



HILLINGDON
LONDON



Environment, Housing and Regeneration Select Committee

Date: WEDNESDAY, 16 MARCH
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
broadcast live.

You can view the agenda
at www.hillingdon.gov.uk or
use a smart phone camera
and scan the code below:



Councillors on the Committee

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

Published: 08 March 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:

Cabinet Member Portfolio	<ul style="list-style-type: none">• Cabinet Member for Environment, Housing & Regeneration
Relevant service areas	<ol style="list-style-type: none">1. Planning & Regeneration2. Housing3. Green Spaces, Sport & Culture (only Green Spaces)4. Waste Services

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 - 4
- 5 Redevelopment of High Streets following the COVID-19 Pandemic 5 - 44
- 6 Cabinet Forward Plan 45 - 52
- 7 Work Programme 53 - 56

Minutes

ENVIRONMENT, HOUSING AND REGENERATION SELECT COMMITTEE

16 February 2022

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



	<p>Committee Members Present: Councillors Wayne Bridges (Chairman) Alan Chapman (Vice-Chairman) Allan Kauffman Alan Deville Scott Farley (Opposition Lead) Janet Gardner</p> <p>LBH Officers Present: Dan Kennedy, Corporate Director - Planning, Environment, Education and Community Services James Rodger, Deputy Director of Planning and Regeneration Mark Billings, Head of Housing Options, Homelessness & Standards Julia Johnson, Interim Head of Strategic Planning Debby Weller, Housing Policy and Strategy Manager Neil Fraser, Democratic Services Officer</p>
61.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Brightman.</p>
62.	<p>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
63.	<p>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 (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items would be considered in public.</p>
64.	<p>TO AGREE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 4</i>)</p> <p>Regarding minute 60, detailing the Committee's request for the forthcoming item on regenerating high streets to include a section on public safety, the clerk advised that the topic of safety was under the remit of the Public Safety and Transport Select Committee. Members were advised that, if so minded, they could approach the Chairman of that Committee to request that the item be considered for inclusion on its Work Programme.</p> <p>RESOLVED: That the minutes of the meeting held on 20 January 2022 be</p>

approved as a correct record.

65. **CIL EXPENDITURE MONITORING - ANNUAL REPORT** (*Agenda Item 5*)

Julia Johnson - Interim Head of Strategic Planning, and James Rodger - Deputy Director of Planning and Regeneration, presented the annual CIL Expenditure report.

The report was summarised, with the guidance on what CIL monies could be used for, the collection and use of funds within 2020/21, and future updates to the service's monitoring system all highlighted. The split between funds used for strategic projects versus community projects (i.e. Chrysalis) was detailed, together with how the Council consulted residents on the use of the funds. All monies collected were being spent in full. A new data processing officer had been employed, with a start date of 15 March 2022.

In response to queries from the Committee, the Infrastructure Funding Statement, attached as an appendix to the report, was confirmed as a statutory report that was required to be published annually. While the report included details of how CIL funds were collected, and the projects those funds were spent on, it was not required to provide detail on which development projects the funds were received from. It was requested that the clerk review whether there were any further reports available that showed this level of detail.

With regard to the developing West Drayton Leisure Centre project, officers confirmed that CIL spend on the project so far related to planning process/administration costs.

Regarding the new database, currently being designed and populated, officers advised that this had the potential to be publicly accessible, though would be reviewed once the database was completed.

RESOLVED: That the report be noted.

66. **EMPTY PROPERTIES** (*Agenda Item 6*)

Mark Billings - Head of Housing Options, Homelessness & Standards, and Debby Weller - Housing Policy and Strategy Manager introduced a report providing information on empty homes within the Borough.

The report was summarised, with current figures for empty properties, how Hillingdon applied incentives to fill these properties by way of increased tax, and how the Council was looking to update its strategy to further address the issue, all highlighted. A review of how other London authorities were addressing the issue within their own boroughs would also be used to inform Hillingdon's updated strategy.

Officers advised that the ability for the Council to repair damaged homes and bring them back into use was at times complicated by insurance claims, together with the significant level of disrepair seen at some properties (e.g., fire damage). The Council was focussing on addressing void council homes, and the average time homes were unoccupied was seen to be reducing. It was likely that some empty homes in the private sector were due to absent, foreign and other investors.

With regard to the 935 empty properties referenced within the report, these were confirmed as being both Council tenanted and private properties. On the matter of second homes, Hillingdon did not currently apply a Council tax premium or discount to

	<p>home owners.</p> <p>It was requested that officers seek to provide further detail on the average time taken to bring empty properties back into use, data on how much Council tax was collected/missed from such properties, and a breakdown of the location and type of properties currently empty. It was understood that the request was dependant on the data being available and permissible for sharing.</p> <p>The Committee suggested that addressing empty properties within Hillingdon be noted as a potential topic for a future Scrutiny Review.</p> <p>RESOLVED: That the report be noted.</p>
67.	<p>CABINET FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>Consideration was given to Cabinet’s Forward Plan, and it was:</p> <p>RESOLVED: That the Cabinet Forward Plan be noted.</p>
68.	<p>WORK PROGRAMME (<i>Agenda Item 8</i>)</p> <p>Consideration was given to the Committee’s Work Programme and it was:</p> <p>RESOLVED: That the Work Programme be noted.</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 7.36 pm.</p>

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.

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REDEVELOPMENT OF HIGH STREETS FOLLOWING THE COVID-19 PANDEMIC

Committee name	Environment, Housing & Regeneration Select Committee
Officers reporting	Nigel Cramb - Place Directorate Stephanie Waterford - Place Directorate Helena Webster - Place Directorate
Papers with report	Appendix A: LB Hillingdon Hospitality Sector - Business Needs Consultation Format (March 2021) Appendix B: Examples of Town Centre/Shopping Parades promotional material Appendix C: Welcome Back Fund - Free Digital Training for Hillingdon Businesses Appendix D: Hillingdon Business Resilience Survey (Sept 2021) Appendix E Hillingdon Shoppers Survey (Sept 2021)
Wards	All

HEADLINES

On 23 March 2020, in response to the Covid-19 pandemic, UK high streets, town and city centres effectively closed for business. Most retailers, offices, restaurants, coffee shops, cultural and leisure destinations shut their doors, as only essential stores were allowed to stay open.

As new ways of working have materialised for office-based businesses, the impact on retail and hospitality across larger chains and prominent 'brands' as well as small, independent businesses has been exceptional.

Covid-19 presents big challenges to businesses and local authorities seeking to rebuild the local economy after lockdown.

This report sets out the range of support services offered to high street businesses by the London Borough of Hillingdon both during the pandemic and as we move forward to help high streets, and town centres recover from the impact of Covid-19.

RECOMMENDATIONS:

That the Committee:

Note the good practice and initiatives which have been offered to support high street businesses during the pandemic and post-recovery.

SUPPORTING INFORMATION

1. General Introduction

Local high streets, towns and city centres have faced significant challenges for many years, including competition with out-of-town shopping centres and the increase in online shopping. The recovery of our high streets from the pandemic will have a vital role to play in local and national economic recovery.

Generally, over the pandemic, people have been travelling less and living more locally. This means some local high streets may be benefiting from higher visitor numbers whereas Metropolitan centres such as Uxbridge that attracted more visitors, students, and workers from further afield appear to have been more heavily impacted as people tend to stay local.

During lockdown we have seen a huge increase in the number of people working from home and living locally and it seems likely that this practice will continue as lockdown eases.

Without the daily commute to a larger town or city, residents have been spending more time in their immediate local area. This could provide opportunities for some local high streets. In fact, some smaller retailers have reported increases in sales since the beginning of lockdown, as people have chosen them over large supermarkets.

Planning Policy officers have advised that the classification of International, Metropolitan and Major town centres is determined within the London Plan. Changes to District, Minor, Local town centres and small standalone shopping parades are reviewed as part of the Local Plan based on an assessment of how the town centre performs against a set criterion including town centre uses, a town centre health check and public transport accessibility (incl. walking and cycling)

The Hillingdon Local Plan Part 1 (adopted November 2012) shows a hierarchy of 16 town centres categorised as follows:

Metropolitan Centre: Uxbridge

District Centres: Eastcote, Hayes, Northwood, Ruislip, and Yiewsley & West Drayton

Minor Centres: Northwood Hills, Ruislip Manor & Uxbridge Road (Hayes)

Local Centres: Harefield, Harlington, Hillingdon Heath, Ickenham, North Hillingdon, Willow Tree Lane and South Ruislip

In addition, there are two local shopping parades which have recently benefitted from public realm and shop front grant initiatives, which are:

- Ryefield Avenue, Hillingdon
- Kingshill Avenue, Hillingdon

From this hierarchy, Uxbridge and all the District and Minor Centres were prioritised as the key town centres to support and where capacity allowed, some support offered to Harefield, Harlington, Ickenham, Kingshill Avenue, North Hillingdon (Hillingdon Circus) and Ryefield Avenue, 15 areas in total.

This report sets out the activity across the town centre improvements, regulatory services, and economic development teams to support town centres and shopping parades as listed above, in response to Covid-10 pandemic and post-recovery.

2. Town Centre Improvements Team activity

2a Ministry of Housing Communities & Local Government (MHCLG) Funding

In June 2020 a dedicated Reopening High Streets Safely Fund was announced. The intention of the funding was to support temporary measures enacted up to 31 March 2021 to encourage the safe reopening of high streets across the UK. The LB Hillingdon received a £272,855 grant fund.

The grant funding had been sourced from unallocated European Regional Development Fund (ERDF) so use of funding needed to comply with ERDF regulations especially in terms of European compliant procurement and use of the EEC and ERDF logos in all publicity

The grant conditions included three main categories where activities could not be supported, which were:

- *Activity that provides no additionality*
The funding is intended to be additional, on top of existing activity; it should not be replacing the source for already committed expenditure.
- *Capital expenditure*
The funding is to help local authorities address the short-term issue of re-opening their local economies. It can support some temporary changes to the physical environment, but those changes should not be anticipated to last beyond 12 months, or until no longer required for social distancing.
- *Grants to businesses*
Funding cannot provide direct financial support to businesses to make adaptations to premises, purchase PPE, purchase goods or equipment or offset wages or other operating costs.

The Government announced on 20 March 2021 that the Reopening High Streets Safely Fund (RHSSF) has been expanded and will begin a new phase of delivery up to the end of March 2022 as the Welcome Back Fund (WBF). The original RHSSF allocation was doubled for each local authority and the scope of eligible activities was increased significantly to better support the reopening of local economies i.e., running publicity campaigns and hold events like street markets and festivals to support local businesses.

With agreement from the Cabinet Member for Cabinet Member for Environment, Housing & Regeneration and the Cabinet Member for Cabinet Member for Public Safety and Transport, a European Regional Development Fund compliant tender was published 5 May 2021 for returns by 4 June 2021. The tender comprised three lots as summarised below:

'Welcome Back' themed branding for town centres and local parades

designer/ design team to create 'Welcome Back' concept branding for use within town centres and parades across the borough

Temporary street furniture hire & maintenance to facilitate the safe reopening of High Streets i.e., parklets, planters and hand sanitisers to support the safe reopening of the High

Classification: Public

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Street. Locations based on extensive consultation with business themselves undertaken by Regulatory Services

Specialist Retail/Town Centre expertise to support small independent businesses within town centres and local parades. Scope of services to include:

- Organising a promotional event for each of the nine minor and local town centres between August 2021 up to February 2022;
- Organising up to two promotional events within Uxbridge and the five district centres between August 2021 up to February 2022;
- Digital marketing training to help small independent businesses across the town centres and parades adapt to on-line retail and encouraging the increased use of film and social media to help businesses with more effective marketing.

Utilising the combined Reopening High Streets Safely Fund and the Welcome Back Fund grants of £545,710 a formal funding agreement was entered into with the Ministry of Housing Communities & Local Government in June 2021, based on tendered costs as follows

Table summarising grant funding activity apportionment

Ministry of Housing Communities & Local Government Grant		
Scope of Activity	Summary	Grant
Communications and public information activity	ERDF compliant promotional materials	£ 65,000 (£25k design and £40k resources)
Business-facing awareness raising activities including events	21 Town Centre/Parade events, borough-wide digital on-line marketing training for small businesses	£142,720 (£50k specialist support and £92.72k resources based on average £4.4k per event)
Temporary public realm changes	Rental and maintenance of planters, parklets, hand sanitisers etc	£303,490
Support & promote a safe public environment, visitor economy	Specific Uxbridge BID support July-August 2021 Summer programme	£ 34,500 (£22.4k Uxbridge BID £12.1k temporary gazebo hire)
Total grant		£545,710

To expand on the activity funded through the Welcome Back grant:

a) Communications and public information activity

Whistlejacket www.whistlejacketlondon.com were appointed to design Welcome Back branding to be fully compliant with the European ERDF and Ministry of Housing Communities & Local Government requirements.

This included flyers and social media to promote local events as well as tote bags distributed by the businesses themselves and at high street events as further encouragement to shopping locally. Examples of promotional material are shown in Appendix B

b) Business-facing awareness raising activities including events

Following the appointment of Retail Revival Ltd. www.retailrevival.org.uk Business and shoppers' surveys were created for completion during August and September 2021 to inform the business support and events programme.

In addition to an online survey, a minimum of 150 responses were collected from face-to-face engagement with businesses across the borough and 200 face to face responses from shoppers. Retail revival made personal visits to a minimum of 30 businesses in each of the six main town centres as well as contact with local business representative groups to identify the specific business needs and to secure participation within the programme.

Connections were also formed by Retail Revival with resident associations to forge relationships between them and the businesses. A summary of the programme of 21 High Street events in the six months from October 2021 to March 2022 is shown below:

Date	Location	Theme	Business participating	Footfall estimate (based on High Street trail)
1-2 Oct 2021	Uxbridge	Heritage Trail	12	600
26 Oct 2021	Ryefield Avenue	Halloween	12	200
27 Oct 2021	Ickenham	Pumpkin Festival	22	650
28 Oct 2021	Eastcote	Pumpkin Festival	30	1200
29 Oct 2021	Yiewsley & West Drayton	Pumpkin Festival	20	350
30 Oct 2021	Hayes	Music Festival	25	400
20 Nov 2021	Ruislip Manor	Christmas	25	6000
27 Nov 2021	Kingshill Avenue	Christmas	12	200
2 Dec 2021	Harefield Village	Christmas	20	1500
4 Dec 2021	Yiewsley & West Drayton	Christmas	15	1000
18 Dec 2021	Northwood	Christmas	20	450
19 Dec 2021	Ruislip	Lantern Festival	25	300
12 Feb 2022	Uxbridge	Love Your Independents	15	800
14 Feb 2022	Northwood Hills	Children's Literature	15	600
15 Feb 2022	Uxbridge Road, Hayes	Children's Literature	10	350
16 Feb 2022	North Hillingdon	Children's Literature	15	600
19 Feb 2022	Harlington	Children's Literature	10	100
26 Feb 2022	Ruislip	Art & Crafts	15	600
5 Mar 2022	Eastcote	Family Food Fun	tbc	tbc
12 Mar 2022	Northwood	Family Food Fun	tbc	tbc
*29 May 2022	Hayes	Canal Festival	tbc	tbc
Totals to date			318	15,900

* Hayes Canal Festival postponed from 26 September 2021

From 2 -14 March 2022, businesses across Hillingdon had the opportunity to participate in a short programme of free training to help them improve their digital marketing practices. This included two workshops at the Civic Centre in Uxbridge to support businesses that would like to improve their Instagram efficiency and four live webinars on topics including:

- Online Reviews: are these affecting your business?
- Search Engine Optimisation

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- Business Websites: How strong is yours? and
- Google My Business

The promotional leaflet is shown in Appendix C. The programme was advertised through contacts within Hillingdon Chamber of Commerce, Hayes Town Business Forum, Uxbridge Business Improvement District, Ruislip Manor Chamber of Commerce and Ruislip Chamber of Commerce as well as the Council's own website and social media channels

A full evaluation report scheduled for April 2022 will be presented by Retail Revival when all activity has been concluded which can be shared with the Environment, Housing & Regeneration Select Committee. The report will include the feedback from all business and shoppers' surveys,

The findings from the evaluation report will inform recommendations for further provision during 2022-23 to further support high streets and town centres.

c) Temporary public realm changes

The Welcome Back Fund initiative allowed for trialling temporary public realm changes originally to facilitate the safe return to the high street and from spring/summer 2021 specifically to support the hospitality sector and in particular small independent businesses and how they could best reopen offering residents a safe and enjoyable restaurant/cafe experience and contributing positively to the local economy.

An assessment of the six main centres within the borough (Uxbridge, Hayes, Eastcote, Northwood, Ruislip and Yiewsley & West Drayton) showed very varied provision in terms of private pavement provision facilitating outdoor seating and the mix of dining and take-a-way provision. For example, Coldharbour Lane, Hayes where many restaurants are concentrated has very generous privately owned forecourts whereas within Ruislip High Street the pavement space available for outdoor seating is much more limited.

With support from colleagues in Regulatory services, during March 2021 a specific hospitality business survey (as shown in appendix A) was circulated to all non-takeaway food outlets within the main town centres where outdoor dining space was limited. This invited business to feedback on their requirements including:

- Support to potentially maximise the extent of outdoor seating if possible
- Support to help segregate/screen a seated outdoor eating area, and
- Provision of outdoor hand sanitisers for use within the high street

In total 35 responses were received and based on these responses the contract for the rental of temporary street furniture such as parklets, hand sanitisers and planters was tendered and let to Meristem www.meristemdesign.co.uk

For information, a parklet is a small public pavement extension, usually extending two parking space lengths combining elements such as seating, trees, flowers, shrubs, providing an additional safe, secure outdoor seating area for hospitality businesses, subject to licencing, to trade from. The specification was for the parklet to be enclosed on all three sides and with a roof to provide all-weather protection to the customers.

Classification: Public

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Whilst parklets are now commonplace in central London locations such as Westminster, Camden, Kensington & Chelsea, Islington, and Hammersmith & Fulham they had not been tried or tested within the London Borough of Hillingdon.

The parklets trialled in Ruislip and Eastcote Town Centres are designed to fit a standard parking bay (5m x 2m) and the Uxbridge is two parking space lengths (10m x 2m). Photos of a parklet in Eastcote are shown in appendix B. The tender stipulated the weekly maintenance of all temporary street furniture including planting for the parklets and planters.

All four parklets are being trialled under an 'experimental' order which is the opportunity for comments and feedback to be provided by residents. In addition, a licence is required to serve food and drinks from the parklet, and any business can apply for a licence

The experimental order for the Ruislip and Eastcote parklets was advertised on 22 October 2021 and came into effect from 8 November 2021, with comments invited before 8 May 2022. The experimental order for Uxbridge was advertised on 14 January 2022 and came into effect from 31 January 2022 with comments invited before 1 August 2022.

A summary of all temporary street furniture being trialled under the Welcome Back initiative is summarised below:

Location	Item	Qty
Uxbridge	Parklet (10m x 2m)	1
Uxbridge	Planters	2
Uxbridge	Folding dining table	8
Uxbridge	Folding dining chairs	16
Uxbridge	Hand sanitisers	12
Eastcote		
Eastcote	Parklet (5m x 2m)	2
Eastcote	Planters	24
Eastcote	Folding dining table	16
Eastcote	Folding dining chairs	32
Eastcote	Hand sanitisers	10
Ruislip		
Ruislip	Parklet (5m x 2m)	1
Ruislip	Folding dining table	4
Ruislip	Folding dining chairs	8
Ruislip	Hand sanitisers	8
Northwood		
Northwood	Planters	7
Northwood	Folding dining table	7
Northwood	Folding dining chairs	18
Northwood	Hand sanitisers	8
Kingshill Avenue		
Kingshill Avenue	Screening at Adelphi Way	1
All Areas		
All Areas	Gazebo's for High Street events	25

All Areas	Stage, PA lighting	3
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d) Support & promote a safe public environment, visitor economy

Section 3 Economic Development summarises the impact of the Covid-19 pandemic specifically in relation to Uxbridge Town Centre particularly in relation to loss of footfall from in-commuting to the many company headquarters based within and/or on the periphery of the town centre in addition to students from Brunel University and Uxbridge College.

In May 2021 as part of the Welcome Back funding, market and event specialists were invited to quote for delivering a summer entertainment programme within Uxbridge Town Centre over weekends from 24 July to 31 August, including August Bank Holiday.

From the responses received, Uxbridge Business Improvement District were engaged, and events fully funded from the Welcome Back Fund initiative. Funding earmarked included the hire of gazebos for the Uxbridge Market which could also be utilised for other town centre and high street events.

2b Festive Lighting

Christmas for many is about family time and celebration and 2021, more than ever, was a crucial time for town centres and especially the smaller independent businesses within them. The Hillingdon 2021 Christmas Lights programme provided a well needed cheer for residents and businesses and for the first time included displays within all 22 wards in the Borough.

As a further boost for residents and high street businesses and to achieve greater value for money from the lighting displays, a pilot trial of removing the lighting displays from timers was undertaken. This meant that residents were able to enjoy the lighting effects throughout the day (rather than just from late afternoon) as well as achieving cost and vehicle emission savings by eliminating the need for night-time scouting and timer repair costs.

Full details of all the lighting schemes supported across the Borough are provided in the table below:

Christmas Lighting Programme 2021			
Council Managed			Community Schemes
Belmore Parade	Harmondsworth Village	Ruislip Town Centre	Ickenham
Blenheim Parade	Hayes Bridge Parade	Ryefield Avenue	Northwood
Byron Parade	Hayes End Parade	Sipson Village	Northwood Hills
Civic Centre, Uxbridge	Hayes Town Centre	South Ruislip	Ruislip Manor
Crescent Parade	Hillingdon Circus	Sutton Court Road	
Eastcote Town Centre	Kingshill Avenue	Uxbridge Town Centre	
Glebe Estate	Kingsway Parade	Yeading Lane Parade	
Harefield Village	Marlborough Parade	Yiewsley & West Drayton	
Harlington High Street	New Broadway Parade		
Harmondsworth Road	North Hyde Road		

From consultation with the businesses themselves and local chambers of commerce, Christmas themed events were organised through the Welcome Back Fund to support Christmas lights “switch-ons” at Ruislip Manor, Harefield Village, Yiewsley & West Drayton, Kingshill Avenue and Northwood as well as a Lantern Festival within Ruislip.

2. Economic Development – Uxbridge Business Improvement District

Uxbridge benefits from having a Business Improvement District, which since its inception in October 2017 has been at the forefront of promotional activity. The BID’s stated objective is to ‘make Uxbridge an even better place to live, work and socialise’ and the BID were particularly active in supporting and promoting Uxbridge during the Covid crisis.

Initially as the town came out of the first lockdown in 2020 the BID provided resilience business packs, which included floor signage, shop local posters, hand sanitisers, face masks to all businesses when re-opening occurred. Additionally, the BID instigated Covid19 Hygiene cleans in the town centres on a twice weekly basis from March 2020 until September 2021.

The BID Funded Police Officer continued to carry out regular visits to essential retail who remained open and non-essential retail as it began to re-open, providing reassurance, support and advice throughout the crisis.

Via the Love Uxbridge app and the Love Uxbridge social media platforms Uxbridge BID provided regular advice and information to town centre users and the BID mounted a Shop Local Campaign in May 2020, promoting and highlighting businesses that had reopened and the steps being taken to ensure public safety. Information was distributed to 64,000 homes.

The shop local campaign was supported by the ‘We’re Open’ Campaign, which ran from October/November 2020 and the ‘Independent Campaign’, which as the title suggests highlighted independent retailers and service providers. This campaign ran between July - September 2020.

The BID also staged a number of town centre events including the Christmas lights switch on in November 2021 to bring people back into the Town Centre.

The BID via its Love Uxbridge platform actively promoted the Government’s Eat Out to Help Out Campaign, which had a significant impact in terms of increasing footfall in the town and has also been active in supporting Council activity, promoting information and offering advice to businesses on the range of financial support available via the various Government Grant Funding schemes put in place to support businesses directly affected by closures (March 2019 – January 2022).

As highlighted elsewhere in this report, due to residents shopping locally and using local town centres and parades, these centres appear to have withstood the worst of the downturn in the economy. The experience for Hillingdon’s smaller town centres and parades appears to be replicated in other boroughs. Uxbridge however has been impacted by the Covid crisis. Despite the activities of the BID, footfall in Uxbridge has not returned to pre Covid levels.

Uxbridge has, like a number of larger town centres, suffered from the closure of some of the high street’s high profile chain stores and restaurants, including Debenhams, Topshop and Thornton’s.

A recent report from PwC highlighted that more than 17,000 chain store outlets closed across Britain last year, according to new research by the Local Data Company, a specialist retail analytics company. The figures reflect the rise of online shopping and the impact of the pandemic. However, on a more positive note the data suggests the rate of closures is slowing as more independent firms take on space in high streets.

High Streets for all fund – in March 2021 the GLA launched the High Streets for all initiative. The initiative provided funding for one project per local authority area. The GLA's objective was to invite bids for projects that contributed to creating thriving, inclusive and resilient high streets and town centres, within easy reach of all Londoners. Each London borough area would be awarded £20,000 to explore ways of meeting the GLA's objective. Hillingdon Council received one bid for an Uxbridge research project. Partners included Uxbridge BID, Hillingdon Chamber of Commerce and Brunel University.

The Uxbridge bid was subsequently awarded the £20,000. These funds were used to commission research on local residents and visitors' perceptions, views and aspirations for Uxbridge and the High Street area. The research has recently been published under the title 'Reimagining Uxbridge High Street'. It is currently being assessed and evaluated but undoubtedly be of benefit in planning for future developments in Uxbridge town centre.

Financial support – It is important to acknowledge the impact that the funding the government made available via the various business rate relief and grant support schemes over the period of the pandemic. Whilst breakdowns for individual high streets are currently not available, the High Street retail businesses benefitted from 100% retail discounts for 2020/21, 66% for 2021/22 and 50% for 2022/23, with small businesses with Rateable Values under £15k receiving up to 100% Small Business Relief throughout the period. High Street businesses also received grants from the overall grant spend of more than £81m to date. It should be noted that the Council is continuing to support borough businesses via a range of grant schemes, which are currently due to end on 31 March 2022.

4. Regulatory Services team activity

Throughout the pandemic period, the Council's Licensing, Food Health & Safety and ASBET officers were tasked with supporting businesses to meet a range of Covid restrictions and to provide advice and guidance on Covid-secure and recovery measures.

Officers ensured they were up to speed with the ever-changing restrictions and requirements affecting businesses and information, posters and templates were made available to businesses to assist them with operating in a safe way.

4.a Visits and inspections

Between 1 February 2021 and 31 January 2022, the team carried out over 6000 visits to businesses in Hillingdon.

In early 2021, the roadmap out of restrictions began introducing **Step 1**, **Step 2** and **Step 3**. Visits around this time were mainly aimed at maintaining compliance with the restrictions still in force, but also assisting residents and businesses with adjusting to the changes – this took the form of advising on risk assessments, best practice, ventilation, spacing/social distancing and hygiene/infection control strategies in the workplace to protect staff. During the '**Step 1**' period,

Classification: Public

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

the 'Rule of 6' was in force from 29 March 2021 allowing for outdoor gatherings of 6 people or two households.

In April, **Step 2** came into force, which allowed non-essential retail to open. This also included personal care businesses such as nail salons and hairdressers. Hillingdon has around 300-400 businesses in this sector and the team ensured that they were provided with advice and guidance to ensure a high standard of protection for customers.

Hospitality venues were permitted to serve guests outside, and the requirements for table service was still required. Mixing of groups was still not permitted indoors. The visits to these premises were again focussed on providing advice to the business owners and staff about practical steps they could take to protect their staff and customers, addressing any questions they may have had about the law, its implementation or enforcement. Advice was given about testing and where to get tested.

May 2021 saw the arrival of **Step 3**, which opened-up indoor entertainment venues. Hospitality venues could serve alcohol indoors, without substantial meals, but table service was still required. Capacity limits were in place for certain venues and events. Advice for these visits was in the same vein as before, with a focus on helping the businesses develop strategies to maximise their options whilst maintaining a Covid-secure environment.

Hillingdon has approximately 3,000 registered food businesses which are in a rolling programme of food hygiene inspections. Environmental Health Officers resumed the inspection programme and began food hygiene checks to ensure that premises were of a safe and hygienic standard following long periods of closure and having to operate under different conditions.

In June and July 2021, the focus of the visits was on the lifting of all remaining major restrictions. The aim was to provide businesses with as much support as possible, whilst ensuring that they were confident to operate without the legislative framework and restrictions that had been required for so long. The move was designed to reflect the increase in responsibility individuals and businesses were expected to take for themselves.

Throughout the Summer, the teams worked with event organisers, sports grounds and entertainment venues to ensure that appropriate risk assessments were in place as visitors and spectators were allowed to enjoy these events and attractions once more.

The team also facilitated licences and permissions for street markets and Christmas events to take place across the borough.

From August 2021 onwards visits have been advisory and fact-finding in nature. Businesses were regularly visited to check how they were getting on, to offer advice on the latest guidance issued regarding their businesses, offering information about the various grants available, and how to apply for them. The aim was to facilitate a shift in perception for our businesses from enforcement-led interventions that had been the norm for a long period during the restrictions to a perception of regulators as assistance and support for the community. Advice on getting back to normal, advising on applying for lapsed licences etc also formed a part of the discussions during these visits. In general, businesses have been signposted to the Council website for updates.

Due to the onset of the Omicron variant around November 2021-January 2022, visits were ramped up and focused on trying to limit the spread of covid inside venues, but without legal force. This was in order to try and prevent a spike in infections over the festive period when many businesses would be busier.

4.b Licences and permissions

In 2020, the Government introduced a temporary light-touch licensing system for Councils to award 'Pavement Licences' to place tables and chairs outside hospitality premises. This enabled businesses to make use of pavement and high street spaces to accommodate customers whilst their indoor spaces were restricted.

In April 2021, the Council resolved to offer these licences for free to hospitality businesses across Hillingdon to support their recovery and to build back confidence for diners to socialise in the open air. Since February 2021, the Council has awarded 95 pavement licences to businesses.

In recognition of the economic impact on businesses, the Licensing Service introduced flexible systems to alleviate the pressures of licensing fees falling due. These included instalment payments, flexible licence extensions and additional time to pay fees where needed.

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 focus of the activity outlined within this report is to work in particular with small, independent business, shoppers, and local residents to find the best way to preserve and enhance high streets and local shopping parades as more retail, hospitality and other services reopened in line with Covid-19 Government regulations and guidance and to create a safe and enjoyable return to High Streets contributing positively to the local economy.

All delivery partners appointed under the Welcome Back Initiative took a key role in identifying the positive attributes and local features that each town centre location can build on to create and sustain a competitive advantage whilst also encouraging residents and visitors to be spending locally.

In terms of Christmas lighting, displays are highly valued and appreciated by residents and businesses, playing an important part of how Christmas is celebrated in town and neighbourhood centres.

Traditionally, the Christmas light switch on has acted as a significant event in terms of encouraging greater footfall and local spending at a time when many small independent retailers are struggling with the competition from online shopping

Financial Implications

There are no direct financial implications arising from this report and its recommendation to the Committee.

Legal Implications

The Borough Solicitor confirms that there are no specific legal implications arising from this report.

BACKGROUND PAPERS

NIL.

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LB Hillingdon Hospitality Sector - Business Needs Consultation (ends 31 March 2021)

Guidance published by the Government 22 February 2021, set out a four-step roadmap, with restrictions starting to lift in England from 8 March offering a route back to a more normal life.

Step 2, not before 12 April 2021 will allow hospitality venues to serve people outdoors. There will be no need for customers to order a substantial meal with alcoholic drinks and no curfew, although customers must order, eat and drink while seated ('table service')

Hillingdon Council are looking at effective ways in which the hospitality sector and in particular small independent business owner's, can best be supported to reopen offering residents a safe and enjoyable restaurant/cafe experience and contributing positively to the local economy.

Potential support includes greater flexibility to accommodate outdoor eating and especially temporary uses over the spring and summer months up to the end of September 2021.

Your assistance in completing this short questionnaire will ensure that any support is tailored specifically to meet local business demand.

Business Name:.....

Business Address.....

.....Post Code:.....

Contact Name.....

Contact daytime telephone.....

Contact email.....

Type of business i.e. cafe, pub, take-a-way, restaurant etc.

.....

Usual opening hours/days.....

1. Is your business already open Yes No

If no when are you planning to reopen?.....

2. Do you already have a licence for pavement trading Yes No

3. Are you aware of the Business & Planning Act 2020 with greater flexibility to place tables and chairs on the public highway?

Yes No

4. Would you like a Licensing Officer to contact you with advice about this legislation and how this may benefit your business? Yes No
5. Which of the following would be useful support for the Council to be able to offer to your business?
- a) Support to potentially maximise the extent of your evening outdoor seating if possible? Yes No
- b) Support to help segregate/screen a seated outdoor eating area? Yes No
- c) Provision of outdoor hand sanitisers for use within an outdoor seated area? Yes No
6. Is your business registered with the following Council business support initiatives?
- a) Hillingdon First Card (www.hillingdon.gov.uk/HFbusiness) Yes No
- b) Hillingdon Business Directory (www.hillingdon.gov.uk/businessdirectory) Yes No
- If No would you be interested in receiving information? Yes No
7. Any additional feedback you would like to give about support needed by the hospitality sector?

Signed:.....Date:.....

Thank you for your feedback. Forms to be returned by 31 March 2021 using the pre-paid envelope or email to towncentres@hillington.gov.uk

For any licensing or food and safety regulations advice please contact 01895 277433 or licensing@hillington.gov.uk

Appendix B: Publicity Examples



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Digital marketing training for Hillingdon businesses

Businesses across Hillingdon are invited to participate in a short programme of free training to help them improve their digital marketing practices.

The support is provided by Hillingdon Council and is delivered by Retail Revival Ltd as part of the Welcome Back Programme.



1.

Free Practical Workshops

We are holding two workshops at the Civic Centre in Uxbridge to support businesses that would like to improve their Instagram efficiency. The only requirements are that you have an Instagram account and a smartphone, no other expertise is required.

To book please email sally@retailrevival.org.uk or telephone 07889 173101

Workshop 1 - Product Photography

Monday 7 March 10.30am - 1.30pm

This practical workshop will teach delegates how to style and photograph their products for promoting and selling online. The workshop will discuss mobile phone cameras, composition, lighting, editing, equipment and use of props.

What you need to bring:

- 2-3 products to photograph
- Your mobile phone
- It would be helpful for you to have Instagram downloaded to your phones to use on the day of the workshop, but this is not essential

Workshop 2 - Instagram for Business

Monday 14 March 10.30am - 1.30pm

Instagram is a powerful business tool that can help grow your business. Learn how to improve your Instagram presence and knowledge including how to auto-schedule, use hashtags, find and boost audiences, style your grid, use stories, highlights and reels.

What you need to bring:

- Your mobile phone
- Instagram downloaded to your phones to use on the day of the workshop

2.

Free Zoom Workshops

Our live webinars allow interaction with our digital experts, to book please email sally@retailrevival.org.uk or telephone 07889 173101

Business Websites: How strong is yours?

Our E-marketing expert will show you how to improve the appearance, speed and efficiency of your website. This is perfect for businesses that have websites and would like to make improvements to them.

Wednesday 2 March
10am-11am

Google My Business

Google hosts a business profile for all high street businesses which potential customers use to make buying decisions. Our E-marketing expert will show you how to populate your Google Business profile and maximise the use of it to attract more customers.

Thursday 3 March
5.30pm-6.30pm

Search Engine Optimisation

Search engine position can be so important in getting your business found by the people in your area who are looking to buy exactly what you sell. Our E-marketing expert will help you to understand how you can drive traffic to your website and use materials to achieve a better search engine ranking for your website.

Wednesday 9 March
10am-11am

Online Reviews: are these affecting your business?

People are searching for you and your competitors online, they want to find information about your business, this includes what other customers have said about you and your products and services. This webinar discusses the platforms that customers use to review your business, and how you should respond to both positive and negative reviews.

Thursday 10 March
5.30pm-6.30pm

3.

Free Webinars & Resources

Scan the QR code below to find a series of easy-to-follow videos and resources to help you make fast and free improvements to your digital marketing. The support is available throughout March, learn at your own pace and in your own time.



For further information please contact:
Sally Williams, Retail Revival Ltd.
07889 173101
sally@retailrevival.org.uk



Hillingdon Council's Business Resilience Survey

For businesses in the London Borough of Hillingdon

The government has allocated Hillingdon Council funding from a European Union programme (the European Regional Development Fund) to enable it to welcome people back to town centres safely as we recover from the effects of the COVID-19 pandemic.

Some of this funding has been directed into a programme of support to help businesses embrace digital marketing and enhance their window displays. A programme of events will increase footfall for each of the borough's main town centres, and many smaller shopping areas, to welcome shoppers as they emerge from the pandemic restrictions.

0 of 11 answered

help to measure the effects of COVID-19 on their business so that the council can target future support where it is most needed. The survey should take no more than seven minutes of your time to complete.

Information collected through this survey will be used for research and analysis purposes and headline data may be published. All data will also be stored and processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Please see London Borough of Hillingdon's '[privacy notice](#)' for more details.

OK

1. In which of the following sectors does your business operate?

2. How many employees do you have?

1-9

0 of 11 answered

- 50-249
- 250+

3. Which of the following best describes the stage your business was at before COVID-19

- Start-up - started business on or after March 2019
- Growing - increasing turnover, taking on employees, growing customer base
- Surviving - just about turning a profit
- Established - thriving business, with strong customer base
- Expanding - new products or services, new premises, increased customers

4. Which best describes your current trading situation since COVID-19?

- I am permanently closing my business
- I am in a critical situation, permanently closing my business might be necessary
- I have closed my business temporarily but
- My business has not been significantly affected by COVID-19
- The business has grown
- My business is healthy because I have

0 of 11 answered

- My business is running but on a reduced or compromised operation
- Other (please specify)

5. Has your supplier network been affected by COVID-19?

- My supply chain has been totally cut off
- I can access some of the products/services that I need
- I can access most of the products/services that I need
- My supply chain has been unaffected by COVID-19

6. What impact has COVID-19 had on the demand for your products/services compared to pre-COVID-19?

- There is still no demand
- There is now some demand

0 of 11 answered

There is now excellent demand

7. Which of these Government support measures have you accessed? (Tick all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Guidance on when and how I can open my business in a safe way | <input type="checkbox"/> Discretionary grant scheme |
| <input type="checkbox"/> Business Support Helpline England - enquiries@businesssupporthelpline.org or Tel: 08009981098 | <input type="checkbox"/> Bounce Back Loan |
| <input type="checkbox"/> Advice form HMRC Covid Helpline (including Time to Pay) Helpline Web Page | <input type="checkbox"/> Self Employment Income Support Scheme |
| <input type="checkbox"/> Guidance on advice to provide to staff | <input type="checkbox"/> Coronavirus Job Retention Scheme (Furlough) |
| <input type="checkbox"/> Coronavirus Business Interruption Loan Scheme | <input type="checkbox"/> Additional Restrictions Grant (ARG) |
| <input type="checkbox"/> Cash grants e.g. Small Business Grant, Retail Hospitality & Leisure Grant or the Local Restrictions Support Grant | <input type="checkbox"/> Restart Grant |
| <input type="checkbox"/> Business Rate retail discounts for | |

0 of 11 answered

Other (please specify)

8. How have you adapted, expanded or diversified your business as a result of COVID-19?
(Tick all that apply)

- I have not adapted, expanded or diversified my business at all
- I have a new online shop
- I have started/ increased my use of social media to raise my business profile
- I have started selling new products/services
- I now take orders by telephone
- I now offer a delivery service for my customers
- Customers are able to book reservation or pick-up slots using an app
- I now sell my products/services in additional physical locations e.g. on the high street, at markets etc.
- Other (please specify)

0 of 11 answered

9. How well prepared is your business for future lockdowns or increased COVID-19 restrictions?

- My business would not survive a future lockdown
- I have some measures in place to continue income streams but my business would be adversely affected
- I am fully prepared for future lockdowns, my business would not be adversely affected
- Other (please specify)

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10. What further support would help your business to stabilise and grow?

- Further grant funding
- Events to increase the town centre footfall
- Support to promote my business online
- Support with employment and human resources
- Support with business and financial planning
- Support to add or update my profile on the Hillingdon business directory
- Window dressing and shop layout advice to help me improve the look of my business

0 of 11 answered

empty shops in my high street

Other (please specify)

11. Address

Company

City/Town

ZIP/Postal Code

DONE

Powered by



See how easy it is to [create a survey](#).

0 of 11 answered

0 of 11 answered

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Shoppers Survey For Residents of London Borough of Hillingdon

Introduction

Residents of the London Borough of Hillingdon are invited to complete this survey about visiting local high streets for shopping and entertainment and how their shopping habits have changed as a result of COVID-19.

The results of the survey, which should take no more than six minutes of your time to complete, will inform Hillingdon Council's campaign to welcome people back to its towns and shopping areas, boost the local economy, get people back to work and customers back to the high street safely in line with government guidance.

0 of 11 answered

to win a picnic hamper full of summer treats worth £100 selected from local shops and services.

The campaign is supported by the European Regional Development Fund through the government's Welcome Back Fund.

Information collected through this survey will be used for research and analysis purposes and headline data may be published. All data will also be stored and processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Please see the council's [privacy_policy](#) for more details.

OK

1. How confident do you currently feel about visiting your local high street or shopping area?



0 of 11 answered

2. Where do you primarily get information about businesses, for example opening hours, delivery services and Covid safety measures? (tick all appropriate responses)

- | | |
|---|---|
| <input type="checkbox"/> The Internet | <input type="checkbox"/> Through social media |
| <input type="checkbox"/> Telephone the business | <input type="checkbox"/> Through direct mail from the business itself |
| <input type="checkbox"/> Ask a friend or relative | |
| <input type="checkbox"/> Other (please specify) | |

3. Which of the following would prevent you from visiting your local high street or shopping area during the COVID-19 pandemic? (tick all appropriate responses)

- | | |
|---|--|
| <input type="checkbox"/> Other people not practicing social distancing | <input type="checkbox"/> An inability to pay using cash in many businesses |
| <input type="checkbox"/> A lack of general business cleanliness and hygiene | <input type="checkbox"/> An inability to pay using cashless payment in some businesses |
| <input type="checkbox"/> Uncertainty about how I should behave | <input type="checkbox"/> An inability to find a clean and open public toilet |
| <input type="checkbox"/> A high volume of people in town centres increasing risk of COVID-19 transmission | <input type="checkbox"/> Having to use public transport to get there |

0 of 11 answered

distancing difficult

- Having to queue to enter businesses
- Other (please specify)

4. As COVID-19 regulations are relaxed which of these safety measures is the **most important** in making you feel at ease? (tick just one response)

- Social distancing
- Limited shopper numbers inside businesses
- Seeing people cleaning inside businesses
- Face coverings
- Other (please specify)
- Hand sanitising stations
- Seeing people in official positions monitoring social distancing
- None of the above

0 of 11 answered

- | | |
|--|--|
| <input type="checkbox"/> I will visit my local high street or shopping area more than I did before COVID-19 | <input type="checkbox"/> I will use the internet to shop less than I did before COVID-19 |
| <input type="checkbox"/> I will visit my local high street or shopping area less than I did before COVID-19 | <input type="checkbox"/> My shopping habits will return to normal when all COVID-19 restrictions end |
| <input type="checkbox"/> I will use the internet to shop more than I did before COVID-19 | |

6. What would make you increase the use of businesses in your local high street or shopping area? (tick all appropriate responses)

- | | |
|---|--|
| <input type="checkbox"/> If they had an online shop | <input type="checkbox"/> If they had improved COVID-19 safety measures in place |
| <input type="checkbox"/> If they offered a delivery service | |
| <input type="checkbox"/> If they operated a click and collect service | <input type="checkbox"/> If they had a website providing essential information including their opening hours |
| <input type="checkbox"/> Other (please specify) | |

0 of 11 answered

following activities? (tick all appropriate responses)

- | | |
|--|--|
| <input type="checkbox"/> Eating out in cafes and restaurants | <input type="checkbox"/> Using an outdoor playground |
| <input type="checkbox"/> Visiting a pub or nightclub | <input type="checkbox"/> Sitting on a public bench |
| <input type="checkbox"/> Visiting a beauty salon for a treatment | <input type="checkbox"/> Visiting an outdoor market |
| <input type="checkbox"/> Visiting an exercise class, gym or leisure centre | <input type="checkbox"/> Viewing a new house |
| <input type="checkbox"/> Using an indoor play centre | <input type="checkbox"/> Using a public toilet |

8. What are the first 3 digits of your postcode?

9. What is your gender?

- Female
- Male

0 of 11 answered

10. What is your age?

- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 or older

11. If you would like to enter the prize draw to win a hamper of products worth £100, please provide your name and telephone number below. We will contact the winner on August 29th, 2021.

Name

Phone Number

0 of 11 answered

DONE

Powered by



See how easy it is to [create a survey](#).

[Privacy & Cookie Notice](#)

0 of 11 answered

CABINET FORWARD PLAN

Committee name	Environment, Housing & Regeneration Select Committee
Officer reporting	Neil Fraser, Democratic Services Officer
Papers with report	Appendix A – Latest Forward Plan
Ward	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:

	Committee action	When	How
1	To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.	<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>
2	To request further information on future reports listed under its remit.	<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>
3	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.	<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>
4	To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting	<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>

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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	Ward(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									
Cabinet meeting – 24 March 2022									
108	Uxbridge BID	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		NEW	Public
122	Hayes Regeneration	Further progressing this major estate redevelopment project in Hayes at Avondale Drive and Austin Road, Cabinet will consider the developer procurement process and agree the preferred bidder	Townfield		Cllr Jonathan Bianco - Property & Infrastructure / Cllr Eddie Lavery - Environment, Housing & Regeneration	P – Perry Scott		NEW	Private (3)

		for the development phase.							
Cabinet meeting – 21 April 2022									
122	Local List of Buildings of Architectural and Historic Importance	Following approval to consult on this matter in January 2022, Cabinet will make a decision on whether to include two sites within the Borough onto the Council's Local List of Buildings of Architectural and Historic Importance. The Local List forms part of the Council's planning policies and considerations when determining relevant planning applications. The two proposed sites are (1) Paddington Packet Boat Public House, Packet Boat Lane in Cowley [Brunel Ward] and (2) 305-327 Long Lane, Shopping Parade by Hillingdon Circus [Uxbridge North Ward].	Brunel / Uxbridge North		Cllr Eddie Lavery - Environment, Housing & Regeneration	PE - James Rodger / Mark Butler	Public consultation	NEW	Public
Cabinet meeting – 19 May 2022									
86	Local Flood Risk Management Strategy	Following approval of the Flood Action Plan in May 2021, Cabinet will consider consultation on an updated Local Flood Risk Management Strategy	All		Cllr Eddie Lavery - Environment, Housing & Regeneration	PE - Victoria Boorman	Select Committee and public consultation.	NEW ITEM	Public

		detailing the Council and partner's approach to tackling local flooding. The Strategy is a statutory requirement.							
Cabinet meeting – 07 July 2022									
87	Strategic Climate Action Plan	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		Public

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WORK PROGRAMME

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

1. 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
14 April 2022	CANCELLED
15 June 2022	TBC
21 July 2022	TBC
08 September 2022	TBC
19 October 2022	TBC
24 November 2022	TBC
19 January 2022	TBC
15 February 2022	TBC
15 March 2022	TBC
12 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

Classification: Public

Environment, Housing & Regeneration Select Committee – [16 March 2022]

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

WORK PROGRAMME 01 May 2021 - May 2023

ENVIRONMENT, HOUSING AND REGENERATION SELECT COMMITTEE	April	June	July	September	October	November	January	February	March	April
	14 CANCELLED	15	21	8	19	24	19	15	15	12
REVIEW:										
Topic selection / scoping stage										
Witness / evidence / consultation stage										
Findings, conclusions and recommendations										
Final review report agreement										
Target Cabinet reporting										
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	X									
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						X				
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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