



HILLINGDON  
LONDON



# Environment, Housing and Regeneration Select Committee

## Councillors on the Committee

Wayne Bridges (Chairman)  
Alan Chapman (Vice-Chairman)  
Nicola Brightman  
Allan Kauffman  
Alan Deville  
Scott Farley (Opposition Lead)  
Janet Gardner

**Date:** WEDNESDAY, 16  
FEBRUARY 2022

**Time:** 7.00 PM

**Venue:** COMMITTEE ROOM 5 -  
CIVIC CENTRE, HIGH  
STREET, UXBRIDGE

**Meeting  
Details:** Members of the Public and  
Media are welcome to attend.  
This meeting may also be  
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**Published:** 08 February 2022  
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**Putting our residents first**

Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW

## **Environment, Housing & Regeneration Select Committee**

### **Membership**

7 Councillors appointed on a proportional basis.

### **Terms of Reference**

To undertake the overview and scrutiny role in relation to the following Cabinet Member portfolio(s) and service areas:

<b>Cabinet Member Portfolio</b>	<ul style="list-style-type: none"><li>• Cabinet Member for Environment, Housing &amp; Regeneration</li></ul>
<b>Relevant service areas</b>	<ol style="list-style-type: none"><li>1. Planning &amp; Regeneration</li><li>2. Housing</li><li>3. Green Spaces, Sport &amp; Culture (only Green Spaces)</li><li>4. Waste Services</li></ol>

This Committee will also act as lead select committee on the monitoring and review of the following cross-cutting topics:

- Climate Change
- Local impacts of Heathrow expansion
- Local impacts of High Speed 2

### **Specific portfolio responsibilities of the Cabinet Member for Environment, Housing & Regeneration – Cllr Eddie Lavery**

1. To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- Climate change, including air quality
- Council's flood policy,
- parks, open spaces, woodlands, allotments and other amenity land,
- reservoirs,
- provision and management of trees,
- Colne Valley Park
- Crematoriums, Cemeteries & Mortuary Service
- housing need for the Borough,
- homelessness duties,
- conditions of tenancies,
- home ownership,

- standards of privately let housing
- private sector housing grants,
- new homes initiatives,
- maximising the use of empty homes
- the Chrysalis programme of environmental improvements,
- Street Champions & Feel Proud [neighbourhood campaigns]
- Regeneration, including Town Centres
- Promoting a high quality built environment
- sustainable development
- Designation of conservation areas,
- Borough wide planning policies
- Planning enforcement policies,
- purchase notices,
- revocation of planning consents,
- stop notices
- recycling,
- waste strategy,
- civic amenity sites,
- refuse collection,
- street cleansing,
- trade waste.

# Agenda

- 1 Apologies for Absence
- 2 Declaration of Interest in matters coming before this meeting
- 3 To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private
- 4 To agree the Minutes of the previous meeting 1 - 6
- 5 CIL Expenditure Monitoring - Annual Report 7 - 32
- 6 Empty Properties 33 - 44
- 7 Cabinet Forward Plan 45 - 52
- 8 Work Programme 53 - 56

## Minutes

### ENVIRONMENT, HOUSING AND REGENERATION SELECT COMMITTEE

20 January 2022

Meeting held at Committee Room 5 - Civic Centre,  
High Street, Uxbridge



	<p><b>Committee Members Present:</b> Councillors Wayne Bridges (Chairman) Alan Chapman (Vice-Chairman) Nicola Brightman Allan Kauffman Alan Deville Scott Farley (Opposition Lead) Janet Gardner</p> <p><b>LBH Officers Present:</b> Neil Fraser, Democratic Services Officer Mark Billings, Head of Housing Options, Homelessness &amp; Standards Gemma McNamara, Head of Finance – Business Partnering &amp; Transformation Iain Watters, Head of Finance - Financial Planning, Capital, Treasury &amp; Systems David Haygarth, Climate Action Manager Dan Kennedy, Corporate Director - Planning, Environment, Education and Community Services</p>
50.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>None.</p>
51.	<p><b>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>None.</p>
52.	<p><b>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items would be considered in public.</p>
53.	<p><b>TO AGREE THE MINUTES OF THE PREVIOUS MEETING</b> (<i>Agenda Item 4</i>)</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 25 November 2021 be approved as a correct record.</p>
54.	<p><b>CABINET'S BUDGET PROPOSALS FOR NEXT FINANCIAL YEAR</b> (<i>Agenda Item 5</i>)</p> <p>Iain Watters – Head of Finance - Financial Planning, Capital, Treasury &amp; Systems, and Gemma McNamara – Head of Finance – Business Partnering &amp; Transformation,</p>

introduced a report detailing Cabinet’s budget proposals for the next financial year.

The report was summarised, with the General Fund Budget and Housing Revenue Account (HRA) budgets highlighted. Officers advised that, despite rising inflation and service demand, together with ongoing pressures as a result of the COVID-19 pandemic, delivery of a balanced budget was expected for 2022/23, leaving a residual budget gap of £4,735k in later years of the 5-year MTF period.

HRA budget strategy was confirmed to focus on the delivery of 100 new homes per annum, the regeneration of housing estates, and a five-year cycle of enhanced programme works.

Officers concluded by advising that the budget forecasts presented a sustainable balanced budget in the medium term that would allow for the continued provision of services to Hillingdon residents.

The Committee sought further information on whether the budget provided for improvements in housing stock fixtures and fittings. Officers advised that there was a rolling programme of housing stock renewals in place, to ensure homes were of the ‘minimum lettable standard’. Where required, provision was available for families who needed support with upkeep and/or the purchasing of white goods.

In response to further queries, officers advised that the 100 new homes per annum were to be delivered through a combination of acquisition and construction, though with a greater focus on construction. Officers went on to advise that the capital programme also included renewal of playground and open spaces.

Members noted the contents of the report, and suggested the following comments to be submitted as the Committee’s comments on the budget:

*‘The Committee noted that it was gratifying to see that, despite the financial pressures faced by the Council as a result of rising inflation, increasing demand for services, and the ongoing impact of the COVID-19 pandemic, the Council was able to maintain adequate funds for projects and services for residents, including a programme of activity around homelessness prevention, investment in the Chrysalis programme, renewal of estates and playgrounds, and the delivery of more than 100 new homes per annum to support increasing demand for social housing within the Borough.’*

The comments were agreed, and it was:

**RESOLVED:**

- 1. That the report be noted;**
- 2. That the Committee’s agreed comments on the budget be included in the forthcoming report to the Corporate, Finance and Property Select Committee.**

**55. PROGRESS UPDATE - CLIMATE ACTION STRATEGIC PLAN (Agenda Item 6)**

David Haygarth – Climate Action Manager, provided the Committee with an update on the progress of Hillingdon’s Climate Action Strategic Plan.

The Committee was informed that officers were briefing colleagues and identifying existing actions currently underway, in order to build a solid foundation for future

actions that incorporated existing knowledge. This included briefings for the Corporate Management, Senior Management, and Departmental Service Manager teams, with a view to steering future actions through their incorporation into service plans, such as the Housing Strategy. Cabinet's proposed budget had made provision for funding of £25m over 5 years to address climate change, though officers continued to review other potential sources of funding, such as the Community Infrastructure Levy (CIL).

Future actions under consideration included decarbonising the Borough's top 25 buildings, incorporating solar arrays, and investment in the Council's fleet of vehicles, to move away from the use of traditional fossil fuels. Forthcoming capital works included construction of new school buildings and other large-scale projects, with energy efficiency and consideration of environmental impact (such as emissions/heat loss etc.) built into the development plans through adherence to the current building regulations. This included the use of government funds when constructing new Council housing stock, and officers would be working to embed such considerations within private housing stock.

The Committee was reminded that, following a motion at the Council meeting in November 2021, the Borough's young people would be included in the developing action plan, via partnership working with schools, Social Care, the Corporate Parenting Panel, and Looked After Children, among others, to embed climate change awareness and actions at an early age (including within school curriculums.)

Members asked whether officers could identify areas where air quality was poor due to vehicle congestion. The Committee was advised that such matters were being dealt with via the Council's Air Quality Action Plan, but details of hotspots, and the mitigation underway to address them, (e.g. green screens to shield playgrounds from pollution), could be forwarded following the meeting.

Regarding flood mitigation, the Committee was advised that actions to address flooding were currently underway, and these would be further incorporated into the Climate Action Strategic Plan as it developed.

It was confirmed that further information on the Plan would follow within the report to be received by the Committee in April 2022.

The Committee suggested that actions to address climate change could be embedded within staff personal objectives. Officers advised that this would be considered.

**RESOLVED:**

- 1. That the report be noted;**
- 2. That officers forward details of congestion/pollution hotspots, and the actions being taken to address them, following the meeting.**

56. **HOMELESSNESS IN HILLINGDON** (*Agenda Item 7*)

Mark Billings - Head of Housing Options, Homelessness & Standards, introduced a report detailing homelessness within Hillingdon.

The report was summarised, with the number of approaches to Hillingdon (including through online applications and referrals) highlighted. Domestic abuse was confirmed as the highest reason for homelessness recorded. Performance figures for Hillingdon versus other London boroughs showed Hillingdon to be performing well, and it was

expected that other boroughs would contact Hillingdon requesting the sharing of best practice.

Rough sleepers in Hillingdon had seen a reduction, with the lowest ever number recorded in November 2021. Hillingdon had approximately 5 regular rough sleepers, with more transient sleepers often seen due to the proximity to Heathrow Airport. A monthly count was conducted, which provided a snapshot of rough sleeper numbers on a given night. Numbers were recorded through officer walks across the Borough, including through parks and other non-hotspot spaces, together with the use of CCTV and partnership working.

Officers were working with Heathrow Airport/Travel Care, Transport for London, the Police, the Home Office and other partners in order to help encourage rough sleepers or the homeless to enter accommodation. Work was also ongoing with landlords to extend tenancies and avoid making residents homeless in the first instance. A number of separate options were available to former members of the armed services who had since become homeless.

It was confirmed that an emergency service was available 24/7 for residents to contact the Council out of hours. When contacted, officers would ensure that the individuals or groups in need were picked up and rehomed that same night. Non-Hillingdon homeless would be reconnected to their original location, where it was safe to do so. If the risk was deemed to be too high, then individuals would be rehomed locally.

The Committee requested that officers provide additional information regarding homelessness data for Jan-April 2021, along with any additional information available regarding potential reasons for the rise in domestic abuse (e.g. tensions caused by enforced proximity as a result of pandemic lockdowns, etc). Additionally, it was requested that officers provide details of the number of cases reported through the out of hours service, together with details of any cases within the LGBTQ+ community.

**RESOLVED:**

- 1. That the report be noted;**
- 2. That officers provide additional information regarding homelessness data for Jan-April 2021;**
- 3. That officers provide additional information regarding potential reasons for the rise in domestic abuse;**
- 4. That officers provide details of the number of cases reported through the out of hours service;**
- 5. That officers provide details of any cases identified within the LGBTQ+ community.**

**57. HOUSES OF MULTIPLE OCCUPANCY (Agenda Item 8)**

Mark Billings - Head of Housing Options, Homelessness & Standards, introduced a report detailing Houses of Multiple Occupancy (HMOs) within Hillingdon.

The report was summarised, with the definition of an HMO and the requirements for a licensed HMO highlighted. It was confirmed that, as of December 2021, there were approximately 650 licensed HMOs within Hillingdon, with 172 new applications processed since April 2021.

The officer advised the Committee on the processes for inspection of HMOs and

enforcement action within Hillingdon. Best practice was being highlighted to landlords, with enforcement action available to address untidy gardens, antisocial behaviour, fly-tipping etc. The service maintained a rolling programme of inspections, alongside responding to specifically reported issues.

The various licensing schemes across West London were set out, with options for Discretionary and Selective licensing confirmed as being under consideration for future adoption within Hillingdon. The Tenancy Deposit Scheme was referred to and confirmed to be under review, incorporating regular engagement with landlords, including through the Landlord Forum.

In response to a query from the Committee, it was confirmed that Hillingdon would be looking to offer training and accreditation to landlords within the next year.

**RESOLVED: That the report be noted.**

58. **REVIEW - DRAFT FINAL REPORT** (*Agenda Item 9*)

Members were asked to formally endorse the final report on the Committee's review into engagement with tenants and leaseholders within Hillingdon for submission to Cabinet.

The Committee suggested some minor amendments, before it was:

**RESOLVED:**

- 1. That the report be endorsed for submission to Cabinet; and**
- 2. That the clerk be delegated authority to make any further amendments as required.**

59. **CABINET FORWARD PLAN** (*Agenda Item 10*)

Consideration was given to Cabinet's Forward Plan, and it was:

**RESOLVED: That the Cabinet forward Plan be noted.**

60. **WORK PROGRAMME** (*Agenda Item 11*)

Consideration was given to the Committee's Work Programme.

Members requested that the forthcoming 'CIL Annual Report' include specific information relating to where and how CIL monies were being used.

It was also requested that the future item on 'Regeneration of High Streets' include detail of how the Council was improving safety within High Streets. Members were advised that this was likely to fall under the remit of the Public Safety and Transport Select Committee, though the clerk would discuss the matter with the report authors.

**RESOLVED:**

- 1. That the Cabinet Forward Plan be noted;**
- 2. That the clerk request that the forthcoming CIL Annual Report include specific information relating to where and how CIL monies are being used.**
- 3. That the clerk review the potential inclusion of safety within High Streets**

	<b>as part of the forthcoming 'Regeneration of High Streets' information item.</b>
	The meeting, which commenced at 7.00 pm, closed at 8.24 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Neil Fraser on 01895 250692. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

## Community Infrastructure Levy Expenditure Monitoring - Annual Report

<b>Committee name</b>	Environment, Housing and Regeneration Select Committee
<b>Officer reporting</b>	Julia Johnson, Planning and Regeneration
<b>Papers with report</b>	Appendix 1: Hillingdon's Infrastructure Funding Statement 2020/21
<b>Ward</b>	ALL

### HEADLINES

This report provides an update to the Committee on Hillingdon Community Infrastructure Levy (CIL) income and expenditure in the 2020/21 financial year.

### RECOMMENDATIONS:

**That the Committee:**

- 1. Notes and comments on the information presented within this report.**

### SUPPORTING INFORMATION

#### Introduction

The Community Infrastructure Levy (CIL) is a charge which allows the Council to raise funds from developers undertaking new building projects. It supports the financing of the cumulative infrastructure requirements that arise from new development across the borough. It is chargeable on any development that creates a new dwelling or where there is an increase of floorspace by 100 sqm or more. It should also be noted that there are types of development that qualify for exemptions from CIL, including affordable housing, self-build and charitable developments. CIL operates alongside S106 planning obligations that continue to mitigate the site-specific impacts of a development.

Hillingdon's Community Infrastructure Levy (CIL) Charging Schedule was adopted by the resolution of Full Council in July 2014. The Charging Schedule and the Planning Obligations SPD have applied to new development in the borough from 1 August 2014. The council's current CIL charges (increased each year by inflation) are shown in Appendix 1.

The remainder of this report sets out the CIL income and expenditure for the last financial year.

## Hillingdon CIL Income

The following amounts of CIL income have been received and spent in each of the financial years since the adoption of the council's CIL charge in 2014.

Table 1: Total CIL income since adoption

Year	Income	Expenditure
2014/15	0	0
2015/16	£2,021,483	£2,021,483
2016/17	£3,873,050	£3,873,050
2017/18	£3,636,863	£3,636,863
2018/19	£3,460,274	£3,460,274
2019/20	£4,780,346	£4,780,346
2020/21	£3,138,252	£3,138,252

Once income has been collected it is pooled into a central capital code from which qualifying infrastructure projects are then financed. As shown, the council currently spends all the CIL receipts received in the same financial year and no balance is transferred between years.

## Hillingdon CIL Expenditure

### Legislative Requirements Regarding CIL Spend

Under the CIL Regulations, the expenditure of CIL must be broken down into three distinct portions to which different legislative requirements apply. These portions are as follows:

Portion	Percentage of receipts
Strategic Hillingdon CIL	80% (maximum)
Neighbourhood CIL	15% (minimum)
CIL administration expenses	5%

As required by the legislation, the Infrastructure Funding Study for the previous financial year (2019/20) set out the CIL spending priorities for the reporting year (2020/21) as follows:

- **Education facilities**
- **Transport improvements** excluding site specific matters needed to make the development acceptable in planning terms.
- **Health care facilities**
- **Community care facilities** (social care institutions providing for older people and people with mental health or learning disabilities).

- **Library services**
- **Leisure facilities** (sports facilities defined as publicly owned leisure centres, gyms and swimming pools).
- **Open space provision:** publicly accessible open space and allotments, excluding site specific matters needed to make the development acceptable in planning terms.
- **Community facilities** (community centres and meeting places but excluding places of worship; voluntary sector meeting places and centres and public cultural facilities).

In terms of the neighbourhood portion of CIL, the CIL Regulations require that the council, as the CIL charging authority, retain the receipts but engage with the communities where development has taken place to agree on how best to spend the neighbourhood funding. Government guidance states that charging authorities should clearly and transparently explain their approach to engaging with neighbourhoods, and the use of neighbourhood funds should match priorities expressed by local communities. The legislation also allows for the neighbourhood portion to be spent on anything concerned with addressing the demands that a development places on an area and does not need to be linked to the strategic spend priorities.

The third portion of CIL is to cover administrative expenses. The CIL Regulations allow charging authorities to retain a maximum of 5% of CIL receipts to spend on the administration of their CIL. This is retained by Hillingdon's Planning Service for administering the charging, collection and enforcement of CIL.

### Total Hillingdon CIL Expenditure

As shown in Table 2, the strategic portion of Hillingdon's CIL was primarily spent on the expansion of Ruislip High School and the preliminary works for the delivery West Drayton Leisure Centre. The remaining funds were utilised for highways maintenance and the improvement of community facilities.

Table 2: Hillingdon CIL Spend

Hillingdon CIL Spend	Ward(s)	Total
<b>Strategic HCIL</b>		
<b>Education Facilities</b>		
Ruislip High School Expansion	Manor	<b>1,066,674.80</b>
<b>Transport Facilities</b>		
Highways Structural Works	Various	<b>252,373.38</b>
<i>A437 Dawley Road</i>	<i>Botwell</i>	<i>64,924.93</i>
<i>Viveash Close</i>	<i>Botwell</i>	<i>46,107.36</i>

<i>Uxbridge High Street</i>	<i>Uxbridge South Uxbridge North</i>	<i>141,341.09</i>
<b>Leisure Facilities</b>		
West Drayton Leisure Centre	West Drayton	<b>1,186,020.37</b>
<b>Community Facilities</b>		
Botwell Lane, Hayes - Public Conveniences	Botwell	<b>15,710.00</b>
<b>Neighbourhood CIL</b>		
Chrysalis Programme (See Appendix 2 for a detailed list of projects)	Various	<b>451,061.27</b>
<b>Total CIL Infrastructure Financing</b>		<b>2,971,839.82</b>
<b>Administration Fee (5%)</b>		156,412.63
<b>Total CIL Receipts</b>		<b>3,128,252.45</b>

### Neighbourhood CIL Expenditure (Chrysalis Programme)

Neighbourhood CIL funding schemes across the borough are delivered through the Chrysalis programme - local bids are accepted and reviewed for funding. In 2020/21, 15% of HCIL collected was spent on the local schemes in the Chrysalis Programme.

A total of £451,061.27 was spent on the Chrysalis programme in the 2020/21 financial year.

A list of those projects funded is provided below in Table 3:

*Table 3: Total Chrysalis Spend (Neighbourhood CIL)*

<b>Chrysalis Programme Breakdown 2020/21</b>	<b>£</b>
<b>Access Improvements</b>	
Hayes End Community Park, Car Park & Pedestrian Footway Resurfacing	18,592.08
Celandine Walk Public Footpath Improvements	54,350.70
<b>Access Improvement Total</b>	<b>72,942.78</b>
<b>Community Facilities Refurbishment</b>	
West Drayton Allotment Site Storage Building Renovation	1,148.87
Hillingdon Autistic Care & Support (HACS) Flooring & Kitchen Imp	3,660.00
South Ruislip Children's Centre Garden Improvements	12,000.00
<b>Community Facilities Refurbishment Total</b>	<b>16,808.87</b>

<b>Community Safety</b>	
Hayes End Community Centre Security Fencing	13,545.00
8th Hayes Scouts Replacement Fencing	5,790.00
Sandgate Youth Football Club Fencing Refurbishment	10,101.94
South Ruislip Community Dean Park Hall CCTV	4,287.00
Uxbridge Childrens Centre Electronic Security Gates Install	12,328.00
1-37 Park Court AG	6,000.48
26-34 Hillcroft Crescent (including 23-31 Hunters Hill) AG	1,848.00
4-140 Pine Gardens & 101-135 Southbourne Gardens AG	3,120.90
48-58 Victoria Avenue (including 314-318 Long Lane) AG	1,577.00
140 Church Road (Including 10-13 Kerstin Close), Hayes AG	4,054.50
63-73 Bourne Ave / 58-64 Waltham Ave / 1 Mildred Ave AG	1,424.70
39-53 Brixham Crescent & 58-74 Linden Ave AG	2,349.90
165-183 Pine Gardens & 4-24 Springfield Gardens AG	1,446.30
Yeading Gardens & Yeading Fork AG	2,948.60
Singret Place AG	3,256.20
<b>Community Safety - Total</b>	<b>74,078.52</b>
<b>Outdoor Sports &amp; Play Facilities</b>	
Northwood Recreation Cricket Square	8,381.11
Brookside Playing Fields Cricket Pitch Re-instatement	10,190.00
Cowley Recreation Playground	89,000.00
Yiewsley Recreation Playground	88,999.99
Parkfield Crescent Playground	88,875.00
<b>Outdoor Sports &amp; Play Facilities - Total</b>	<b>285,446.10</b>
<b>Town Centre Improvements</b>	
Ruislip High St Public Realm Imp	1,785.00
<b>Town Centre Improvements - Total</b>	<b>1,785.00</b>

## Planning Obligations Service Update

The Council's Planning Obligations team implemented a new monitoring system for CIL in November 2021. We are in the process of populating the system with CIL income and expenditure for the current financial year (2021/22). Exacom will significantly improve our ability to report information on the potential CIL liabilities, CIL income received and CIL expenditure. It has also contributed to operational improvements in how we can store and access CIL data.

## Implications on related Council policies

A role of the Select Committees is to make recommendations on service changes and

improvements to the Cabinet who are responsible for the Council's policy and direction.

### **How this report benefits Hillingdon residents**

The Community Infrastructure Levy allows the Council to raise funds from developers undertaking development in the borough which supports the financing of new infrastructure.

### **Financial Implications**

The financial implications have been addressed throughout the report.

### **Legal Implications**

The legal implications have been addressed throughout the report.

### **BACKGROUND PAPERS**

None



HILLINGDON  
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# **Infrastructure Funding Statement 2020 – 2021 Financial Year**

December  
2021

## **Preface**

This Infrastructure Funding Statement has been prepared in accordance with the detailed requirements set out in regulation 9 and schedule 2 of the Community Infrastructure Levy 2010 (as amended) and is expected to include:

- A list of the infrastructure projects or types of infrastructure projects which will be wholly or partially CIL funded.
- Details of neighbourhood CIL collected and spent and any CIL allocated but not spent
- Detail on S106 financial and non-financial obligations, which may also include section 278 contributions.

## Table of Contents

1	Introduction .....	4
2	CIL Summary .....	5
	Hillingdon CIL (HCIL) .....	5
	Mayoral CIL (MCIL) .....	5
	CIL Income 2020/21 .....	6
	Hillingdon CIL Allocations and Expenditure 2020/21 .....	7
	Neighbourhood CIL .....	9
	Mayoral CIL .....	10
3	Section 106 Summary .....	11
	Section 106 Balances .....	11
	New Section 106 Contributions Agreements .....	11
	Section 106 Allocations .....	11
	S106 Non-Financial Obligations .....	13
4	Future CIL Spend Priorities .....	14
	Hillingdon CIL Spend Priorities .....	14
5	Appendices .....	15
	Appendix 1: List of S106 agreements signed in the 2020/2021 financial year .....	16
	Appendix 2: Chrysalis Programme CIL Breakdown 2020/2021 .....	18

# 1 Introduction

- 1.0 Welcome to the London Borough of Hillingdon's Infrastructure Funding Statement for the 2020/21 financial year.
- 1.1 This Statement will provide information on CIL and S106 receipts for the 2020/2021 financial year and report on how they were allocated and spent. The report concludes with a brief comment on future spend priorities.
- 1.2 This report consists of the following sections:
- CIL income and allocation/expenditure
  - S106 income, allocation and spend
  - S106 non-financials delivery and spend

## 2 CIL Summary

- 2.1 The London Borough of Hillingdon is a CIL charging authority. It is responsible for collecting both Hillingdon CIL and the Mayoral CIL set by the Mayor of London.

### Hillingdon CIL (HCIL)

- 2.2 Hillingdon's CIL has been charged since August 2014 and has been increasing with indexation since its introduction. The current charges (with indexation) from January 2022 are as follows:

#### London Borough of Hillingdon CIL Charging Rates 2022

Use Type	Charging Schedule Rate 2014 (per sq.m.)	Rate including Indexation 2022 (per sq.m.)
Large format retail development (A1) greater than 1,000 sq. m, outside of designated town centres	£215.00	$£215 \times 332 / 237 = £301.18$
Offices (B1)	£35.00	$£35.00 \times 332 / 237 = £49.03$
Hotels (C1)	£40.00	$£40.00 \times 332 / 237 = £56.03$
Residential Dwelling Houses (C3)	£95.00	$£95.00 \times 332 / 237 = £133.08$
Industrial (B8)	£5.00	$£5.00 \times 332 / 237 = £7.00$
All other uses	£0.00	£0.00

### Mayoral CIL (MCIL)

- 2.3 Mayoral CIL monies are transferred to Transport for London on a quarterly basis to be spent on Crossrail and other transport infrastructure as per the requirements of the Mayoral CIL.

## CIL Income 2020/21

- 2.4 Hillingdon's CIL monies are allocated to the fund infrastructure delivered through both the Council's Capital Programme and the Chrysalis programme (where the majority of the Neighbourhood CIL monies are spent). In line with the CIL Regulation, a further 5% of the total CIL monies collected is spent on the costs of administering CIL. Table 1 below compares the total amount of CIL income collected in during the last two financial years by category:

	2019/20	2020/21
<b>Strategic HCIL (75%)</b>	£3,568,221.69	£2,520,778.55
<b>Total HCIL admin (5%)</b>	£239,017.32	£156,412.63
<b>Neighbourhood CIL (20%)</b>	£973,107.44	£461,061.27
<b>TOTAL HCIL</b>	<b>£4,780,346.45</b>	<b>£3,138,252.45</b>
<b>Mayoral CIL (transferred to Transport for London)</b>	£1,941,033.84	£4,418,390.16

Table 1: Hillingdon CIL Income

## Hillingdon CIL Allocations and Expenditure 2020/21

- 2.5 The strategic portion of HCIL expenditure is currently allocated in accordance with the Council's Financial Capital Programme. The programme sits within the Council's Medium-Term Financial Forecast (MTFF) which is approved by Cabinet and provides information on capital expenditure, capital financing and capital receipts over a five-year period.

### **Allocations process**

- 2.6 The Capital Programme is the plan for investment in the borough's infrastructure called capital projects. Specific capital projects are identified primarily through the Council's annual budget. Service managers submit proposals for new projects, outlining the reasons and benefits for the proposal and the estimated cost and method of financing.
- 2.7 Proposals are reviewed by senior managers across the organisation chaired by the Corporate Director of Finance. If proposals are deemed satisfactory at this stage, they are included in further submission to the Leader of the Council. Following a public consultation in December, any further feedback on the final revised five-year capital programme is submitted to Cabinet and Council for approval in February each year.
- 2.8 In order to formally proceed with implementation, all individual capital expenditure projects require a formal democratic decision from the Leader of the Council and Cabinet Member for Finance, Property and Business Services to release the monies included within the capital programme budget.<sup>1</sup>
- 2.9 In the 2020/21 financial year a total of £3,128,252.45 of HCIL was collected by the Council. Monies collected was allocated and spent<sup>2</sup> on the following capital projects listed below:

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<sup>1</sup> Capital Strategy Report 2020/2021: The Councils Budget Medium Term Financial Forecast 2020-21 – 2024/25

<sup>2</sup> In the spend of HCIL, allocation is the same as spend. Hence, the income figure matches the spend figure in the last financial year.

## Summary of Hillingdon CIL Expenditure

Hillingdon CIL Spend	Ward(s)	Total
<b>Strategic HCIL</b>		
<b>Education Facilities</b>		
Ruislip High School Expansion	Manor	<b>1,066,674.80</b>
<b>Transport Facilities</b>		
Highways Structural Works	Various	<b>252,373.38</b>
<i>A437 Dawley Road</i>	<i>Botwell</i>	<i>64,924.93</i>
<i>Viveash Close</i>	<i>Botwell</i>	<i>46,107.36</i>
<i>Uxbridge High Street</i>	<i>Uxbridge South Uxbridge North</i>	<i>141,341.09</i>
<b>Leisure Facilities</b>		
West Drayton Leisure Centre	West Drayton	<b>1,186,020.37</b>
<b>Community Facilities</b>		
Botwell Lane, Hayes - Public Conveniences	Botwell	<b>15,710.00</b>
<b>Neighbourhood CIL</b>		
Chrysalis Programme (See Appendix 2 for a detailed list of projects)	Various	<b>451,061.27</b>
<b>Total CIL Infrastructure Financing</b>		<b>2,971,839.82</b>
<b>Administration Fee (5%)</b>		156,412.63
<b>Total CIL Receipts</b>		<b>3,128,252.45</b>

## Neighbourhood CIL

- 2.10 Neighbourhood CIL funding schemes across the borough are delivered through the Chrysalis programme - local bids are accepted and reviewed for funding. In 2020/21, 15% of HCIL collected was spent on the local schemes in the Chrysalis Programme.
- 2.11 A total of £451,061.27 was spent on the Chrysalis programme in the 2020/21 financial year.
- 2.12 Figure 1 below summarises the type of schemes that were funded as part of the Chrysalis Programme and the percentage of the total fund each project category spent. Please see Appendix 2 for a full breakdown of schemes.

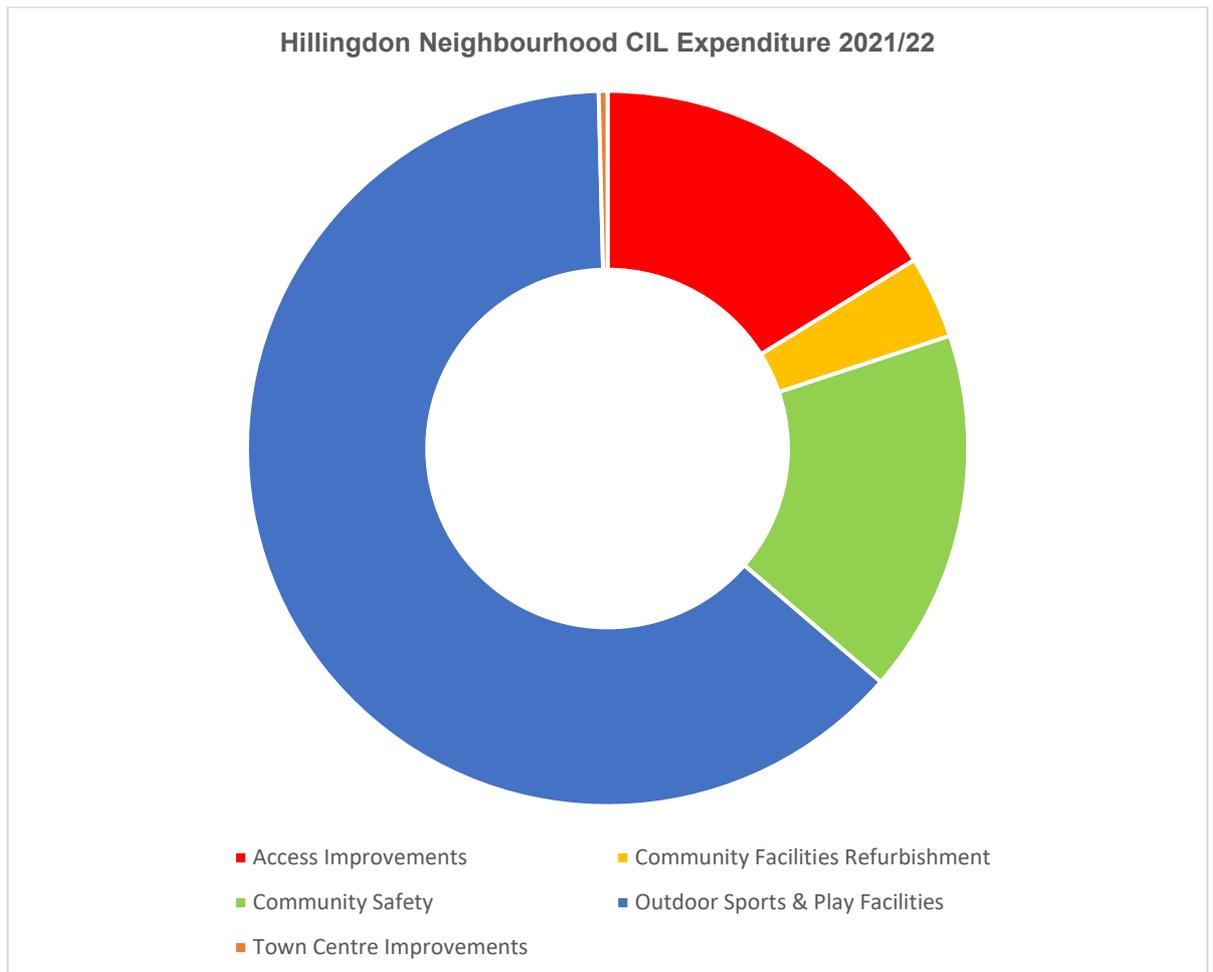


Figure 1: Hillingdon Neighbourhood CIL Expenditure 2021/22

## Mayoral CIL

- 2.13 In the 2020/21, £5,222,197.49 was collected in the London Borough of Hillingdon on behalf of Transport for London (TfL). These funds are transferred to the Mayor following the deduction of 4% administration charge which is retained by the Council.

### Mayoral CIL

	<b>Amount Collected</b>	<b>Abatement</b>	<b>Amount Paid to TFL</b>	<b>4% Admin Fee</b>
Q1	£ 1,138,255.56	£ 40,778.65	£ 1,051,946.69	£ 45,530.22
Q2	£ 183,764.45	-	£ 176,413.87	£ 7,350.58
Q3	£ 1,349,942.56	-	£ 1,295,944.86	£ 53,997.70
Q4	£ 2,550,234.92	-	£ 2,448,225.52	£ 102,009.40
<b>TOTAL</b>	<b>£ 5,222,197.49</b>	<b>£ 40,778.65</b>	<b>£ 5,013,309.59</b>	<b>£ 208,887.90</b>

### 3 Section 106 Summary

#### Section 106 Balances

- 3.1 The table below shows the current S106 balance held by the Council at the beginning and end of the 2020/21 financial year. This shows that just over £1 million of new S106 income was received and £2.1 million was spent.

<b>Status</b>	<b>Total Amount £000</b>
Opening Balance 01/04/2020	<b>£13,440</b>
Total income 2020/21	£1,251
Total spent 2020/21	£2,143
Closing Balance at 31 March 2021	<b>£12,548</b>

#### New Section 106 Contributions Agreements

- 3.2 During the 2020/21 financial year, a total of 12 new legal agreements were signed to deliver specific financial and non-financial obligations as set out in the relevant planning legal agreements. The list of sites with legal agreements signed in 2020/21 is provided in Appendix 1.
- 3.3 The Council has recently implemented a new monitoring system for legal agreements (Exacom) and is in the process of securing the services of a third party to log the individual obligations within all live legal agreements onto the system. This is timetabled for completion by the end of Q1 2022/23. A list of financial obligations secured in 2020/21 will therefore be made available in Q2 of 2022/23.

#### Section 106 Allocations

- 3.4 A total of £3,360,000 of S106 monies were allocated in the 2020/21 financial year. Schemes included bus improvements, school expansions and construction training. Requests for the allocation of Section 106 funding must be approved by the relevant Cabinet Member. The schemes were funded in 2020/21 financial year were as follows:

	<b>CASE REF.</b>	<b>SCHEME/PROJECT</b>	<b>AMOUNT (£)</b>	<b>CABINET MEMBER DECISION</b>
<b>1</b>	PT/150/344A	Upgrade of communal emergency lighting at 3 Council respite homes	15,145	2020 (Apr)
<b>2</b>	E/132/419D, E/135/425D, E/130/418C	Borough Air Quality Action Plan & electric charging point (Ruislip Lido)	62,000	2020 (Jun)
<b>3</b>	H/39/304C, H/54/343D	CCG Scheme to expand & improve clinical space at Harefield Health Centre	24,000	2020 (Aug)
<b>4</b>	PT/144/198H, PT/145/198J,PT/217/427B	Canal towpath improvement works between Cowley Mill Road & Rockingham Road	75,730	2020 (Oct)
<b>5</b>	PPR/105/355C, PPR/110/372B, PPR/111/379A, PPR/113/274C, PPR/117/283E, PPR/101/348D, PPR/121/391	Construction Training Coordinator Service	169,016	2020 (Oct)
<b>6</b>	PT/166/359B	Lighting improvements & Santander Bike scheme, Yiewsley & West Drayton	50,500	2020 (Dec)
<b>7</b>	PT/138/300B	TFL pedestrian & cycle infrastructure improvements at Bulls Bridge Roundabout	20,000	2020 (Dec)
		<b>TOTALS</b>	<b>416,391</b>	

## **S106 Non-Financial Obligations**

3.5 Non-financial obligations are those mitigation measures secured that are typically delivered by the developer through direct on or offsite provision. The types of non-financial benefits negotiation by the Council include:

- Affordable Housing units
- Construction Training
- Highways and Public Realm works
- Travel Planning
- Parking Permit Restrictions
- Community Provision
- Drainage Strategies or works

3.6 As referenced above, the Council has recently implemented a new monitoring system for legal agreements (Exacom) and is in the process of securing the services of a third party to log the individual obligations within all live legal agreements onto the system. This is timetabled for completion by the end of Q1 2022/23. A list of non-financial obligations secured in 2020/21 will therefore be made available in Q2 of 2022/23.

## **4 Future CIL Spend Priorities**

### **Hillingdon CIL Spend Priorities**

- 4.1 For the 2022/23 financial year the priority for the Council's strategic CIL receipts will be allocated to fund the new West Drayton Leisure Centre.

### **Neighbourhood CIL**

- 4.2 Neighbourhood CIL will continue to fund the Chrysalis Programme budget. Again, bids sought will fall under the following funding areas: education improvements, community safety improvements, access improvements, outdoor sports and play facilities and town centre improvements.

## **5 Appendices**

## Appendix 1: List of S106 agreements signed in the 2020/2021 financial year

Application No	Type	Decision	Site Address	Decision Date
74423/APP/2018/4437	Full	Granted	LAND AT STATUS PARK, NOBEL DRIVE, HARLINGTON	15/04/2020
23799/APP/2019/2850	Variation	Granted	401 UXBRIDGE ROAD, HAYES	21/04/2020
75127/APP/2019/3221	Full	Granted	Yiewsley & West Drayton Leisure Centre, Harmondsworth Road/, ROWLHEYS PLACE, WEST DRAYTON	27/04/2020
40050/APP/2020/1000	COU	Granted	WATERSIDE HOUSE, OXFORD ROAD, UXBRIDGE, UB8 1HS	18/05/2020
40050/APP/2020/1001	COU	Granted	RIVERVIEW HOUSE, OXFORD ROAD, UXBRIDGE, UB8 1HS	18/05/2020
40050/APP/2020/1009	COU	Granted	RIVERVIEW HOUSE, OXFORD ROAD, UXBRIDGE, UB8 1HS	18/05/2020
40050/APP/2020/999	COU	Granted	WATERSIDE HOUSE, OXFORD ROAD, UXBRIDGE, UB8 1HS	18/05/2020
13338/APP/2019/2414	Full	Appealed	29-31 SHEPISTON LANE, HAYES, UB3 1LJ	30/06/2020
40050/APP/2018/1737	Full	Granted	BRIDGE HOUSE, OXFORD ROAD, UXBRIDGE, UB8 1HS	30/06/2020
2082/APP/2019/4091	Full	Granted	NORTHWOOD COLLEGE EDUCATIONAL FOUNDATION, MAXWELL ROAD, NORTHWOOD, HA6 2YE	05/08/2020
67335/APP/2018/3565	Full	Granted	LAND ADJACENT TO, 30 HARVEY ROAD, NORTHOLT, UB5 6QT	12/08/2020
67544/APP/2019/1978	Full	Granted	19-22, CHIPPENDALE WAYE, UXBRIDGE, MIDDX	08/09/2020
1331/APP/2019/1666	Variation	Granted	FORMER NESTLE FACTORY, NESTLES AVENUE, HAYES	11/09/2020
18175/APP/2020/2157	Full	Appealed	63-65, STATION ROAD, HAYES	22/09/2020
35805/APP/2019/137	Matter Res	Granted	1 & 1A, BATH ROAD, HEATHROW, TW6 2AA	24/09/2020
6616/APP/2019/3268	Full	Granted	LAND REAR OF 122 - 123, HIGH STREET, UXBRIDGE	02/10/2020
73298/APP/2020/1194	Full	Granted	LAND TO THE EAST SIDE OF, NEWPORT ROAD, HAYES, UB4 8JX	02/10/2020
3348/APP/2020/1589	Full	Granted	MEADOW HIGH SCHOOL, ROYAL LANE, HILLINGDON	05/10/2020
11026/APP/2020/142	Full	Granted	THE CRANE PH, WATERSPLASH LANE, HAYES, UB3 4QS	09/10/2020
4058/APP/2020/1003	Full	Granted	HILLINGDON HOSPITAL, PIELD HEATH ROAD, HILLINGDON, UB8 3NN	09/10/2020
12933/APP/2020/1023	Full	Granted	QUEENSMEAD SCHOOL, QUEENS WALK, RUISLIP, HA4 0LS	27/10/2020
5746/APP/2019/2403	Full	Granted	FORMER CHANTRY SCHOOL SITE, FALLING LANE, YIEWSLEY, UB7 8AG	02/11/2020
59872/APP/2019/3852	Full	Granted	1 VINYL SQUARE, THE OLD VINYL FACTORY, BLYTH ROAD, HAYES, UB3 1HA	02/11/2020
11068/APP/2020/1586	Full	Granted	DOUGLAS WEBB HOUSE, 546, SIPSON ROAD, SIPSON	03/11/2020
10112/APP/2019/1244	Full	Granted	LAND TO THE EAST OF LONDON SCHOOL OF THEOLOGY, GREEN LANE, NORTHWOOD, HA6 2UW	09/11/2020
68153/APP/2019/1319	Full	Granted	15 GREEN LANE, NORTHWOOD, HA6 2UZ	09/11/2020
71582/APP/2019/2584	Full	Granted	LAND TO THE REAR OF 2-24, HORTON ROAD, YIEWSLEY, UB7 8EP	10/11/2020

66021/APP/2020/1422	Full	Granted	1 VINE STREET, UXBRIDGE	19/11/2020
8057/APP/2019/3861	Full	Granted	The former Star PH, corner of Star Road and, UXBRIDGE ROAD, HILLINGDON	02/12/2020
67622/APP/2017/4325	Variation	Granted	FORMER CONTRACTOR'S COMPOUND, SOUTH OF, SWINDON ROAD, HEATHROW AIRPORT SITE ENCLOSED BY BENTINCK ROAD & TAVISTOCK ROAD, TAVISTOCK ROAD, YIEWSLEY, UB7 7RQ	29/12/2020
45200/APP/2018/4447	Full	Granted	53-55 THE BROADWAY, JOEL STREET, NORTHWOOD, HA6 1NZ	08/01/2021
5564/APP/2020/847	Full	Granted	ALLPORT HOUSE, COWLEY BUSINESS PARK, HIGH STREET, COWLEY, UB8 2AD	19/01/2021
46104/APP/2020/789	Full	Granted	The Pressing Plant, The Old Vinyl Factory, BLYTH ROAD, HAYES, UB3 1HA	25/01/2021
59872/APP/2020/2517	Variation	Granted	LAND EAST OF BROADMEAD ROAD & SOUTH OF ARCON WAY, BROADMEAD ROAD, NORTHOLT	11/03/2021
71486/APP/2020/1369	Full	Granted	GETHCELN HOUSE, DAWLEY ROAD, HAYES	22/03/2021
71737/APP/2020/2960	Variation	Granted		31/03/2021

## Appendix 2: Chrysalis Programme CIL Breakdown 2020/2021

Chrysalis Programme Breakdown 2020/21	£
<b>Access Improvements</b>	
Hayes End Community Park, Car Park & Pedestrian Footway Resurfacing	18,592.08
Celandine Walk Public Footpath Improvements	54,350.70
<b>Access Improvement Total</b>	<b>72,942.78</b>
<b>Community Facilities Refurbishment</b>	
West Drayton Allotment Site Storage Building Renovation	1,148.87
Hillingdon Autistic Care & Support (HACS) Flooring & Kitchen Imp	3,660.00
South Ruislip Children's Centre Garden Improvements	12,000.00
<b>Community Facilities Refurbishment Total</b>	<b>16,808.87</b>
<b>Community Safety</b>	
Hayes End Community Centre Security Fencing	13,545.00
8th Hayes Scouts Replacement Fencing	5,790.00
Sandgate Youth Football Club Fencing Refurbishment	10,101.94
South Ruislip Community Dean Park Hall CCTV	4,287.00
Uxbridge Childrens Centre Electronic Security Gates Install	12,328.00
1-37 Park Court AG	6,000.48
26-34 Hillcroft Crescent (including 23-31 Hunters Hill) AG	1,848.00
4-140 Pine Gardens & 101-135 Southbourne Gardens AG	3,120.90
48-58 Victoria Avenue (including 314-318 Long Lane) AG	1,577.00
140 Church Road (Including 10-13 Kerstin Close), Hayes AG	4,054.50
63-73 Bourne Ave / 58-64 Waltham Ave / 1 Mildred Ave AG	1,424.70
39-53 Brixham Crescent & 58-74 Linden Ave AG	2,349.90
165-183 Pine Gardens & 4-24 Springfield Gardens AG	1,446.30
Yeading Gardens & Yeading Fork AG	2,948.60
Singret Place AG	3,256.20
<b>Community Safety - Total</b>	<b>74,078.52</b>
<b>Outdoor Sports &amp; Play Facilities</b>	
Northwood Recreation Cricket Square	8,381.11
Brookside Playing Fields Cricket Pitch Re-instatement	10,190.00
Cowley Recreation Playground	89,000.00
Yiewsley Recreation Playground	88,999.99
Parkfield Crescent Playground	88,875.00
<b>Outdoor Sports &amp; Play Facilities - Total</b>	<b>285,446.10</b>
<b>Town Centre Improvements</b>	

Ruislip High St Public Realm Imp	1,785.00
<b>Town Centre Improvements - Total</b>	<b>1,785.00</b>

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## Empty Properties

<b>Committee name</b>	Environment, Housing and Regeneration Select Committee
<b>Officer reporting</b>	Mark Billings, Planning, Environment, Education and Community Services
<b>Papers with report</b>	None
<b>Ward</b>	All

### HEADLINES

This report provides information relating to private sector empty properties in Hillingdon. It sets out the current situation with regards to empty properties, good practice and timescales for a review of our approach.

### RECOMMENDATIONS:

**That the Committee:**

- 1. Note the contents of the report**

### SUPPORTING INFORMATION

#### Numbers of empty properties

1. Empty homes represent a wasted resource that could provide a home for another family and as such the council has an interest in minimising the number of homes left empty. This is particularly the case given the high level of housing need in Hillingdon.
2. Across England there were 468,000 dwellings recorded as empty for the purposes of council tax as of 13 September 2021. Of these, 72,000 were being charged a Council Tax Empty Homes Premium. 70% of dwellings charged a premium have been empty for 2-5 years, 19% of dwellings have been empty for between 5-10 years and 10% of dwellings have been empty for more than 10 years. There were an additional 253,000 dwellings recorded as second homes for the purposes of council tax.
3. Local authorities have the power to increase council tax on properties that have been 'unoccupied and substantially unfurnished' for a long period of time. Council tax-payers may be required to pay 200% of the standard bill after two years (the Levelling Up White Paper contains a proposal to reduce this to one year); 300% of the standard bill after five; and 400% after ten. It is up to the billing authority to decide what rate of empty homes premium to impose, within these limits.

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Classification: Public

Environment, Housing & Regeneration Select Committee [16 February 2022]

4. Many empty properties are 'transactional empties'. These are properties that are vacant for a relatively short period of time while properties change hands. Properties are considered 'long-term' empties when they have been vacant for six months or more.
5. Table one shows a comparison of the number of empty properties across West London authorities as of 13 September 2021 and the number charged the empty homes premium

**Table one**

	Total empty homes	No. with Empty Homes Premium	Empty 2 years plus premium	Empty 5 years plus premium	Empty 10 years plus premium
Brent	2,077	290	100%	200%	300%
Ealing	1,619	262	100%	200%	300%
Hammersmith & Fulham	726	107	100%	200%	300%
Harrow	2,251	143	100%	200%	300%
Hillingdon	947	230	50%	50%	50%
Hounslow	2,779	232	50%	50%	50%
Kensington & Chelsea	2,670	597	100%	200%	300%

Source: Council Tax Base (October 2021)

6. Hillingdon charges a 50% premium on homes empty for 2 years or more, including those empty between 5 and 10 years and those empty for 10 years plus. Hounslow also apply premiums in this way. All of the other West London boroughs, Brent, Ealing, H&F, Harrow and K&C charge the maximum premiums, i.e., 100% for homes empty 2 years, 200% for homes empty between 5 and 10 years, and 300% for those empty 10 years or more.
7. The Council's own records show that as of January 2022 the total number of empty dwellings in Hillingdon was 935. Table two shows when they became empty:

**Table two**

Pre 2015	39
2016 - 2019	137
2020	153
2021	602
2022	4
<b>Total</b>	<b>935</b>

8. The spread of empty properties around Hillingdon is shown in Appendix A. Some additional data has been included related to second homes and short-term lets through platforms such as Airbnb as they also impact on the number of homes not in primary residential use.

## Second Homes

9. The campaigning group 'Action on Empty Homes' found in their 2020 report 'Pretty Vacant' that use of property in London as an investment is producing a growth in underutilised properties. In recent years, there has been an increase in the number of officially recorded long-term empty homes, a rise in second homes as investment vehicles and a surge in short-term lets through platforms such as Airbnb, involving both new-build and older homes.
10. Some property built for this market might appear in long-term empty homes statistics. However, it is likely that many are not recorded in this way, but are classed as second homes. It is thought that rather than these properties being bona fide holiday homes, the second homes classification is frequently used by owners to evade a property being classed as long-term empty and avoid being charged empty-homes council-tax premiums. An estimate in the report suggests there are 25,000 long-term empty homes in London and 46,000 second homes. While this issue is more prevalent in inner London boroughs, Hillingdon does have a significant number of second homes. Table three show the numbers of second homes in West London boroughs.

**Table three**

	Total second homes
Brent	226
Ealing	210
Hammersmith & Fulham	2,112
Harrow	532
Hillingdon	1,202
Hounslow	366
Kensington & Chelsea	8,035

Source: Council Tax Base (October 2021)

## Short term lets (Airbnb)

11. There are also concerns regarding how robust the data on property utilisation is. Exponential growth in the short-term lettings market (Airbnb etc) further adds to the number of homes without full time residents. In early 2020 London Councils research suggested that more than 70,000 properties in London were being used as whole-home Airbnbs. The Action on Empty Homes report cited above includes a figure of 213 whole home Airbnbs in Hillingdon in November 2019 and 'Inside Airbnb'<sup>1</sup> show 586 Airbnb's in Hillingdon of which 208 are whole house listings (see appendix B). Understanding of the underlying trend is complicated by lack of comprehensive data and the impact of the pandemic.

## Issues associated with empty homes

12. Empty homes all have negative impacts on neighbouring properties and the wider locality.

<sup>1</sup> [Inside Airbnb: London. Adding Data to the Debate.](#)

They can place a burden on local services as magnets for crime and vandalism and can suck in resources in enforcement and remediation. Empty homes often fall into disrepair and tend to attract anti-social behaviour such as vandalism, fly-tipping, squatting and arson attacks and all these issues impact negatively on housing supply.

13. Homes may have become empty for a variety of reasons for instance, following inheritance by relatives who live outside the local area, or who simply lack the time, resources or capability to bring the home back into use. Family disputes, mental illness and physical ill-health, including diseases associated with ageing populations, notably dementia may exacerbate the difficulties.
14. Empty homes can have a significant negative impact on neighbouring properties' value and sale-ability because of poor maintenance of the homes physical structure and boundaries, including un-maintained hedges, overgrown gardens and trees growing on and around the property. Empty homes also attract vermin.

### **Current and previous action to address empty homes**

15. Turnaround of empty properties within the council's own housing stock is actively managed by a cross departmental group to take collective ownership of the process, remove blockages and achieve swift and effective lettings.
16. In the private sector, we work with landlords and consider options on a case by case basis to bring empty properties back into use. Between 2012 and 2015, the West London Housing Partnership received £3.1m of funding from the GLA for this purpose. While funding was available, Hillingdon supplied grants for landlords to bring empty properties back into use in return for nominations rights to provide homes for homeless households. The Council still has a small Essential Repairs Grant available, up to £5k per property, for landlords who want to bring properties back into use and house homeless households.
17. The Anti-Social Behaviour (ASB) Team tackle the nuisance and public safety aspects of empty homes which fall into two main categories. Firstly, those left empty following the death of the owner, and secondly those unoccupied by the legal owner. In many cases it is not possible to identify the responsible party, as the owners are vulnerable or refuse to co-operate. Therefore, the issue becomes a recurring problem.
18. Where possible the Council will assist an owner to take responsibility and action and will also assist and advise where an owner is vulnerable. However, in cases where enforcement is the only option available then notices are served or 'works in default' are undertaken and the costs incurred are pursued by registering charges for costs against the property. These monies can be recovered on sale of the property or by enforcing the sale. The ASB Team is currently investigating 4 properties.
19. The Council's Business Assurance Counter Fraud Team (BACFT) undertake an exercise every year to check the accuracy of empty property records. The New Homes Bonus (NHB) is a grant paid by central government to the Council to incentivise local housing growth. It is based on the extra council tax revenue raised for new build homes, conversions and long-term empty homes brought back into use. During Q2 (July – Sept 2021) BACFT worked to

identify properties that were classified as long-term empty and are now occupied.

20. A total of 985 properties were initially listed as unoccupied. Following internal system checks and intelligence gathering, unannounced visits were conducted to the properties where occupancy could not be determined from information held internally. As a result of the internal systems interrogation and the visiting programme, 418 properties were identified as occupied.

21. Following conclusion of the project a provisional NHB settlement figure of £2,765k has been given. This is a £380k increase on original expectations.

### **Benefits of bringing empty homes back into use and good practice**

22. There are a number of benefits that can be gained from bringing empty properties back into use. These include:

- Increasing the housing supply within the borough for those in housing need and helping to tackle homelessness.
- Recycling a wasted available resource.
- Enhancing the local residential environment.
- Reducing the fear of and risk of crime and anti-social behaviour taking place by removing a potential magnet for associated problems.
- Reduce the reliance on new build properties to meet housing need.
- Modernisation of the borough's older housing stock.
- Regenerating run-down areas.
- Provide both work and training opportunities for local trades people.
- Maximising the number of properties brought back into use will also contribute towards the New Homes Bonus and Housing Delivery Test.
- Promoting a healthy private rented sector.

23. Local authorities have a range of powers and incentives at their disposal to bring empty homes back into use. These include, but are not limited to, Empty Dwelling Management Orders (EDMOs), Council Tax exemptions and premiums, enforced sales, compulsory purchase, and measures to secure the improvement of empty properties. A summary of relevant enforcement legislation is included at appendix C.

24. There are difficulties in the use of some of the legislative options available to councils. For example, Compulsory Purchase is a complicated, lengthy and expensive process and can only be undertaken for specific purposes. EDMOs can only be undertaken after two years and rely on alternative management arrangements being available. In general, it makes sense to exhaust other options before taking a statutory approach. This means engaging with owners and working with them to understand why properties are empty and finding solutions to bring them back into use.

25. The following are some of the activities that other local authorities are taking to deal with empty properties:

- Adopting a strategic approach to empty homes, ensuring that approaches in neighbourhoods with high levels of empty homes fit within a local authority-wide empty homes strategy.
- Most local authorities have dedicated empty property officers who work to broker the reuse or conversion of empty properties.
- Grants and incentives to bring properties back into use. Often accompanied by a requirement to lease the property to the local authority to house homeless families.
- Use of Empty Dwelling Management Orders (EDMOs) - Councils can use EDMOs to take over management of unoccupied homes and bring them into use as rental properties.
- Targeting activity at those properties that cause the most difficulties for neighbourhoods.
- Ensuring that as well as bringing properties back into use the quality of homes is improved and the homes are both accessible and affordable.
- Use of additional council tax charges.
- Advice and support.
- Enforcement action as a last resort.
- Finding empty properties utilising a range of information sources such as council tax records, other council records, land registry, utility companies, contacting neighbours, contacting other external partners, use of a tracing agency, investigating who has an interest in an empty home.
- Working with communities to develop neighbourhood improvement plans to tackle empty homes as wider linked issues, adopting an 'invest to save' approach.

### **Review of our approach to empty homes**

26. Hillingdon's Housing Strategy was approved by Council on 13<sup>th</sup> January 2022. Reviewing our approach to bringing empty properties back into use is included under Priority two: Increasing Access to Affordable Housing. A project will be underway during 2022 to consider good practice and the options available to the Council in relation to our approach to empty homes and is expected to be completed by Autumn 2022.

### **Implications on related Council policies**

A role of the Select Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction. The Council's approach to empty homes contributes towards delivering the Housing Strategy which is a key policy framework document for the Council.

### **How this report benefits Hillingdon residents**

The quality of housing and its management have very significant impacts on the lives of residents.

## **Financial Implications**

There are no direct financial implications resulting from the recommendations of this report.

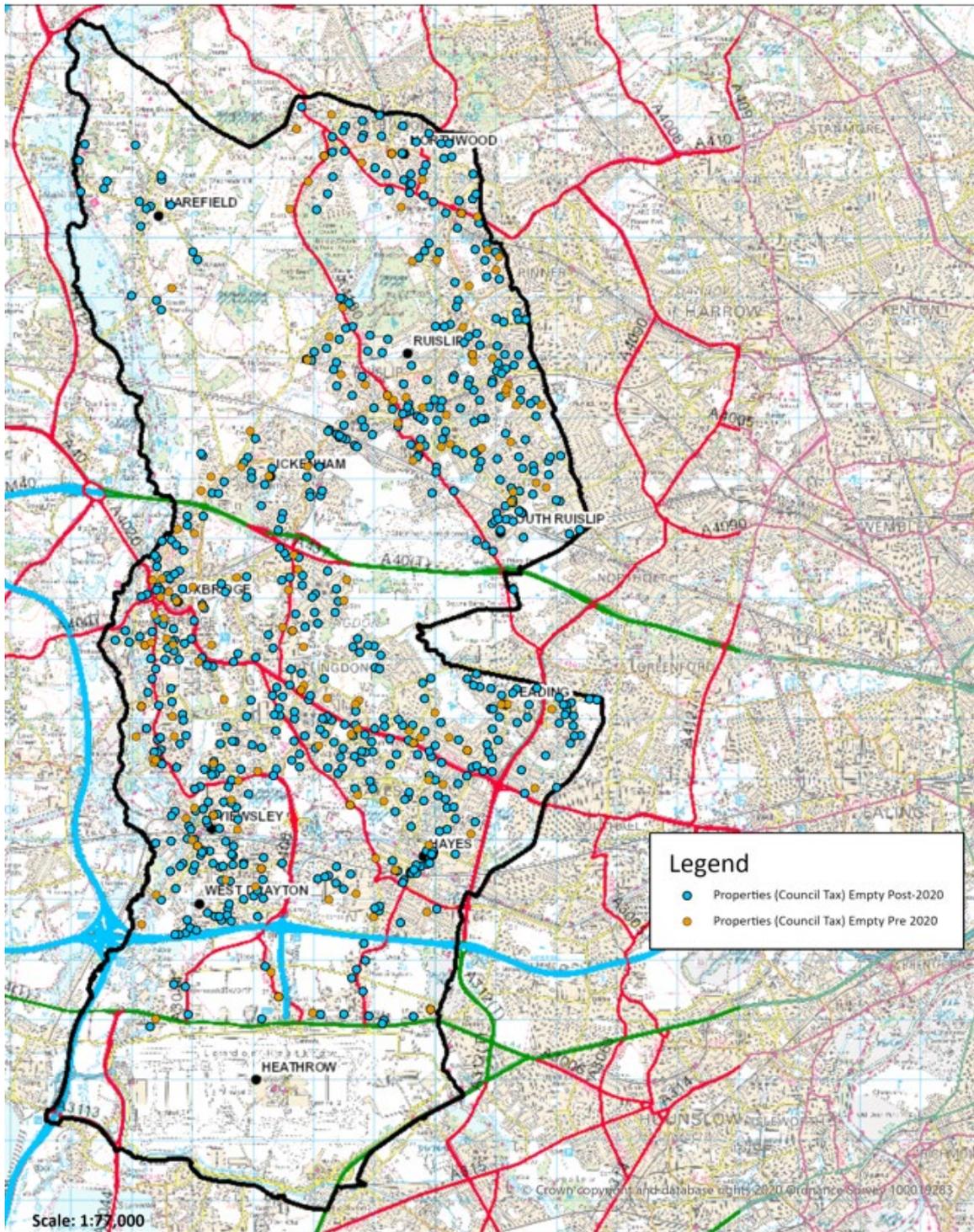
## **Legal Implications**

None at this stage.

## **BACKGROUND PAPERS**

NIL.

Appendix A: Empty Homes

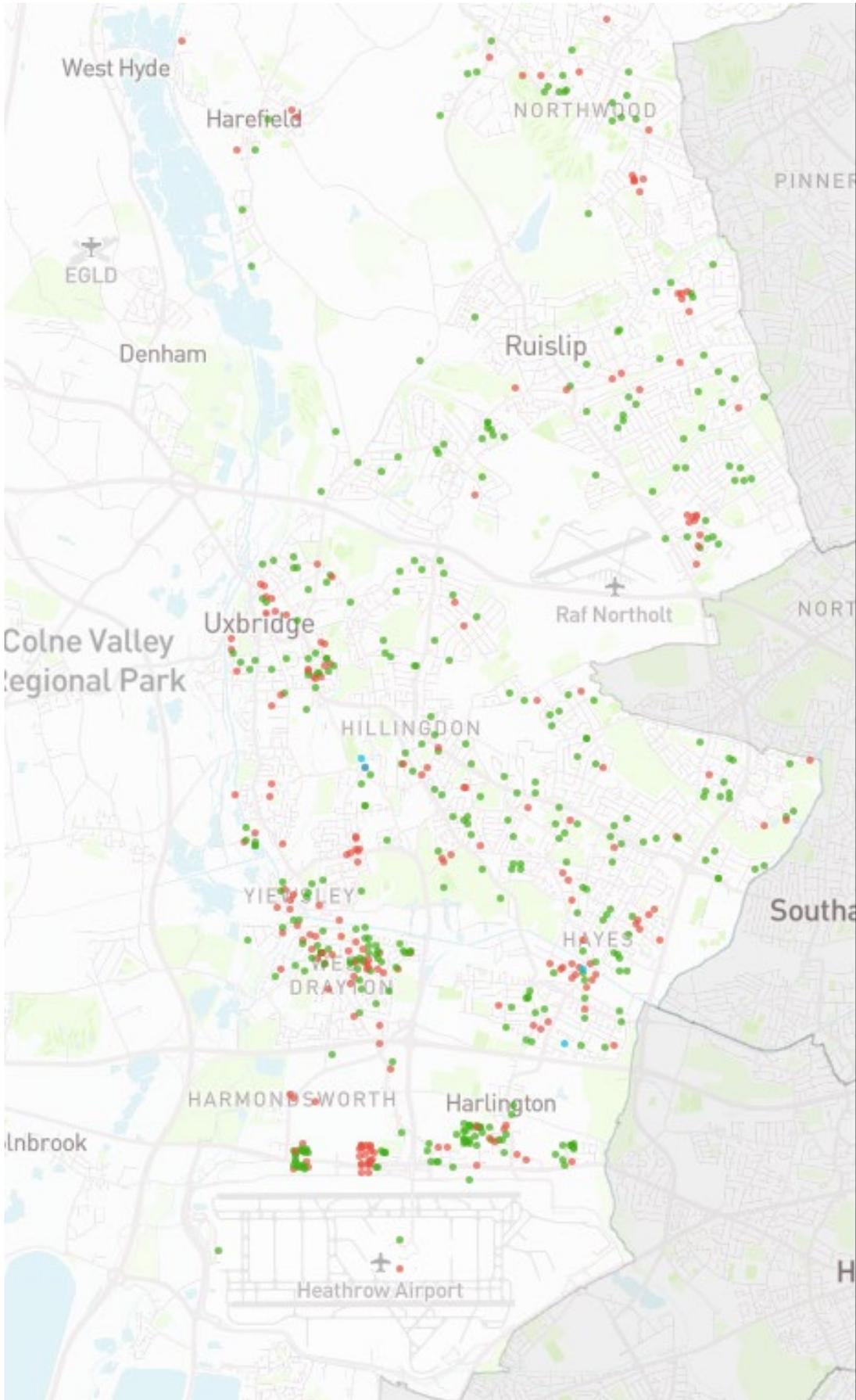


LONDON BOROUGH OF HILLINGDON -

PROPERTIES (COUNCIL TAX) EMPTY







Classification: Public  
Environment, Housing & Regeneration Select Committee [16 February 2022]

## Appendix C

Problem	Legislation	Power granted
Dangerous or dilapidated buildings or structures	Building Act 1984 s77 & 78	To require the owner to make the property safe (Section 77) or enable the Local Authority to take emergency action to make the building safe (Section 78)
	Housing Act 2004 Part I	Under the Housing Health and Safety Rating System local authorities can evaluate the potential risks to health and safety arising from deficiencies within homes and take appropriate enforcement action
Unsecured homes (where it poses the risk that it may be entered or suffer vandalism, arson or similar).	Building Act 1984, s78 Local Government (Miscellaneous Provisions) Act 1982, s29	To allow the Local Authority to fence off the property. To require the owner to take steps to secure a property or allow the Local Authority to board it up in an emergency.
Blocked or defective drainage or private sewers.	Local Government (Miscellaneous Provisions) Act 1976, s35	To require the owner to address obstructed private sewers
	Building Act 1984, s59.	To require the owner to address blocked or defective drainage
	Public Health Act 1961, s17.	To require the owner to address defective drainage or private sewers.
Vermin (where it is either present or there is a risk of attracting vermin that may detrimentally affect people's health).	Public Health Act 1961, s34	To require the owner to remove waste so that vermin is not attracted to the site, destroy any infestation and remove any accumulations prejudicial to health.
	Prevention of Damage by Pests Act, s4	
	Public Health Act 1936, s83.	
	Environmental Protection Act 1990, s80	
	Building Act 1984, s76	
Unightly land and property affecting the amenity of an area	Public Health Act 1961, s34	To require the owner to remove waste from the property.
	Town and Country Planning Act 1990, s215.	To require the owner to take steps to address a property adversely affecting the amenity of an area through its disrepair
	Building Act 1984, s79.	To require the owner to address unsightly land or the external appearance of a property.

Anti-social Behaviour	Anti-social Behaviour Act 2003 Parts I&II	Closure Orders for crack-dens, illegal brothels and premises with persistent disorder or nuisance. Generally used by the Police.
	Anti-social Behaviour, Crime and Policing Act 2014. Community Protection Notices	To prevent an owner's persistent, continuing or unreasonable behaviour having a negative impact on the local community's quality of life
Recovery of debts against a property	Law of Property Act 1925, ss101 & 103	To apply for an order of sale of the property to recover council tax debts or debts secured as a legal charge after work in default carried out
Homes empty for over 2 years and causing nuisance in the community	Housing Act 2004 ss133-183	To apply for an Empty Dwelling Management Order (EDMO) to enable the local authority to take over the management of eligible empty homes, to bring them back into use.
Long-term empty homes where no traceable owners, or where all efforts to return the property to use have been exhausted	Housing Act 1985 s17	To seek to acquire a property under a Compulsory Purchase Order (CPO)

## CABINET FORWARD PLAN

<b>Committee name</b>	Environment, Housing & Regeneration Select Committee
<b>Officer reporting</b>	Neil Fraser, Democratic Services Officer
<b>Papers with report</b>	Appendix A – Latest Forward Plan
<b>Ward</b>	As shown on the Forward Plan

### HEADLINES

To monitor the Cabinet's latest Forward Plan which sets out key decisions and other decisions to be taken by the Cabinet collectively and Cabinet Members individually over the coming year. The report sets out the actions available to the Committee.

### RECOMMENDATION

**That the Environment, Housing & Regeneration Select Committee notes the Cabinet Forward Plan.**

### SUPPORTING INFORMATION

The Cabinet Forward Plan is published monthly, usually around the first or second week of each month. It is a rolling document giving the required public notice of future key decisions to be taken. Should a later edition of the Forward Plan be published after this agenda has been circulated, Democratic Services will update the Committee on any new items or changes at the meeting.

As part of its Terms of Reference, each Select Committee should consider the Forward Plan and, if it deems necessary, comment as appropriate to the decision-maker on the items listed which relate to services within its remit. For reference, the Forward Plan helpfully details which Select Committee's remit covers the relevant future decision item listed.

The Select Committee's monitoring role of the Forward Plan can be undertaken in a variety of ways, including both pre-decision and post-decision scrutiny of the items listed. The provision of advance information on future items listed (potentially also draft reports) to the Committee in advance will often depend upon a variety of factors including timing or feasibility, and ultimately any such request would rest with the relevant Cabinet Member to decide. However, the 2019 Protocol on Overview & Scrutiny and Cabinet Relations (part of the Hillingdon Constitution) does provide guidance to Cabinet Members to:

- Actively support the provision of relevant Council information and other requests from the Committee as part of their work programme;
- Where feasible, provide opportunities for committees to provide their input on forthcoming executive reports as set out in the Forward Plan to enable wider pre-decision scrutiny (in addition to those statutorily required to come before committees, *i.e. policy framework documents – see para. below*).

As mentioned above, there is both a constitutional and statutory requirement for Select Committees to provide comments on the Cabinet's draft budget and policy framework proposals

after publication. These are automatically scheduled in advance to multi-year work programmes.

Therefore, in general, the Committee may consider the following actions on specific items listed on the Forward Plan:

	<b>Committee action</b>	<b>When</b>	<b>How</b>
<b>1</b>	<b>To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.</b>	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide its influence and views on a particular matter within the formal report to the Cabinet or Cabinet Member before the decision is made.</p> <p>This would usually be where the Committee has previously considered a draft report or the topic in detail, or where it considers it has sufficient information already to provide relevant comments to the decision-maker.</p>	<p>These would go within the standard section in every Cabinet or Cabinet Member report called "Select Committee comments".</p> <p>The Cabinet or Cabinet Member would then consider these as part of any decision they make.</p>
<b>2</b>	<b>To request further information on future reports listed under its remit.</b>	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to discover more about a matter within its remit that is listed on the Forward Plan.</p> <p>Whilst such advance information can be requested from officers, the Committee should note that information may or may not be available in advance due to various factors, including timescales or the status of the drafting of the report itself and the formulation of final recommendation(s). Ultimately, the provision of any information in advance would be a matter for the Cabinet Member to decide.</p>	<p>This would be considered at a subsequent Select Committee meeting. Alternatively, information could be circulated outside the meeting if reporting timescales require this.</p> <p>Upon the provision of any information, the Select Committee may then decide to provide specific comments (as per 1 above).</p>
<b>3</b>	<b>To request the Cabinet Member considers providing a draft of the report, if feasible, for the Select Committee to consider prior to it being considered formally for decision.</b>	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide an early steer or help shape a future report to Cabinet, e.g., on a policy matter.</p> <p>Whilst not the default position, Select Committees do occasionally receive draft versions of Cabinet reports prior to their formal consideration. The provision of such draft reports in advance may depend upon different factors, e.g., the timings required for that decision. Ultimately any request to see a draft report early would need the approval of the relevant Cabinet Member.</p>	<p>Democratic Services would contact the relevant Cabinet Member and Officer upon any such request.</p> <p>If agreed, the draft report would be considered at a subsequent Select Committee meeting to provide views and feedback to officers before they finalise it for the Cabinet or Cabinet Member. An opportunity to provide specific comments (as per 1 above) is also possible.</p>
<b>4</b>	<b>To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting</b>	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

Page 47

## BACKGROUND PAPERS

- [Protocol on Overview & Scrutiny and Cabinet relations adopted by Council 12 September 2019](#)
- [Scrutiny Call-in App](#)

<i>Ref</i>	Upcoming Decisions	Further details	War d(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public / Private Decision & reasons
SI = Standard Item each month									
Council Departments: I = Infrastructure, Transport & Building Services P + Planning, Environment, Education & Community Services SC = Social Care CR&S – Corporate Resources & Services FD= Finance									
<b>Cabinet meeting – 17 February 2022</b>									
038(b)	<b>The Council's Budget - Medium Term Financial Forecast 2022/23 - 2026/27 (BUDGET FRAMEWORK)</b>	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2022/23 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	<b>Proposed Full Council adoption - 24 February 2022</b>	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	FD - Paul Whaymand	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
109	<b>LHC - consideration of withdrawal from the Joint Committee</b>	To consider the Council's formal withdrawal from the Joint Committee of the LHC (previously the London Housing Consortium) by the end of 2022 and to cease as lead authority. This follows a decision by the LHC in December 2021 to start the process to disband the Joint Committee and move to a	N/A		Cllr Eddie Lavery - Environment, Housing & Regeneration	CS&T - Raj Alagh / Lloyd White		<b>NEW</b>	Public

		new corporate entity from 2023. Similar resolutions will be put to other constituent local authority Cabinet meetings as the relevant body to determine.							
111	<b>Contract for Environmental Cleaning Services</b>	Following a procurement exercise, Cabinet will consider the contract for Environmental Cleaning Services, which includes the collection and disposal of sharps / offensive waste and waste containing asbestos, public toilet cleaning, emptying dog foul bins, disposal of dead animals, and certain property clearances.	All		Cllr Eddie Lavery - Environment, Housing & Regeneration	IT - Nicola Herbert / Sachin Shah		<b>NEW</b>	Private (3)
32	<b>Cranford Park Project: Restoration Contract</b>	Cabinet will progress this important local conservation project by considering a contract for the repair, restoration and improvements to the historic buildings, structures and landscapes at Cranford Park.	Heathrow Villages, Pinkwell		Cllr Jonathan Bianco - Property & Infrastructure	IT / PE - Michael Naughton / Charmian Baker			Private (3)
112	<b>Contract Extension for Leaseholders</b>	In relation to the Council's Buildings Insurance Contract for its leasehold residential properties,	All		Cllr Eddie Lavery - Environment,	PE / FD - Rod Smith / Kala Sripavan		<b>NEW</b>	Private (3)

	<b>Buildings Insurance</b>	Cabinet will consider a contract extension for a period of 2 years, from 1 April 2022 to 31 March 2024.			Housing & Regeneration				
<b>Cabinet meeting – 24 March 2022</b>									
108	<b>Uxbridge BID</b>	Cabinet will consider a report regarding the Uxbridge Business Improvement District (BID) which is reaching the end of its first term. Cabinet will consider the BID's proposal / business plan going forward from 2022 to 2027 and the Council's continued participation, along with related decisions required including the upcoming ballot/vote in 2022 seeking to take the BID into its second term.	All		Cllr Eddie Lavery - Environment, Housing & Regeneration	PE - James Rodger / Nigel Cramb		<b>NEW</b>	Public
<b>Cabinet meeting – 19 May 2022</b>									
86	<b>Local Flood Risk Management Strategy</b>	Following approval of the Flood Action Plan in May 2021, Cabinet will consider consultation on an updated Local Flood Risk Management Strategy detailing the Council and partner's approach to tackling local flooding. The	All		Cllr Eddie Lavery - Environment, Housing & Regeneration	PE - Victoria Boorman	Select Committee and public consultation.	<b>NEW ITEM</b>	Public

		Strategy is a statutory requirement.							
<b>Cabinet meeting – July 2022 (Date TBC)</b>									
87	<b>Strategic Climate Action Plan</b>	Hillingdon Council passed a Climate Change Declaration at its full Council meeting on 16 January 2020 which set out targets to become carbon neutral and achieve 100% clean energy across the Council's services by 2030. Cabinet in July 2021 approved the Council's Climate Action Plan to achieve this and also agreed to review progress annually. This is the first annual progress review of the Plan to Cabinet.	All		Cllr Eddie Lavery - Environment, Housing & Regeneration	PE - David Haygarth / Ian Thynne	Select Committee	<b>NEW ITEM</b>	Public

## WORK PROGRAMME

<b>Committee name</b>	Environment, Housing & Regeneration Select Committee
<b>Officer reporting</b>	Neil Fraser, Chief Executive's Office
<b>Papers with report</b>	Appendix A – Work Programme
<b>Ward</b>	All

## HEADLINES

To enable the Committee to note future meeting dates and to forward plan its work for the current municipal year.

## RECOMMENDATIONS

**That the Environment, Housing & Regeneration Select Committee considers the report and agrees any amendments.**

## SUPPORTING INFORMATION

- The Committee's meetings will start at 7pm and the witnesses attending each of the meetings are generally representatives from external organisations, some of whom travel from outside of the Borough. Forthcoming meeting dates are as follows:

Meeting Date	Room
16 February 2022	CR5
16 March 2022	CR5
14 April 2022	CR5
June 2022	TBC
July 2022	TBC
September 2022	TBC
October 2022	TBC
November 2022	TBC
January 2022	TBC
February 2022	TBC
March 2022	TBC
April 2022	TBC

## Implications on related Council policies

The role of the Select Committees is to make recommendations on service changes and improvements to the Cabinet, who are responsible for the Council's policy and direction.

## How this report benefits Hillingdon residents

Select Committees directly engage residents in shaping policy and recommendations and the Committees seek to improve the way the Council provides services to residents.

**Financial Implications**

None at this stage.

**Legal Implications**

None at this stage.

**BACKGROUND PAPERS**

NIL.

# WORK PROGRAMME 01 May 2021 - June 2022

ENVIRONMENT, HOUSING AND REGENERATION SELECT COMMITTEE	February	March	April	May	June	September
		16	16	14 TBC	TBC	TBC

## REVIEW:

- Topic selection / scoping stage
- Witness / evidence / consultation stage
- Findings, conclusions and recommendations
- Final review report agreement
- Target Cabinet reporting

Cabinet

## Regular service & performance monitoring

- Complaints & Service Annual Report
- CIL Expenditure Monitoring - Annual Report
- Mid-year budget / budget planning report
- Cabinet's Budget Proposals For Next Financial Year
- Cabinet Forward Plan Monthly Monitoring

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## One-off service monitoring

- New Call-in Process
- New Planning Policies - Proposed planning reforms
- Housing Strategy development & consultation
- Draft Revised Statement of Community Involvement
- Redevelopment of High Streets following Pandemic
- Strategic Climate Action Plan: Progress Update
- Houses of Multiple Occupancy within the Borough
- Empty Properties within the Private Sector
- HS2 Update (TBC)
- Local Flood Risk Management Strategy
- Homelessness in Hillingdon
- Introduction to Green Spaces

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