

## Minutes

### CABINET

Thursday, 24 September 2020

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



Published on: 24 September 2020

Decisions come into effect on: Friday 2 October 2020

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

Sir Ray Puddifoot MBE (Chairman)

Jonathan Bianco (Vice-Chairman)

Douglas Mills

Keith Burrows

Richard Lewis

Susan O'Brien

Jane Palmer

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

Duncan Flynn

Henry Higgins

John Riley

Wayne Bridges

Nick Denys

Simon Arnold

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

Apologies were received from Councillor Philip Corthorne.

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

No interests were declared by Members present.

#### **3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The decisions and minutes of the virtual Cabinet meeting held on 23 July 2020 were agreed as a correct record.

#### **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**

This was confirmed.

## **5. COVID-19: HILLINGDON LOCAL OUTBREAK CONTROL PLAN**

### **RESOLVED:**

**That the Cabinet note the extensive work that has been undertaken to help prevent and control the spread of the Covid-19 virus in Hillingdon and respond as appropriate to an outbreak should this arise, to keep residents safe.**

### **Reasons for noting**

Cabinet received a report on the action being taken to help prevent and control the spread of the Covid-19 virus.

Since the start of the pandemic, the Cabinet Member for Social Care, Health and Wellbeing outlined the proactive approach taken by the Council to provide advice, support and assistance to residents, businesses and schools to help keep them safe. This included delivering food parcels to vulnerable residents through the operation of the Hillingdon Hub.

Cabinet noted the overall comparator Covid-19 infection rates in Hillingdon and London and endorsed the Local Outbreak Control Plan.

The Leader of the Council congratulated staff on delivering services during the pandemic and read out a message to be sent to them about working practices following the recent announcements by the Government, in order for services to continue to operate for the benefit of residents.

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

None, as it was a legal requirement to produce a local outbreak control plan.

### **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.*

## **6. RESPONSE TO GOVERNMENT CONSULTATION: CHANGES TO THE CURRENT PLANNING SYSTEM**

### **RESOLVED:**

**That the Cabinet:**

- 1. Notes the content of the 'Changes to the Current Planning System' and endorses, in principle, the Council's proposed response attached at Appendix A of this report**

- 2. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to make any final changes to the response before submission, in consultation with the Leader of the Council and Cabinet Member for Planning and Transportation.**

### **Reasons for decision**

Cabinet received a report outlining key, more immediate, changes to the current planning system proposed by central Government through their consultation paper 'Changes to the Current Planning System'.

It was noted that these were likely to have a significant impact on the delivery of affordable housing in the Borough, as well as housing delivery overall subject to the final publication of the London Plan. Given these changes would come into effect within the next few months, Cabinet agreed to submit a detailed response to represent the best interests of residents.

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

Cabinet could have decided not to submit a consultation response.

### **Officers to action:**

Julia Johnson and Prag Shah, Planning Policy

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

### **RESOLVED:**

#### **That Cabinet:**

- 1. Notes the findings from a review by officers of the school admissions criteria for community schools in Hillingdon.**
- 2. Considers the proposals for changes to be made to the school admissions criteria and authorises officers to undertake a full consultation exercise in relation to them.**
- 3. Considers the proposal to reduce the Planned Admission Number for Ruislip Gardens Community School from 90 to 60 and authorises officers to undertake a full consultation exercise in relation to it.**
- 4. Agrees to receive a further report at its January 2021 meeting for the purpose of considering the consultation responses and determining a set of new admissions criteria for community schools in Hillingdon, and a new Planned Admissions Number for Ruislip Gardens which all are to take effect from 1 September 2022.**

## **Reasons for decision**

It was noted that Hillingdon had a statutory responsibility to secure sufficient early years and school places and had achieved this through its ambitious programme of school expansion, ensuring every child could be offered a school place as close to their home as possible.

Based on a recent review of admissions to reception school places at Hillingdon schools over the last four years, Cabinet agreed to consult on specific changes to the school admissions criteria to help mitigate the residual risk of Hillingdon children not securing access to a local school place.

## **Alternative options considered and rejected**

Alternative options were set out in the report to the Cabinet, but it was considered any failure to address any residual risk would not be in the best interests of residents.

### **Officer to action:**

Dan Kennedy, Residents Services

### **Classification: Public**

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## **8. STATEMENT OF LICENSING POLICY FOR CONSULTATION - POLICY FRAMEWORK**

### **RESOLVED:**

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

- 1. Agrees to a public consultation for the draft Statement of Licensing policy to take place between 5th October 2020 and 22nd November 2020.**
- 2. Notes that a further report will be submitted to Cabinet, post consultation, highlighting any consultation responses for Cabinet to consider for inclusion in the final policies.**
- 3. Notes that the Statement of Licensing Policy will be referred to the full Council for final adoption.**

## **Reasons for decision**

Cabinet agreed to review its Statement of Licensing Policy, in accordance with legislative requirements and best practice. Permission was granted by Members to undertake a six week public consultation on the Policy before returning back to Cabinet. It was noted that the Policy would ultimately require adoption by the full Council.

## **Alternative options considered and rejected**

Cabinet could have decided not to review the Policy, but the Council would then not meet its statutory obligations in this respect.

### **Officer to action**

Daniel Ferrer, 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.*

## **9. TRANSPORT FOR LONDON LOCAL IMPLEMENTATION PLAN - ANNUAL SPENDING SUBMISSION 2020/21**

### **RESOLVED:**

#### **That the Cabinet**

- 1. Agrees the principles of the Council's Local Implementation Plan Three 2021/22 Annual Spending Submission to Transport for London, set out in the report;**
- 2. Delegates authority to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Planning and Transportation, to agree the final Spending Submission before submission to Transport for London and;**
- 3. Notes that the subsequent progression of any individual scheme or programme in the Plan and funded by Transport for London budgets will also be subject to the Council's democratic capital release procedures requiring final sign-off by the Leader of the Council and Cabinet Member for Finance, Property and Business services.**

### **Reasons for decision**

Cabinet agreed the basis of the Council's proposed Local Implementation Plan and Spending Submission, which has previously been used by London boroughs to locally deliver the Mayor's Transport Strategy through Transport for London funding. It was noted that as a result of the pandemic, the current funding process was uncertain and that local priorities may not be met by the Mayor of London, but Cabinet agreed to submit the Council's plans should funding become available.

## **Alternative options considered and rejected**

Cabinet could have decided not to submit the Plans, but this could put at risk funding that Transport for London may make available for the Council to invest on transport projects and programmes locally.

**Officer to action:**

Dr Alan Tilly, 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.*

**10. BOROUGH-WIDE PUBLIC SPACE PROTECTION ORDERS 2020**

**RESOLVED:**

**That the Cabinet, having regard to the Equalities and Human Rights Impact Assessment, makes a Borough Wide Public Spaces Protection Order 2020 to come into force on the expiry of the current order on 19 October 2020 in the form set out in Appendix 2.**

**Reasons for decision**

Cabinet welcomed the use of Public Spaces Protection Orders (PSPOs) to deal with nuisance or problems that are detrimental to residents' quality of life around the public realm, like parks.

It was noted that the current Borough-wide PSPO expired on 19 October 2020. Following a review and statutory consultation, which included additional conditions relating to learner drivers on council land, metal and mineral detection and fishing, dredging or removing material in parks and open spaces without the Council's consent.

Following due process, Cabinet agreed the updated PSPO to enable residents to continue to use and enjoy public spaces, safe from anti-social behaviour.

**Alternative options considered and rejected**

Cabinet noted that, not including Police powers, there were limited alternative legal provisions for the Council itself to tackle anti-social behaviour in parks and open spaces.

**Officer to action:**

Joanne Howells - 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.*

**11. CONSIDERATION OF SETTING A LICENSED DEFICIT BUDGET IN 2020/21 FOR FIVE MAINTAINED SCHOOLS IN THE BOROUGH**

## **RESOLVED:**

### **That Cabinet:**

- 1. Approves the application for a licensed deficit from Bishop Winnington-Ingram CE Primary School for 2020/21.**
- 2. Approves the application for a licensed deficit from Holy Trinity CE Primary School for 2020/21.**
- 3. Approves the application for a licensed deficit from Oak Farm Junior School for 2020/21.**
- 4. Approves the application for a licensed deficit from St Catherine's RC Primary School for 2020/21.**
- 5. Approves the application for a licensed deficit from Oak Wood School for 2020/21.**

### **Reasons for decision**

Cabinet gave its approval for five schools in the Borough to hold a licensed deficit, noting that this would enable the schools to function with the certainty of funding, whilst the schools take reasonable steps to manage their costs. It was welcomed that the Council provided financial advice and assistance to schools.

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

Cabinet could have decided to write-off the deficit, which would have required agreement from the Schools Forum, or alternatively withdrawn the governors delegated powers over their budgets.

### **Officers to action:**

Dan Kennedy - Residents Services  
Graham Young - 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.*

## **12. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 4**

### **RESOLVED:**

### **That Cabinet:**

- 1. Note the budget position as at July 2020 (Month 4) as outlined in Table 1.**
- 2. Note the Treasury Management update as at July 2020 at Appendix E.**
- 3. Continue the delegated authority up until the October 2020 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 23 July 2020 and 24 September 2020 Cabinet meetings, detailed at Appendix F.

4. Ratify four contract related decisions taken recently, as set out in Appendix G on the following matters:
  - a. 17 June 2020 - Contract extension for the Collection and Treatment of Co-mingled Dry Recycling.
  - b. 29 June 2020 - Contract Award: Triscott House and Cottesmore House Extra Care Support Services For Adults.
  - c. 4 September 2020 - Passenger Lift Maintenance & Repairs for Corporate & Housing Properties .
  - d. 4 September 2020 - Postal Services Direct Award.
5. Approve acceptance of £40k grant funding from the Food Standards Agency for the costs of EU Exit planning.
6. Approve acceptance of £308k grant funding from Defra for the costs of provision of food and essential supplies to vulnerable residents during the COVID-19 pandemic.
7. Agrees the Community Safety Grant award to the Metropolitan Police Service for additional Police Officers that form the dedicated Partnership Tasking Team for up to three years from 2020/21 at £538,500 per annum and a 2020/21 Community Safety Grant of £81,000 for activities aligned to local community safety priorities for Hillingdon residents.
8. Approve the acceptance of £170k additional MHCLG new burdens funding for the administration of the Small Business Grant Fund and the Retail, Hospitality and Leisure reliefs.
9. Note the allocation from the general capital contingency of £72k for the Polish Air Force exhibition at the Battle of Britain Visitors Centre.
10. Note the grant award of £41.5k from Transport for London for the annual Bridge Assessment and Strengthening Programme.
11. Approve acceptance of gift funding in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for;
  - a. Keith House, Hayes - £40,000
  - b. Southall Waterside - £20,000
  - c. Brunel University (BCAST) (1st Payment) - £20,000
12. Ratify the £10,287 grant to Eastcote Tennis Club toward flood repair works to the tennis courts, from the Environment & Recreational Earmarked Reserve.
13. Accepts the Environment Agency Grant of £39,500 for the Cannon Brook and Mad Bess Flood Management Scheme
14. Notes the changes to fees and charges for garages to two bands dependant on area.
15. Accepts the Wellbeing for Education Return grant of £41,320 from the Department for Education.
16. Agrees to include new Planning charges in the 2020/21 Fees and Charges Schedule following amendments to certain applications under the General Permitted Development Order, The Town and Country Planning Regulations 2020:
  - a. Class A - New dwellinghouses on Detached Block of Flats (chargeable from 1st August 2020):



- i. 50 or fewer new dwellinghouses, £334 for each new dwellinghouse.
    - ii. New dwellinghouses exceeding 50 units, £16,525 and an additional £100 for each new dwellinghouse in excess of 50 units, up to a maximum of £300,000.
  - b. Class ZA - Demolition of Building and Construction of New Dwellinghouses in their place (chargeable from 1st September 2020):
    - i. 50 or fewer new dwellinghouses, £334 for each new dwellinghouse.
    - ii. New dwellinghouses exceeding 50 units, £16,525 and an additional £100 for each new dwellinghouse in excess of 50 units, up to a maximum of £300,000.
- 17. In memory of Tashan Daniel who was stabbed to death at Hillingdon underground station last year, agree to set up an award in his name (Tashan Daniel Award), with funding of £60k from the earmarked reserve for all age sports and activity.
- 18. Accept Transport for London grants totalling £115,734 comprising £55,734 grant awarded in respect of the London Streetspace Plan and £60,000 in respect of Bikeability and Cycle Training.

#### **Reasons for decision**

Cabinet was informed of the latest revenue, capital and treasury position for the financial year 2020/21. The Leader of the Council updated Cabinet on in-year COVID-19 pressures and Cabinet noted the challenges ahead whilst making use of its own earmarked reserves towards mitigating this exceptional pressure.

Cabinet made a number of financial related decisions, including ratification of previous contract decisions, acceptance of Government funding and agreed the Police Tasking Team and Community Safety Grant award with the Metropolitan Police. It was noted that Hillingdon had honoured its commitment to fund the local Police Tasking Team, unlike the Mayor of London. On planning matters, Cabinet accepted gift funding for key future developments in the Borough and agreed new planning application charges that were coming into effect. Grants were awarded and accepted to deal with flooding issues affecting Eastcote Tennis Club, in relation to works at Common Brook and Mad Bess.

Cabinet gave its thoughts and sympathies to the family of Tashan Daniel, one year on from his death at Hillingdon Underground Station. To remember him, Cabinet agreed to set up an award in his name (Tashan Daniel Award) with funding of £60k and pledged to do all it could to tackle knife crime locally.

#### **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.*

**13. SCHOOL CAPITAL PROGRAMME UPDATE**

**That Cabinet:**

- 1. Note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**
- 2. Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Director of Residents Services, to approve the projects to be included in the Phase 4 of the School Condition Programme.**
- 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 Director of Residents Services, to make all necessary procurement and financial decisions, including the appointment of consultancies and the placing of building contracts for Phase 4 of the School Condition Programme.**

**Reasons for decision**

Cabinet received an update on the Council's major school expansion programme and also the school condition programme, improving the fabric of local schools. Cabinet agreed to delegate authority to progress Phase 4 of the school condition plan.

**Alternative options considered and rejected**

None.

**Officer to action:**

Bobby Finch, Residents Services

**Classification: Public**

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**14. QUARTERLY PLANNING OBLIGATIONS MONITORING REPORT**

**RESOLVED:**

**That the Cabinet notes the updated financial information attached at Appendix 1.**

#### **Reasons for decision**

Cabinet noted the report which detailed the financial planning obligations received by developers and held by the Council. Cabinet considered what progress had, and was, being made to further invest in a wide range of local infrastructure and Council capital projects benefitting local communities.

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

To not report to Cabinet. However, Cabinet believed it was an example of good practice to monitor income and expenditure against specific planning agreements. It was welcomed how such monies had been recycled and utilised to the benefit of residents, including investment in innovative skills and training for local construction jobs.

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

Nicola Wyatt, Residents Services

#### **Classification: Public**

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### **15. THE INSTALLATION OF NEW DOMESTIC GAS HEATING SYSTEMS AND SYSTEM UPGRADES**

#### **RESOLVED:**

#### **That Cabinet:**

- 1. Accept the tender from TSG Building Services PLC to deliver works for new gas installations and boiler replacements for a period of 4 years from 1 December 2020.**
- 2. Furthermore, agree that this includes the provision to extend the contract for 1+1 year periods (6 years in total), delegating approval of any extension 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.**

#### **Reasons for decision**

Cabinet accepted a tender for new and replacement Gas Heating boilers and Installations in residential dwellings, following a competitive tender exercise.

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

None, as there was a legal requirement to ensure their safe operation.

**Officer to action:**

Gary Penticost, 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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended)*

**16. THE SERVICE, MAINTENANCE & REPAIR OF DOOR ENTRY & ACCESS CONTROL SYSTEMS**

**RESOLVED:**

**That Cabinet:**

- 1. Accept the tender from DSSL Group Ltd for the provision of The Service, Maintenance & Repair of Door Entry & Access Control Systems for corporate and housing properties for a period of 3 years from 1 November 2020 to 31 October 2023 and at the value of £144k per annum; and**
- 2. Agree that this includes the provision to extend the contract for a 2 year period (5 years in total), delegating approval of any extension 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.**

**Reasons for decision**

Cabinet accepted a tender for the Service, Maintenance & Repair of Door Entry & Access Control Systems for corporate and housing properties.

**Alternative options considered and rejected**

None, as there was a legal requirement to ensure their safe operation.

**Officer to action:**

Gary Penticost

**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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended)*

## **17. DISPOSAL OF COUNCIL OWNED SITES / GARAGE SITES**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Declares the five sites surplus to requirements;**
- 2. Authorises the sale of the five sites set out in the report on the open market with planning consent for a residential scheme. The method of sale to be by auction, subject to prevailing market conditions. The sales are to be leasehold with an option to sell the freehold for £1 on the satisfactory completion of the development and;**
- 3. Delegates authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, for all subsequent decisions regarding the sale of the sites.**

#### **Reasons for decision**

Cabinet agreed to sell five sites as part of an ongoing programme to optimise and make the best use of any under-utilised Council assets, especially those that were attracting anti-social behaviour and fly-tipping.

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

The development of these sites by the Council was considered but rejected as uneconomic.

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

Julie Markwell, Residents Services

#### **Classification: Private**

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

No additional items were considered by the Cabinet.

The meeting closed at 7.40pm.

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**\*Internal Use only - implementation of decisions**

**All decisions:** Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the remaining Cabinet's decisions. Therefore, these decisions can be implemented by officers upon the expiry of the scrutiny call-in period which is from:

**5pm, Friday 2 October 2020.**

Officers to action the decisions are indicated in the minutes.

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The public part of this meeting was broadcast on the Council's YouTube channel [here](#). Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.

If you would like further information about the decisions of the Cabinet, please contact the Council below:

[democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk)

Democratic Services: 01895 250636

Media enquiries: 01895 250403

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