell	MOD Records Office Stockley Road Hayes 18399/APP/2004/2284	419,128.68	419,128.68	325,719.61	325,719.61	0.00	93,409.07	0.00	£188,737.70 (including £170,027.34 for Transport For London signals unit) for installation of two sets of traffic signals, one at the entrance to the site the other at Lavender Rise on Stockley Road and £190,686.91 received in respect of the Council's costs for supervision of the works (to be carried out by the owner). Works complete. Stage 3 road safety audit now agreed await completion of remedial works. Remedial works completed. Additional item of works being sought by officers who are chasing the developer for this. Council's costs of £205,686.71 claimed. TTS invoice for signals at Lavender Rise paid. Funding for additional items of works (removal of right turn lane) and BT cabling received. Design work and public consultation completed. Removal of right turn lane completed Sept 09. Scheme in maintenance period awaiting financial completion.
PT278/60/147B	West Drayon	DERA Site, Kingston Lane, West Drayton - Highways 45658/APP/2002/3012	56,816.26	56,816.26	0.00	0.00	0.00	56,816.26	0.00	£55,000 was received towards the total cost of highway works for the purchase and installation of traffic signals at Station Road/ Porters Way Junction and any such other incidental work as identified by the Council to support the development. Funds not spent by February 2014 are to be refunded together with interest accrued. These works to be performed by developer of RAF Porters Way (see PT278/62/148A). Funds to be retained as a contingency for these works.
PT278/62/149A*51	Botwell	Hayes Goods Yard 10057/APP/2004/2996&2999	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00	The Council's costs due upon lodgement of documents by the developer for the design, administration and supervision of the works to the public highways surrounding the site to be performed by the developer. £5,000 received as a security deposit for the due and proper execution of the highways works by the developer.
PT278/63/175A*49	South Ruislip	BFFO, R.A.F Northolt 189/APP/2006/2091	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	£5k received as the security deposit for the due and proper implementation of junction works at the White House Gate entrance to the development. Signals complete and in operation. Currently within 12 month maintenance period. Date of final completion to be confirmed.
PT278/64/173	Eastcote & East Ruislip	R.A.F. Eastcote 10189/APP/2004/1781	19,200.00	19,200.00	12,201.13	12,201.13	0.00	6,998.87	0.00	Engineers fees paid prior to the execution of an agreement to secure access works associated with this application. Waiting restriction in Lime Grove undertaken. Elm Ave/Lime Grove junction improvement pending. Elm Ave Pedestrian crossing technical approval pending (£5,500) design fees received plus further £6,700 for temporary footpath works carried out by LBH. £7,500 engineering fees claimed. Funds spent towards temporary footpath works. Further £5,000 security deposit for proper execution of highway works.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PT/278/65/182 *52	Heathrow Villages	Longford Roundabout - Fifth Arm, 63369/APP/2007/2294	9,521.00	9,521.00	4,521.00	4,521.00	0.00	5,000.00	0.00	Remaining balance is a security deposit for developer implementation of bus only access to Terminal 5 Heathrow. Spend on supervision costs. Works complete, security to be refunded following maintenance period.
PT/278/72/231A *66	West Ruislip	R.A.F West Ruislip (Ickenham Park) Design check on S278 Designs 38402/APP/2007/1072	53,986.57	53,986.57	45,486.57	45,486.57	0.00	8,500.00	0.00	Fees received for design checks. Peican crossing and signals on Long Lane. S278 agreement and technical approval pending. Further £18,000 returnable deposit received to ensure reinstatement of temporary crossover on Alysham Drive. Further fees received towards inspection fees and traffic orders. Spend towards fees & inspection. Works completed, deposit returned.
PT/278/73	South Ruislip	R.A.F Northolt, South Ruislip/Main Gate 189/APP/2007/1321	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	Fees received for design checks. Junction improvements at West End Road/ Bridgewater Road. S278 agreement and technical approval pending.
PT/278/74/209C	Yiewsley	Proposed Tesco development, Trout Road, Yiewsley 609/APP/2007/3744	120,300.26	120,300.26	117,300.26	117,300.26	0.00	3,000.00	0.00	Fees received for design checks for proposed junction works and carriageway widening at Trout Road. S278 agreement and technical approval pending. Further fees received & claimed for inspection works.
PT/278/76/198A *60	Uxbridge	Former Gas Works site (Kier Park), Cowley Mill Road, Uxbridge 3114/APP/2008/2497	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Funds received as a security deposit for due and proper execution of highways improvements. S278 agreement.
PT/278/77/197 *62	Ruislip Manor	Windmill Hill Public House, Pembroke Road, Ruislip 11924/APP/2632	24,000.00	24,000.00	1,000.00	1,000.00	0.00	23,000.00	0.00	Fees received for design checks (£1,000). £23,000 received as a security deposit to ensure works are carried at to a satisfactory standard. £1,000 engineering fees claimed.
PT/278/78/238G *76	West Ruislip	Fmr Mill Works, Bury Street, Ruislip 6157/APP/2009/2069	19,782.00	19,782.00	14,782.00	14,782.00	0.00	5,000.00	0.00	Fees received for design checks and monitoring & supervision. £5,000 received as a security deposit to ensure highway works are carried out to a satisfactory standard. Fees claimed for design checks & monitoring (£14,752).
PT/278/81/249E *84	Townfield	Fmr Glenister Hall, 119 Minet Drive, Hayes, 40169/APP/2011/243	6,000.00	6,000.00	2,000.00	2,000.00	0.00	4,000.00	0.00	Fees received for design checks and monitoring and supervision. £4,000 received as a security deposit to ensure highway works are carried out to a satisfactory standard. Fees claimed for design checks & monitoring.
PT/278/82/273A *87	Uxbridge South	Autogild House (Ltd), 121 Cowley Rd, Uxbridge. 7008/APP/2010/2758	99,115.00	99,115.00	7,920.00	7,920.00	0.00	91,195.00	0.00	Fees received and claimed for design checks & monitoring of s278 works. £19,195 received towards upgrading of traffic lights at junction of Cowley Mill Road. £72,000 received as a security deposit to ensure highway works are carried out to a satisfactory standard. £5,920 received & claimed for design checks.
PT/278/83/283A *90	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge 585/APP/2009/2752	167,096.00	167,096.00	135,596.00	135,596.00	0.00	31,500.00	0.00	Fees received and claimed for design checks & monitoring of 278 highway works. £31,500 received as a security deposit to ensure highway works are carried out to a satisfactory standard. Further £94,596 received and claimed by ECU towards fees associated with s278 agreement.
PT/278/85 *93	Yiewsley	GSK Stockley Park, 5 Iron Bridge Road, 3057/APP/2012/2573	6,210.00	6,210.00	1,210.00	1,210.00	0.00	5,000.00	0.00	Fees received and claimed for design checks. £5,000 received as a security deposit to ensure highway works are carried out to an acceptable standard.
PT/278/86/237E	Eastcote & East Ruislip	Bishop Ramsey School (lower site), Eastcote Road, Ruislip - High Grove access 19731/APP/2006/1442	14,146.46	14,146.46	10,729.21	10,729.21	0.00	3,417.25	0.00	Funds received for the completion of remedial highway works and fees associated with the 278 agreements. £7,983.58 claimed towards remedial works & fees 13/14. Further £307.63 claimed.
PT/278/98/214D *111	Plinkwell	Hyde Park Hayes, Dawley Road, Hayes (HP14 & 5) 40652/APP/2012/2030	22,500.00	22,500.00	2,500.00	2,500.00	0.00	20,000.00	0.00	Fees received and claimed for design checks & monitoring of s278 works. £20,000 received as a returnable security deposit.
PT/278/89/349 *115	Harefield	West London Composting, New Years Green Lane, Harefield.	106,884.18	106,884.18	0.00	0.00	0.00	106,884.18	0.00	Funds received as a returnable bond to ensure the satisfactory completion of the highway works associated with the development.
PT/278/103/370A *118	Uxbridge	Belmont House (formerly Senator Court), Belmont Road, Uxbridge. 68385/APP/2012/2398	56,174.39	0.00	4,936.53	0.00	4,936.53	51,234.86	0.00	Funds held as a returnable bond to ensure the satisfactory completion of the highway works associated with the development. £4,936.53 fees claimed for design for design checks.
		<b>SECTION 278 SUB - TOTAL</b>	<b>2,663,206.76</b>	<b>2,622,037.37</b>	<b>1,235,741.13</b>	<b>1,221,178.15</b>	<b>51,374.59</b>	<b>1,447,467.63</b>	<b>0.00</b>	
		<b>SECTION 106</b>								

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME AS AT 31/12/15	TOTAL INCOME AS AT 30/09/15	TOTAL EXPENDITURE AS AT 31/12/15	TOTAL EXPENDITURE AS AT 30/09/15	2015 / 2016 EXPENDITURE To 31/12/15	BALANCE OF FUNDS AS AT 31/12/15	BALANCE SPENDABLE NOT ALLOCATED AS AT 31/12/15	COMMENTS (as at mid February 2016)
<b>PORTFOLIO: PLANNING TRANSPORTATION AND RECYCLING</b>										
PT/05/04a *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	339,111.08	339,111.08	212,469.24	212,469.24	0.00	126,641.84	0.00	The balance is for improvements to public transport serving the south side of London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum sought in determining any scheme. No time limits. BAA proposal for upgrade of bus services to the south side of Heathrow. S106 funding from this case and P1705/4b) would be used to 'pump prime' these services. (Cabinet Member decision 21/10/09). Enhanced bus services commenced December 09. £70,084 payment to London Buses (bus service agreement 09/10). Year 2 & 3 payments to London buses (£70,084). £23.5k allocated towards a pedestrian crossing facility on the A4 Colnbrook Bypass. (Cabinet Member Decision (29/03/2012). £2,217 paid towards upgrade of crossing facility on A4.
PT/05/04b *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	406,331.57	406,331.57	173,645.35	173,645.35	0.00	232,686.22	0.00	The balance is for improvements to public transport serving London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum are to be sought in determining any scheme to be funded. See update to PT/05/04a above regarding the remainder of the balance. No time limits.
PT/24/65 (see E/06) *28	Pinkwell	Former Arlington Hotel, Shepiston Lane, Harrington - Highway Works 382/BH/97/0714	23,639.34	23,639.34	7,256.54	6,052.54	1,204.00	16,382.80	0.00	Highway improvement Works according to the 3rd Schedule of the agreement (13.141K). Excess funds are to be refunded to the developer following the date of the Final Account. Works (to right hand turn lane) have been carried out as part of the Harrington Community School development. Reasonable time for spend has elapsed. Owners permission obtained to complete any outstanding works as required under the agreement. Funds allocated (Cabinet Member decision 5/01/2011). External highway works completed 31/3/11. <b>Issues resolved with the owners of the site, Outstanding works to be completed March 2016.</b>
PT/25/66 *24	South Ruislip	J Sainsbury, 11 Long Drive, Ruislip 33667/T/97/0684	37,425.09	37,425.09	0.00	0.00	0.00	37,425.09	0.00	Highway improvements adjacent to the site. Legal advice stated that because of time that has elapsed, it would not be reasonable to proceed without Sainsbury's agreement. Officers investigating the potential to utilise these funds for traffic congestion mitigation at that junction to complement current works that have been commissioned for that location. A portion of land owned by Sainsbury's would need to be dedicated as public highway for the scheme to be feasible. Traffic congestion mitigation scheme is fully funded. Officers investigating whether improvements could be tied into 114 bus route project. Excess funds are to be refunded to the developer following the date of the Final Account.
PT/37/40B-C *53 (see: PPR/29)	Botwell	Land at Thorn EMI Complex - Highways Works & Environmental Improvements 51588/APP/2000/366&1418 (Old Vinyl Factory 5987/APP/2012/1893)	559,443.43	559,443.43	372,697.36	372,015.36	0.00	186,746.07	74,928.07	Project 40B: Environmental improvements in Blyth Road. Funds committed to highways works on Blyth Road and subway CCTV. Unspent funds at 6 months of occupation to be refunded. New agreement signed 19/04/13. Funds to be used towards public realm improvements in the vicinity of the site and Hayes Town Centre (see agreement for further details). No time limit for spend. £838,48 (remaining balance from PT/37/40F) transferred to PT/278/47. £12,500 allocated towards lighting scheme in Blyth Road. £100,000 allocated towards Hayes Town Centre improvements (Cabinet Member Decision 19/06/2015)
PT/37/40E *47	Botwell	Land at Thorn EMI Complex - Parking 51588/APP/2000/366&1418 (Old Vinyl Factory 5987/APP/2012/1838)	32,805.42	32,805.42	0.00	0.00	0.00	32,805.42	0.00	Project 40E - £30,000 received for controlled parking in Blyth Road area. New agreement signed 19/04/13. Funds held to be used towards controlled parking zones in the vicinity of the development or if not required, towards the same purpose as PT/37/40B above. No time limit for spend.



CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PT/42/41	Heathrow Villages	Temp Stockpiling at Bedford Court. 47853/SPP/2003/113	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	£50,000 for landscape enhancement on specified land around the development. Unexpended funds at 19 June 2006 were to be repaid to the developer. Following consultations with BAA it has been agreed to spend the funds as part of the Colne Valley project. Deed of variation has been secured to remove time limits.
PT/44/03	Various	S278 Surplus	166,309.96	166,309.96	95,545.86	95,545.86	0.00	70,764.10	0.00	Income is from underspends on s278 projects where surplus funds do not have to be refunded. First priority for use of funds is to address otherwise irrevocable deficits from overspend projects. A further £1,391,64 transferred to reconcile overspend on PT278/26/127. £1,945.35 used towards zebra crossing scheme at PT/105/175B. Balance transferred from PT/21/09A (£2,165.41). Spend towards consultants for cycle scheme at PT/103/174A and footpath scheme at PT/88/140B. £500 spent towards Kingsend study at PT/120/241A. Remaining balance transferred from CSL/2/147E. Remaining balance transferred from PT/109.
PT/64/21C	Botwell	Former EMI Site, Dawley Road - Landscaping 6198/BS/98/1343	57,000.00	57,000.00	0.00	0.00	0.00	57,000.00	0.00	£50,000 for Landscaping on adjacent land and £7,000 for maintenance of the landscaping works. Funds to be held for landscaping in accordance with the agreement subject to Crossrail. No time constraints.
PT/61/89B (see: E/35)	West Drayton	LHR Training Centre, Stockley Close / 51458/97/1537	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	£25,000 for improvements at the junction of Stockley Road & Stockley Close / Lavender Rise, West Drayton. Scheme provided using TfL funding. Further improvements to area have been implemented as part of the MOD development. Funds to be held as contingency for any works required to the junction arising out of the MOD development. No time constraints.
PT/65/74A (see EY/40, E/20 & E/21)	Uxbridge North	Land at Johnson's Yard (former garage site), Redford Way, Uxbridge - Street Lighting 53936/APP/2002/1357	18,893.88	18,893.88	17,871.38	17,871.38	0.00	1,022.50	0.00	Street lighting according to the agreement drawing. No time constraints. Expenditure due to commencement of project for street lighting on Redford Way at Johnson's Yard. Columns & lanterns installed and working. Unable to install column in footpath leading to the high Street. Last column installed. Connection by Southern Electric were programmed for July 07. Columns all connected but require painting. Officers chasing painting contractor to progress. Painting completed - final invoices paid. Final balance to be confirmed after closure of 08/09 financial year accounts.
PT/76/119	Northwood	Land at 64 Ducks Hill Road Northwood/ 26900L/99/1077	35,253.56	35,253.56	28,119.15	28,119.15	0.00	7,134.41	0.00	To provide a speed camera, anti-skid surface and associated road markings in Ducks Hill Road. Speed camera cannot be installed in this location, as the accident rate in this location is below the threshold established by TfL. Deed of variation not required site included in vehicle activated sign (VAS) forward programme. Officers looking into feasibility of 'Driver Feedback Sign'. Implementation due Spring 2007, subject to feasibility. Quotes being sought with the view to possible purchase of signs. Interest accrued. No time constraints. Utilities works completed Nov 08. Scheme programmed for implementation April/May 2010. Spend towards the provision of anti skid and electrical work. VAS signs installed, scheme complete, awaiting invoices.
PT/80/112 (formerly PT/278/05)	Uxbridge South	Grand Union Park, Packet Boat Lane, site ref: 1197 (various applications)	47,774.85	47,774.85	2,228.56	2,228.56	0.00	45,546.29	0.00	No time constraints. Officers looking into project for spend of balance at junction of Packet Boat Lane & Cowley High Street. Cabinet Member for P&T concerned with affect of proposal and blind road bend heading towards Uxbridge. Funds to be held until sight lines are resolved.
PT/82/114 (formerly PT/278/23)	Uxbridge South	Waterloo Road, Uxbridge - Highway Works / 332BD/99/2069	13,169.44	13,169.44	11,577.00	11,577.00	0.00	1,592.44	0.00	Highway Works for alternative traffic management on Waterloo Road. No time limits. Cabinet Member for Planning & Transportation has approved use of funds to extend the Uxbridge South Parking Management Scheme approved. Implementation occurred in the Autumn. £11k spend on Waterloo Road from the Parking Revenue Account to be recharged to this case for next quarter. Recharge completed.

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			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PT84/87B-D (Formerly part of PT278/44)	Brunel	Brunel s106 16 April 04 532/SPP/2002/2237	27,614.47	27,614.47	15,164.48	15,164.48	0.00	12,449.99	0.00	£3,000 + interest for monitoring of landscape management plan (87B), £10,000 + interest for monitoring of green travel and public transport obligations (87D), and £200 + interest initial payment associated with footpath works to be undertaken by Council (87C). Engineers inspected site to ascertain whether works are required & whether further payments are due late Jan 2006. Officers chasing Brunel to provide a disabled ramp from the back of the privately owned footway at Hillingdon Hill. Interest accrued. £10k plus interest received for improvements (including lighting) to the footpath alongside the River Pinn linking 'Site 2' to Uxbridge Road. Footpath works complete, security deposit plus interest returned.
PT/88/140C *38	Phirkwell	MOD Records Office, Stockley Road, Hayes - Prologis Park 18399/APP/2004/2284	754,743.82	754,743.82	450,090.96	450,090.96	0.00	304,652.86	0.00	Funds received as the public transport contribution to enhance the level of public transport to and from the area of the development site. Funds allocated towards the extension of the U4 bus route on to the site for a 5 year period (Cabinet Member Decision 29/05/2012) TMO approved. TfL bus shelter installed on site. Spend towards implementation of yellow lines to allow bus to run. DOV now completed to extend time limit to spend funds to March 2017. Bus extension operational from end of Sept 2012. £24,756 paid towards the provision of bus stop on the Prologis site. Payment to TfL for first year of operation 12/13. £33,513 further TfL costs. Payment to TfL for second year of operation 13/14. Payment to TfL for third year of operation 14/15.
PT/88/140F *46	Phirkwell	MOD Records Office, Stockley Road, Hayes - Parking 18399/APP/2004/2284	73,774.40	73,774.40	0.00	0.00	0.00	73,774.40	73,774.40	Funds received for parking management system in Bourne Avenue and surrounding streets of the new and existing estate roads utilised within the residential part of the development. There are currently no plans to consult with residents of the area on a Parking Management Scheme. However, any resident objections to increases in commuter parking on residential roads generated by the MOD development may give reason to spend these funds. Officers continue to monitor the parking situation. Funds must be spent within 7 years following date of receipt i.e. Dec 2013. No parking scheme has been requested. Time limit has now passed. Officers in contact with developer.
PT/101/170A	Botwell	11 - 21 Clayton Road, Hayes 56840/APP/2004/630	30,527.21	30,527.21	12,974.24	12,974.24	0.00	17,552.97	10,000.00	Funds received for parking management in the area. Funds held to be used in combination with those at case ref. PT/37/40E should any scheme be required. Funds not spent by 31 August 2014 are to be refunded. £13,000 from this contribution allocated towards the implementation of a parking management scheme in Blyn Road, Clarendon Road & Claydon Road (Cabinet Member Decision 16/03/2012). Scheme completed April 2012. £10,000 can be retained
PT/102/161D	Viewsley	Honeywell Site, Trout Road Viewsley 335/APP/2002/2754	77,151.50	77,151.50	66,889.23	66,889.23	-504.21	10,262.27	10,000.00	Funds received towards public transport and community facilities initiatives in the West Drayton area. Funds to be spent by September 2014. Funds allocated towards public transport initiatives in the West Drayton area to include bus stop accessibility and enhancement of the pedestrian link along Tavistock Road to West Drayton Station and bus interchange (Cabinet Member Decision 22/04/2014). Scheme completed September 2014. £10,000 can be retained towards other schemes related to the development.
PT/103/174A	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	100,000.00	100,000.00	97,187.10	97,187.10	24,500.17	2,812.90	0.00	Contribution received for the West Drayton to Heathrow Cycle Scheme. Funds not spent by 16 November 2015 are to be repaid. Funds allocated towards the implementation of a traffic calming scheme on Hatch Lane (which forms part of the route). Cabinet Member Decision 11/17/2013. Scheme completed July 2013. Funds reallocated towards the second phase of the scheme in Holloway Lane (Cabinet Member Decision 10/03/2014). Scheme substantially completed August 2014. additional works completed 2015. Awaiting invoices.
PT/104/147H	West Drayton	DERA Site, Kingston Lane, West Drayton 45655/APP/2002/3012	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received for the installation and maintenance of CCTV cameras on the site as specified in the relevant planning permission. Cameras to be installed by the developer. Funds to be retained as security. No time constraints.

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			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PT/106/149E	Botwell	Hayes Goods Yard 10057/APP/2005/2996 & 2999	119,402.15	119,402.15	114,084.13	44,974.63	69,501.50	5,318.02	0.00	Funds received towards enhancements to the London Cycle Network, route 88A or any other cycle route likely to be used by the occupiers of the development. Funds to be spent by Oct 2015. £25k allocated-and spent towards-cycle access to canal at Hayes Town Centre. (Cabinet Member decision 22/7/2011). £27,320 allocated towards cycle improvements at Dawley Roundabout (Cabinet Member Decision 18/7/2013). Scheme complete awaiting invoices. £37,082 allocated towards cycle way improvements in Coldharbour Lane as part of Hayes TC scheme (Cabinet Member Decision 29/1/15). <b>£67,062 claimed towards Coldharbour Lane scheme.</b>
PT/108/155E	West Drayton	Former RAF Porters, West Drayton. 5107/APP/2006/2082	1,003.90	1,003.90	1,003.90	1,003.90	1,003.90	0.00	0.00	Funds received to provide a local walking bus scheme. Funds to be spent within 3 years of receipt (Jan 2012). Funds allocated towards the development of a walking bus scheme in association with West Drayton Primary school (Cabinet Member decision 5/01/2011). Scheme not viable, time limit has expired, contribution returned to developer.
PT/110/198B *61	Uxbridge	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge - Bond 3114/APP/2008/2497	14,240.00	14,240.00	0.00	0.00	0.00	14,240.00	0.00	Travel Plan Bond received to ensure compliance by the owner for monitoring and reporting in accordance with the travel plan. To be refunded after 10 years.
PT/111/204A *63	Uxbridge	106, Oxford Road, Uxbridge. 26198/APP/2008/2338	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Travel Plan Bond received to ensure compliance by the tenant of its monitoring and reporting obligations in accordance with the travel plan. Returnable.
PT/113/198C	Uxbridge	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge Public Transport 3114/APP/2008/2497	24,410.43	24,410.43	0.00	0.00	0.00	24,410.43	24,410.43	Contribution towards the provision of public transport improvements in the vicinity of the land. Funds to be spent within 7 years of receipt (Nov 2016).
PT/114/209A *67	Yiewsley	Tesco, Trout Road, Yiewsley. 60529/APP/2007/3744	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	Travel Plan Bond received to ensure compliance by the owner for monitoring and reporting in accordance with the Travel Plan. To be refunded five years following first occupation.
PT/115/209B	Yiewsley	Tesco, Trout Road, Yiewsley. 60529/APP/2007/3744	4,850.00	4,850.00	0.00	0.00	0.00	4,850.00	0.00	Contribution received for the purpose of the purpose of setting up a car club. Funds to be spent within 5 years of receipt (March 2015). Allocated towards setting up Hertz car club in Trout Road (Cabinet Member Decision 7/02/2014).
PT/116/210A	Botwell	Hayes Stadium, Judge Heath Lane, Hayes. 49996/APP/2008/9561	30,140.58	30,140.58	30,140.58	30,140.58	11,408.46	0.00	0.00	Contribution received towards the cost of upgrading two bus shelters in the vicinity of the development. Funds to be spent within 5 years of receipt (March 2015). Further £104,58 received as indexation payment. Funds allocated to bus stop upgrades (Cabinet Member Decision 4/12/14). Scheme complete.
PT/117/231B	West Ruislip	Former RAF West Ruislip (Ickenham Park), High Road, Ickenham. 38402/APP/2007/1072	30,000.00	30,000.00	26,450.03	26,422.03	23,227.43	3,549.97	0.00	Funds received towards improvements to cycle route 89/network 93 as part of the London Cycle Network. Funds to be spent within 5 years of receipt (Nov 2015). Funds allocated towards improved provision for cyclists in Ickenham High Road (Cabinet Member Decision 29/1/15). <b>Scheme complete, awaiting invoices.</b>
PT/119/209D	Yiewsley	Tesco, Trout Road, Yiewsley. 60529/APP/2007/3744	31,874.14	31,874.14	7,655.00	7,655.00	0.00	24,219.14	0.00	Funds received for the purpose of the provision of 3 upgraded or replacement bus shelters within the vicinity of the site. Funds to be spent within 5 years of receipt (March 2016). Further £874.14 received as indexation payment. £7,665 allocated towards bus stop improvements in Yiewsley High Road (Cabinet Member Decision 7/02/2014). Scheme complete. <b>Balance allocated towards provision of remaining bus shelters (Cabinet Member Decision 19/02/2016).</b>
PT/121/242A	West Drayton	Drayton Garden Village (fmr NATS site), Porters Way, West Drayton. 5107/APP/2009/2348	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	0.00	0.00	Funds received towards the cost of providing new and improved bus stops/shelters in the vicinity of the development. No time limit on spend. Funds allocated towards bus stop scheme (Cabinet Member Decision 03/06/2015). Scheme complete.
PT/122/248A	Uxbridge	97 Oxford Road, Highbridge Park, Uxbridge. 38074/APP/2008/1418	54,486.29	54,486.29	0.00	0.00	0.00	54,486.29	0.00	Contribution received towards street scene improvements within the vicinity of the land. Funds to be spent within 5 years of receipt (July 2016). <b>Funds allocated towards phase 2 of Uxbridge gateway scheme (Cabinet Member Decision 17/12/2015).</b>

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			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PT/124/261	West Drayton	Land at Stockley Close Estate, West Drayton. 56244/APP/2003/1437	60,000.00	60,000.00	6,755.44	6,755.44	0.00	53,244.56	0.00	Contribution received towards providing accessibility improvements including public transport in the vicinity of the land. Funds to be committed within 3 years of receipt (Dec 2014). Funds committed towards accessibility improvements to bus stops on Lavender Rise and towpath improvements between Stockley Road and West Drayton Station (Cabinet Member Decision 17/10/2014). £5,755.44 spent towards access to bus stops 14/15. Towpath works programmed for Sept 2015. <b>Scheme on site February 2016.</b>
PT/125/242C	West Drayton	Drayton Garden Village (fmr NATS site), Porters Way, West Drayton. 5107/APP/2009/2348	369,910.54	369,910.54	0.00	0.00	0.00	369,910.54	0.00	£210,000 received as the phase 2 & 3 payments towards improvements and additions to TfL bus services within vicinity of the development (see legal agreement for further details). No time limits for spend. £159,910.54 received June quarter as the Phase 4 payment.
PT/126/242D *62	West Drayton	Drayton Garden Village (fmr NATS site), Porters Way, West Drayton. 5107/APP/2009/2348	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Travel plan bond received to ensure compliance by the owner of its monitoring and reporting obligations. To be refunded after 10 years.
PT/127/238H	West Ruislip	Fmr Mill Works, Bury St, Ruislip. 6157/APP/2009/2069	34,603.50	34,603.50	0.00	0.00	0.00	34,603.50	0.00	Contribution received towards carbon reduction projects in the Ruislip area. Earmarked towards projects to reduce CO2 emissions at Ruislip Early Years Centre. Funds to be spent within 7 years of receipt (Apr 2019).
PT/128/276A	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	22,155.20	22,155.20	0.00	0.00	0.00	22,155.20	0.00	Contribution received towards the provision of public transport infrastructure in the vicinity of the site. Measures considered include upgrade to bus stops, improvements to bus services and cycle ways (see agreement for further details). Funds to be spent within 7 years of receipt (9/7/2019).
PT/129/277A	Heathrow Villages	The Portal, Scylla Rd, Heathrow Airport. 50270/APP/2011/1422	20,579.41	20,579.41	0.00	0.00	0.00	20,579.41	0.00	Funds received towards co-ordinating and monitoring the green travel plan associated with the site. No time limits for spend.
PT/130/277B	Heathrow Villages	The Portal, Scylla Rd, Heathrow Airport. 50270/APP/2011/1422	40,965.69	40,965.69	0.00	0.00	0.00	40,965.69	0.00	Contribution received towards off site highway works to the Clock House Roundabout, Heathrow. No time limits for spend. Funds allocated towards a TfL scheme for footpath/cycleway improvements at the Clockhouse Roundabout (Cabinet Member Decision 5/11/2014).
PT/131/273B	Uxbridge South	Autogild House (Lidl), 121 Cowley Rd, Uxbridge. 7008/APP/2010/2758	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Funds received as the Travel Plan bond to be used by the Council to cover the Council's expenses in monitoring compliance by the owner with the travel Plan for a ten year period. Balance to be refunded after 10 years (2022).
PT/132/149J *88	Botwell	Hayes Goods Yard (High Point) 10057/APP/2005/2996 & 2999	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	Travel Plan bond received to ensure the completion by the owner of 3 travel surveys. £5,000 to be returned on completion of each survey.
PT/133/149K	Botwell	Hayes Goods Yard (High Point) 10057/APP/2005/2996 & 2999	62,500.00	62,500.00	0.00	0.00	0.00	62,500.00	0.00	Contribution received towards the establishment of parking management areas within the area no further than 800m from the boundary of the site. Funds to be spent within 7 years of receipt (Nov 2019).
PT/134/149L	Botwell	Hayes Goods Yard (High Point) 10057/APP/2005/2996 & 2999	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	0.00	Contribution received towards the maintenance of the towpath directly opposite the site (as defined in the agreement). Funds to be spent within 7 years of receipt (Nov 2019). Funds allocated towards appropriate maintenance works (Cabinet Member Decision 07/05/2015).
PT/135/198E	Uxbridge South	Fmr Gas works, Cowley Mill Road, Uxbridge (Kier Park). 3114/APP/2012/2881	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	Contribution received towards the implementation of directional signage on Cowley Mill Road and junction with St John's Road (see agreement for details). Funds to be spent within 7 years of receipt (March 2020).
PT/136/297A	Heathrow Villages	Fmr Technicolor Site, 276 Bath Rd, Sipson, West Drayton. 35293/APP/2009/1938	34,541.66	34,541.66	0.00	0.00	0.00	34,541.66	0.00	Contribution received towards the cost of upgrading the bus stops and the installation of drop kerbing/tactile paving to enable pedestrian access over Bath Road in the vicinity of the site. Funds to be spent within 7 years of receipt (May 2020).
PT/137/300A *101	Townfield	Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received as the "TfL Feasibility Contribution" to be used by TfL to carry out a feasibility study into capacity and improvement options for the Parkway and Bulls Bridge Roundabout. No time limits for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PT/138/300B *102	Townfield	Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Contribution received to be used by TIL to carry out required improvement works to the junction at The Parkway and Bulls Bridge Roundabout. No time limits
PT/139/300C	Townfield	Fmr Powergen Site, North Hyde Gardens, Hayes 13228/APP/2012/2185	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	15,000.00	Contribution received towards improvements to the grand Union Canal frontage within the vicinity of Bulls Bridge. No time limits.
PT/140/315A	Pinkwell	Asda Unit 4 Westlands Estate, Millington Road, Hayes 32157/APP/2011/872	458,800.00	458,800.00	0.00	0.00	0.00	458,800.00	458,800.00	Contribution to be used towards (but not limited to) the provision of footway and public realm improvements between the land and Hayes Town Centre. No time limits for spend.
PT/141/315B	Pinkwell	Asda Unit 4 Westlands Estate, Millington Road, Hayes 32157/APP/2011/872	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Contribution received towards the provision of a new bus stop outside the store and "real time" bus travel information (see agreement for details). No time limits for spend.
PT/143/323A	Cavendish	150 Field End Road, (Initial House), Eastcote, Pinner 25760/APP/2013/3632	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Contribution received towards improving town centre facilities in the Authority's Area. No time limits for spend.
PT/144/198H	Uxbridge South	Former Gas Works site (Kier Park) Cowley Mill Road, Uxbridge 3114/APP/2012/2881	40,635.00	40,635.00	0.00	0.00	0.00	40,635.00	40,635.00	Funds received as the "reduced public transport contribution" to be applied towards the hopper bus service or other public transport links relating to the site (see legal agreement). Funds to be spent within 7 years of receipt ( May 2021).
PT/145/198J	Uxbridge South	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge 3114/APP/2008/2497	20,317.00	20,317.00	0.00	0.00	0.00	20,317.00	20,317.00	Contribution received towards the provision or improvement of cycling in the vicinity of the site in accordance with the Council's adopted cycleway strategy. Funds to be spent within 7 years of receipt (May 2021).
PT/146/198K	Uxbridge South	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge 3114/APP/2008/2497	66,031.00	66,031.00	0.00	0.00	0.00	66,031.00	66,031.00	Funds received towards the reconstruction of the footway and kerbing on both sides of Cowley Mill Road between the site access and Cowley Road, together with minor improvements to the botway and kerbing on the eastern side of Waterloo Road. Funds to be spent within 7 years of receipt (May 2021).
PT/148/327 *105	Northwood Hills	Northwood School, Potter Street, Northwood. 12850/APP/2013/1810	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Contribution received as the travel plan bond to ensure compliance by the owner to its monitoring and reporting obligations. Funds to be returned at the end of the monitoring period (2024).
PT/149/325C	West Drayton	Stockley Close Units 1623 & 1685 51458/APP/2013/2973	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Funds received as the travel plan contribution. For use by the Council to co-ordinate and monitor the Occupier Green Travel Plans (see agreement for specific terms of use). Funds to be spent within 5 years of receipt (December 2019).
PT/150/344A	Uxbridge South	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	45,000.00	Contribution to be used by the Council to offset the shortfall in energy savings and enable the Council to make annual energy carbon savings elsewhere in the Authority's area. Funds to be spent within 5 years of receipt (July 2020).
PT/151/345A	Uxbridge South	Charter Place, Vine Street, Uxbridge 30675/APP/2014/1345	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	Contribution received towards improvement of the area from the High Street through to Windsor Street to Charter Place (see agreement for details). No time limits for spend.
PT/152/345B	Uxbridge South	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Funds received as the travel plan contribution. For use by the Council to co-ordinate and monitor the Occupier Green Travel Plans (see agreement for specific terms of use). Monies to be returned at the end of the monitoring period.
PT/153/345B	South Uxbridge	Charter Place, Vine Street, Uxbridge 30675/APP/2014/1345	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Funds received as the travel plan bond. To be used to ensure that the obligations outlined in the approve travel plan are satisfactorily carried out.
PT/154/350A	South Ruislip	Fmr Arla Dairy Site, Victoria Rd, Ruislip. 66819/APP/2014/1600	135,000.00	135,000.00	0.00	0.00	0.00	135,000.00	135,000.00	Contribution towards the provision of public transport infrastructure improvements and related initiatives in the authority's area including bus priority measures, improvements to bus services and cycle provision (see legal agreement for details). Funds to be spent within 7 years of receipt (Sept 2022).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
PT/155/283D	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge. 585/APP/2009/2752	AS AT 31/12/15 63,366.34	AS AT 30/09/15 0.00	AS AT 31/12/15 0.00	To 31/12/15 0.00	AS AT 31/12/15 63,366.34	AS AT 31/12/15 63,366.34	Contribution received as the first of two instalments towards the provision of bus stops serving the development, in line with the S106 Planning Obligations SPD 2008. Funds to be spent within 10 years of receipt (Oct 2025).	
PT/156/40G	Botwell	Land at Thorn EMI Complex (Old Vinyl Factory). 51588/APP/2000/1827 & 55987/APP/2012/1838	50,722.94	0.00	0.00	0.00	50,722.94	0.00	Contribution received towards TFL Bulls Bridge Roundabout Study, as specified in the agreement. TFL to confirm the need for the study within a year of receipt (Nov 2016)	
PT/157/355A *119	Botwell	Form EMI Site, Dawley Rd, Hayes 8294/APP/2015/1406	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Funds received as the travel plan bond to ensure that the obligations contained in the approved travel plan are satisfactorily carried out. Any remaining funds to be returned 10 years from occupation.	
PT/158/359B	Viewsley	26-36 Horton Rd, Viewsley 3507/APP/2013/2327	50,500.00	0.00	0.00	0.00	50,500.00	50,500.00	Contribution to be used by the Council towards the provision of CCTV; provision of lighting; closure/gating of paths and links; safety improvements to public transport interchanges; facilities and car parks; enhanced night bus networks to and from major new facilities and leisure uses within the Authority's area (see agreement for details).	
		PLANNING TRANSPORTATION & RECYCLING SUB - TOTAL	5,118,504.79	4,933,915.51	1,712,782.03	164,341.25	3,334,699.26	1,756,473.14		
		PLANNING TRANSPORTATION & RECYCLING TOTAL	7,801,713.55	7,555,952.88	3,019,546.66	215,715.84	4,782,166.89	1,766,473.14		
<b>PORTFOLIO: EDUCATION AND CHILDREN'S SERVICES</b>										
EYL/107/201A	Barnhill	360, Uxbridge Road, Hayes. 7517/APP/2007/188	77,414.00	77,414.00	42,399.00	0.00	35,015.00	0.00	Funds received towards nursery places (£2,291), primary school places (£40,106), and secondary school places (£35,015) within a 3 mile radius of the development. Funds not spent by June 2016 must be returned. Primary and nursery contributions allocated and spent towards Grange Park primary expansion as part of phase 1 of the primary expansion programme (Cabinet Member decision 6/12/2011). Remaining funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion programme, subject to Cabinet Member approval.	
EYL/110/205C	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	3,755,319.11	3,755,319.11	3,066,954.11	0.00	688,365.00	0.00	A total of £3,755,319 received in three instalments towards the cost of providing nursery, primary or secondary education places or improvements in the North Secondary Planning Area. Funds to be spent by September 2016. £658,998 has been allocated and spent towards expansion at Ruislip High School (Cabinet Member Decision 21/10/2010) and £342,000 towards Deansfield Early Years Centre (Cabinet Member Decision 28/10/2010). A further £779,000 has been allocated and spent towards the expansion of Harlyn Primary School and £866,496 allocated and spent towards Field End Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/13). £414,115.99 not used in financing 2011/3/14. Reallocated and spent towards Harlyn Primary School (Cabinet Member Decision 19/03/2015). Remaining funds earmarked towards Northwood School, subject to Cabinet Member approval.	
EYL/118/214B	Uxbridge	Hillingdon House Farm. 2543/APP/2005/870	1,090,166.31	1,090,166.31	741,313.09	0.00	348,853.22	0.00	£256,399.34 received as first instalment towards the cost of providing nursery (£64,089), primary (£110,251.72) and secondary (£82,047) school places within the London Borough of Hillingdon. First contribution to be spent before April 2017. Primary contribution (£110,251.72) allocated and spent towards expansion at Whitehall School (part of phase 1 of the school expansion programme). Cabinet Member decision 6/12/2011. Second instalment (£268,661.94) received. Second contribution to be spent before Oct 2018. Final instalment (£365,085) received. Final contribution to be spent before Jan 2019. £631,061 allocated and spent to expansion at Hermitage Primary School (Cabinet Member Decision 24/01/2014). Remaining funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion programme, subject to Cabinet Member approval.	

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015/2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
EYL/119/216	Charville	119 to 137 Charville Lane, Hayes. 38290/APP/2006/2501	56,316.00	56,316.00	27,139.00	27,139.00	0.00	29,177.00	0.00	Funds received towards additional or improved education facilities within a 3 mile radius of the site to accommodate nursery, primary and secondary child yield arising from the development. No time limits. Primary and nursery components allocated and spent towards primary school expansion at Grange Park School as part of phase 1 of the school expansion programme ( Cabinet Member decision 6/12/2011). Remaining funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion programme, subject to Cabinet Member approval.
EYL/132/232	Hillingdon	23, Sweetcroft Lane, Hillingdon. 8816/APP/2004/3045	42,280.88	42,280.88	22,573.00	22,573.00	0.00	19,707.88	0.00	Funds to be used towards the costs of providing additional primary school facilities (£22,573) & secondary school facilities (£19,707) relating to the development. Funds to be spent within 7 years of receipt (October 2017). £22,573 allocated and spent towards expansion at The Heritage Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/2013). Remaining funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion programme, subject to Cabinet Member approval.
EYL/137/237B	Eastcote	Bishop Ramsey School (lower site), Eastcote Road, Ruislip. 19731/APP/2006/1442	426,346.97	426,346.97	0.00	0.00	0.00	426,346.97	0.00	Funds received towards the costs of providing primary education places to primary schools in Primary Area 3. Funds to be spent by February 2016. Contribution allocated and spent towards improvements at White Heath Primary School (retrospective), Cabinet Member Decision 28/01/2016).
EYL/138/238C	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	512,742.69	512,742.69	298,439.38	298,439.38	0.00	214,303.31	0.00	Funds received as 50% of the education contribution towards the cost of providing nursery, primary and secondary facilities in the Borough (See legal agreement). Funds to be spent by February 2018. Further £261,446.35 received as remaining 50% education contribution. £112,742 allocated and spent towards expansion at Ruislip Gardens Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/3/2013). Further £185,696 allocated and spent towards expansion at Ruislip Gardens Primary School (Cabinet Member Decision 24/01/2014). Remaining funds earmarked towards Northwood School as part of the Council's Secondary School Expansion programme, subject to Cabinet Member approval.
EYL/140/209G	Yiewsley	Tesco, Trout Road, Yiewsley 60929/APP/2007/3744	231,454.55	231,454.55	36,971.13	36,971.13	0.00	194,483.42	0.00	A total contribution of £231,454.55 was received towards the cost of providing secondary school places and improvement of facilities within a 3 mile radius of the site and primary places within a 2 mile radius of the site. All contributions to be spent by March 2017. £20,251.99 has been allocated and spent towards expansion at Colham Manor Primary School as part of Phase 1 of the Primary Schools Expansion Programme (Cabinet Member Decision 6/12/2011). £1,671.91 has been allocated and spent towards expansion at Rabbfarm Primary School (Cabinet Member Decision 24/01/2014). Further £15,047.23 allocated and spent towards expansion at Rabbs Farm Primary School as part of the Primary Expansion Programme (Cabinet Member Decision 19/03/2015). Remaining funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion programme, subject to Cabinet Member approval.
EYL/158/242B	West Drayton	West Drayton Village (north site) off Portico Way, West Drayton. 5107/APP/2009/2346	4,162,355.83	4,162,355.83	3,000,000.00	3,000,000.00	0.00	1,162,355.83	0.00	Funds received as first, second third and fourth instalments towards the costs of providing educational improvements in the Authority's area (see legal agreement for details). No time limit for spend. £1,500,000 allocated and spent towards expansion at West Drayton Primary School (Cabinet Member Decision 24/01/2014). Further £1,500,000 spent towards expansion at Rabbfarm Primary School 2013/14 closing (Cabinet Member Approval 23/07/2014). Remaining funds earmarked towards St martin's Primary School (new school) as part of the Council's Primary Expansion Programme. Subject to formal allocation approval.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
EYL/165/267B	Botwell	Fmr Ram PH, Dawley Rd, Hayes 22769/APP/2010/1239	60,915.00	60,915.00	27,341.00	27,341.00	0.00	33,574.00	0.00	Contribution received towards the provision of education facilities and places as detailed in the agreement. Funds to be split as follows: nursery £7,185.; primary £20,156; secondary £33,574. No time limits for spend. £20,156 allocated and spent towards expansion at Wood End Primary School as part of Phase 2 of the Primary Expansion Programme (Cabinet Member Decision 19/03/2015). £7,185 allocated and spent towards expansion at Rosedale Primary School as part of the Primary Expansion Programme (Cabinet Member Decision 19/03/2015). <b>Remaining funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion programme, subject to Cabinet Member approval.</b>
EYL/169/276C	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	1,158,245.50	1,158,245.50	762,750.86	762,750.86	0.00	395,494.64	0.00	First instalment £375,570.86 received towards the cost of providing education improvements or facilities to accommodate extra children in the Authority's area (see agreement for details). Funds to be spent within 7 years of receipt (July 2019). Second instalment £387,160 received towards the same purpose (spend July 2020). £375,570 allocated and spent towards expansion at Rosedale Primary School (Cabinet Member Decision 24/01/2014). £87,180 spent towards expansion at Heathrow Primary School 2013/14 closing (Cabinet Member Approval 23/07/2014). Final instalment received (Spend by February 2022). <b>Remaining funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion programme.</b>
EYL/203/320	Northwood	15 Nicholas Way, Northwood 16824/APP/2012/3220	12,796.00	12,796.00	0.00	0.00	0.00	12,796.00	12,796.00	Contribution received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details). Funds to be spent within 5 years of receipt (Feb 2019).
EYL/206/358	Northwood	Land forming part of Oakhurst, Northgate, Northwood. 6712/APP/2011/2712	13,391.12	0.00	0.00	0.00	0.00	13,391.12	13,391.12	Contribution received to be used by the Council towards providing education; educational improvements or facilities; in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvement and expansion of playground and external leisure spaces (see agreement for details). No time limits for spend.
EYL/211/330	Harefield	Little Hammonds, Breakspear Rd North, Harefield	33,436.00	33,436.00	17,869.51	17,869.51	0.00	15,566.49	0.00	Fund received towards the provision of educational facilities within the London Borough of Hillingdon. No time limits for spend. Funds allocated towards expansion at Harefield Primary School as part of the Primary Expansion Programme (Cabinet Member Decision 19/03/2015). £17,869.51 spent 2014/15.
EYL/213/332	Hillingdon East	43 and land rear of 35-47 Snowden Avenue, Hillingdon 6231/APP/2012/3075	15,932.00	15,932.00	15,932.00	15,932.00	0.00	0.00	0.00	Contribution received towards additional or improved educational facilities within a 3 mile radius of the site to accommodate the nursery and primary yield arising from the development. No time limits. Funds spent towards expansion at Hillingdon Primary School as part of the Primary Expansion Programme. (Cabinet Member Decision 07/07/2015)
EYL/214/33A	Yiewsley	39 High Street, Yiewsley 24485/APP/2013/138	94,188.38	94,188.38	94,188.38	94,188.38	0.00	0.00	0.00	Contribution received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds spent towards expansion at Rabbs Farm Primary School as part of the Primary Expansion Programme (Cabinet Member Decision 07/07/2015).



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			AS AT 31/12/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
EYL215/334	Pinkwell	43-44 Fairey Ave, Heyes 69055/APP/2014/37	14,118.00	14,118.00	14,118.00	0.00	0.00	0.00	Contribution received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds spent towards expansion at Pinkwell Primary School as part of the Primary Expansion Programme (Cabinet Member Decision 07/07/2015).
EYL216/335	West Ruislip	157-161 High Street, Ruislip 64711/APP/2011/214	2,176.00	0.00	0.00	0.00	2,176.00	0.00	Contribution received towards additional or improved educational facilities within a 3 mile radius of the site to accommodate the nursery, primary and secondary school child yield arising from the development. No time limits for spend. Funds earmarked towards Ruislip Gardens Primary School scheme, as part of the Council's Primary Expansion Programme. Subject to formal approval.
EYL217/336	Northwood	Land Adj to 27 Lees Ave, Northwood 69195/APP/2013/1310	25,593.00	0.00	0.00	0.00	25,593.00	0.00	Contribution received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL218/337	Northwood	37 Moor Park Road, Northwood 45811/APP/2013/3765	12,796.00	0.00	0.00	0.00	12,796.00	0.00	Contribution received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds earmarked towards Northwood School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL219/338A	Uxbridge South	37 St. John's Road, Uxbridge 15811/APP/2012/2444	47,714.00	0.00	0.00	0.00	47,714.00	0.00	Contribution received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL220/340	Uxbridge North	6 & 6a High Street, Uxbridge 1538/APP/2011/2003	9,133.00	0.00	0.00	0.00	9,133.00	0.00	Contribution received towards additional or improved educational facilities within a 3 mile radius of the site to accommodate the nursery and primary yield arising from the development. No time limits. Funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL221/341	Northwood	Plumtree Cottage, 89 Ducks Hill Road, Northwood 4730554/APP/2014/3276	2,265.00	0.00	0.00	0.00	2,265.00	0.00	Contribution received towards additional or improved educational facilities within a 3 mile radius of the site to accommodate the nursery and primary yield arising from the development. No time limits. Funds earmarked towards Northwood School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL222/342	Northwood	London School of Theology, Green Lane, Northwood 10112/APP/2013/1837	29,834.07	0.00	0.00	0.00	29,834.07	0.00	Contribution received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds earmarked towards Northwood School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
EYL/224/343	Harefield	Royal Quay, Coppermill Lock, Harefield 43159/APP/20131094	75,649.88	75,649.88	0.00	0.00	0.00	75,649.88	0.00	Funds received towards the costs of providing nursery, secondary and post 16 year old education or improvements or facilities in the authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvement and expansion of playground and external leisure spaces (see agreement for details). No time limit for spend. £46,389.88 earmarked towards Northwood School and £30,260 earmarked towards Clebe Primary School project as part of the Council's Primary and Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL/223/346A	Northwood	42-46 Ducks Hill Road, Northwood 49987/APP/2013/1451	128,490.42	128,490.42	0.00	0.00	0.00	128,490.42	0.00	Contribution received towards providing educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds earmarked towards Northwood School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL/225/347A	North Uxbridge	Honeycroft Day Centre, Honeycroft Hill, Uxbridge 6046/APP/2013/1834	44,835.90	44,835.90	0.00	0.00	0.00	44,835.90	0.00	Contribution received towards providing educational improvements or facilities in parts of the Authority's area south of the A40; to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details). Funds to be spent/committed within 7 years of receipt (May 2022). Funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL/226/351A	Northwood	103, 105 & 107 Ducks Hill Road, Northwood. 64345/APP/2014/1044	29,531.00	29,531.00	0.00	0.00	0.00	29,531.00	0.00	Contribution received towards providing education, educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds earmarked towards Northwood School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL/227/348C	Uxbridge North	Lancaster & Hermitage Centre, Lancaster Road, Uxbridge. 68764/APP/2011/2711	40,922.25	40,922.25	0.00	0.00	0.00	40,922.25	0.00	Contribution received towards providing education, educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL/228/352	Barnhill	Land lying south of Shakespeare Ave (Scout Hut), Hayes. 16910/APP/2012/2612 & 16910/APP/2014/2274	66,660.00	66,660.00	0.00	0.00	0.00	66,660.00	0.00	Contribution received towards providing education, educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds earmarked towards Abbotsfield School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.
EYL/229/353	West Ruislip	28 Withy Lane, Ruislip. 6885/APP/2014/987	5,081.00	5,081.00	0.00	0.00	0.00	5,081.00	0.00	Contribution received towards providing education, educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces (see agreement for details) No time limits for spend. Funds earmarked towards Northfield School as part of the Council's Secondary School Expansion Programme, subject to Cabinet Member approval.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
EYL230/283C	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge. 585/ APP/ 2009/2752	AS AT 31/12/15 2,545,734.13	AS AT 30/09/15 0.00	AS AT 31/12/15 0.00	AS AT 30/09/15 0.00	To 31/12/15 0.00	AS AT 31/12/15 2,545,734.13	AS AT 31/12/15 2,545,734.13	Contribution received as the first instalment towards providing education, educational improvements or facilities in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvements and expansion of playground and external leisure spaces. Contribution to be spent within 10 years of receipt (Oct 2015).
EYL231/356A	Yiewsley	Packet Boat House, Packet Boat Lane, Cowley 20545/APP/2012/2848	59,368.17	0.00	0.00	0.00	0.00	59,368.17	59,368.17	Contribution received to be used by the Council towards providing education; educational improvements or facilities, in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvement and expansion of playground and external leisure spaces (see agreement for details). No time limits for spend.
EYL232/357	Ickenham	66 Long Lane, Ickenham 20545/APP/2012/2848	20,041.43	0.00	0.00	0.00	0.00	20,041.43	20,041.43	Contribution received to be used by the Council towards providing education; educational improvements or facilities, in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvement and expansion of playground and external leisure spaces (see agreement for details). No time limits for spend.
EYL233/359A	Yiewsley	26-36 Horton Rd, Yiewsley 3507/APP/2013/2327	147,530.70	0.00	0.00	0.00	0.00	147,530.70	147,530.70	Contribution received to be used by the Council towards providing education; educational improvements or facilities, in the Authority's area to include new school facilities; improvements to existing school facilities to accommodate extra children; improvement and expansion of playground and external leisure spaces (see agreement for details). No time limits for spend.
		EDUCATION, YOUTH AND LEISURE SUB - TOTAL	15,050,774.29	12,264,708.74	8,167,988.46	8,167,988.46	0.00	6,882,765.83	2,798,861.55	
<b>PORTFOLIO: CENTRAL SERVICES</b>										
		CENTRAL SERVICES SUB - TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>PORTFOLIO: COMMUNITY, COMMERCE AND REGENERATION</b>										
PPR/47/26A (formerly PT/56/26A)	Botwell	Trident Site, Phase 3 Stockley Park - Hayes Hub/H50 & Botwell Common Road Zebra Crossing 37977/P/94/335	2,601,600.00	2,601,600.00	1,808,071.42	1,808,071.42	0.00	793,528.58	0.00	See Cabinet report 18 December 2003. Balance allocated to Hayes & Harlington Station Improvements and associated interchange initiatives. Protected on-hold due to design issues. Officers investigating alternative improvements to area around the station. No time limits. Funds earmarked towards improvements to the public transport interchange and public realm improvements as part of the Crossrail/Hayes Town Centre Scheme.
PPR/49/174C	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	350,000.00	350,000.00	300,400.00	300,400.00	0.00	49,600.00	3,677.00	Contribution towards the Local Labour Strategy, as defined in the agreement. No time limits. Second instalment £100,000 received 11/12/09, £200,000 allocated to the delivery of the Strategy as outlined in Allocation report. (Cabinet Member decision 27/10/10). Third instalment of £100,000 received towards same purpose 31/3/11. £14,000 spent towards accelerate 50% match funding to support long term unemployed into work. £88,000 allocated and £42,900 spent towards support for Economic Development post within LBH 12/13 (Cabinet Member Decision 19/3/13). Final instalment (£50,000) received towards the Labour Strategy. £44,100 spent towards Economic Development post 2013/14. Further £91,323 allocated towards the continuation of the Economic Development Officer Post. (Cabinet Member Decision 10/9/2014). Spend towards Economic Development Officer Post 2014/15.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PPR/49/174D	Heathrow Villages	Terminal 2, Heathrow Airport. 62360/APP/2006/2942	531,426.00	531,426.00	450,000.00	450,000.00	0.00	81,426.00	0.00	Funds received towards the Local Labour Strategy, as defined in the agreement. No time limits. A total of £450,000 due to be received under this agreement has been allocated towards the Heathrow Academy Programme (Cabinet Member decision 19/11/12). Total of £261,000 paid towards Academy Programme 2012/13. Further £270,246 received towards the Programme.
PPR/56/149G	Botwell	Former Hayes Goodyard site. 10057/APP/2005/2996&299	75,360.00	75,360.00	75,220.72	75,220.72	2,300.90	139.28	0.00	Funds received towards improvements to open space to the canal towpath opposite the site. Any remainder to be expended towards purchasing new equipment for the YMCA Youth Centre as necessitated as a result of the development. Funds not spent within 7 years (May 2016) to be returned. Funds allocated towards Western View canal side improvement scheme (Cabinet Member decision 22/7/2011). Scheme began on site Oct 2011 and now substantially complete. <b>Scheme complete.</b>
PPR/53/149H	Botwell	Former Hayes Goodyard site. 10057/APP/2005/2996&299	6,000.00	6,000.00	2,000.00	2,000.00	0.00	4,000.00	0.00	£2,000 received towards the maintenance and operation by the Council of the station approach cameras. Funds spent towards operation of station cameras 09/10. Further £4,000 received as 2nd & 3rd annual instalments.
PPR/56/198D	Uxbridge	Former Gas Works site (Kier Park), Cowley Mill Road, Uxbridge 3114/APP/2008/2497	12,205.22	12,205.22	0.00	0.00	0.00	12,205.22	12,205.22	Contribution towards the employment training initiatives promoted by the Council to encourage employment in the vicinity of the land. Funds to be spent within 7 years of receipt (Nov 2016).
PPR/57/238D	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	20,679.21	20,679.21	0.00	0.00	0.00	20,679.21	0.00	Contribution towards construction training initiatives within the Borough. Funds to be spent within 7 years of receipt (February 2016). Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/58/238C	Eastcote	Highgrove House, Eastcote Road, Ruislip. 10622/APP/2006/2294 & 10622/APP/2009/2504	9,667.50	9,667.50	0.00	0.00	0.00	9,667.50	0.00	Contribution received towards construction training and the provision of a work place co-ordinator within the Borough. No time limits. Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/60/209E	Yiewsley	Tesco, Trout Road Yiewsley. 60529/APP/2007/3744	37,186.49	37,186.49	0.00	0.00	0.00	37,186.49	37,186.49	Contribution received for the purposes of providing additional CCTV facilities and/or additional safety measures within the vicinity of the site. Funds to be spent within 5 years of receipt (March 2016). Further £2,186.49 received as indexation payment.
PPR/61/247	Townfield	Former Hayes Sports and Social Club, 143 Church Road, Hayes. 65797/APP/2010/1176	7,663.99	7,663.99	0.00	0.00	0.00	7,663.99	0.00	Contribution received towards the cost of providing construction training courses delivered by the provision of a construction work place co-ordinator within the Authority's Area. Funds to be spent within 10 years of receipt (June 2021). Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/62/231C	Ruislip	Former RAF West Ruislip (Ickenham Park), High Road, Ickenham. 38402/APP/2007/1072	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	75,000.00	Funds received towards the installation of 3 CCTV cameras and associated infrastructure within the vicinity of the development. Funds to be spent within 5 years of receipt (Nov 2015). Funds transferred from PT/118/231C. <b>Original scheme not viable. Time limit has now expired. Officers in negotiation with developer.</b>
PPR/63/248B	Uxbridge	97 Oxford Road, Highbridge Park, Uxbridge 3807/APP/2008/1418	21,794.51	21,794.51	12,600.00	12,600.00	0.00	9,194.51	0.00	Contribution received towards the purpose of providing construction training schemes for Hillingdon. Funds to be spent within 5 years of receipt (July 2016). Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13). £11,820 spent towards Construction Workplace Co-ordinator 2014/15.
PPR/64/262C	Charville	Former Hayes End Library, Uxbridge Road, Hayes. 9301/APP/2010/2231	9,360.44	9,360.44	0.00	0.00	0.00	9,360.44	0.00	Funds received towards the provision of construction training courses delivered by recognised providers and the provision of a construction work placement coordinator within Hillingdon. No time limits. Funds allocated towards the services of a Construction Workplace Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME AS AT 31/12/15	TOTAL INCOME AS AT 30/09/15	TOTAL EXPENDITURE AS AT 31/12/15	TOTAL EXPENDITURE AS AT 30/09/15	2015 / 2016 EXPENDITURE To 31/12/15	BALANCE OF FUNDS AS AT 31/12/15	BALANCE NOT SPENDABLE NOT ALLOCATED AS AT 31/12/15	COMMENTS (as at mid February 2016)
PPR/65/263C	South Ruislip	Former South Ruislip Library, Victoria Road, Ruislip (plot A). 67080/APP/2010/1419	9,782.64	9,782.64	0.00	0.00	0.00	9,782.64	0.00	Funds received towards the provision of construction training courses delivered by recognised providers and the provision of a construction work placement coordinator within Hillingdon. No time limits. Funds allocated towards the services of a Construction Workplaces Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/66/265B	Heathrow Villages	Former Longford House, 420 Bath Road, Longford (Premier Inn). 2985/APP/2009/680 & 2985/APP/2010/2988	39,826.13	39,826.13	0.00	0.00	0.00	39,826.13	0.00	Funds received towards the provision of construction training courses delivered by recognised providers and the provision of a construction work placement coordinator within Hillingdon. Funds to be spent within 5 years of receipt (Nov 2016). Funds allocated towards the services of a Construction Workplaces Co-ordinator within the Borough (Cabinet Member Decision 19/3/13).
PPR/67/265C	Heathrow Villages	Former Longford House, 420 Bath Road, Longford (Premier Inn). 2985/APP/2009/680 & 2985/APP/2010/2988	9,236.85	9,236.85	0.00	0.00	0.00	9,236.85	9,236.85	Contribution received to be used for the provision of approved training schemes in the hospitality & leisure industry (see legal agreement for details). Funds to be spent within 5 years of receipt (Nov 2016).
PPR/68/265D	Heathrow Villages	Former Longford House, 420 Bath Road, Longford (Premier Inn). 2985/APP/2009/680 & 2985/APP/2010/2988	53,289.47	53,289.47	0.00	0.00	0.00	53,289.47	53,289.47	Contribution to be used for public realm improvements within the vicinity of the site, in accordance with the Council's SPD. Funds to be spent within 5 years of receipt (Nov 2016).
PPR/69/276D	Townfield	Fmr Hayes FC, Church Road, Hayes 4327/APP/2009/2737	54,107.14	54,107.14	0.00	0.00	0.00	54,107.14	37,433.86	First instalment (£21,111.11) towards improvements to local community facilities within the Authority's area. Funds to be spent within 7 years of receipt (July 2019). £16,322 received as second instalment towards the same purpose (spend July 2020). Final instalment £16,673.28 received this quarter (spend by February 2022). Earmarked towards phase 2 of Townfield community centre.
PPR/70/267C	Botwell	Fmr Ram PH, Dawley Rd, Hayes 22769/APP/2010/1239	10,000.00	10,000.00	3,742.97	3,742.97	0.00	6,257.03	6,257.03	Funds to be used for the purpose of improving community facilities in the vicinity of the development. No time limits for spend. Funds allocated towards upgrading cinema equipment at The Beck Theatre (Cabinet Member Decision 28/08/2014). Scheme complete, contribution not required, funds to be reallocated.
PPR/71/277C	Heathrow Villages	The Portal, Soyla Rd, Heathrow Airport. 50270/APP/2011/1422	20,579.41	20,579.41	0.00	0.00	0.00	20,579.41	20,579.41	Contribution received towards public realm improvements in the vicinity of the development including, CCTV, footpath safety, safer town centres, public transport interchange facilities (see agreement for details). Further contribution received towards the same purpose. No time limits for spend.
PPR/72/277D	Heathrow Villages	The Portal, Soyla Rd, Heathrow Airport. 50270/APP/2011/1422	51,609.49	51,609.49	0.00	0.00	0.00	51,609.49	51,609.49	Contribution received towards training persons within the locality of the development for jobs of a nature to be carried out within the development. Further contribution received towards the same purpose. No time limits for spend.
PPR/75/291A	West Drayton	Fmr Swan PH, Swan Road, West Drayton. 68248/APP/2011/3013	13,699.22	13,699.22	0.00	0.00	0.00	13,699.22	13,699.22	Contribution to be used towards construction training courses delivered by recognised providers and the provision of a work place co-ordinator within the authority's area. No time limits.
PPR/76/282C	West Ruislip	Lyon Court 28-30 Pembroke Road, Ruislip. 66895/APP/2011/3049	47,950.86	47,950.86	0.00	0.00	0.00	47,950.86	47,950.86	Contribution to be used towards construction training courses delivered by recognised providers and the provision of a work place co-ordinator within the authority's area. Funds to be spent within 5 years of completion of the development (estimated to be 2019).
PPR/77/282D	West Ruislip	Lyon Court, 28-30 Pembroke Road, Ruislip. 66895/APP/2011/3049	25,330.03	25,330.03	0.00	0.00	0.00	25,330.03	25,330.03	Contribution received towards the provision of CCTV, lighting, safety improvements to public transport facilities and car parks or safer town centres (see agreement for details). Funds to be spent within 5 years of completion of the development (estimated to be 2019).
PPR/78/198F	Uxbridge	Fmr Gasworks Site, Cowley Mill Road (Kier Park), Uxbridge. 3114/AP/2012/2881	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	Contribution received towards employment and training initiatives promoted by the Council in association with Uxbridge College or any other approved provider. Funds to be spent within 7 years of receipt (March 2020).
PPR/79/299E	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	16,353.04	16,353.04	0.00	0.00	0.00	16,353.04	16,353.04	Contribution received towards construction training courses delivered by recognised providers and the provision of a construction work place co-ordinator for Hillingdon Residents. No time limits for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PPR/80/297B	Heathrow Villages	Fmr Technician Site, 276 Bath Rd, Sipson. 35293/APP/2009/1938	46,055.55	46,055.55	0.00	0.00	0.00	46,055.55	46,055.55	Funds received towards public realm improvement works to be delivered within the vicinity of the land. Funds to be spent within 7 years of receipt (May 2020).
PPR/81/81/297C	Heathrow Villages	Fmr Technician Site, 271 Bath Rd, Sipson. 35293/APP/1938	16,695.14	16,695.14	0.00	0.00	0.00	16,695.14	16,695.14	Contribution received towards the provision of training in the hospitality and leisure industry (see agreement for further details). Funds to be spent within 7 years of receipt (May 2020).
PPR/82/301B	Northwood	37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766	22,192.63	22,192.63	0.00	0.00	0.00	22,192.63	22,192.63	Contribution received towards public realm improvements in the vicinity of the development including CCTV, footpath safety, safer town centres, public transport interchange facilities in the locality of the site (see agreement for details). Funds to be spent within 5 years of receipt (July 2019)
PPR/83/301D	Northwood	37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766	19,669.95	19,669.95	0.00	0.00	0.00	19,669.95	19,669.95	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. Funds to be spent within 5 years of receipt (July 2018).
PPR/87/303C	Botwell	70 Wood End Green Rd, Hayes 5791/APP/2012/408	7,731.96	7,731.96	0.00	0.00	0.00	7,731.96	7,731.96	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's Area. No time limits.
PPR/85/308B	Hillingdon East	Fmr Knights of Hillingdon, Uxbridge 15407/APP/2009/1838	7,875.62	7,875.62	0.00	0.00	0.00	7,875.62	7,875.62	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. No time limits.
PPR/86/308B	Uxbridge South	Former Dagenham Motors, Junction St Johns Rd & Cowley Mill Rd 188/APP/2008/3309	17,190.00	17,190.00	0.00	0.00	0.00	17,190.00	17,190.00	Contribution received towards the cost of providing construction training schemes in the Borough. Funds to be spent within 7 years of receipt (Oct 2020)
PPR/88/325A	West Drayton	Stockley Close Units 1623 & 1685 51458/APP/2013/2973	20,713.00	20,713.00	0.00	0.00	0.00	20,713.00	20,713.00	Funds received as the "construction training scheme shortfall costs" & the "co-ordinator costs" towards construction training courses delivered by recognised providers and provision of a construction work place co-ordinator within the Authority's Area. Funds to be spent within 5 years of receipt (April 2019).
PPR/89/328B	Townfield	Land at Pronto Industrial Estate, 565-591 Uxbridge Road, Hayes 4404/APP/2013/1650 4404/APP/2008/3558	35,813.52	35,813.52	0.00	0.00	0.00	35,813.52	35,813.52	Contribution received towards the costs of providing construction training schemes within the London Borough of Hillingdon. Funds to be spent within 10 years of receipt (July 2024).
PPR/90/331B	Cavendish	216 Field End Road, Eastcote. 6331/APP/2010/2411	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	Contribution received towards the costs of providing construction training schemes within the London Borough of Hillingdon. No time limit for spend.
PPR/91/331C	Cavendish	216 Field End Road, Eastcote. 6331/APP/2010/2411	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	Contribution to be used by the Council towards community facilities in the Authority's area. No time limit for spend.
PPR/92/333B	Yiewsley	39 High Road, Yiewsley 24485/APP/2013/138	22,543.13	22,543.13	0.00	0.00	0.00	22,543.13	22,543.13	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. No time limits.
PPR/93/333C	Yiewsley	39 High Road, Yiewsley 24485/APP/2013/138	25,010.10	25,010.10	0.00	0.00	0.00	25,010.10	25,010.10	Contribution received as the "public realm contribution" towards the provision of CCTV, lighting, closure/gating of paths and links, safety improvements to public transport interchanges, facilities, and car parks, enhanced night bus networks to and from major new facilities and leisure uses within the authority's area. No time limits for spend.
PPR/95/343B	Harefield	Royal Quay, Coppermill Lock, Harefield 43159/APP/2013/1094	17,700.00	17,700.00	17,700.00	17,700.00	0.00	0.00	0.00	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. No time limits. <b>Contribution returned, paid in error.</b>
PPR/94/346B	Northwood	42-46 Ducks Hill Road, Northwood 49987/APP/2013/1451	8,026.42	8,026.42	0.00	0.00	0.00	8,026.42	8,026.42	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator serving the locality of the development. No time limits.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
PPR/96/347B	North Uxbridge	Honeycroft Day Centre, Honeycroft Hill, Uxbridge 6046/APP/2013/1834	24,335.69	24,335.69	0.00	0.00	0.00	24,335.69	24,335.69	Contribution received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent/committed within 7 years of receipt (May 2022).
PPR/97/314C	Pinkwell	Hyde Park Hayes, Dawley Road, Hayes (HPH4 & 5) 40652/APP/2012/2030	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend.
PPR/99/344C	South Uxbridge	Building 63, Phase 500, Riverside Way, Uxbridge 56662/APP/2014/170	4,800.00	4,800.00	0.00	0.00	0.00	4,800.00	4,800.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend.
PPR/100/351B	Northwood	103, 105 & 107 Ducks Hill Rd, Northwood	10,959.04	10,959.04	0.00	0.00	0.00	10,959.04	10,959.04	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend.
PPR/101/348D	Uxbridge North	Lancaster & Hermitage Centre, Lancaster Road, Uxbridge. 68164/APP/2011/2711	3,331.89	3,331.89	0.00	0.00	0.00	3,331.89	3,331.89	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limits for spend.
PPR/102/354A	Botwell	Land on west Side of Dawley Road, Hayes. 38065/APP/2014/2143	9,644.70	9,644.70	0.00	0.00	0.00	9,644.70	9,644.70	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. Funds to be spent within 7 years of receipt (Sept 2022)
PPR/103/356B	Yiewsley	Packet Boat House, Packet Boat Lane, Cowley 20545/APP/2012/2848	31,792.72	0.00	0.00	0.00	0.00	31,792.72	31,792.72	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
PPR/104/355B	Botwell	Form EMI Site, Dawley Rd, Hayes 8294/APP/2015/1406	82,800.00	0.00	0.00	0.00	0.00	82,800.00	82,800.00	Contribution received towards investment in local energy efficiency and carbon reduction measures within the Authority's area. Spend within 7 years of receipt (Nov 2022).
PPR/105/355C	Botwell	Form EMI Site, Dawley Rd, Hayes 8294/APP/2015/1406	9,600.00	0.00	0.00	0.00	0.00	9,600.00	9,600.00	Funds received towards the provision of a construction work place co-ordinator. Funds to be spent within 7 years of receipt (Nov 2022).
PPR/106/360A	Heathrow Villages	Fmr Unitair Centre, Great South West Rd, Feltham, 49559/APP/2014/334	9,984.00	0.00	0.00	0.00	0.00	9,984.00	9,984.00	Funds received towards the cost of providing construction training courses delivered by recognised providers and/or the provision of a construction work place co-ordinator within the Authority's area. No time limit for spend.
		<b>COMMUNITY, COMMERCE &amp; REGENERATION SUB - TOTAL</b>	<b>4,599,172.70</b>	<b>4,464,995.98</b>	<b>2,669,735.11</b>	<b>2,669,735.11</b>	<b>20,000.90</b>	<b>1,929,437.59</b>	<b>881,573.03</b>	
<b>PORTFOLIO: COMMUNITY, COMMERCE AND REGENERATION</b>										
CSL/6/189A	Ruislip	30 Kings End, Ruislip. 46299/APP/2006/2165	7,674.48	7,674.48	0.00	0.00	0.00	7,674.48	0.00	Towards the provision of community facilities in the immediate vicinity of the land. No time limits. Earmarked towards Manor Farm Library. Subject to formal allocation of funding.
CSL/9/199A	Ruislip	41, Kingsend, Ruislip. 2792/APP/2006/3451	9,338.43	9,338.43	0.00	0.00	0.00	9,338.43	0.00	Funds received towards the provision of community facilities in the Borough. No time constraints. Earmarked towards Manor Farm Library. Subject to formal allocation of funding.
CSL/10/200B	Manor	Former Ruislip Manor Library, Victoria Road, Ruislip. 14539/APP/2006/2102	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	0.00	Funds received towards improvements to nearby by community facilities. Earmarked towards Ruislip Manor Library and Community Resources Centre. Subject to formal allocation of funding.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
CSL/11/205B	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	277,131.54	277,131.54	276,881.40	276,881.40	0.00	250.14	0.00	Contribution towards the provision of leisure, youth and/or cultural services within Eastcote and East Ruislip ward boundary. Funds to be spent by September 2014. £265k from this contribution has been allocated towards Highgrove pool improvement programme (Cabinet Member approval received 1/09/2011). Scheme completed 2013. Remaining balance allocated towards the upgrade of the Music studio at Ruislip Youth Centre (Cabinet Member Decision 09/07/2014).
CSL/13/215A	Ruislip	5 - 11, Reservoir Road, Ruislip 61134/APP/2006/260	13,338.00	13,338.00	0.00	0.00	0.00	13,338.00	13,338.00	Contribution received towards the provision of community facilities in the locality. No time limits on spend. earmarked towards the provision of a new community facility at the former RAF Eastcote, Lime Grove. Subject to formal allocation.
CSL/13/219A	Yeading	Rear of Sneye Court, Perth Avenue, Hayes. 65336/APP/2010/883	414.00	414.00	0.00	0.00	0.00	414.00	0.00	Funds received towards the provision or improvement to library facilities and/or library books within the Borough. No time limits. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/15).</b>
CSL/14/220	Townfield	Trescott House, Hayes. 36261/APP/2010/215	1,599.00	1,599.00	0.00	0.00	0.00	1,599.00	1,599.00	Funds received towards additional or improved library facilities in the vicinity of the site. No time limits.
CSL/15/231D	Ruislip	Former RAF Ruislip (Ickenham Park), High Road, Ickenham 38402/APP/2007/1072	289,750.00	289,750.00	166,516.50	0.00	166,516.50	103,233.50	0.00	Funds received towards the construction of a new facility or the extension of an existing facility to provide for improvement of leisure, elderly, youth and/or cultural services within the locality of the land. Funds to be spent by November 2015. <b>Funds allocated towards improvements to the Compass Theatre (Cabinet Member Decision 23/09/15), scheme continuing on site, awaiting invoices.</b>
CSL/17/238A	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	31,645.25	31,645.25	0.00	0.00	0.00	31,645.25	31,645.25	Funds received as 50% of the community facilities contribution towards community facilities schemes or measures within the Borough. Funds to be spent by February 2018. Further £16,135.84 received as remaining 50% of community facilities contribution. Funds earmarked towards the provision of a new community facility at the former RAF Eastcote, Lime Grove. Subject to formal allocation.
CSL/18/238B	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	3,268.46	3,268.46	0.00	0.00	0.00	3,268.46	3,268.46	Funds received towards the provision of library facilities and/or library books within the Borough. Funds to be spent by February 2018.
CSL/21/209F	Yiewsley	Tesco, Trout Road, Yiewsley, 60929/APP/2007/3744	66,988.81	66,988.81	15,935.07	0.00	15,935.07	51,053.74	0.00	Contribution received for the purposes of improving existing community facilities within the Yiewsley area. Funds to be spent by March 2016. Further £3,938.81 received as index linking payment. £38,125 allocated towards improvements to Yiewsley & West Drayton Community Centre (Cabinet Member Decision 24/08/15). <b>Remaining £28,863 allocated towards the scheme, (Cabinet Member Approval 19/02/2016).</b>
CSL/22/241B	Ruislip	28 & 29a, Kingsend, Ruislip. 5740/APP/2008/1214	3,250.00	3,250.00	0.00	0.00	0.00	3,250.00	3,250.00	Funds received towards the expansion of local community facilities in the area of the development. Funds to be spent within 5 years of receipt (April 2016).
CSL/24/244A	Townfield	505 to 509, Uxbridge Road, Hayes. 9912/APP/2009/1907	2,150.96	2,150.96	0.00	0.00	0.00	2,150.96	2,150.96	Funds received towards the provision of or improvement to library facilities and/or library books within LBH. Funds to be spent by June 2018.
CSL/25/249A	Townfield	Fmr Glenister Hall, Minet Drive, Hayes. 40169/APP/2011/243	4,167.60	4,167.60	0.00	0.00	0.00	4,167.60	4,167.60	Funds received towards the provision of or improvement to library facilities and/or library books within LBH. No time limits.
CSL/26/249B	Townfield	Fmr Glenister Hall, Minet Drive, Hayes. 40169/APP/2011/243	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received towards the provision of necessary capacity enhancements at the Townfield Community Centre. No time limit for spend.
CSL/27/210D	Botwell	Hayes Stadium, Judge Heath Lane, Hayes. 49996/APP/2006/3561	13,813.07	13,813.07	12,664.00	0.00	0.00	1,149.07	1,149.07	Contribution received towards the provision of library facilities in the borough of Hillingdon. Funds to be spent within 5 years of receipt (Sept 2016). Further £1,328.07 received as index linking payment. £12,664 from this contribution allocated to scheme to provide air conditioning to meeting rooms at Botwell Library. (Cabinet Member Decision 16/8/13).
CSL/28/262A	Charville	Former Hayes End Library, Uxbridge Road, Hayes. 9301/APP/2010/2231	555.53	555.53	0.00	0.00	0.00	555.53	0.00	Contribution received towards the provision of or improvement to library facilities and/or library books in Hillingdon. No time limits. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>



CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
CSL/29/263A	South Ruislip	Former South Ruislip Library, Victoria Road, Ruislip (plot A). 67080/APP/2010/1419	356.03	356.03	0.00	0.00	0.00	356.03	0.00	Contribution received towards the provision of or improvement to library facilities and/or library books in Hillingdon. No time limits. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/30/267A	Botwell	Fmr Ram PH, Dawley Rd, Hayes 22769/APP/2010/1239	644.23	644.23	0.00	0.00	0.00	644.23	0.00	Contribution received towards the provision of library facilities in the borough of Hillingdon. No time limits. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/31/276B	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	10,771.94	10,771.94	0.00	0.00	10,771.94	10,771.94	0.00	Contribution received towards the provision of library books and/or library books within the Authority's area. Funds to be spent by July 2019
CSL/32/278A	Botwell	6-12 Claydon Road, Hayes 62528/APP/2009/2502	528.08	528.08	0.00	0.00	0.00	528.08	0.00	Contribution received towards the provision of or improvement of library facilities and/or library books within the Authority's area. No time limits for spend. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/33/284B	Yiewsley	Former Honeywell site, Trout Road, West Drayton (live/work units). 335/APP/2010/1615	529.85	529.85	0.00	0.00	0.00	529.85	0.00	Contribution towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/34/291B	West Drayton	Fmr Swan PH, Swan Road, West Drayton. 68248/APP/2011/3013	575.00	575.00	0.00	0.00	0.00	575.00	0.00	Contribution received towards the provision of library facilities and/or library books within the authority's area. No time limits for spend. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/35/282E	West Ruislip	Lyon Court, 28-30 Pembroke Road, Ruislip. 66895/APP/2011/3049	2,263.48	2,263.48	0.00	0.00	0.00	2,263.48	0.00	Contribution received towards the provision of library facilities and/or library books within the authority's area. Funds to be spent within 5 years of completion of the development (estimated to be 2019). <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/36/299B	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	955.56	955.56	0.00	0.00	0.00	955.56	0.00	Contribution towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/37/299C	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre), Ruislip. 66033/APP/2009/1060	11,028.95	11,028.95	11,028.95	11,028.95	0.00	0.00	0.00	Contribution received towards the provision of or improvement of community facilities within the Authority's area. No time limit for spend. Funds spent as part of end of year financing towards a scheme to provide an extension to Eastcote Bowls Club. (Cabinet Member Approval 07/07/2015).
CSL/38/301C	Northwood	37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766	1,375.61	1,375.61	0.00	0.00	0.00	1,375.61	0.00	Contribution received towards the provision of library facilities and/or library books serving the locality of the development. Funds to be spent within 5 year of receipt (July 2019).
CSL/39/303D	Botwell	70 Wood End Green Rd, Hayes 5791/APP/2012/408	1,459.67	1,459.67	0.00	0.00	0.00	1,459.67	1,459.67	Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).
CSL/40/304B	Yeading	Fmr Tasman House, 111 Maple Road, Hayes 36097/APP/2012/3168	684.48	684.48	0.00	0.00	0.00	684.48	0.00	Contribution towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/41/306C	Hillingdon East	Fmr Knights of Hillingdon, Uxbridge 15407/APP/2009/1838	493.40	493.40	0.00	0.00	0.00	493.40	0.00	Contribution received towards the provision of library books within the authority's area. No time limits. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/43/313	South Ruislip	Queenswalk Resource Centre, Queens Walk, Ruislip 12059/APP/2012/2570	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received as a contribution towards sports and leisure facilities at Deansfield Primary School. Funds to be used towards sports items such as goal posts, rounders equipment, training kit and other sporting equipment (see agreement for details). No time limit for spend.
CSL/44/242F	West Drayton	Drayton Garden Village (fmr NATS site), Porters Way, West Drayton 5107/APP/2009/2348	34,000.00	34,000.00	0.00	0.00	0.00	34,000.00	34,000.00	Contribution received towards the provision of or improvement to library facilities and/or library books in Hillingdon. No time limits
CSL/45/319B	Northwood Hills	117 Pinner Rd, Northwood 12055/APP/2006/2510	2,580.63	2,580.63	0.00	0.00	0.00	2,580.63	2,580.63	Contribution received towards the provision of or improvement to library facilities and/or library books in Hillingdon. No time limits
CSL/46/321B	Charville	The Grange, Pine Place, Hayes 51065/APP/2009/546	392.00	392.00	0.00	0.00	0.00	392.00	0.00	Contribution received towards the provision of or improvement to library facilities and/or library books in Hillingdon. No time limits. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
CSL/48/323E	Cavendish	150 Field End Road (Initial House), Eastcote, Pinner 25760/APP/2013/3632	1,500.73	1,500.73	0.00	0.00	0.00	1,500.73	0.00	Contribution received towards the provision of or improvements to library facilities and/or books within the Authority's Area. No time limits. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/49/329C	Townfield	Land at Pronto Industrial Estate, 565-591 Uxbridge Road, Hayes 4404/APP/2013/1650 4404/APP/2008/3558	1,764.67	1,764.67	0.00	0.00	0.00	1,764.67	1,764.67	Contribution towards the cost of providing library facilities and other associated initiatives within the London Borough of Hillingdon. Funds to be spent within 10 years of receipt (July 2024).
CSL/50/329D	Townfield	Land at Pronto Industrial Estate, 565-591 Uxbridge Road, Hayes 4404/APP/2013/1650 4404/APP/2008/3558	11,875.30	11,875.30	11,875.30	11,875.30	0.00	0.00	0.00	Contribution received towards community facilities to be provided within the London Borough of Hillingdon. Funds to be spent within 10 years of receipt (July 2024). Funds spent as part of end of year financing towards Hayes End Library redevelopment scheme to provide a new improved library. (Cabinet Member Decision 07/07/2015)
CSL/51/331D	Cavendish	216 Field End Road, Eastcote 6331/APP/2010/2411	458.62	458.62	0.00	0.00	0.00	458.62	0.00	Contribution to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend. <b>Allocated towards eBooks scheme (Cabinet Member Decision 22/12/2015).</b>
CSL/52/333D	Yiewsley	39 High Street, Yiewsley 24485/APP/2013/138	1,321.00	1,321.00	0.00	0.00	0.00	1,321.00	1,321.00	Contribution to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/54/343C	Harefield	Royal Quay, Coppermill Lock, Harefield 43159/APP/2013/1094	1,846.79	1,846.79	0.00	0.00	0.00	1,846.79	1,846.79	Contribution to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/53/346C	Northwood	42-46 Ducks Hill Road, Northwood 49887/APP/2013/1451	1,355.94	1,355.94	0.00	0.00	0.00	1,355.94	1,355.94	Contribution to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/55/347C	North Uxbridge	Honeycroft Day Centre, Honeycroft Hill, Uxbridge 6046/APP/2013/1834	1,291.11	1,291.11	0.00	0.00	0.00	1,291.11	1,291.11	Contribution to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/56/351C	Northwood	103, 105 & 107 Ducks Hill Rd, Northwood	659.51	659.51	0.00	0.00	0.00	659.51	659.51	Contribution to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/57/348E	Uxbridge North	Lancaster & Hermitage Centre, Lancaster Road, Uxbridge. 68164/APP/2011/2711	805.36	805.36	0.00	0.00	0.00	805.36	805.36	Contribution to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/59/283E	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge. 565/APP/2009/2762	21,122.11	0.00	0.00	0.00	0.00	21,122.11	21,122.11	Contribution received as the first instalment to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. Funds to be spent within 10 years of receipt (Oct 2025).
CSL/61/356D	Yiewsley	Packet Boat House, Packet Boat Lane, Cowley 20545/APP/2012/2848	1,591.97	0.00	0.00	0.00	0.00	1,591.97	1,591.97	Contribution to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. No time limits for spend.
CSL/62/356C	Yiewsley	26-36 Horton Rd, Yiewsley 3507/APP/2013/2327	2,694.68	0.00	0.00	0.00	0.00	2,694.68	2,694.68	Contribution to be used by the Council towards the provision of or improvement to library facilities and/or library books within the Authority's area. Spend within 7 years of receipt (Jan 2023)
		COMMUNITY, COMMERCE AND REGENERATION SUB - TOTAL	857,211.83	831,803.07	494,901.22	312,449.65	182,451.57	362,310.61	143,833.72	
		COMMUNITY, COMMERCE AND REGENERATION - TOTAL	5,456,384.53	5,298,799.05	3,164,636.33	2,982,184.76	202,452.47	2,291,748.20	1,025,406.75	
		PORTFOLIO: FINANCE PROPERTY & BUSINESS SERVICES								

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
E/02/18	West Drayton	Old Mill House, Thomey Mill Road, West Drayton 41706C/91/1904	59,556.42	59,556.42	52,577.45	52,577.45	0.00	6,978.97	0.00	Revenue cost (12K) spent. The balance is required for the establishment and management of a nature reserve on nearby land. Works identified and now awaiting quotations from contractors. Officers have liaised with London Wildlife Trust and contractors with regards to phasing of the works (access and conservation improvements) required to improve the nature reserve. Works have now been scheduled by the area officer. Spend towards tree and footpath works. Further spend towards maintenance works. There are no time constraints upon the expenditure of the funds.
E/17/28D (see: PT/66 & PPR/18 )	Botwell	Trident Site, Phase 3, Stockley Park - Lake Farm & Botwell Green Play Area 37977/P94/335	1,323,400.00	1,323,400.00	1,323,370.96	1,323,370.96	1,699.63	29.04	0.00	Balance for Lake Farm. Friends of Lake Farm now agreed scope of works. Engineering Consultancy have been commissioned to commence works to enhancing slope of BMX track. Botwell Green Play area complete. See Cabinet report 18 December 2003. Planning permission for skate park granted. No time limits for spend. Skate Park project completed July 2013. Balance towards seating. Scheme complete.
E/26/93 (Formerly PT/33)	Heathrow Villages	H.S.A.Land, Bath Road 41687/S/98/16	12,396.46	12,396.46	9,812.37	9,812.37	-1,282.75	2,584.09	0.00	Available for Environmental Improvements in Bath Rd area. Balance allocated to improvements scheme at Berkeley Meadows also using funds at E/10/85. See update at E/10/85. Interest accrued. No time constraints. Spend towards tree planting. <b>Improvements ongoing.</b>
E/26/71 (Formerly PT/40)	Botwell	Land at Hendrick Lovell, S.W of Dawley Road, Hayes 43554/C/92/787	12,692.00	12,692.00	267.81	267.81	0.00	12,424.19	0.00	Landscaping works (12.69K). Limited to specific area of land. Delays caused by land being in Stockley Park Consortium ownership. Green Spaces team is looking into the potential for a scheme within the parameters of the legal agreement. Site overgrown preventing planting trees in preferred location. The trees officer has suggested two locations on the site where they could be planted instead. Officers currently considering feasibility. No time constraints.
E/32/01 (Formerly PT/43/01)	Townfield	Sainsbury Minet Site - Grapes Junction / 40601/H/91/1970	1,008,500.00	1,008,500.00	1,008,186.10	1,005,951.10	2,235.00	313.90	0.00	The balance has been included in s 106 dated 10 May 2004 for Lombardy Retail Park, Coldharbour Lane for the Council to use the funds for the following specified improvements: (see agreement for details). Sainsbury has given approval for a scheme in Lombardy Park. Playground, lighting and footpath works completed 2011. Unspent funds to be repaid January 2011. <b>Remaining balance diminishes to be spent towards Lombardy playground.</b>
E/36/153B	Heathrow Villages	Polar Park, Bath Road, Harmondsworth 2964/APP/2002/1436 & 1437	10,000.00	10,000.00	7,764.09	7,764.09	0.00	2,235.91	0.00	Funds received towards Air Quality initiatives within the vicinity of the site. No time constraints. Funds allocated towards two monitoring stations in vicinity of the site. (Cabinet Member Decision 22/6/2010). £7,764.09 spent towards air quality monitoring.
E/42/140J	Pinkwell	MOD Records Office Stockley Road/Bourne Avenue, Hayes 18399/APP/2004/2284	104,308.09	104,308.09	104,120.23	104,120.23	0.00	187.86	0.00	To be applied towards the provision and maintenance of open space and recreational facilities within the area of the site. £25,000 allocated to Bourne Park Playing Fields. Balance allocated to Pinkwell Park (Cabinet Member Decision 6/8/09). Drainage works to the Bourne Park Playing Fields are now complete. Funds not spent including interest within 7 years of receipt (January 2014) are to be repaid. Path works completed March 2013. New playground equipment installed and scheme now complete.
E/47/177B	Manor	41.55, Windmill Hill, Buislip planning ref:46283/APP/2006/2353	38,258.39	38,258.39	32,124.97	32,124.97	0.00	6,133.42	0.00	Funds received towards open green space and recreational open space within a 3 mile radius of the land. This sum includes approximately £8k for bins and benches and £30k for children's play space. Funds not spent within 5 years of receipt (24 December 2012) are to be refunded. Officers currently drawing up a programme of works for Warrander Park. Funds allocated towards a scheme of improvements at Warrander Park (Cabinet Member Decision 3/9/2010). Works complete Dec 12. Accounting adjustment made, scheme to be closed.
E/49/179B	Botwell	555-559 & r/o 51-553 Uxbridge Road, Hayes planning ref. 41390/APP/2006/7346	33,912.00	33,912.00	17,755.00	17,755.00	0.00	16,157.00	0.00	Funds received towards improvement to the open space facilities at Roseate Park adjoining the land. No time limits. Spend towards improvements to Park Pavilion.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015/2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
E/51/186C	Yiewsley	92-104, High St., Yiewsley 59189/APP/2005/3476	60,616.20	60,616.20	60,616.20	60,616.20	22,554.99	0.00	0.00	Funds received towards open space improvements at Yiewsley Recreation Ground. Funds unspent at 20/04/2015 to be returned. Spend towards footpath works completed Dec 09. Remaining funds to be spent towards play builder scheme. Completed June 2010. Remaining balance allocated towards the installation of a skate board park at Yiewsley Recreation Ground. (Cabinet Member Decision 24/03/2015). Scheme complete.
E/53/192B	Uxbridge	126/127, Waterloo Road Uxbridge 2325/APP/2006/3452	20,913.64	20,913.64	11,271.70	11,271.70	0.00	9,641.94	0.00	Funds received towards provision of public open space in the locality of the site. Officers looking at a programme of improvements to Rockingham Recreation Ground. No time limits. Funds to be spent towards playbuilder scheme, due to commence spring 2010. Playbuilder scheme completed August 2010. Awaiting invoices.
E/54/194D	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18732/APP/2006/1217	44,509.05	44,509.05	41,536.22	41,536.22	0.00	2,972.83	0.00	Funds received towards the provision of open space facilities within the Borough of Hillingdon. No time limits. Funds allocated to Hillingdon Court Park (reconstruction of the bowling green). Cabinet Member decision 20/7/09. Scheme completed October 09. Remaining balance to be reallocated.
E/59/155F	West Drayton	Former RAF - Porters Way, West Drayton 5107/APP/2005/2082	20,000.00	20,000.00	9,291.00	9,291.00	0.00	10,709.00	0.00	Funds received towards the maintenance of play facilities at Stockley Recreation Ground (Mulberry Parade). Funds to be spent by Dec 2012. £10,415 allocated towards costs incurred in maintaining the playground (Cabinet Member Decision 7/11/2012). Developer has agreed that the remaining balance can be retained and spent towards the continued maintenance of the play equipment (letter received June 2015).
E/62/231E	Ruislip	Former RAF Ruislip (Ickenham park), High Road, Ickenham 38402/APP/2007/1072	146,879.75	146,879.75	30,383.12	30,383.12	0.00	116,496.63	0.00	Funds received as a committed sum towards the maintenance of the playing fields as part of the scheme for a period of 10 years. Spend subject to conditions as stipulated in the legal agreement. £44,063 allocated towards the annual cost of maintaining the playing fields provided at Ickenham Park development (Cabinet Member Decision 7/11/2012). £15,191.56 Spend towards maintenance costs 2012/13. Maintenance costs claimed 2014/15.
E/65/237C	Eastcote	Bishop Ramsey School (lower site), Eascode Road, Ruislip. 19731/APP/2006/1442	80,431.31	80,431.31	0.00	0.00	0.00	80,431.31	0.00	Contribution received towards the off site provision of formal recreational open space in the vicinity of the site. Funds to be spent by February 2016. <b>Contribution allocated towards improvements at Churchfield Gardens. (Cabinet Member Decision 18/12/2015). Scheme on site.</b>
E/66/239D	Eascode	Highgrove House, Eascode Road, Ruislip. 10622/APP/2006/2294 & 10622/APP/2009/2504	10,000.00	10,000.00	7,214.17	7,214.17	536.00	2,785.83	0.00	Contribution received towards the cost of enhancement and/or nature conservation works at Highgrove Woods. No time limits. Funds allocated towards conservation works at Highgrove Woods Nature Reserve (Cabinet Member Decision 16/3/12). Works on going.
E/67/209H	Yiewsley	Tesco, Trout Road, Yiewsley. 60929/APP/2007/3744	35,742.27	35,742.27	35,742.27	35,742.27	35,742.27	0.00	0.00	Contribution received for the purposes of expanding the existing facilities at Yiewsley Recreation Ground. Funds to be spent by March 2016. Further £2,101.57 received as indexation payment. Contribution allocated towards the installation of a skate board park at Yiewsley Recreation Ground. (Cabinet Member Decision 24/03/2015). Scheme complete.
E/69/246B	Botwell	561 & 563 Uxbridge Road, Hayes. 63060/APP/2007/1385	20,175.83	20,175.83	0.00	0.00	0.00	20,175.83	0.00	Contribution received towards the cost of improving Rosedale Park which adjoins the land. No time limit on spend.
E/71/250	South Ruislip	Land adjacent to Downe Barns Farm, West End Road, West End Road, Northolt. 2292/APP/2006/2475	30,000.00	30,000.00	15,000.00	15,000.00	0.00	15,000.00	15,000.00	Funds received as maintenance instalments to assist with the management of Ten Acres Wood Nature Reserve including, staffing, tree & river Maintenance and volunteers' tools & equipment. Funds to be spent within 11 years of receipt (August 2021). £15,000 allocated towards ongoing management works at the reserve (Cabinet Member Decision 7/11/2012). Spend towards stock fencing and ditch restoration at the reserve. £5,000 spent towards access improvements at the reserve.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015/2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
E/73/265E	Heathrow Villages	Former Longford House, 420 Bath Road, Longford (Premier Inn). 2985/APP/2009/680 & 2985/APP/2010/2988	26,644.74	26,644.74	26,644.74	26,644.74	13,935.56	0.00	0.00	Funds received for the monitoring and implementation of air quality management measures on the land on or in the vicinity of the development. Funds to be spent within 5 years of receipt (Nov 2016). Funds allocated towards the Borough Air Quality Monitoring Programme (Cabinet Member Decision 09/07/2014). Spend towards operation of air quality monitoring stations in the borough.
E/74/271	Townfield	Fmr Airlink House, Land to the north of Pump Lane, Hayes. 5505/APP/2010/2455	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	0.00	0.00	Funds received towards initiatives to improve air quality in the Authority's Area. See legal agreement for further details. No time limits for spend. Funds allocated towards the Borough Air Quality Monitoring Programme (Cabinet Member Decision 09/07/2014).
E/75/272	Heathrow Villages	White Hart PH, Bath Rd, Harlington. 4129/APP/2011/453	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	0.00	0.00	Funds received towards initiatives to improve air quality in the Authority's Area. See legal agreement for further details. No time limits for spend. Funds allocated towards the Borough Air Quality Monitoring Programme (Cabinet Member Decision 09/07/2014). Spend towards operation of air quality monitoring stations in the borough.
E/76/276E	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	199,656.76	199,656.76	0.00	0.00	0.00	199,656.76	199,656.76	First instalment (£64,740) of a contribution received towards improvements to local recreation and sports facilities within the vicinity of the land. Funds to be spent within 7 years of receipt (July 2019). £66,741 received as the second instalment towards the same purpose (spend July 2020). Final instalment £68,174 received (spend by Feb 2022).
E/77/276F	Townfield	Fmr Hayes FC, Church Road, Hayes 4327/APP/2009/2737	27,018.91	27,018.91	0.00	0.00	0.00	27,018.91	27,018.91	First instalment (£8,761) of a contribution received towards air quality improvements in the Authority's area including measures to reduce emissions, tree planting, use of cleaner fuels and air quality strategy (see agreement for details). Funds to be spent within 7 years of receipt (July 2019). £9,031 received as the second instalment towards the same purpose (spend by July 2020). Final instalment received this quarter (spend Feb 2022).
E/78/282A	West Ruislip	Lyon Court, 28-30 Pembroke Road, Ruislip. 68895/APP/2011/3049	10,000.00	10,000.00	10,000.00	10,000.00	548.38	0.00	0.00	Contribution received as the first instalment towards the cost of providing a scheme to protect and enhance the off site nature conservation interest in the locality of the site. Estimated time limit for spend 2019 (see agreement for details). Funds allocated towards ecological improvements at Pinn Meadows (Cabinet Member Decision 31/10/13). Scheme complete.
E/79/277E	Heathrow Villages	The Portal Scyllia Rd, Heathrow Airport	25,804.75	25,804.75	22,942.67	22,942.67	22,942.67	2,862.08	0.00	Contribution received towards air quality improvements in the Authority's area including measures to reduce emissions, tree planting, use of cleaner fuels and air quality strategy (see agreement for details). Further contribution towards the same purpose. No time limit for spend. Funds allocated towards the Borough Air Quality Monitoring Programme (Cabinet Member Decision 09/07/2014). Spend towards operation of air quality monitoring stations in the borough.
E/80/249F	Townfield	Glenister Hall, 119 Minet Drive, Hayes 40169/APP/2011/243	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	Contribution received towards the provision and maintenance of junior football pitches/refreshment of cricket wicket at Grassy meadows (see agreement for details). No time limits.
E/82/288B	Yiewsley	Versatile House, Bentinck Road, Yiewsley 59436/APP/2010/721	12,717.00	12,717.00	12,347.24	12,347.24	12,347.24	369.76	0.00	Contribution received towards improvements to open space facilities in the vicinity of the site. No time limits for spend. Funds allocated towards the provision of a skate park facility at Yiewsley Recreation Ground. (Cabinet Member Decision 24/03/2015). Scheme complete.
E/83/198G	Uxbridge	Fmr Gasworks Site, Cowley Mill Road, Uxbridge (Kier Park). 3114/APP/2012/2881	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	Contribution received towards undertaking an assessment of air quality within the vicinity of the site. Funds to be spent within 7 years of receipt (March 2020). Funds allocated towards Borough Air Quality Monitoring Programme (Cabinet Member Decision 09/07/2014).
E/84/287D	Heathrow Villages	Fmr Technicolor Site, 271 Bath Rd, Sipson. 35293/APP/1938	17,270.83	17,270.83	0.00	0.00	0.00	17,270.83	17,270.83	Funds received to be used by Hillingdon Council towards initiatives to improve air quality within LBH. Funds to be spent within 7 years of receipt (May 2020).
E/85/300D	Townfield	Fmr Powergen Site, North Hyde Gardens, Hayes 13226/APP/2012/2185	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	Contribution received to be used towards reducing emissions, tree & other planting, vehicle restrictions, use of cleaner fuels, environmental management and air quality strategy (see legal agreement for details). No time limits.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
E/86/305B	Northwood	London School of Theology, Green Lane, Northwood 10112/APP/2012/2057	30,609.90	30,609.90	0.00	0.00	0.00	30,609.90	0.00	Contribution towards the provision of tennis courts within Northwood Recreation Ground. No time limits.
E/87/314A	Pinkwell	Building 5, Hyde Park Hayes, Millington Road, Hayes 45753/APP/2012/2029	12,500.00	12,500.00	0.00	0.00	0.00	12,500.00	12,500.00	Contribution towards initiatives to improve air quality in the Borough including: use of low fuel technology, tree planting, use of cleaner fuels and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (Dec 2018).
E/88/314B	Pinkwell	Building 5, Hyde Park Hayes, Millington Road, Hayes 45753/APP/2012/2029	59,160.00	59,160.00	21,945.00	21,945.00	0.00	37,215.00	37,215.00	Funds received as the "carbon offsetting contribution" to be used by the Council to ensure the shortfall of carbon dioxide savings generated on-site is met by allowing energy efficient measure (see agreement for details). Funds to be spent within 5 years of receipt (Dec 2018). £21,945 allocated towards the installation of solar panels at Pine Community Centre (Cabinet Member Decision 10/2/2015). Scheme complete.
E/89/315C	Pinkwell	Asda Unit 3, Westlands Estate, Millington Rd, Hayes 32157/APP/2011/872	26,323.47	26,323.47	0.00	0.00	0.00	26,323.47	26,323.47	Contribution received as the "air quality contribution", to be used by the Council towards air quality monitoring in the Authority's area. No time limits for spend.
E/90/325B	West Drayton	Stockley Close Units 1623 & 1685 25760/APP/2013/3632	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (April 2019).
E/91/323B	Cavendish	150 Field End Road (Initial House), Eastcote, Pinner 25760/APP/2013/3632	55,000.00	55,000.00	0.00	0.00	0.00	55,000.00	55,000.00	Funds received towards the costs of improvements to public open space in the Authority's Area. No time limits for spend.
E/92/333E	Yiewsley	39 High Street, Yiewsley 24468/APP/2013/138	6,262.53	6,262.53	0.00	0.00	0.00	6,262.53	6,262.53	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (April 2019).
E/93/326	Pinkwell	Prologis Park, Stockley Road, Hayes 18399/APP/2013/3449	21,789.00	21,789.00	0.00	0.00	0.00	21,789.00	21,789.00	Contribution received as the "allowable solutions" (energy) contribution. Funds to be used towards local carbon emissions reduction initiatives in the London Borough of Hillingdon. No time limit for spend.
E/94/338B	Uxbridge South	37 St John's Road, Uxbridge 15511/APP/2012/2444	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	20,000.00	Contribution received towards the cost of environmental and ecological mitigation measure and enhancements at the Little Britain site of Metropolitan Imporance for Nature Conservation as made necessary by the development. No time limits for spend.
E/95/344D	South Uxbridge	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	25,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (July 2020).
E/96/344E	South Uxbridge	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	5,750.00	5,750.00	0.00	0.00	0.00	5,750.00	5,750.00	Contribution received towards the maintenance of the footpath works as shown on a plan attached to the agreement. Funds to be spent within 5 years of receipt (July 2020).
E/97/344F	South Uxbridge	Building 63, Phase 500, Riverside Way, Uxbridge 56862/APP/2014/170	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	Contribution received towards the cost of tree works to those trees sited in the adjoining nature reserve. Funds to be spent within 5 years of receipt (July 2020).
E/98/354B	Bonwell	Land on west Side of Dawley Road, Hayes. 38065/APP/2014/2143	12,558.21	12,558.21	0.00	0.00	0.00	12,558.21	12,558.21	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (Sept 2022).

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
E/99/350B	West Ruislip	Fmr Arla Dairy Site, Victoria Rd, Ruislip. 66819/APP/2014/1600	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (Sept 2022).
E/100/40H	Botwell	Land at Thorn EMI Complex (Old Vinyl Factory). 51588/APP/2000/1827 & 55987/APP/2012/1838	25,361.47	0.00	0.00	0.00	0.00	25,361.47	25,361.47	Contribution received towards initiatives to improve air quality within the Authority's area. Funds to be spent within 7 years of receipt (Nov 2022)
E/101/355D	Botwell	Fmr EMI Site, Dawley Rd, Hayes 8294/APP/2015/1406	12,500.00	0.00	0.00	0.00	0.00	12,500.00	12,500.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 5 years of receipt (Nov 2022).
E/102/360B	Heathrow Villages	Fmr Unitair Centre, Great South West Rd, Feltham, 49559/APP/2014/334	26,000.00	0.00	0.00	0.00	0.00	26,000.00	26,000.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). No time limit for spend.
E/103/359D	Yiewsley	26-38 Horton Rd, Yiewsley 3507/APP/2013/2327	12,625.00	0.00	0.00	0.00	0.00	12,625.00	12,625.00	Funds to be used towards initiatives to improve air quality in the Authority's Area including (but not limited to): use of low fuel technology; tree and other planting; restrictions on certain types of vehicles; use of cleaner fuels; use of combined heat & power; environmental management and air quality strategy (see agreement for details). Funds to be spent within 7 years of receipt (Jan 2023).
E/104/356C	Yiewsley	Packet Boat House, Packet Boat Lane, Cowley 20545/APP/2012/2848	15,450.00	0.00	0.00	0.00	0.00	15,450.00	15,450.00	Contribution received towards the maintenance and provision of open space; the maintenance and provision of children's play spaces; the provision of off-site community facilities to be used for the benefit of residents within the Authority's area. No time limit for spend.
<b>FINANCE PROPERTY &amp; BUSINESS SERVICES SUB-TOTAL</b>			<b>3,928,293.98</b>	<b>3,836,357.51</b>	<b>2,885,913.31</b>	<b>2,883,678.31</b>	<b>136,258.99</b>	<b>1,042,380.67</b>	<b>678,281.18</b>	
<b>PORTFOLIO: SOCIAL SERVICES, HEALTH AND HOUSING</b>										
H/8/186D *54	Yiewsley	92-105, High St., Yiewsley 59189/APP/2005/0476	15,615.26	15,615.26	15,615.26	15,615.26	15,615.26	0.00	0.00	Funds received towards the cost of providing additional primary health facilities in the Borough. Funds not spent by 20/04/2015 must be returned. Funds allocated towards phases 2-5 of the HESA extension (Cabinet Member Approval 25/02/2015). Funds transferred to NHS Property Services, April 2015.
H/9/184C *55	West Ruislip	31-46, Pembroke Rd, Ruislip 59616/APP/2006/2896	21,754.72	21,754.72	21,754.72	21,754.72	13,170.29	0.00	0.00	Contribution received towards primary health care facilities within a 5 mile radius of the development. Funds not spent by July 2015 must be returned to the developer. £8,584 allocated towards improvements at King Edwards Medical Centre, Ruislip (Cabinet Member Decision 6/12/2013). Funds transferred to NHS Property Services (Feb 2014). Remaining balance allocated towards capacity improvements at Uxbridge Health Centre (Cabinet Member Approval 12/06/2015). Funds transferred to HCCG (July 2015).
H/10/190D *56	Uxbridge	Armstrong House & The Pavilions. 43742/APP/2006/252	43,577.59	43,577.59	43,577.59	43,577.59	43,577.59	0.00	0.00	Contribution received towards primary health care facilities in the borough. Funds not spent by July 2015 are to be returned to the developer. Funds allocated towards capacity improvements at Uxbridge Health Centre (Cabinet Member Approval 12/06/2015). Funds transferred to HCCG (July 2015).
H/11/195B *57	Ruislip	Highgrove House, Easote Road, Ruislip. 10622/APP/2006/2494	3,156.00	3,156.00	0.00	0.00	0.00	3,156.00	0.00	Funds received towards the provision of local health care facilities in the vicinity of the site. No time limits.

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			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
H13/194E *59	Uxbridge	Frays Adult Education Centre, Harefield Road, Uxbridge. 18732/APP/2006/1217	12,426.75	12,426.75	0.00	0.00	0.00	12,426.75	0.00	Funds received towards the provision of healthcare facilities in the Borough. No time limits.
H18/219C *70	Yeading	Land rear of Sydney Court, Perth Avenue, Hayes. 6593/6APP/2009/2629	3,902.00	3,902.00	0.00	0.00	0.00	3,902.00	0.00	Funds received towards the cost of providing health facilities in the Authorities Area. No time limits. £1,800 earmarked towards conversion of existing office space to an additional consulting room at the Pine Surgery, Hayes, subject to formal approval.
H20/238F *72	West Ruislip	Former Mill Works, Bury Street, Ruislip. 6157/APP/2009/2069	31,441.99	31,441.99	0.00	0.00	0.00	31,441.99	0.00	£15,409 received as 50% of the health contribution towards providing health facilities in the Borough (see legal agreement for further details). First instalment to be spent by February 2018. £16,032 received as remaining 50% health contribution. Funds to be spent by June 2018.
H21/237D *73	Eastcote	Bishop Ramsey School (lower site), Eastcote Road, Ruislip. 19731/APP/2006/1442	22,516.57	22,516.57	22,516.57	22,516.57	0.00	0.00	0.00	Funds received towards the provision of primary health care facilities in the Uxbridge area. Funds to be spent by February 2016. Funds allocated towards capacity improvements at Uxbridge Health Centre (Cabinet Member Approval 12/06/2015). Funds transferred to HCCG (July 2015).
H22/239E *74	Eastcote	Highgrove House, Easote Road, Ruislip. 10622/APP/2006/2494 & 10622/APP/2009/2504	7,363.00	7,363.00	0.00	0.00	0.00	7,363.00	0.00	Funds received towards the cost of providing health facilities in the Borough (see legal agreement for further details). No time limits.
H23/209K *75	Yiewsley	Tesco, Trout Road, Yiewsley. 60529/APP/2007/3744	37,723.04	37,723.04	0.00	0.00	0.00	37,723.04	0.00	Contribution received towards the provision of local health service infrastructure in the Yiewsley, West Drayton, Cowley area. Funds to be used by the Council towards an eligible scheme by March 2016. Further £2,218.04 received as instalment payment for the contribution. <b>Contribution allocated towards clinical improvements at Otterfield Medical Centre (Cabinet Member Decision 15/02/2016). Funds to be transferred to HCCG</b>
H24/184A	West Ruislip	31-46 Pembroke Road, Ruislip 59816/APP/2006/2896	49,601.53	49,601.53	49,601.53	48,364.47	49,601.53	0.00	0.00	Funds have been earmarked towards the dining centre for Northwood and Ruislip elderly persons association (Elm Park). Funds not spent by 1/07/2015 to be returned. Funds transferred to Social Services, Health & Housing Portfolio from CSL/5/184A. Contribution allocated towards improvements at the Elm Park Dining Centre. (Cabinet Member Decision 19/03/2015). <b>Scheme completed June 2015. All invoices now received.</b>
H27/262D *80	Cherville	Former Hayes End Library, Uxbridge Road, Hayes. 9301/APP/2010/2231	5,233.36	5,233.36	0.00	0.00	0.00	5,233.36	0.00	Funds received towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). No time limit for spend.
H28/263D *81	South Ruislip	Former South Ruislip Library, Victoria Road, Ruislip (plot A). 67080/APP/2010/1419	3,353.86	3,353.86	0.00	0.00	0.00	3,353.86	0.00	Funds received towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). No time limit for spend.
H30/276G *85	Townfield	Fmr Hayes FC, Church Road, Hayes. 4327/APP/2009/2737	104,319.06	104,319.06	68,698.26	68,698.26	0.00	35,620.80	0.00	First instalment of a contribution (£33,826) received towards the cost of providing health facilities in the Authority's area including the expansion of health premises to provide additional facilities, new health premises or services (see legal agreement for details). Funds to be spent within 7 years of agreement for details). £34,871 received as the second instalment towards the same purpose (spend July 2020). £68,698.86 allocated towards phases 2-5 of the HESA extension (Cabinet Member Decision 4/12/2014). Final instalment (£35,620.80) received this quarter (spent by Feb 2022). £88,698.86 transferred to NHS Property Services 24/02/2015.
H32/284C *88	Yiewsley	Former Honeywell site, Trout Road, West Drayton (live/work units). 335/APP/2010/1615	5,280.23	5,280.23	0.00	0.00	0.00	5,280.23	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health premises at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.



CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
H/33/291C *91	West Drayton	Fmr Swan PH, Swan Road, West Drayton. 68248/APP/2011/3013	5,416.75	5,416.75	0.00	0.00	0.00	5,416.75	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.
H/34/282F *92	West Ruislip	Fmr Lyon Court, 28-30 Pembroke Road, Ruislip. 669895/APP/2011/3049	15,031.25	15,031.25	0.00	0.00	0.00	15,031.25	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to be spent within 5 years of completion of the development (estimated to be 2019).
H/35/282G	West Ruislip	Fmr Lyon Court, 28-30 Pembroke Road, Ruislip. 669895/APP/2011/3049	40,528.05	40,528.05	0.00	0.00	0.00	40,528.05	40,528.05	Funds received as the affordable housing contribution to be used by the Council to provide subsidized housing through a registered social landlord to persons who can't afford to rent or buy houses generally available on the open market. Funds to be spent within 5 years of completion of the development (estimated to be 2019).
H/36/289D *94	Cavendish	161 Elliot Ave (fmr Southbourne Day Centre) Ruislip. 66033/APP/2009/1060	9,001.79	9,001.79	0.00	0.00	0.00	9,001.79	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits for spend.
H/37/301E *95	Northwood	37-45 Ducks Hill Rd, Northwood 59214/APP/2010/1766	12,958.84	12,958.84	0.00	0.00	0.00	12,958.84	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to be spent within 5 years of receipt (July 2018).
H/39/304C *97	Yeading	Fmr Tasman House, 111 Maple Road, Hayes 36097/APP/2012/3168	6,448.10	6,448.10	0.00	0.00	0.00	6,448.10	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to be spent within 7 years of receipt (August 2020).
H/40/306D *98	Hillingdon East	Fmr Knights of Hillingdon, Uxbridge 15407/APP/2009/1838	4,645.60	4,645.60	4,645.60	4,645.60	4,645.60	0.00	0.00	Contribution received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits. Funds allocated towards capacity improvements at Uxbridge Health Centre (Cabinet Member Decision 12/06/2015). Funds transferred to HCCG (July 2015).
H/41/309D *99	Uxbridge South	Former Dagenham Motors, Junction of St Johns Rd & Cowley Mill Rd, Uxbridge 188/APP/2008/3309	12,046.96	12,046.96	12,046.96	12,046.96	12,046.96	0.00	0.00	Contribution received towards the cost of providing health care facilities within the London Borough of Hillingdon as necessitated by the development. Funds to be spent within 7 years of receipt (Oct 2020). Funds allocated towards capacity improvements at Uxbridge Health Centre (Cabinet Member Decision 12/06/2015). Funds transferred to HCCG (July 2015).
H/42/242G *100	West Drayton	West Drayton Garden Village (north site) off Porters Way, West Drayton. 5107/APP/2009/2348	337,574.00	337,574.00	0.00	0.00	0.00	337,574.00	0.00	Contribution received towards providing additional primary health care facilities in the West Drayton area including expansion of existing premises to provide additional facilities and services to meet increased patient numbers, new health premises on the land or in the local area (see agreement for details). No time limits.
H/43/319C	Northwood Hills	117 Pinner Road, Northwood 12055/APP/2006/2510	221,357.83	221,357.83	0.00	0.00	0.00	221,357.83	221,357.83	Contribution to be used towards the cost of providing affordable housing in the Authority's area. No time limits for spend.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
H/44/319D *103	Northwood Hills	117 Pinner Road, Northwood 12055/APP/2006/2510	24,312.54	24,312.54	0.00	0.00	0.00	24,312.54	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/45/323F	Cavendish	150 Field End Road (Initial House), Eastcote, Pinner 25760/APP/2013/3632	86,000.00	86,000.00	0.00	0.00	0.00	86,000.00	86,000.00	Contribution received towards subsidised housing available through a Registered Provider to persons who cannot afford to rent or buy houses generally available on the open market. No time limit for spend.
H/46/323G *104	Cavendish	150 Field End Road (Initial House), Eastcote, Pinner 25760/APP/2013/3632	14,126.88	14,126.88	0.00	0.00	0.00	14,126.88	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/47/329E *106	Townfield	Land at Pronto Industrial Estate, 565-591 Uxbridge Road, Hayes 4404/APP/2013/1650 4404/APP/2008/3558	14,066.23	14,066.23	0.00	0.00	0.00	14,066.23	0.00	Contribution received towards the cost of providing healthcare facilities in the London Borough of Hillingdon. Funds to be spent within 10 years of receipt (July 2024).
H/48/331E *107	Cavendish	216 Field End Road, Eastcote 6331/APP/2010/2411	4,320.40	4,320.40	0.00	0.00	0.00	4,320.40	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits.
H/49/283B *108	Uxbridge North	Former RAF Uxbridge, Hillingdon Road, Uxbridge 568/APP/2009/2752	624,507.94	624,507.94	177,358.31	177,358.31	177,358.31	447,149.63	0.00	Contribution received towards the provision of healthcare facilities serving the development, in line with the S106 Planning Obligations SPD 2008. Funds to be spent within 10 years of receipt (August 2024). £177,358 from this contribution is allocated towards capacity improvements at Uxbridge Health Centre (Cabinet Member Decision 12/06/2015). Funds transferred to HCCG (July 2015).
H/50/333F *109	Yiewsley	39 High street, Yiewsley 24485/APP/2013/138	12,444.41	12,444.41	0.00	0.00	0.00	12,444.41	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits.
H/51/231H *110	Ruislip	Fmr RAF West Ruislip (Ickenham Park) High Road, Ickenham 38402/APP/2013/2685 & 38402/APP/2012/7033	17,374.27	17,374.27	0.00	0.00	0.00	17,374.27	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/52/205G	Eastcote	Former RAF Eastcote (Pembroke Park) Lime Grove, Ruislip 10189/APP/2014/3354 & 3359/3358 & 3360	298,998.00	298,998.00	0.00	0.00	0.00	298,998.00	298,998.00	Funds received as the affordable housing contribution to be used by the Council to provide subsidised housing through a registered social landlord to persons who can't afford to rent or buy houses generally available on the open market. No time limit for spend.
H/53/343D *112	Harefield	Royal Quay, Coppermill Lock, Harefield 43159/APP/2013/1094	8,698.77	8,698.77	0.00	0.00	0.00	8,698.77	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/53/346D *113	Northwood	42-46 Ducks Hill Road, Northwood 49987/APP/2013/1451	8,434.88	8,434.88	0.00	0.00	0.00	8,434.88	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS AS AT 31/12/15	BALANCE SPENDABLE NOT ALLOCATED AS AT 31/12/15	COMMENTS (as at mid February 2016)
H/55/347D *114	North Uxbridge	Honeycroft Day Centre, Honeycroft Hill, Uxbridge 6046/APP/2013/1834	AS AT 31/12/15 12,162.78	AS AT 30/09/15 12,162.78	AS AT 31/12/15 0.00	AS AT 30/09/15 0.00	To 31/12/15 0.00	AS AT 31/12/15 12,162.78	AS AT 31/12/15 0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. Funds to spent/committed within 7 years of receipt (May 2022).
H/56/348A	North Uxbridge	Lancaster & Heritage Centre, Lancaster Road, Uxbridge. 68164/APP/2011/2711	390,564.64	390,564.64	0.00	0.00	0.00	390,564.64	390,564.64	Contribution received to be used by the Council to provide subsidised housing available through a Registered Social Landlord to persons who cannot afford to rent or buy houses generally available on the open market. No time limits for spend. Index linking received.
H/57/351D *116	Northwood	103, 105 & 107 Ducks Hill Road, Northwood. 64345/APP/2014/1044	6,212.88	6,212.88	0.00	0.00	0.00	6,212.88	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/58/348B *117	Uxbridge North	Lancaster & Hermitage Centre, Lancaster Road, Uxbridge. 68164/APP/2011/2711	7,587.72	7,587.72	0.00	0.00	0.00	7,587.72	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/59/356E *120	Viewsley	Packet Boat House, Packet Boat Lane, Cowley 20548/APP/2012/2848	14,997.03	0.00	0.00	0.00	0.00	14,997.03	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
H/60/359E *121	Viewsley	26-36 Horton Rd, Viewsley 3507/APP/2013/2327	25,273.45	0.00	0.00	0.00	0.00	25,273.45	0.00	Funds received towards the cost of providing health facilities in the Authority's area including expansion of health premises to meet increased patient numbers, new health services at local level, any new facilities required to compensate for the loss of a health facility caused by the development. No time limits
		<b>SOCIAL SERVICES HEALTH &amp; HOUSING SUB-TOTAL</b>	<b>2,602,356.95</b>	<b>2,562,086.47</b>	<b>415,814.80</b>	<b>414,577.74</b>	<b>338,532.11</b>	<b>2,186,542.15</b>	<b>1,037,448.52</b>	
		<b>SECTION 106 SUB - TOTAL</b>	<b>32,156,314.54</b>	<b>28,893,867.28</b>	<b>16,418,158.43</b>	<b>16,161,211.30</b>	<b>841,584.82</b>	<b>15,738,156.11</b>	<b>7,296,471.14</b>	
		<b>GRAND TOTAL ALL SCHEMES</b>	<b>34,839,523.30</b>	<b>31,515,904.65</b>	<b>17,653,899.56</b>	<b>17,382,389.45</b>	<b>892,959.41</b>	<b>17,185,623.74</b>	<b>7,296,471.14</b>	

**NOTES**  
 The balance of funds remaining must be spent on works as set out in each individual agreement.  
 Bold and strike-through text indicates key changes since the Cabinet report for the previous quarter's figures.  
 Bold figures indicate changes in income and expenditure.  
 Income figures for schemes within shaded cells indicate where funds are held in interest bearing accounts.  
 \* Denotes funds the Council is unable to spend currently (Totals £3,255,986.44)  
 2: PT/05 £291,713.30 is restricted to public transport serving London Heathrow and subject to approval from BAA and bus operators.  
 16: PT/28/27 £599,222.55 is to be held as a returnable security deposit for the highway works (to be later refunded).  
 18: PT/28/34 £194,910.65 includes a returnable security deposit for the highway works (to be later refunded) plus interest.  
 20: PT/28/44 £20,938.04 includes a returnable security deposit for the highway works (to be later refunded) plus interest.  
 22: PT/28/30 £5,000.00 is to be held as a returnable security deposit for the highway works (to be later refunded)  
 23: PT/28/49 £22,108.66 includes a returnable security deposit for the highway works (to be later refunded) plus interest and funds for TL costs.  
 24: PT/25 £37,425.09 reasonable period for expenditure without owner's agreement has lapsed  
 28: PT/24 £16,382.80 reasonable period for spend has elapsed. Awa Agreement with developer being sought  
 32: PT/28/46 £5,000.00 is to be held as a returnable security deposit for the highway works (to be later refunded).  
 38: PT/88/140C £304,652.86 funds have been received to provide a specific bus service through TL, therefore implementation is not within control of the Council.  
 46: PT/88/140F £73,774.40 there has not been any petitions for parking schemes in the area.  
 47: PT/3740E £32,805.42 there has not been any petitions for parking schemes in the area.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2015 / 2016 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid February 2016)
			AS AT 31/12/15	AS AT 30/09/15	AS AT 31/12/15	AS AT 30/09/15	To 31/12/15	AS AT 31/12/15	AS AT 31/12/15	
'49.PT1278/63			£5,000.00							
'51.PT1278/62/149A			£5,000.00							is to be held as a returnable security deposit for the highway works (to be later refunded).
'52.PT1278/65			£5,000.00							is to be held as a returnable security deposit for the highway works (to be later refunded).
'54.H18/186D			0.00							functs have been received to provide Primary Health Care facilities in the borough.
'55. H19/184C			£0.00							functs have been received to provide Primary Health Care facilities in the borough.
'56.H10/190D			£0.00							functs have been received to provide Primary Health Care facilities in the borough.
'57.H11/198B			£3,156.00							functs have been received to provide health care services in the borough.
'58.H13/194E			£12,426.75							functs have been received to provide health care services in the borough.
'60.PT1278/76			£5,000.00							is to be held as a returnable security deposit for highway works (to be later refunded)
'61.PT11/10198B			£14,240.00							is to be held as a returnable security deposit for the implementation of the travel plan (to be later refunded)
'62.PT1278/77/197			£23,000.00							held as security for the due and proper execution of the works.
'63.PT11/1205A			£20,000.00							is to be held as a returnable deposit for the implementation of the travel plan (later to be refunded)
'67.PT11/4208A			£25,000.00							functs to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)
'70.H18/192/19C			£3,902.00							functs have been received to provide Health Care services in the borough.
'72.H12/20238F			£31,441.99							functs have been received to provide Health Care services in the borough.
'73.H12/1237D			£0.00							functs have been received to provide Primary Health Care facilities in the borough.
'74.H22/239E			£7,363.00							functs have been received to provide Health Care services in the borough.
'75.H12/2029K			£37,723.04							functs have been received to provide Health Care services in the borough.
'76.PT1278/78/238G			£5,000.00							is to be held as a returnable security deposit for the highway works (to be later refunded).
'80.H12/262D			£5,233.36							functs have been received to provide Health Care services in the borough.
'81.H12/2623D			£3,353.86							functs have been received to provide Health Care services in the borough.
'82.PT1278/242ZD			£20,000.00							functs to be held as a returnable deposit for the implementation of the travel plan (later to be refunded)
'84.PT1278/18/249E			£4,000.00							functs received as a security deposit to ensure proper execution of works (to be refunded)
'85.H12/20276G			£35,620.80							functs received to provide health care facilities in the borough.
'87.PT1278/82/273A			£72,000.00							functs received as a security deposit to ensure proper execution of works (to be refunded)
'88.PT1278/12/149J			£15,000.00							functs to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)
'89.H12/28294C			£5,280.23							functs received to provide health care facilities in the borough.
'90.PT1278/83/292			£31,500.00							functs to be held as a returnable deposit for highways works (to be later refunded).
'91.H13/2919C			£5,167.75							functs received to provide health care facilities in the borough.
'92.H14/28282F			£15,031.25							functs received to provide health care facilities in the borough.
'93.PT1278/85			£5,000.00							functs to be held as a returnable deposit for highways works (to be later refunded).
'94.H12/2929D			£9,001.79							functs received to provide health care facilities in the borough.
'96.H12/37301E			£12,958.84							functs received to provide health care facilities in the borough.
'97. H13/304C			£6,448.10							functs received to provide health care facilities in the borough.
'98.H14/306D			£0.00							functs received to provide health care facilities in the borough.
'99.H14/1309D			£0.00							functs received to provide health care facilities in the borough.
'100.H4/2424ZG			£337,374.00							functs received to provide health care facilities in the borough.
'101.PT1373/000A			£10,000.00							functs to be used by TLL for traffic study at Bulls Bridge roundabout
'102.PT138/000B			£20,000.00							functs to be used towards TfL scheme at Bulls Bridge roundabout
'103. H4/41319D			£24,312.54							functs received to provide health care facilities in the borough.
'104. H4/6323G			£14,128.88							functs received to provide health care facilities in the borough.
'105. PT1148/227			£20,000.00							functs to be held as a returnable deposit for the implementation of the travel plan (later to be refunded)
'106. H4/7329E			£14,066.23							functs received to provide health care facilities in the borough.
'107. H4/8331E			£4,320.40							functs received to provide health care facilities in the borough.
'108. H4/92838			£47,149.63							functs received to provide health care facilities in the borough.
'109. H12/333F			£12,444.41							functs received to provide health care facilities in the borough.
'110. H15/1231H			£17,374.27							functs received to provide health care facilities in the borough.
'111.PT1278/98/339			£20,000.00							functs to be held as a returnable deposit for highways works (to be later refunded).
'112.H15/343D			£8,698.77							functs received to provide health care facilities in the borough.
'113. H15/346D			£8,434.88							functs received to provide health care facilities in the borough.
'114. H55/47D			£12,162.78							functs received to provide health care facilities in the borough.
'115. PT1278/89/349			£106,884.18							functs to be held as a returnable deposit for highways works (to be later refunded).
'116. H16/1351D			£6,212.88							functs received to provide health care facilities in the borough.
'117. H16/346B			£7,587.72							functs received to provide health care facilities in the borough.
'118. PT1278/103/370A			£51,234.86							is to be held as a returnable security deposit for the highway works (to be later refunded).
'119. PT1157/355A			£20,000.00							functs to be held as a returnable deposit for the implementation of the travel plan (to be later refunded)
'120. H16/356E			£14,997.03							functs received to provide health care facilities in the borough.
'121. H16/359E			£25,273.45							functs received to provide health care facilities in the borough.
										£3,255,686.44

## SCHOOL CAPITAL PROGRAMME - UPDATE

<b>Cabinet Members</b>	Councillor David Simmonds CBE Councillor Jonathan Bianco
<b>Cabinet Portfolios</b>	Deputy Leader of the Council / Education & Children's Services Finance, Property & Business Services
<b>Officer Contact(s)</b>	Bobby Finch, Residents Services.
<b>Papers with report</b>	Appendix 1: Summary of school construction projects.

### 1. HEADLINE INFORMATION

<b>Summary</b>	This report provides an update on the primary and secondary school expansions, the school condition works programme and other school capital works.
<b>Putting our Residents First</b>	This report supports the following Council objective of: <i>Our People; Our Built Environment; Financial Management</i>  Investment in schools to adequately address the impact of the population increase within the London Borough of Hillingdon on existing school places. This project also forms part of the Hillingdon Improvement Programme.
<b>Financial Cost</b>	The forecast of the existing Primary Schools Capital Programme is £139,703k including prior years and there is an additional £194k forecast for the Hearing Impairment Resource Base at Vyners School. The approved budgets for the new Primary Schools (Phase 4) and the Secondary Schools Programmes are £13,500k and £132,176k respectively.
<b>Relevant Policy Overview Committee</b>	Children, Young People and Learning.
<b>Ward(s) affected</b>	All wards.

### 2. RECOMMENDATION

**That Cabinet note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**

## **Policy Overview Committee comments**

None at this stage.

### **3. INFORMATION**

#### **3.1 PRIMARY SCHOOLS**

##### School Places Forecast

The demand for school places in Hillingdon has been rising in recent years and is forecast to continue to rise in line with national and London-wide predictions. Demand for reception places at primary school level is being driven by rising birth rates which the GLA are now predicting to be slightly higher than they previously forecast. Demand for new school places is also arising due to new house building and families moving into the Borough. Overall, at primary school level, the need for additional school places has largely been met by the successful school places expansion programme to date, with some excess demand forecast in future years, mainly in the north of the Borough.

##### Phase 4 - Primary School Expansions

The latest forecast for school places indicates a residual need for three additional forms of entry in primary schools in the north of the Borough, which is expected to arise from 2016. This includes demand for places for pupils resident in neighbouring boroughs. At the February 2016 Cabinet meeting approval was received to install modular classroom units at 2 primary schools to be used to accommodate bulge classes. The tender documents required to procure a works contractor for these projects are currently being prepared.

There is also a need for permanent expansions. Members have reviewed the feasibility options on the schools deemed suitable for expansion and officers have provided feedback to schools on the options that have been selected.

#### **3.2 SECONDARY SCHOOLS**

##### School Places Forecast

The rising demand for school places is now moving into secondary schools. The latest forecast shows a longer-term sustained pressure for additional secondary school places. The planned expansions of Northwood, Abbotsfield and Swakeleys schools will add 5.5 forms of entry capacity. Over the next five years, 19 additional forms of entry are forecast to be required. The forecast need for additional secondary school places is higher in the northern parts of the Borough, where there tends to be a higher number of pupils living outside the Borough travelling to a Hillingdon school and capacity in existing schools is lower. A new free school, Pinner High School, is opening in Harrow in 2016, close to the border with Hillingdon and this offers an additional choice for Hillingdon residents.

##### Priority Schools Building Programme (PSBP)

The school buildings at Abbotsfield, Swakeleys and Northwood Secondary Schools require improvement and have attracted funding from the Priority School Building Programme for all three schools to be rebuilt. Abbotsfield and Swakeleys rebuild projects are being managed by the Education Funding Agency with the exception of the offsite highways works which will be

carried out by the Council. The Northwood rebuild project is being directly managed by the Council.

### **Northwood School**

The construction works have continued to progress well over the last month. Following on from the completion of the external brick work in the previous month, a large proportion of the external cladding and windows have been installed. Internally the plastering, installation of the under floor heating loops and floor screed is now well advanced.

The mechanical and electrical works are at an advanced stage in parts of the building and preparations for the delivery of the new services have been completed, these will be switched on the next few weeks.

Over the next month the contractor will be starting work on the installation of the green roof and photovoltaic panels on the roof as well as continuing to progress the other work packages which have already commenced.

### **Abbotsfield and Swakeleys Schools**

Following the Planning Committee in December 2015 the planning application for the Abbotsfield and Swakeleys projects was referred to Greater London Authority (GLA) and Secretary of State for the Department for Communities and Local Government (DCLG) due to the schools being located in the green belt. Comments have now been received from both the GLA and DCLG. The discussions over final content of the Section 106 agreement are ongoing, once these have been concluded and the agreement signed by the relevant parties the planning consent for the scheme will be issued.

## **3.3. SCHOOLS CONDITION PROGRAMME**

### **2015/16 School Condition Programme**

The Cabinet Member report requesting approval to place building contracts for the projects at Heathrow Primary, Hayes Park Primary, Minet Infant and Junior and Yeading Junior has been completed and is awaiting approval. The first of these projects are scheduled to commence during March/April 2015.

The analysis of tender returns for the remaining projects at Colham Manor Primary, Coteford Infant, Field End Junior, Newnham Infant and Junior and Warrender Primary Schools are complete. A Cabinet Member report requesting approval to place building contracts for these projects is currently being prepared.

## **3.4. UNIVERSAL INFANT FREE SCHOOL MEALS**

Schools are required to offer infant school pupils (from reception to year 2 inclusive) with a hot free school meal as part of the Government's Universal Infant Free School Meals initiative. The Department for Education announced in March 2015 that Hillingdon will receive an additional capital allocation grant to be used to raise the level of take-up for meals. This funding is being used for kitchen upgrade works at Abbotsfield, Hayes Park Primary, Heathrow Primary, Hedgewood and Whiteheath Junior Schools. The works started in January 2016 and are progressing well and remain on schedule to be completed by the end of March 2016.

### **3.5. FINANCIAL IMPLICATIONS**

#### Month 10 Monitoring - Financial Summary

The current approved schools capital programme budget is forecasting an under spend of £2,647k arising predominantly from completed schools within Phases 1 to 3 of the primary schools expansions and rebuild programme inclusive of Special Resources Provision and Special Educational Needs schemes. This represents a favourable movement of £199k from Month 9 resulting mainly from the release of unused contingency no longer required for both the John Locke and Lake Farm new build projects.

The overall under spend is resulting from a combination of effective final account negotiations at various schools and efficiencies gained across the programme as a whole. Final accounts settlements remain outstanding for both Hermitage and Glebe Primary Schools and the financial implications will be reported on once these have been provisionally agreed.

#### Phase 4 - Primary School Expansion

Feasibility and options continue to be assessed to determine the most suitable option to the Council in meeting the pupil demand pressures in the areas that need it the most. Members have indicated their preference on the options presented to them, the feasibility and agreement of which is currently being finalised with all stakeholders. There has been an indicated need for Bulge classes at two school sites for which planning permission has previously been granted. The estimated costs of the bulge classes will be met from the £1,716k Phase 3a budget that currently remains unallocated. Tender documents are currently being prepared.

#### Secondary School Expansion

Any costs associated with the expansion of Secondary Schools to meet the increased demand up to 2019/20 (excluding Northwood and Abbotsfield) will be met from the approved budget of £76,900k. The estimated cost of the programme will be clearer once all options have been fully analysed, costs reviewed and approval obtained for the preferred course of action.

The forecast demand beyond 2019/20 remains uncertain but will be reviewed annually as part of the pupil placement planning forecast and considered for accordingly as part of future MTFF strategies.

#### Priority Schools Building Programme Phase 1 (Secondary Schools Replacement)

Northwood School: This project is forecast to be completed within the revised budget of £35,184k. The scheme is on target to meet all key milestones.

Abbotsfield School: The Education Funding Agency (EFA) are managing the re-building of this school through the Priority Schools Building Programme (PSBP) with the Council making a contribution of £13,070k covering an additional 2.5 forms of entry, FF&E and highways works, a vocational centre and additional SRP provision.

The highways works will include the provision of 50 drop-off places within the school boundary, and a separate contribution to Transport for London is also required for an augmented bus service for pupils. The Councils liability towards the TFL contribution is subject to final agreement pending further negotiations with the EFA regarding Swakeley's School.



The EFA have also requested that the Local Authority increase its financial contribution for Abbotsfield School for various issues partly attributable to higher construction costs due to the delay in the EFA starting construction on site. The request is currently being considered by Members.

All the above items may represent a potential pressure on the overall budget depending on the outcome. However this can only be confirmed once items are agreed and feasibility on the expected highways costs has been established. The delivery of the project is running behind schedule although the school is expected to be ready in 2017. This has subsequently resulted in the re-phasing of £2,520k into 2016/17 following in the delay in obtaining planning consent.

### Universal Free School Meals

Works will be carried out across five further schools to support the Government-led initiative of implementing Universal Infant Free School Meals. Following the appointment of specialist kitchen equipment suppliers, designers and installers approval has now been received to appoint the contractor for main refurbishment works at the sites. Works are progressing well on all the sites, with the schemes expected to complete by the end of the financial year and within the additional grant funding of £715k received by the Council in early 2015.

Kitchen refurbishment works at Frithwood, Harefield and Harlyn Primary Schools completed successfully in August 2015 using the initial £476k allocated towards the free school meals initiative.

### Schools Condition Programme

The 2015/16 schools condition programme has been agreed with ten priority schemes identified for condition works following approval to include minor works at Minet infant and Junior School and the acceleration of the Hayes Park heating works scheme into 2015/16.

The boiler and pipe works at Whitehall Junior School was completed over the summer holidays with an estimated outturn cost of £283k. The remaining schemes are at different stages of the tendering process with four schemes currently undergoing the governance approval process for the appointment of main contractors. Tender analysis for the outstanding projects has recently been concluded with officers in the process of drafting the Cabinet Member Report to facilitate approval.

The schemes will be funded from the overall 2015/16 approved budget of £3,597k with forecast outturn estimated to be within the overall budget. Any uncommitted budget will be reviewed for potential re-phasing to support the 2016/17 conditions programme. As a result of the delay in commencing the 2015/16 schemes there is an increase in forecast slippage totalling £2,685k as at Month 10.

The schemes will commence subject to final agreement from all the schools with respect to the actual levels of contributions to be made in line with Council policy and adjustments resulting from tendered final costs.

## **4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

Completion of the school expansion projects will result in additional school places needed for local children, which the Council has a statutory duty to provide. In addition the completion of the other school capital projects will result in the provision of quality fit for purpose school facilities.

### **Consultation Carried Out or Required**

Changes made under the 2013 School Organisation Regulations mean that, subject to certain conditions (which include securing capital funding and planning consent), governing bodies of all categories of maintained schools are able to enlarge their premises (expand) without a statutory process. However, statutory guidance states an expectation that parents and other interested parties are consulted. The local authority can also propose such a change, in which case a statutory process is required. The DfE is revising this guidance and therefore it is possible that there may be some changes to procedures.

A statutory process (involving publication of proposals, statutory consultation and a Cabinet or Cabinet Member decision) is required for proposals to establish special educational needs provision (e.g. Specialist Resourced Provision - SRP). Therefore, this will be needed if any expansion projects also include an SRP.

Under the School Admissions Code, the local authority as admissions authority for community schools must consult at least the school governing body on the admission number. Foundation schools and academies are their own admissions authority and set their own admission number.

## **5. CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and confirms the budgetary position outlined above, noting that the Council's significant programme of investment in school places is funded from a combination of Department for Education grants, developer contributions and locally financed Prudential Borrowing. Locally managed school projects are expected to complete on schedule and within budget.

### **Legal**

The Borough Solicitor confirms that there are no specific legal implications arising from this report. Legal advice is provided whenever necessary, in particular cases, to ensure that the Council's Interests are protected.

### **Corporate Property and Construction**

Corporate Property and Construction authored this report.

## **6. BACKGROUND PAPERS**

NIL

# APPENDIX 1

## Summary of school construction projects

School Name	Summary of Works	Status
<b>PHASE 2</b>		
Harefield Infants	Single storey extension to a Year 2 classroom, replacement of windows and external walls in the reception, together with associated works.	All works complete.
Harefield Junior	Construction of a single-storey classroom to accommodate two classrooms and associated facilities	All works complete.
Field End Infants	1 FE Expansion: Construction of new single storey building and associated facilities.	All works complete.
Field End Junior	1 FE Expansion: Construction of single storey building and associated facilities.	All works complete.
Bourne Primary	(Bulge Year) Single storey extension to existing school to provide two new classrooms with associated facilities.	All works complete.
Highfield Primary	1 FE Expansion: Construction of a two storey building and associated facilities.	All works complete.
Ryefield Primary	1 FE Expansion: Construction of a single storey building, a two storey block and associated facilities.	All works complete.
Heathrow Primary	0.5 FE Expansion: Part demolition of the existing building, construction of a two storey extension and associated facilities	All works complete.
Rabbsfarm Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	All works complete.
Ruislip Gardens	1 FE Expansion: Construction of a new two storey extension and associated facilities.	All works complete.
West Drayton Primary	1 FE Expansion: Construction of two storey building and associated facilities.	All works complete.
Pinkwell Primary	1 FE Expansion: Construction of a standalone classroom block and associated facilities.	All works complete.
Rosedale Primary	Demolition of school sports hall/gymnasium and construction of a new 2 FE school including nursery.	All works complete.
Wood End Primary	1 FE Expansion: Construction of 2 stand alone buildings and associated facilities.	All works complete.
Harlyn Primary	1 FE Expansion: Construction of part two storey/part single storey extension to existing school and a standalone two storey classroom block.	All works complete.
Hillingdon Primary	1 FE Expansion: Part demolition of existing school and construction of a new two storey classroom block and associated facilities.	All works complete.
Cherry Lane Primary	1 FE Expansion: Construction of a two storey building and associated facilities.	All works complete.
Hermitage Primary	1 FE Expansion: Demolition of existing school and construction of a new 2 FE school including nursery.	All works complete.
Glebe Primary	1 FE Expansion: Demolition of existing school and construction of a new 3 FE school including nursery.	All works complete.
<b>PHASE 3</b>		
Lake Farm site	A new 3 FE primary school, a nursery, a Special Resource Provision unit and other associated facilities.	All works complete.
St Andrews Park site	A new 3 FE primary school, a nursery and other associated facilities.	All works complete.
St Martin's CoE Primary School	New 3 FE Primary School and other associated facilities.	All works complete.
<b>PHASE 4</b>		
Primary Schools	Bulge Classes: Installation of a double modular classroom unit at 2 schools.	Pre-construction.
Primary Schools	Expansions: Potential expansion of up to 3 schools.	Feasibility.
<b>SECONDARY SCHOOLS</b>		

Northwood School	1 FE Expansion: Demolition of existing school and construction of a new 6 FE school.	Works will be completed in 2017
Abbotsfield School	2.5 FE Expansion: Demolition of existing school and construction of a new 9 FE school.	Works scheduled to be completed in 2017.
Swakeleys School for Girls	2 FE Expansion: Demolition of existing school and construction of a new 8 FE school.	Works scheduled to be completed in 2017.
<b>OTHER PROJECTS</b>		
Deanesfield Primary School	Installation of a double modular unit for use as a Breakfast and After School Club.	All works complete.
Bourne Primary School	Installation of a single modular classroom unit.	All works complete.
Vyners School	Relocation of the Hearing Impairment Resource Base Specialist Resource Provision to a larger area within the existing school which will be remodelled.	All works complete.
	Installation of a single modular classroom unit.	All works complete.

Note: A Form of Entry (FE) is a group of 30 pupils. Expanding a school by 1 FE will add accommodation sufficient for 30 additional pupils to every year group.

## PROPOSAL TO ESTABLISH A HOUSING ZONE FOR THE HAYES AREA

<b>Cabinet Members</b>	Councillor Ray Puddifoot MBE Councillor Jonathan Bianco Councillor Keith Burrows Councillor Philip Corthorne Councillor Douglas Mills
<b>Cabinet Portfolios</b>  <i>(cross-cutting portfolios)</i>	Leader of the Council Finance, Property & Business Services Planning, Transportation & Recycling Social Services, Health and Housing Community, Commerce and Regeneration
<b>Officer Contact(s)</b>	Chris Mansfield; Residents Services
<b>Papers with report</b>	Appendix 1 Proposed Housing Zone area (public) Appendix 2 Proposed Governance Structure (public) Appendix 3 Housing Zone Proposal (confidential) Appendix 4 Potential housing schemes (confidential) Appendix 5 Potential sites plan (confidential)
<b>PUBLIC/PRIVATE</b>	<b>This report is public, but it contains confidential appendices in Part 2 of the agenda for information only.</b>

### 1. HEADLINE INFORMATION

<b>Summary</b>	This report seeks approval to enter into an agreement with the Greater London Authority to establish a Housing Zone for the Hayes area.
<b>Putting our Residents First</b>	This report supports the following Council objectives of: <i>Our People and Our Built Environment</i>  This report contributes towards the medium and long term growth proposals identified in Hillingdon's Local Plan and the Housing Strategy.
<b>Financial Cost</b>	The Housing Zone proposal seeks a recoverable/ non recoverable grant of £45.6m over a ten year period. The grant would be provided to the Council directly or to development partners/registered landlords through a series of site specific agreements.  The coordination of the Housing Zone programme draws on staff time from a number of services together with a dedicated project manager initially for a fixed term of 18 months at an estimated cost of £100k.

	In the event that individual sites in Hillingdon's ownership come forward for development a business case will be prepared to identify potential capital expenditure. Where appropriate funding will be sourced from the Housing Revenue Account (HRA).
<b>Relevant Policy Overview Committees</b>	Residents' and Environmental Services; Social Services, Housing and Public Health
<b>Ward(s) affected</b>	Townfield, Botwell and Pinkwell

## **2. RECOMMENDATION**

**That Cabinet:**

- 1) Note the Council's Bid submitted in Appendix 3 and the subsequent outcome of it following discussions with the Greater London Authority;**
- 2) Agree to progress with and establish a Housing Zone for the Hayes areas as initially set out in Appendix 3 and;**
- 3) Delegate full authority to the Leader of the Council (and Cabinet Members for Finance, Property and Business Services and Community, Commerce and Regeneration as the Leader deems appropriate), in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to:**
  - a) Agree any revisions to the Housing Zone schemes as the project develops;**
  - b) Make all necessary decisions in relation to implementing the Housing Zone project, including entering into any agreements on behalf of the Council and all related policy, project, property, procurement and financial decisions where constitutional democratic authority is required from the Project Board.**

### **Reasons for recommendation**

Cabinet on 21 January 2016 provided the necessary authority for the Council to submit a bid to the Greater London Authority (GLA) to progress a Housing Zone in the Hayes area. Cabinet is now asked to note the bid submitted and the outcome of recent discussions with the Greater London Authority which will now enable the progression of the Council's Bid.

The Housing Zone regeneration programme is a very good opportunity for the Borough and in particular, the Hayes area. However, there may be consequences for particular existing housing sites and tenants or occupiers arising from the development schemes which may come forward. The extent and scope of this will only become known as the specific schemes evolve and this cannot be confirmed at this stage. There is also the importance of maintaining commercial confidentiality on aspects of the prospective development projects with developers and landowners so that the Council can negotiate effectively on behalf of residents and the public

purpose. Therefore, elements of this report will be considered in private and that it is recommended that Cabinet provides the necessary authority for officers to release public information about the programme as it progresses, at the appropriate time and as agreed by the Leader of the Council.

The GLA has formally considered and endorsed the allocation of a Housing Zone for Hillingdon based on the Hayes area as defined in Appendices 2 and 3.

The Council's Local Plan and Housing Strategy seek to provide additional housing in the Borough to meet the population needs and growth for the next 15 years. The creation of a Housing Zone and access to grant funding will help to unlock potential housing sites and increase the element of affordable homes.

Delegation of all future decisions to the Leader and relevant Cabinet Members will enable streamlined, accountable constitutional decision-making to deliver the Housing Zone programme, working closely with and officially sanctioning on behalf of the Council any key actions from the proposed governance board in charge of the project.

### **Alternative options considered / risk management**

The Council could choose not to enter into an agreement with the GLA to establish a Housing Zone but the opportunity to bring forward new homes and essential infrastructure directly and through third party land ownerships would be diminished. The Council can encourage development to occur through the normal course of the planning process but will not be able to accelerate the pace of development.

The risks to the Council reflect the challenge of land assembly, financial viability and the willingness of third parties to collaborate to bring forward developments.

### **Policy Overview Committee comments**

None at this stage.

## **3. INFORMATION**

### **Supporting Information**

#### **Putting Our Residents First- Housing Zones**

- 1 The Mayor's Housing Strategy introduced the concept of Housing Zones as a way to speed up the number of homes being built across the capital in areas with high development potential. The Mayor has already announced 20 zones across the capital providing 53,000 homes, around one third of which will be affordable.
- 2 The GLA has allocated over £561 million of funding to the 20 Housing Zones of which over £365m is to be repaid. A Housing Zone includes a minimum of 1,000 home across tenures. The GLA can supply grant funding and debt finance flexibly to reflect the circumstances of a particular Housing Zone.

- 3 Twenty designated zones are in existence across the Capital delivering a range of housing schemes and other benefits including station upgrades, estate regeneration, health facilities, parks and new bridges.
- 4 Housing Zones are flexible in terms of planning and funding arrangements with bespoke arrangements to meet the needs of different areas. The zones are a long term commitment with funding expected to be in place for ten years. Key features of the Housing Zones include sharing risk and reward between partners; and a high-level and strong political and business commitment. Scope exists to create partnerships with private sector developers and land owners to deliver the schemes identified within the zone.

#### Planning package

- Borough support
- GLA as broker
- Tailoring of local / national planning policies
- Accelerated planning- PPAs
- Local development orders
- Land assembly- CPO
- Private Rented Sector support

#### Finance package

- Infrastructure/Gap funding
  - Land remediation/site preparation
  - Affordable housing delivery
  - Prioritising home ownership
  - London Housing Bank
  - Underwriting risk with pre-sales guarantees
  - Other investment sources
- 5 Additional funding is being made available to fund a further ten Housing Zones across London. The Housing Zone allocation would help facilitate a broad range of housing delivery mechanisms, including private sector investment coupled with public sector development for new housing stock. Following the decision by Cabinet to delegate authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and relevant Cabinet Members on the 21 January 2016, a proposal was submitted to the GLA (Appendix 3).
  - 6 The GLA have reviewed all the bids received and have invited Hillingdon to enter into an agreement to form a Housing Zone as set out in the proposal. At this preliminary stage, the sites identified and available funding will be subject to further discussion with the understanding that the overall offer could be revised to reflect the GLA budget. The allocation of a Housing Zone does not fetter the Council's ability to direct development through its role as an enabler or as the Local Planning Authority. Any obligations would only be entered into once the Council is fully satisfied with any terms and conditions.



## Hayes Housing Zone

- 7 The Hayes area of the Borough provides the greatest concentration of development opportunities to justify the allocation of a Housing Zone. A wide boundary is suggested covering all of the Hayes Town Area. This would maximise flexibility in activity included in the Housing Zone (Appendix 1).

## Wider activity in the Hayes Area

- 8 Hillingdon Council and Transport for London started work on a major £6m scheme to transform Hayes Town Centre in February 2015. This two year programme of improvements will include:
- Better pavements and street lighting to make the area feel secure and welcoming, especially at night;
  - Flow of pedestrians, cars, buses and cyclists throughout Station Road increasing footfall and use of the town centre especially in the evening
  - More safe and convenient place for people to cross roads;
  - Phase 1 of the scheme (Coldharbour Lane to Pump Lane) is on track for completion March 2016 and preliminary works underway for Phase 2 (Station Road) to start from April 2016. Final Phase 3 (Pump/Botwell/Coldharbour Lane junction) to be completed April 2017.
- 9 The Council will also be carrying out further work between Hayes and Harlington Station and the canal bridge with the support of Crossrail and Transport for London.
- 10 The concept of developing the bridge to accommodate cyclists, pedestrians and road traffic, including buses has been presented to Transport for London which supports feasibility development to the next stage to confirm design, deliverability and cost. The brief includes producing a detailed funding proposal and business case to secure additional funding from TfL to construct the board walk. This is estimated to be circa £1m.
- 11 It is envisaged that the bridge improvement work will be delivered with a similar timeframe to the completion of the town centre regeneration scheme in spring 2017 and the commencement of full Crossrail services in 2019.
- 12 Hillingdon Council has been upgrading the canal towpath area over the whole length of the Grand Union Canal within Hillingdon during recent years with a considerable focus on the Western View area in Hayes.
- 13 Western View has been subject to an upgrade of the upper and lower towpath surface to a value of more than £250k. The Council has also encouraged Thames 21 to foster and establish a network of volunteers to enhance and maintain the embankments, nurture civic pride and prime the ground for further initiatives such as the establishment of annual canal-side festivals including a floating market. The Council is working with Stockley Park, Transport for London and Canal & Rivers Trust to upgrade the towpath further improve connectivity.

## Crossrail

- 14 Crossrail is set to transform travel around the capital, through greater London and beyond into the Home Counties by offering direct connections to previously unconnected routes, improving journey times and significantly easing congestion.
- 15 The western section of the Crossrail route runs from Paddington in West London to Heathrow Airport and Reading. The stations on the route will undergo a number of enhancements to facilitate the new Crossrail services due to begin in 2019. This includes new station buildings at Hayes & Harlington and West Drayton.
- 16 Hayes & Harlington station will benefit from major enhancements in preparation for the introduction of Crossrail services, including a new, spacious ticket hall, a new footbridge with four new lifts to provide step free access, platform extensions and new canopies.
- 17 The distinctive new glass and steel structure is intended to create a landmark that will be much more visible and prominent than the existing station. The new building will be open from the end of 2017 and will be located to the north of the existing station.
- 18 Crossrail has set out plans to develop and enhance the public spaces around stations in a number of outer London boroughs including Hayes & Harlington. The local area is largely made up of low density, suburban housing, with the exception of the recent High Point Village residential development, the first of a number of developments set to substantially change the character of the environs.
- 19 The urban realm design proposals include options to “future proof” the area for the large scale developments that are likely to come forward. Each option creates a new public space in a triangular site between the proposed station and High Point Village. They improve pedestrian and cycle connectivity to the station in all directions through better pedestrian crossings, continuous cycle lanes, tree planting, higher quality materials and safer junctions. The scheme will also provide step-free accessibility between the station and the proposed major developments to the west, via a ramp from Station Road to Blythe Road. £2.6m (£1.8m Transport for London and £0.8m S.106 funding) is earmarked for public realm improvements as part of the Crossrail Complementary Measures. Architecture/design work is being commissioned for implementation from Sept 2016 to April 2018
- 20 When Crossrail arrives at Hayes & Harlington station in 2019 it will offer connections to areas of central and eastern London which were previously unreachable by direct connections. Commuters can expect to be at Bond Street within 20 minutes, Liverpool Street within 27 minutes and Canary Wharf within 35 minutes - cutting the journey time by nearly half an hour.

## **Financial implications**

- 21 At this stage there is no commitment required other than a dedicated project management resource together with officer support. It is anticipated that to attract a candidate with the required skills subset for this important role would require a cost of up to £100k for 18 months. This could initially be funded through the Housing Revenue Account (HRA) given the scope of the Housing Zone. Internal staff resources will also be deployed to set up the programme. The GLA funding for the next set of Housing Zones is

£200m across the boroughs with an anticipated allocation of £20m per Zone. This grant funding is capital in nature and typically a mix of direct grant assistance and repayable grant depending on the nature of the projects undertaken within the Zone.

- 22 The participating councils are usually expected to make a financial contribution with matched funding from other partners which could be private developers, housing associations or similar. The GLA prospectus states that "This contribution could take a wide range of forms such as HRA funding, s106 offsite contributions, Right to Buy or New Homes Bonus receipts, Transport LIP funding or borough landholdings".
- 23 The development of a Housing Zone therefore could provide a number of financial benefits to the Council. These benefits would accrue over the Housing Zone designation period, which is typically ten years, and would be expected to include:
- Delivery of new affordable housing units across tenures and regeneration of existing council owned stock that could deliver savings to both the HRA and General Fund Housing budgets;
  - Contributions towards capital infrastructure that might otherwise be entirely funded by the council, together with access to preferential PWLB borrowing rates for loans if required;
  - Generation of additional business rate and council tax income.
- 24 A key financial benefit of the Housing Zone is expected to come from the delivery of additional housing units which would be across a range of tenures. This is expected to include new social housing stock which would generate additional income to the HRA, together with the potential to regenerate existing inefficient HRA stock with relatively high maintenance liabilities. More generally delivery of additional housing units within the Borough should assist in alleviating the general fund pressures on housing budgets from temporary accommodation costs.

## **Governance**

- 24 The Housing Zone would be operated through a governance structure as determined by the local authority with input as necessary from the GLA. It is anticipated that the Board would be chaired by the Leader of the Council with senior councillor and officer membership. A delivery panel and project team would be established to support the Board. A suggested governance structure is attached as Appendix 2.

## **Benefits of Housing Zones**

- 25 The value of a Housing Zone is firstly its ability to attract grant funding and secondly the opportunity to co-ordinate a comprehensive development strategy delivering housing, infrastructure and place making benefits to a community. The opportunities identified for the Hayes area are clearly understood, many of which are coming about through positive planning and the Council's proactive approach to regeneration. The value of a Housing Zone lies in its ability to stitch together key infrastructure elements, reconciling cross-cutting issues and giving certainty to funding mechanisms. The development of this area could continue with or without a Housing Zone designation but the pace of delivery may be slower and some key infrastructure and public realm enhancements may not be achieved.

## **Next Steps**

- 26 Subject to the recommendations set out above being approved by Cabinet, officers will enter into detail discussions with the GLA to prepare an overarching agreement between the two authorities. In parallel the governance structure set out in Appendix 2 will be established together with the submission of a Project initiation Document to the Hillingdon Improvement Programme Steering Group.

As part of the internal and external communication strategy helping to keep our residents informed, regular updates will be provided to Cabinet highlighting the specific workstreams and outputs from the programme. An announcement by the Mayor of London is likely to be made on the 10 March 2016 indicating the areas to be designated as Housing Zones.

## **4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES**

### **What will be the effect of the recommendation?**

The preparation and implementation of a Housing Zone will support the accelerated delivery of housing within the Borough and the quantity of affordable homes for Hillingdon's residents. Opportunities to secure external funding and third party assistance to unlock constrained housing schemes and the associated infrastructure will improve the physical and social environment of the area putting our residents first.

### **Consultation Carried Out or Required**

At this stage, only internal consultation with relevant service areas has been undertaken. This includes Housing, Planning, Legal, Financial and Property services. Engagement and discussions with Greater London Authority officers has assisted with the preparation of the proposal as a joint commissioning process.

## **5. CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report, noting that direct costs associated with the proposal to establish a Housing Zone for the Hayes Area are limited to project management support at this stage, with funding being sourced from the Housing Revenue Account. As outlined throughout this report, securing a Housing Zone would enable the Council to attract inward investment in support of accelerated delivery of homes for Hillingdon residents. The broader financial implications of this proposal will be reflected in the Council's Medium Term Financial Forecast as the project develops.

### **Legal**

The Mayor's statutory London Housing Strategy requires the Mayor to set out the policies required to meet the housing needs of London. The Mayor's intention is to bring forward land for development and accelerating the pace of housing delivery through Housing Zones.

The housing zones are discretionary, however, to be eligible for designation as a Housing Zone the Council must prove they can meet the designation criteria, which will require the Council to provide a range of data.

Following acceptance of the proposals to establish a Housing Zone a bespoke series of funding agreements will be drawn up between the Council and the GLA and will be based on their identified proposals and needs. This will firmly hold the Council to account in delivering agreed outputs.

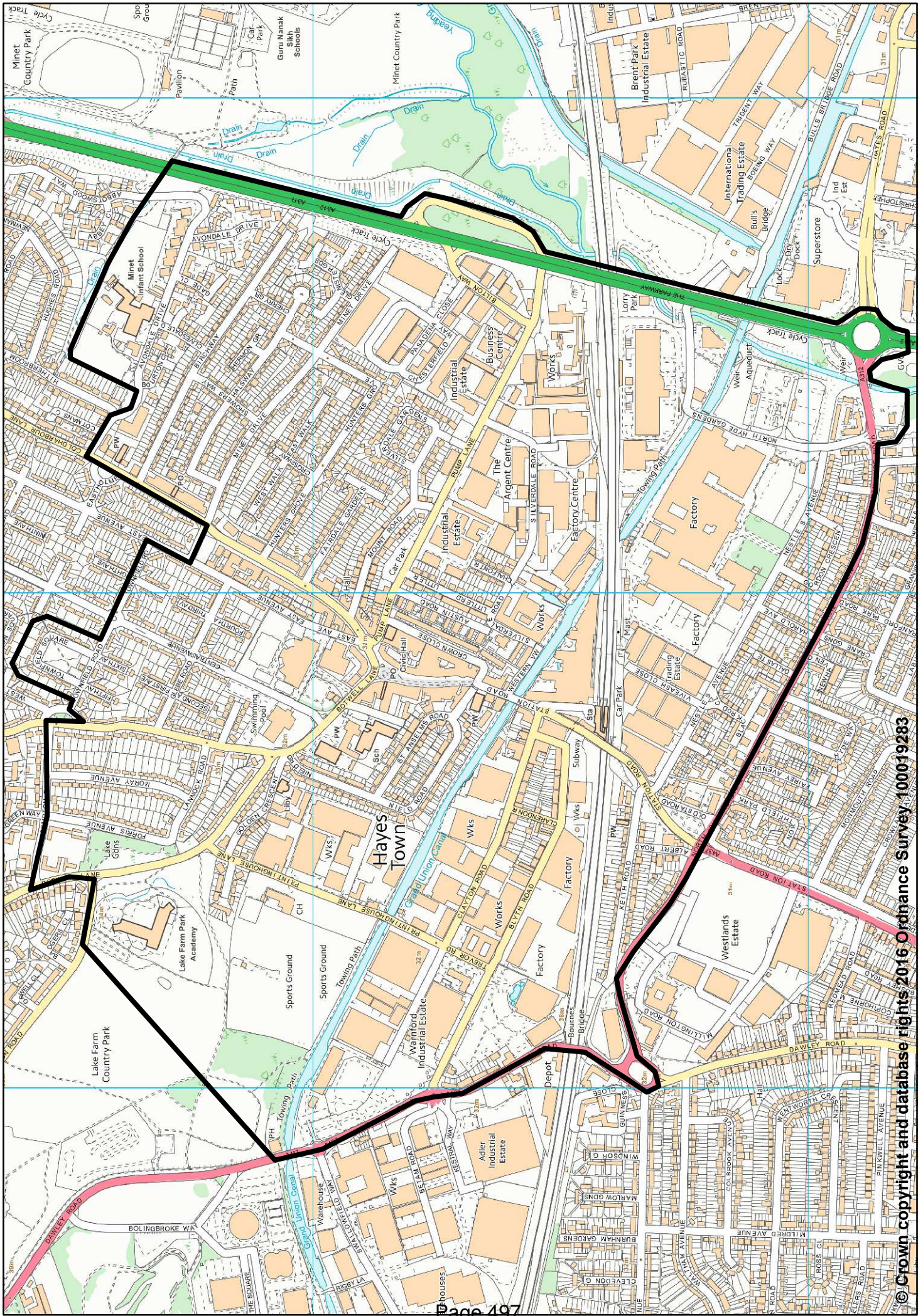
### **Corporate Property and Construction**

It is noted that Council owned property is being considered as part of establishing a Housing Zone but comments on the possible implications of this are not appropriate at this stage until the detailed proposals are known.

## **6. BACKGROUND PAPERS**

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HAYES HOUSING ZONE - Proposed Boundary

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## Proposed Governance Structure

**Hayes Housing Zone**

**Hayes Housing Zone Strategic Board**

London Borough of Hillingdon:

- Leader of the Council
- Lead Cabinet Members
- Chief Exec/Deputy CE
- Senior Officers
- GLA Representative

To provide strategic directions

- Approve key investment decisions
- Agree J.V. partnerships
- Approve land/property acquisitions and disposals
- Strategic Communications
- Monitor and agree Financial commitments and risk register

**Programme Board**

London Borough of Hillingdon:

- Chief Exec / Deputy Chief Exec
- Deputy Director - Planning
- Deputy Director - Assets
- Head of Planning
- Head of Strategy
- GLA Representative and TFL Representative

- To oversee programme delivery and prepare Quarterly monitoring report for the Strategic Board
- Identify and recommend key decision for the Strategic Board
- Consider any dispute issues
- Monitor Financial outcomes

**Delivery Group**

Key Housing, Legal, finance, Planning, Property, Transport Officers.

GLA/TfL, Others

Chaired by Chris Mansfield ~ Deputy Director

- To implement the delivery programme
- Manage day to day activities?
- Prepare progress of exception reports for Programme Board
- Prepare Financial proposals, identify resource requirements for risk register

Quarterly or as required.  
Administered by London Borough of Hillingdon

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Monthly or as required.  
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