



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 21 JANUARY
2010

Time: 7.00 PM

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

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

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Councillors in the Cabinet

Ray Puddifoot (Chairman)
Leader of the Council

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

Jonathan Bianco
Finance & Business Services

Keith Burrows
Planning & Transportation

Philip Corthorne
Social Services, Health & Housing

Henry Higgins
Culture, Sport & Leisure

Sandra Jenkins
Environment

Douglas Mills
Improvement, Partnerships & Community Safety

Scott Seaman-Digby
Co-ordination & Central Services

Published: Wednesday, 13 January 2010

Contact: Mark Braddock,
Senior Democratic Services Manager

Tel: 01895 250470

Fax: 01895 277373

Email: mbraddock@hillington.gov.uk

This Agenda is available online at: www.hillingdon.gov.uk

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
www.hillingdon.gov.uk



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Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters coming before this meeting
- 3 To confirm the minutes of the previous meeting held on 17 December 2009 1 - 20
- 4 To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private

Cabinet Reports - Part 1 (Public)

- 5 Hillingdon Residents' Survey (Cllr Puddifoot) 21 - 26
- 6 Conservation Appraisal - Ruislip Village Conservation Area (Cllr Burrows) 27 - 82
- 7 The work of the Audit Committee: report to Council (Cllrs Puddifoot and Bianco) 83 - 94
- 8 Accessible Hillingdon - Supplementary Planning Document (Cllr Burrows) 95 - 184
- 9 Council Budget - Month 8 2009/10 Revenue and Capital Monitoring (Cllr Bianco) 185 - 220
- 10 Regulation of Street Trading Activities (Cllr Burrows) 221 - 256
- 11 Floriston Avenue - Application to Modify the Definitive Map and Statement to include a Public Footpath (Cllr Burrows) 257 - 268
- 12 Business Improvement Delivery: Localities, Enforcement and Transport services (Cllrs Puddifoot and Mills)

REPORT TO FOLLOW

Cabinet Reports - Part 2 (Private and Not for Publication)

- | | | |
|-----------|--|-----------|
| 13 | Appointment of Contractor for the construction of homes as part of the HRA Pipeline Project (Cllr Corthorne) | 269 - 298 |
| 14 | Acceptance of a tender in connection with Pinkwell Primary School - new build hall extension and refurbishment works to form a Children's Centre (Cllr Bianco) | 299 - 306 |
| 15 | Off site processing of back office Council Tax Recovery and Business Rate work (Cllr Bianco) | 307 - 312 |
| 16 | Voluntary Sector Leases (Cllr Bianco) | 313 - 328 |

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

- 17** Other items which the Chairman decides are relevant or urgent

Minutes

Cabinet

Thursday, 17 December 2009

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



Published on: 18 December 2009

Decisions come into effect on: 29th December 2009

Cabinet Members Present:

Ray Puddifoot (Chairman)
David Simmonds (Vice-Chairman)
Jonathan Bianco
Keith Burrows
Philip Corthorne
Henry Higgins
Sandra Jenkins
Douglas Mills
Scott Seaman-Digby

Also Present:

Councillor George Cooper
Councillor Brian Crowe
Councillor Catherine Dann
Councillor Tony Eginton
Councillor Edward Lavery
Councillor Richard Lewis
Councillor Mary O'Connor
Councillor John Riley
Councillor David Yarrow

98. APOLOGIES FOR ABSENCE

None.

99. DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING

Cllr Douglas Mills declared a personal interest in Item 6 (minute 103) due to two family members that would be affected by the budget. Cllrs Seaman-Digby and George Cooper declared a personal interest as trustees of voluntary organisations proposed to be in receipt of grants on item 7 (minute 104) and Cllr Bianco declared a personal interest due to a family member that would be affected by a grant on item 7 (minute 104).

100. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING HELD ON 19 NOVEMBER 2009

These were agreed subject to an amendment following a request by the British Cycling Federation for a copy of the Part 2 report on minute no 96. Cabinet's consent was therefore given to withdraw the exempt nature of the report solely for the use of the British Cycling Federation, subject to a confidentiality agreement.

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

Items 5 to 20 were considered in public, with the exception of Item 14 which was deferred. Items 21 to 23 were considered in private. Item 24 was not considered as the decision could alternatively be taken by a Cabinet Member.

102. COUNCIL BUDGET - MONTH 7 2009/10 REVENUE AND CAPITAL MONITORING

RESOLVED:

That Cabinet:

- 1. Notes the forecast budget position for revenue and capital as at Month 7.**
- 2. Notes the treasury management update in Appendix B.**
- 3. Approves the allocation of £200k from balances earmarked for business improvement investment for the HIP Business Improvement Delivery Project and authorises the Appropriate Delegated Officer to accept tenders or contracts for the services of consultants in respect of this project in consultation with the Leader and within the budget available.**
- 4. Approves the allocation of £100k from general capital contingency to buy in claims consultancy support to challenge additional costs being claimed by contractors on various capital projects and authorises the Appropriate Delegated Officer to accept tenders or contracts for the services of such consultants in respect of this project in consultation with the Leader and Cabinet Member for Finance and Business Services and within the budget available.**
- 5. As a result of S106 funding being released Cabinet approves the increases in the following budgets:**
 - £201k for the Botwell Green Leisure development**
 - £94k for the Vehicle Workshops - West Drayton Young Peoples Centre**
 - £104k for Fassnidge Park**
- 6. Approves the virement to E&CP of £471k from the specific capital programme contingency for vehicle purchases to fund the Purchase of Vehicles.**
- 7. Notes the HIP capital allocation of £30k for Arundel Road Development and approves release and virement of the budget from DCEO to MCP team in P&CS.**

8. Notes the HIP capital allocation of £43k for Little Britain lake improvements and approves release.
9. Notes the capital contingency item of £65k for Douay Martyrs drama and 6th form common rooms and approves the virement of this from general contingency to P&CS.
10. Approves the following capital virements from the £1m specific Leisure Projects contingency to P&CS:
 - £70k for Harmondsworth Dog Free Mini Football Area.
 - £100k for Ruislip Lido Toilets.
11. Notes the increase in capital budgets resulting from the following grant allocations and revenue contributions: £125k grant for LDA Energy Efficiency Grant, £170k for Improving Information Management (£30k grant, £140k revenue contribution), £18k revenue contribution to Mental Health (Mead House) and £77k grant for School travel Plans.
12. Delegate to the Leader of the Council, in consultation with the relevant Corporate Directors, responsibility for fees and charges in respect of setting differential rates for Hillingdon *First* cardholders.

Reasons for Decision

The reason for the monitoring recommendation is to ensure the Council achieves its budgetary objectives. The report informs Cabinet of the latest forecast revenue and capital position for the current year 2009/10.

Alternative options considered and rejected

There are no other options proposed for consideration.

Officer to action:

Paul Whaymand, Finance and Resources

Urgency Provisions

This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.

103. THE COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2010/11 - 2013/14

RESOLVED:

That Cabinet:

1. Approve the draft revenue budget and capital programme proposals for 2010/11 and beyond as the basis for consultation with Policy Overview Committees and other stakeholders.

- 2. Request the comments of individual Policy Overview Committees on the draft budget proposals relating to their areas of responsibility, to be collated into a single report back to Cabinet from the Corporate Services and Partnerships Policy Overview Committee.**
- 3. Approve the proposed fees and charges included at Appendix 7 as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 4. Authorise the Corporate Director of Finance and Resources in consultation with the Leader of the Council to respond on behalf of the Council to the consultation on the provisional local government finance settlement and to the Mayor of London's budget consultation.**

Reasons for decision

Cabinet considered its budget proposals for 2010/11 and beyond. The revenue budget proposals were developed to deliver a zero increase in Council Tax for 2010/11 for residents, whilst maintaining sound balances and reserves at £12 million over the medium term.

Cabinet was pleased to have proposed a zero increase for Hillingdon's element of the Council Tax for the second successive year, zero increases on discretionary fees and charges for Hillingdon's residents for the second successive year and priority growth available for new initiatives averaging over £1 million in each of the last four years

Cabinet welcomed the proposed capital projects for 2010/11 amounting to some £16.7 million. These included the development of new library, adult education and youth service facilities adjacent to the existing South Ruislip Library, the upgrade and enhancement of Highgrove Pool, the refurbishment or redevelopment of seven other libraries over three years, the completion of the upgrade of recycling facilities at New Years Green Lane Civic Amenity Site and the improvement of environmental assets such as Ruislip Lido and Little Britain Lake.

It was noted that the budget strategy had been delivered through a rigorous focus on identifying savings and efficiencies across the Council.

Cabinet's decisions complied with the Budget and Policy Framework rules, and allowed the presentation to Council of a recommended budget for 2010/11 in February 2010, which would take into account the necessary consultation and also the views of the Policy Overview Committees.

The decisions also allowed for representations to be made to the Department for Communities and Local Government in relation to the provisional local government finance settlement, and to the Mayor of London in relation to the Greater London Authority's budget proposals.

Alternative options considered and rejected

In order to comply with the Budget and Policy Framework the Cabinet had to publish a draft budget for consultation at this meeting. However, the Cabinet could have chosen to vary the proposals set out in the report.

Officer to action:

Paul Whaymand, Finance and Resources

Urgency Provisions

This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.

104. FINANCIAL SUPPORT TO VOLUNTARY ORGANISATIONS

RESOLVED:

That the Cabinet:

- 1. Agrees the allocation of grants to Voluntary Sector groups totalling £1,653,998 for the 2010/11 financial year as set out in the schedule attached to this report.**
- 2. Approves the proposal to extend the current three year Service Level Agreement due to end March 2010 to March 2011.**
- 3. Approves the recommended increase in funding to Homestart of £20k, subject to funds being approved as part of the MTFB Budget 2010/11.**
- 4. Agrees to the Council's contribution of £874,925 to the London Councils Grant scheme for 2010/11**

Reasons for decision

Cabinet was pleased at its record of being a long-term supporter of the Voluntary Sector. Cabinet's decision to agree a range of grants allowed for Hillingdon's vibrant voluntary sector to provide a range of services that compliment or are in addition to those provided by the Council.

Whilst agreeing to the Council's contribution to the London Councils Grant Scheme, Cabinet expressed its wish to see Hillingdon and other outer London Boroughs benefit more from the scheme than at present.

Alternative options considered and rejected

Cabinet could have made changes to the recommendations or rejected them.

Officer to action:

Nigel Cramb, Deputy Chief Executive's Office

105. REPORT FROM THE CORPORATE SERVICES AND PARTNERSHIPS POLICY OVERVIEW COMMITTEE - IMPACT OF A PANDEMIC IN HILLINGDON AND THE EFFECTS ON COUNCIL SERVICES

The Chairman of the Corporate Services and Partnerships Policy Overview Committee presented his Committee's review report. Cabinet thanked the Chairman, his Committee and Officers for their sterling work on the review.

RESOLVED:

That Cabinet:

- 1. Notes the progress made in relation to the review's three initial recommendations which were considered at the Cabinet meeting on 15 October 2009.**
- 2. Welcomes the review's final report from the Corporate Services & Partnerships Policy Overview Committee and officers be asked to give consideration, when appropriate, to the following recommendations:**
 - a) That important appropriate information regarding a Pandemic be communicated to all staff and not just to managers, to ensure the full cascading of important information during a Pandemic.**
 - b) That, subject to the longevity of the present Swine Flu Pandemic, consideration be given to preventative measures being taken in Polling Stations and at the Election Counts, for both the Local and General Elections in 2010.**
 - c) That the Council and Hillingdon Primary Care Trust continue to give urgent consideration and priority to administering the swine flu vaccine to essential front line Council staff, including teachers and ancillary staff in schools, to ensure the continuity of the delivery of services.**

Reasons for decision

Cabinet considered the review, which was undertaken at an opportune time as in the summer of this year, the world has been affected by a Swine Flu Pandemic. The swine flu originated in Mexico and had spread rapidly to most parts of the world, including this country.

Cabinet's decision to endorse the review's recommendations ensured that the Council's business and continuity plans were in good shape to ensure that a major pandemic would have minimal disruption to Council services. Cabinet felt that the review's recommendations would add value to the already excellent preparations

which had been taking place for a Pandemic for a number of years as part of the Civil Protection Policy.

Alternative options considered and rejected

The Cabinet could have decided to reject or amend the Committee's recommendations.

Officer to action:

Khalid Ahmed, Deputy Chief Executive's Office

106. REPORT FROM THE RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE - REVIEW OF STREET LIGHTING

Cabinet thanked the Chairman of the Residents' and Environmental Services Policy Overview Committee, the Committee Members and Officers for their sterling work on this first ever review of Street Lighting..

RESOLVED:

That Cabinet:

- 1. Note that the Committee, following the review, concluded that it was very satisfied with the Council's street lighting function.**
- 2. Welcome the report from the Residents' & Environmental Services Policy Overview Committee and endorse the recommendations for minor improvements in the way in which the public is made aware of the street lighting repair process as set out below:**
 - a) NETWORKING AND INFORMATION SHARING:** That officers should continue with the practice of Networking and Information Sharing by meeting regularly with other London Boroughs to share information and best practice.
 - b) NOTIFICATION OF WARD COUNCILLORS:** That Ward Councillors be notified by the Street Lighting team of the placing of new lights. In particular, Ward Councillors to be informed where new lighting is being installed for lighting improvements.
 - c) PUBLICITY IN RAISING PUBLIC AWARENESS:** That the Council should embark on a publicity campaign in raising public awareness, raise awareness of some of the causes in the delay in repairs, and highlight some of the improvements that had been implemented. One such improvement being, attaching stickers on faulty lamp posts to indicate that the fault had been notified to the Council and alerting members of the public that the fault was being followed-up. Communication with members of the public could be improved further by:

- i) **Placing an article in the Council's free monthly magazine (Hillingdon People), which is distributed to all homes of Hillingdon residents.**
 - ii) **Setting up a frequently asked questions section on the Council's website, in answer to common concerns and problems encountered or raised by members of the public.**

- d) **ALERTING RESIDENTS OF LIKELY DELAYS IN REPAIR WORK: That residents should be alerted of likely delays in repair work: Where there were likely to be delays in repair works, Ward Councillors to be notified with reasons for the delay, so that residents could be informed.**

- e) **NEW TECHNOLOGY AND IMPROVED EFFICIENCY: That the Street Lighting department should continue to use new technology to improve efficiency, particularly in the areas of long lamp life and energy reduction.**

- f) **THAT THE COUNCIL WORK CLOSELY WITH HOUSING ASSOCIATIONS: That the Council should work closely with Housing Associations to improve responses to queries relating to Street Lighting in private areas. This could be to ensure that where private lighting is installed, adequate provision is made for its future maintenance; or increasing the areas on new developments that are adopted as public highway.**

Reasons for decision

Cabinet thanked the Committee for undertaking the Council's first ever review of Street Lighting. Cabinet felt that it gave Members a great opportunity to look at how the service operated, how it was dealing with increasing financial pressures due to energy costs, environmental pressures relating to energy, and emerging technologies. Cabinet endorsed the Committee's recommendations aimed at improving communication with Councillors and in the way in which the public is made aware of the street lighting repair process.

Alternative options considered and rejected

The Cabinet could have decided to reject or amend the Committee's recommendations.

Officer to action:

Nadia Williams, Deputy Chief Executive's Office

107. REPORT FROM THE EDUCATION AND CHILDREN'S SERVICES POLICY OVERVIEW COMMITTEE - DEVELOPING INCLUSION IN SCHOOLS IN HILLINGDON TO BEST REFLECT LOCAL NEEDS AND ASPIRATIONS

The Chairman of the Education and Children's Policy Overview Committee presented her Committee's review report. Cabinet thanked the Chairman, her Committee and Officers for their sterling work on the review.

RESOLVED:

That Cabinet:

- 1. Note that the Committee, during its review, concluded that the service is performing well.**
- 2. Welcome the report from the Education and Children's Services Policy Overview Committee and note the general consensus it found in favour of improving the Inclusion Practice; and**
- 3. Endorses the recommendations of the Policy Overview Committee report and the Cabinet Member as ways to improve Inclusion practice, as set out below:**

Committee Recommendations:

- a) Review the Secondary Transfer process to build confidence in parents and carers that the individual child's educational needs are catered for;
- b) Ensure mainstream schools are confident that they have the capacity to support children within the mainstream setting;
- c) Establish effective support for children, parents and carers to ensure full access to detailed information for parents, carers and schools governors;
- d) Encourage the development of extra curricular activities to ensure the pupil voice is heard;
- e) Support Extended Services demonstrating how disabled children and young people are included;
- f) That Officers are instructed to identify schools that may be challenged by the Inclusion agenda and report to the Cabinet Member implementation strategies that will be put into place to support these schools and the criteria used to measure their success;
- g) Implement a method of accountability to ensure adequate training and development is in place to ensure all staff are fully equipped with the skills required.
- h) That Cabinet are aware of changes which may occur at a national level that could affect the viability of the Inclusion policy in the future.

Cabinet Member and Committee recommendation combined:

- i) That Cabinet note the national and potential future policy context regarding inclusion from the main UK political parties attached in Annex A and endorse the Committee's recommendation to invite them to review the council's approach to inclusion, should at a later date, national policy and legislation on this matter alter direction.

Reasons for decision

Cabinet endorsed the Committee's recommendations which were aimed at building upon Hillingdon's approach to the delivery of a comprehensive Inclusion Strategy. Cabinet accepted that the development of the Inclusion practice would contribute to residents' satisfaction and the aim of catering to the needs of families of children with disabilities. The review was discussed by Cabinet in conjunction with the subsequent item on the agenda.

Alternative options considered and rejected

The Cabinet could have decided to reject or amend the Committee's recommendations.

Officer to action:

Natasha Dogra, Democratic Services

108. INCLUSION STRATEGY FOR SCHOOLS

RESOLVED:

That Cabinet:

- a) **Approve the Inclusion strategy 2009 -13**
- b) **Note the correlation between this Inclusion Strategy and the Accessibility Strategy, Disabled Children's Strategy and BS21 strategy for change inclusion strand.**

Reasons for decision

Cabinet noted that the Inclusion Strategy for schools had been developed in response to local and national policy agenda, together with legal requirements and responsibilities for inclusive provision. Cabinet approved the recommendations which were aimed at building on Hillingdon school's agreed strategic principles which set the future direction for all schools.

Officer to action:

Pauline Nixon, Education and Children's Services

109. SHAPING LONDON'S FUTURE - RESPONSE TO THE CONSULTATION ON THE MAYOR'S LONDON PLAN, TRANSPORT STRATEGY AND ECONOMIC DEVELOPMENT STRATEGY

RESOLVED:

That Cabinet:-

- 1. Notes the contents of this report regarding the key provisions of the Mayor's Draft Replacement London Plan, Transport Strategy Public Draft and draft Economic Development Strategy.**
- 2. Endorses the response to the Mayor of London as set out in paragraphs 3, 12-14, 16-18 and 23 below and also in Appendices 1, 3 and 4 to this report, with any further amendments as agreed by the Director of Planning and Community Services in consultation with the Cabinet Member for Planning and Transportation and any other relevant Cabinet Members ***
- 3. Instructs officers to confirm with the GLA, subject to the views of the West London boroughs, that the new waste targets in the Draft Replacement London Plan are acceptable and that they are to form the basis of the West London Waste Plan.**

Reasons for decision

Cabinet gave careful consideration of the implications of these strategies for Hillingdon and agreed its general response to the Mayor of London in order for the council's strategic planning, transport and economic interests to be safeguarded and developed.

** Cabinet learnt that since the publication of the Cabinet agenda, the Mayor had released some minor alterations to the consultation draft. Cabinet received an addendum sheet with some corrections to the cabinet report and appendix 1 response published with the agenda.*

Alternative options considered and rejected

The Cabinet could have influenced the Mayor of London's proposals by making any other amendments to the response that they considered appropriate or alternatively, made no response.

Officers to action:

Ged Lawrenson / Jales Tippell, Planning and Community Services

110. STATEMENT OF GAMBLING PRINCIPLES REVIEW

RESOLVED:

That Cabinet:

- 1. Note the responses to the consultation on changes to the Gambling Policy**
- 2. Approve the changes to the Gambling Policy / Statement of Principles as set out in the Appendix and recommend them to full Council for adoption as a policy framework document.**

Reasons for decision

Cabinet noted the consultation and minor amendments to the draft policy and recommended that the draft statement of gambling principles be submitted to full Council for adoption on 14th January 2010.

Alternative options considered and rejected

Cabinet had no alternative options as the Gambling Act 2005 requires the Council, as the Licensing Authority, to publish a statement of gambling principles every 3 years.

Officer to action:

Stephanie Waterford, Environment and Consumer Protection

111. REGULATION OF STREET TRADING ACTIVITIES

This item was deferred.

112. CHARGED DISCRETIONARY SERVICES FOR PLANNING FUNCTIONS

RESOLVED:

That Cabinet accepts the payment for charged discretionary services from Annington Developments Ltd in accordance with the provisions of Section 93 of the Local Government Act 2003 and Section 139 of the Local Government Act 1972.

Reasons for decision

Cabinet considered it appropriate that the Council should provide a discretionary service to Annington Developments, who proposed a development on a parcel of land on the north-west corner of the RAF Uxbridge site, in exchange for payment of the council's reasonable and justifiable costs incurred in the provision of planning advisory services.

Alternative options considered and rejected

Cabinet could have refused to offer the discretionary services which would not have been in the best interests of the local communities or the council.

Officers to action:

Stephen Timms / Jales Tippell, Planning and Community Services

113. OLDER PEOPLES PLAN UPDATE 2009/10

RESOLVED:

That Cabinet notes the achievements at the end of September 2009 of the older people's action plan for 2009/10 as set out in appendix one.

Reasons for decision

Cabinet welcomed the development of the three-year older people's plan 2008-2011 and endorsed the commitment from the Council and its partners to the continued development and improvement of services to create a better quality of life for older people in Hillingdon.

Alternative options considered and rejected

None

Officer to action:

Dan Kennedy, Adult Social Care, Health and Housing

114. QUARTERLY MONITORING REPORT FOR 2009/10 FOR COUNCIL PLAN WORK PROGRAMME, LOCAL AREA AGREEMENT, PERFORMANCE AND ACHIEVEMENTS

RESOLVED:

That Cabinet:

- (i) Notes the progress made to date on the Council Plan;**
- (ii) Notes the progress made on the LAA 2008 and the performance reward grant section of the LAA 2007;**
- (iii) Notes the progress made in performance within the local performance framework;**
- (iv) Notes the progress of the Residents Survey;**
- (v) Notes achievements across the council.**

Reasons for recommendation

Cabinet received its regular report setting out the progress made by officers in implementing the Council Plan across the Council. The report also provided a corporate overview of progress against the Local Area Agreement, the Council's performance, Residents Survey and Achievements across the Council.

Alternative options considered and rejected

None.

Officers to action:

Fran Beasley / Ian Edwards, Deputy Chief Executive's Office

**115. SUSTAINABLE COMMUNITY STRATEGY WORK PROGRAMME 2009/10
QUARTER 2**

RESOLVED:

That Cabinet notes the progress made to date on the tasks identified to deliver the Sustainable Community Strategy.

Reasons for decision

Cabinet received a report setting out the progress made by officers in implementing the Sustainable Community Strategy across the Local Strategic Partnership.

Alternative options considered and rejected

None.

Officer to action:

Ian Edwards

116. PLANNING OBLIGATIONS - QUARTERLY FINANCIAL MONITORING REPORT

RESOLVED:

That the Cabinet notes the updated financial information attached to the report.

Reasons for decision

Circular 05/05 and the accompanying best practice guidance requires local planning authorities to consider how they can inform Members and the public of progress in the allocation, provision and implementation of obligations whether they are provided by the developer in kind or through a financial contribution. Cabinet noted the report which detailed the financial planning obligations held by the Council and what progress had, and was, being made.

Alternative options considered and rejected

To not report to Cabinet. However, Cabinet believed it was an example of good practice to monitor income and expenditure against specific planning agreements.

Officer to action:

Nicola Wyatt, Planning and Community Services

117. CORPORATE LANDLORD MODEL IMPLEMENTATION

RESOLVED:

That Cabinet:

- 1. Agrees to the introduction of a Corporate Landlord Model which will become part of the Planning and Community Services Directorate as set out in sections 1 – 5 of the report.**
- 2. Agrees that the proposals for inclusion in this model, set out in section 6 are tested through the Business Improvement Delivery (BID) and any amendments to be agreed by the Leader of the Council in consultation with the Chief Executive.**
- 3. Instructs the Chief Executive to ensure that, during the initial implementation phases, the views of the Corporate Landlord will take priority in any dispute with service departments.**

Reasons for decision

Cabinet considered and approved the concept of the Corporate Landlord and noted that through the Business Improvement Delivery process the proposals to widen the scope of the Corporate Landlord model would be tested to ensure that it provides an effective and efficient delivery model for key Council functions.

Alternative options considered and rejected

Cabinet could have kept the council's uncentralised property functions as they are at present, which in its view would have led to a lack of consistent decision making, clear governance and harder to ensure maximum value from the property function.

Officer to action:

Jean Palmer, Planning and Community Services

Urgency Provisions

This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.

118. ACCEPTANCE OF TENDERS FOR INCLUSION ON A FRAMEWORK AGREEMENT FOR THE SUPPLY, DELIVERY, MAINTENANCE AND REPAIR OF FENCING AND ALLEY GATING

RESOLVED:

Cabinet agreed to award four contracts for inclusion onto a Framework Agreement for the Supply, Delivery, Erection, Maintenance and Repair of Fencing and Gating to the following contractors;

- 1) Indigolodge trading as Drayton Fencing Ltd**
- 2) Galliford Try Services Ltd**
- 3) Littlewood Fencing Ltd**
- 4) The Fencing Partnership**

Reasons for decision

Cabinet approved the officer recommendations to allow the London Borough of Hillingdon to award Fencing and Gating works across the borough through the Chrysalis Project and other ad hoc works as required over the duration of the four year Framework Agreement. Cabinet noted that by awarding four suppliers onto a Framework Agreement there would be a number of advantages, including a reduced risk and quicker completion of small works.

Alternative options considered and rejected

Cabinet could have awarded a contract to a single supplier and felt that there were service, risk and financial disadvantages of doing so.

Officers to action:

Stephanie Jenkins / Paul Richards, Environment and Consumer Protection

Exempt Information

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

119. CONSTRUCTION OF THE SOUTH RUISLIP YOUNG PEOPLE'S CENTRE

RESOLVED:

That Cabinet agrees to the appointment of the contractors recommended within the report following a competitive tendering process to enable the new South Ruislip Young Peoples Centre to be constructed to programme and within budget. Subject to Capital moratorium release of the remaining budget being approved by Leader of the Council and the Cabinet Member for Finance and Business Services

Reasons for decision

Cabinet approved the recommendation to enable the Council to accept a tender from a suitably experienced contractor for the construction of a single storey building for a new Young Peoples Centre at Victoria Road, South Ruislip, the third centre of the New Youth Centres project.

Alternative options considered and rejected

Cabinet could have decided not to accept the recommendation.

Officers to action:

Jim Cameron / Bill King, Planning and Community Services

Exempt Information

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

120. BOTWELL GREEN SPORTS AND LEISURE CENTRE: LIBRARY FIT OUT AND DEVELOPMENT OF THE ASTROTURF / ALL-WEATHER PITCH

RESOLVED:

That Cabinet:

- 1. Note the outcome of the procurement process as described in the report for the development of small sided all weather pitch and the 'fit out' & joinery works for the library space as part of the Botwell Green Sports & Leisure Centre**

2. **Endorse the appointment of White Horse Construction Ltd for the development of the small sided all weather pitch and File Turn Ltd to undertake the ‘fit out’ and joinery works for the library space.**
3. **Agree the appointment of the professional advisers and/or consultants to progress both these projects to completion**
4. **Note the potential shortfall in funding for the library ‘fit out’ & joinery project the status of which will be reported to Cabinet as part of monthly capital monitoring updates on the phase II libraries refurbishment programme.**

Reasons for decision

Cabinet approved the recommendations in order to progress the Council’s commitment of developing new sporting, cultural and leisure facilities to benefit Hillingdon’s wider community

Cabinet noted that the development of the Botwell Green Sports & Leisure Centre would include the provision of an all weather pitch and a new library complete with a wide and varied configuration of facilities which are being provided within the new complex for the benefit of Hillingdon residents.

Alternative options considered and rejected.

Cabinet could have decided not to progress the development of the projects or asked that officers re-tender.

Officer to action:

Mohamed Bhimani, Planning and Community Services

Exempt Information

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

Urgency Provisions

This report had been circulated less than 5 working days before the Cabinet meeting and was agreed by the Chairman to be considered as urgent.

121. NEW YEARS GREEN LANE CIVIC AMENITY SITE - HARVIL ROAD WIDENING

This report was not considered by the Cabinet, as the decision would be taken under Cabinet Member delegated authority.

122. OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE RELEVANT OR URGENT

None.

The meeting closed at 8.10pm

THE ABOVE DECISIONS MADE BY THE CABINET DO NOT COME INTO EFFECT UNTIL TUESDAY 29th DECEMBER 2009, UNLESS CALLED-IN BY THE EXECUTIVE SCRUTINY COMMITTEE.

MEMBERS AND OFFICERS WILL AUTOMATICALLY BE NOTIFIED OF ANY CALL-IN BY DEMOCRATIC SERVICES.

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HILLINGDON RESIDENTS' SURVEY

Cabinet Member	Councillor Ray Puddifoot
Cabinet Portfolio	Leader of the Council
Officer Contact	David Holdstock, Deputy Chief Executive's Office
Papers with report	Appendix A - Summary of Survey findings

HEADLINE INFORMATION

Purpose of report	To report on the headline findings of the Hillingdon Residents' Survey completed September – November 2009 by Ipsos MORI.
Contribution to our plans and strategies	The survey supports our understanding of residents' needs and levels of satisfaction and is key to delivery of the Council Plan (Fast Forward to 2010) and the borough's Sustainable Community Strategy 2008-2018.
Financial Cost	No direct costs as a result of this report.
Relevant Policy Overview Committee	All are relevant.
Ward(s) affected	All

RECOMMENDATION

That Cabinet note the findings of the report setting out the views of residents and their satisfaction and feedback on council services.

Reasons for recommendation

For the Cabinet to be informed about the results, share the result findings and their publication.

Alternative options considered / risk management

None

Comments of Policy Overview Committees

None at this stage

INFORMATION

Each year, the council commissions an independent survey of residents to find out their views and track satisfaction with council services. This report sets out the main findings of the Hillingdon Residents' Survey, which was undertaken between September and November 2009 by Ipsos MORI. The survey was undertaken using a random sample of addresses of residents in the borough.

The research will allow the council to understand residents' views about its image and performance across a range of issues. It will also enable the council to track changes in residents' opinions over time.

The research explored the following specific areas:

- advocacy of and image of Hillingdon Council;
- views on council services (including usage of services)
- Council communications and information provision;
- contact with the council.

Methodology

A postal methodology was used to be comparable with the approach for the 2008 residents' survey (which was based on the BVPI methodology). The survey was sent to a random sample of addresses selected from the small-user Postal Address File (PAF). To meet the requirements of the Data Protection Act, a covering letter stating the purpose for which the data was being collected was sent with each questionnaire.

Fieldwork took place between 14 September and 13 November 2009.

Across the fieldwork period 933 completed questionnaires were returned, an overall unadjusted response rate of 27%.

A summary of survey findings is attached as Appendix A.

Financial Implications

None directly, as this is an information only report.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

It will strengthen the evidence base to support our vision of being a modern well managed council delivering excellent services.

Consultation Carried Out or Required

Ipsos Mori was commissioned following competitive tender to carry out the survey on behalf of the council.

CORPORATE IMPLICATIONS

Corporate Finance

None

Legal

None

Relevant Service Groups

The findings demonstrate the improvements to services being driven by the Council and its service groups.

BACKGROUND PAPERS

This report presents a summary of the main findings from the survey. Fuller version of the findings will be published on the council's website.

APPENDIX A

Overall findings

Overall, the findings from this survey paint a very positive picture for Hillingdon Council. This is against very difficult and changing national circumstances. In most areas, results are consistent with or an improvement on those from the 2008 survey, which itself showed good improvements across a range of council services. There have been small but significant improvements on several key issues, such as whether the council provides value for money, takes account of the views of local residents and does enough for 'people like me'.

A clean and attractive borough

- Household waste collection – 90% (93% in 2008)
- Door step recycling – 85% (83% in 2008)
- Recycling facilities – 76% (the same as in 2008)
- Civic amenities – 71% (79% in 2008)
- Street cleaning – 65% (not asked in 2008)
- The Planning Service – 47% (up from 44% in 2008)

Customer care

- 77% satisfied with contact with council (76% in 2008)
- 77% of staff were helpful (the same as in 2008)
- On complaints 52% satisfied (the same as in 2008)

A Safe Borough

- 52% feel safer that CCTV cameras are monitoring the borough (61% in 2008)
- 41% satisfied with improving road safety measures (52% in 2008)
- 47% satisfied with safer neighbourhood teams, street/estate champions (48% in 2008)

A borough of learning and culture

- Libraries - 83% (up from 77% in 2008)
- Theatres - 69% (up from 67% in 2008)
- Sport/Leisure facilities - 59% (up from 45% in 2008)
- Parks and open spaces – 76% (up from 67% in 2008)
- Adult Education facilities – 56% (up from 45% in 2008)

A borough where children and young people are healthy, safe and supported

- Satisfaction with play and childcare – 74% (up from 69% in 2008)
- Primary school education – 81% (85% in 2008)
- Secondary school education – 68% (77% in 2008)

(i) Image of the Council

Levels of advocacy of the council are largely consistent with last year and encouragingly more residents still say that they would speak highly of the authority than would be critical of it. Around a third of residents (32%) say they would speak highly of the council.

As in 2008, residents are particularly positive about the council's helpfulness when they contact it and about its efforts to protect the environment. Positively, there has also been a small increase in the number of people who believe the council offers value for money (41%), that it takes account of residents' views (35%) and that it does enough for 'people like me' (35%).

(ii) Council services

As in 2008, satisfaction remains particularly high regarding household waste collection (90%), doorstep recycling (85%), libraries (83%) and parks and open spaces (76%). Libraries and parks have both seen a rise in satisfaction since 2008, as have adult education facilities and sports/leisure facilities and events.

However, there has been a dip in satisfaction with civic amenity sites (which has dropped eight percentage points, though satisfaction with the service remains high at 71%).

Levels of satisfaction with measures implemented by the council to make Hillingdon safer remain broadly consistent with 2008: around half of residents are satisfied with the introduction of safer neighbourhood teams (47%) and the level of CCTV in the borough (45%). However, there are lower levels of satisfaction with measures to reduce traffic congestion.

Encouragingly, residents' views on the impact of CCTV remain positive. Significantly more residents think that CCTV cameras have reduced the amount of crime and disorder in town centres in the borough.

(iii) Information and communications

Positively, around three quarters of residents (77%) continue to believe that the council keeps residents well informed about its services and benefits, sustaining the significant improvements made in this area. This is particularly encouraging as the findings show that residents who feel more informed tend to be more positive in their views on a range of other aspects of the council's performance.

As in 2008, the source of information about the Council which residents are most likely to say they find useful is 'Hillingdon People' magazine, which is rated as helpful by three quarters (75%) of residents. Positively, 'Hillingdon People' magazine is also the channel through which the highest proportion of residents says they would prefer to receive information about the Council (55%), followed by the Council's website (41%). However, there are significant differences in attitudes to useful and preferred information sources across different age groups.

The telephone continues to be the preferred option for people to contact the council, with 73% stating it as their first choice (70% in 2008). The number of respondents who felt that the information they were given when they contacted the council was good and continues to improve: 71%. (70% in 2008).

Satisfaction with complaints handling is largely consistent with last year's findings, with around half (52%) of complainants describing themselves as satisfied with the handling of their complaint. Positively, as in 2008, satisfaction levels with other aspects of contact with the council are high, with over seven in ten residents who have been in touch with the Council reporting themselves satisfied with the ease of getting hold of the right person to deal with their query (77%), the helpfulness of the staff (77%) and the quality of the information provided (71%)

A full version of the residents' survey will be published on the council's website – www.hillingdon.gov.uk

CONSERVATION APPRAISAL FOR THE RUISLIP VILLAGE CONSERVATION AREA

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning and Transportation
Officer Contacts	Sarah Harper/ Nairita Chakraborty, Planning and Community Services
Papers with report	Draft Ruislip Village Conservation Area Appraisal

HEADLINE INFORMATION

Purpose of report	To seek approval from Cabinet to go to public consultation on a draft Ruislip Village Conservation Area Appraisal.
Contribution to our plans and strategies	The Council's BVPI 219b target, the Hillingdon Partners Sustainable Community Strategy and emerging Local Development Framework and Council Plan.
Financial Cost	Approx. £1,050 for consultation and advertisement
Relevant Policy Overview Committee	Residents and Environmental Services Policy Overview Committee.
Ward(s) affected	West Ruislip, Eastcote and East Ruislip.

RECOMMENDATION

That Cabinet:

- 1) Approves for consultation, the draft Ruislip Village Conservation Area Appraisal.
- 2) Authorises officers to undertake public consultation for 4-6 weeks, with all local residents, businesses, Ward Councillors and amenity societies in the area, as appropriate.

INFORMATION

Reasons for Recommendations

- 1) From April 2006 Local Planning Authorities are required to have up-to-date Appraisals (BVPI 219b) in place for their Conservation Areas, and the Council is committed to publishing these. English Heritage recommends that Appraisals and Management Plans are produced when Conservation Areas are designated. As the Ruislip Village Conservation Area was extended in January 2009 and has been subject to significant development pressure, it has been identified as requiring an appraisal.

- 2) The period of 4-6 weeks for public consultation is in line with Hillingdon's Statement of Community Involvement.

Alternative options considered

- 1) Not to consult on this document would be against guidance given in PPG15 and English Heritage and would not comply with the Statement of Community Involvement.

Comments of Policy Overview Committee(s)

Residents and Environmental Services Policy Overview Committee have not requested to see this report at this point.

Supporting Information

1. A Conservation Area is an area of special architectural or historic importance, the character or appearance of which should, in the opinion of the Local Planning Authority, be preserved or enhanced. In Sections 69-71 of the Planning (Listed Buildings and Conservation Areas) Act 1990, Local Authorities have been given the duty of designating Conservation Areas and formulating proposals for the preservation and enhancement of their character and appearance.
2. From April 2007, Best Value Performance Indicator BVPI 219b has required Local Planning Authorities to complete Conservation Area Appraisals for designated areas.
3. The purpose of an appraisal is to provide an analysis of the special architectural or historic character of a Conservation Area, and to identify those elements, which should be retained, re-introduced or enhanced. This will help to clarify the situation for applicants, agents, owners as well as members of the public who have a particular interest in the area, and it will provide a basis for the assessment of development proposals by planning officers.
4. Planning Policy Guidance Note 15 states that "The greater public support that can be enlisted, the more likely it is that policies for the area will be implemented voluntarily and without the need for additional statutory controls". Guidance on the writing of appraisals and management plans is also provided by English Heritage (2006), who recommend that public consultation should be an integral part of the appraisal process.
6. The consultation will comprise a letter informing local residents about the Appraisal and providing details of where copies can be found. A copy of the document will be sent to the Ruislip Village Conservation Area Panel and the Ruislip, Eastcote and Northwood Local History Society. Copies will also be made available at Ruislip Library, the Planning & Community Services Reception and also on the Council's website. The consultation letter will be distributed to members of North Planning Committee, Ward Councillors, residents, businesses and amenity groups having an interest in the conservation area and they will be invited to make comments on its content. An advertisement will also be placed in the Uxbridge Leader. After a period of four to six weeks, the responses will be collated and a further report submitted to Cabinet describing the outcome.
7. An evening "drop- in" session will also be held at the Ruislip Manor Farm, where conservation officers will be available to discuss issues arising from the document and answer questions from local residents.

8. Officers are seeking approval to consult on the draft document. It is the intention to report the results of the consultation to Cabinet in the spring.

9. The draft document is set within the wider Conservation Area Policy guidance contained in Hillingdon's Unitary Development Plan Saved Policies document, the emerging Local Development Framework and within national policy provided by PPG 15 and the Planning (Listed Building & Conservation Areas) Act 1990 (see legal implications below). The appraisal, if approved, will be a material consideration in determining planning applications within the Conservation Area.

10. The draft document is attached as Appendix 1.

Financial Implications

(a). The Production of the final Appraisal - the cost will be contained within the existing budget for Planning and Community Services. The cost of 30 copies will be £235.80 (£13.36 per appraisal).

(b). The Consultation – a sum of £700 has been allowed for the production and distribution of letters within the area concerned and a further £350 for an advertisement in the Uxbridge Leader. These costs will be contained within the existing budget for Planning and Community Services.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The aim of the recommendation is to consult residents and stakeholders on the draft document in order that their comments may be considered and incorporated, where appropriate, into the document.

Consultation Carried Out or Required

The report and the attached document have been circulated internally and to Ward Councillors and Planning Committee Members.

CORPORATE IMPLICATIONS

Corporate Finance

A Corporate finance officer has reviewed this report and the financial implications within it, and is satisfied that the financial implications properly reflect the direct resource implications on the planning service and any wider implications on Council resources as a whole.

Legal

The drafting of proposals for the preservation and enhancement Conservation Areas is governed by the Planning (Listed Buildings and Conservation Areas) Act 1990 ("the Act").

Section 71 of the Act requires that proposals, such as appraisal statements, are considered at a public meeting. The proposed drop in session will satisfy this requirement. In addition, the other consultation proposals will provide a good opportunity for members of the public to make a contribution.

Corporate Property

The Head of Corporate Property Services advises that at this stage the report is seeking authority to go out to public consultation and as the Council may be a landowner affected by the proposals there will be an opportunity to comment formally on the proposals through this process. There are no other comments to make at this time.

Relevant Service Groups

Relevant Service Groups would be consulted as part of the consultation process.

BACKGROUND PAPERS

- Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990
- Planning Policy Guidance 15: Planning and the Historic Environment 1994
- DoE Circular 9/95 General Development Order 1995 (as amended)
- DETR/DCMS Circular 14/97:1/97 Planning and the Historic Environment.
- English Heritage: Guidance on Conservation Area Appraisals August 2005

Ruislip Village Conservation Area Appraisal

(Draft for consultation)

January 2010



HILLINGDON
LONDON

CHAPTER 1: INTRODUCTION

Introduction

- 1.1 The Ruislip Village Conservation Area was designated in 1969. It was one of the first such areas to be agreed within the London Borough of Hillingdon. It is located in the north of the Borough, to the north-east of Uxbridge town centre and to the south of Northwood.
- 1.2 On **14th January 2009**, the Conservation Area, which originally included only the medieval village centre, was extended to include the later residential suburbs to the west and south, and all of the High Street.

Planning Policy Context

- 1.3 This appraisal has been developed within the context of the conservation policies contained within London Borough of Hillingdon Unitary Development Plan Saved Policies document, the emerging Local Development Framework, The London Plan, the guidance contained within Planning Policy

Guidance 15 and the relevant Planning Acts.

- 1.4 Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires local authorities to designate Conservation Areas. These are defined as “*areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance*”. Local authorities are also required to keep this process under review.
- 1.5 Section 71 of the Act requires local authorities to formulate and publish proposals for Conservation Areas and to consult with the wider community as part of this process.
- 1.6 As of 1st April 2006 the Government set a Best Value Performance Indicator (BVPI 219b) requiring local planning authorities to complete Conservation Area appraisals and reviews.

- 1.7 Planning Policy Guidance 15 sets out further advice on the appraisal of Conservation Areas. In part 1, section 4.4, the guidance states.
- 1.8 *“The definition of an area’s special interest should derive from an assessment of the elements that contribute to (and detract from) it”.*
- 1.9 More recently, English Heritage has provided additional guidance on the appraisal and management of conservation areas. These documents have informed the drafting of this document.

Conservation Area Designation and the need for an Appraisal

- 1.10 Conservation Area designation focuses on the overall quality and interest of an area and depends on much more than the quality of individual buildings. Features such as building layout, open spaces, boundaries, thoroughfares, the mix of uses, the use of materials and street furniture, all contribute to the

Ruislip Village

character of the area. It is also common for a Conservation Area to include a number of designated historic buildings.

1.11 The aim of a Conservation Area appraisal is to assess these elements, to define the special architectural and/or historic character of the area and to highlight areas requiring enhancement.

Page 34

1.12 Conservation Area character appraisals are important planning policy tools. They inform the development control decision making process and provide a framework for enhancement proposals. All of these contribute towards the successful management of Conservation Areas and work best when there is a clear understanding of the area’s “special interest”.

1.13 The purpose of the Ruislip Village Conservation Area Appraisal is, therefore, to improve our

understanding of the built heritage of the area. The document will enable the Council to develop its conservation policies and maximise opportunities for improving the environment within the area.

1.14 It will support the effective determination of planning and other applications, and form robust supporting evidence at planning appeals. It will also provide local owners and residents with clear advice on those forms of development considered appropriate and so likely to be supported by the Council. The appraisal will be a material consideration in determining planning applications within the Conservation Area.

CHAPTER 2: SUMMARY OF SPECIAL INTEREST

Location and Setting

2.1 The Ruislip Village Conservation Area has a green and open setting on its northern and western boundaries. To the north are the Ruislip Common National Nature Reserve (also known as Park Wood) and the former reservoir and leisure facilities of Ruislip Lido. The Green Belt is located to the west of the area. The River Pinn and its water meadows fall within the northernmost part of the Conservation Area, and provide an attractive green corridor along this boundary.

2.2 To the south-west, south and east, the Conservation Area is surrounded by residential development, mainly ranging in date from the 1930's to the 1970's. These areas comprise mostly detached and semi-detached houses and more recent small blocks of flatted development.

General Character

2.3 The medieval village forms the core of the Conservation Area. This includes (Ruislip) Manor Farm, St. Martin's Church and the buildings immediately surrounding them. This area contains a number of early timber framed listed buildings and Locally Listed buildings. Many un-listed buildings within the area also make a positive contribution to its appearance.

2.4 The High Street lies to the immediate west and southwest of the Church and forms the commercial hub of the area. In appearance it is very much a busy and traditional high street. It mainly comprises parades of early 20th century shops of a variety of styles characteristic of the period, with interesting architectural detailing and decoration.

2.5 Beyond the High Street and the early village core, are residential areas. These mainly date from the

1920s and 30s and have a spacious and leafy character. They include good quality houses of varied size and design, many set on tree lined roads.

History

2.6 The original village and surrounding hamlets remained largely unaltered until the arrival of the railway in the early 20th century. The areas to the west and south west of the village centre then grew and were developed very much in the "Garden Suburb" tradition. These are high quality residential areas, which include a number of large detached dwellings set in mature gardens.

2.7 Today, Ruislip has a distinct identity, which reflects its historical development, but which also retains a strong village character.

Recent Changes

2.8 Some of the residential streets within the Conservation Area have

Ruislip Village

recently been the subject of development proposals for blocks of flats. Such developments have been focussed for the most part on Kingsend and Wood Lane. Where built, these have significantly altered the character and appearance of these areas, with the loss of established development patterns and a general erosion of the quality of the streetscape.

housing estate to the south of Wood Lane. This is circa 1960 and is of a different character to the Edwardian, and interwar housing areas, which have been included within the Conservation Area.

Other Designations within the Conservation Area

2.13 The area is rich in historic buildings and features. Within the Conservation Area there are 23 statutorily Listed Buildings, 18 Locally Listed buildings and 1 Scheduled Ancient Monument. Their locations are illustrated on the following map and Appendix 1 contains further details of these features.

2.11 From Wood Lane, the western boundary continues along historic Sharps Lane, and includes all the properties to the east and those of a similar date and quality on the western side of the road.

2.9 The Conservation Area is bounded by Pinn Way to the north. It includes the Manor Farm site, and the residential properties on the western side of St. Martins Approach. To the east, the boundary continues around St. Martin’s Church and Church Field, and then runs to the rear of the commercial properties on the High Street.

2.12 Continuing north, the boundary runs along the public footpath opposite the junction of Sharps Lane, Hill Lane and Manor Road. It then follows the boundary of Barringers Court and the Youth Centre playing field, continues to the north to include the Mill House and the Vicarage before returning to Bury Street.

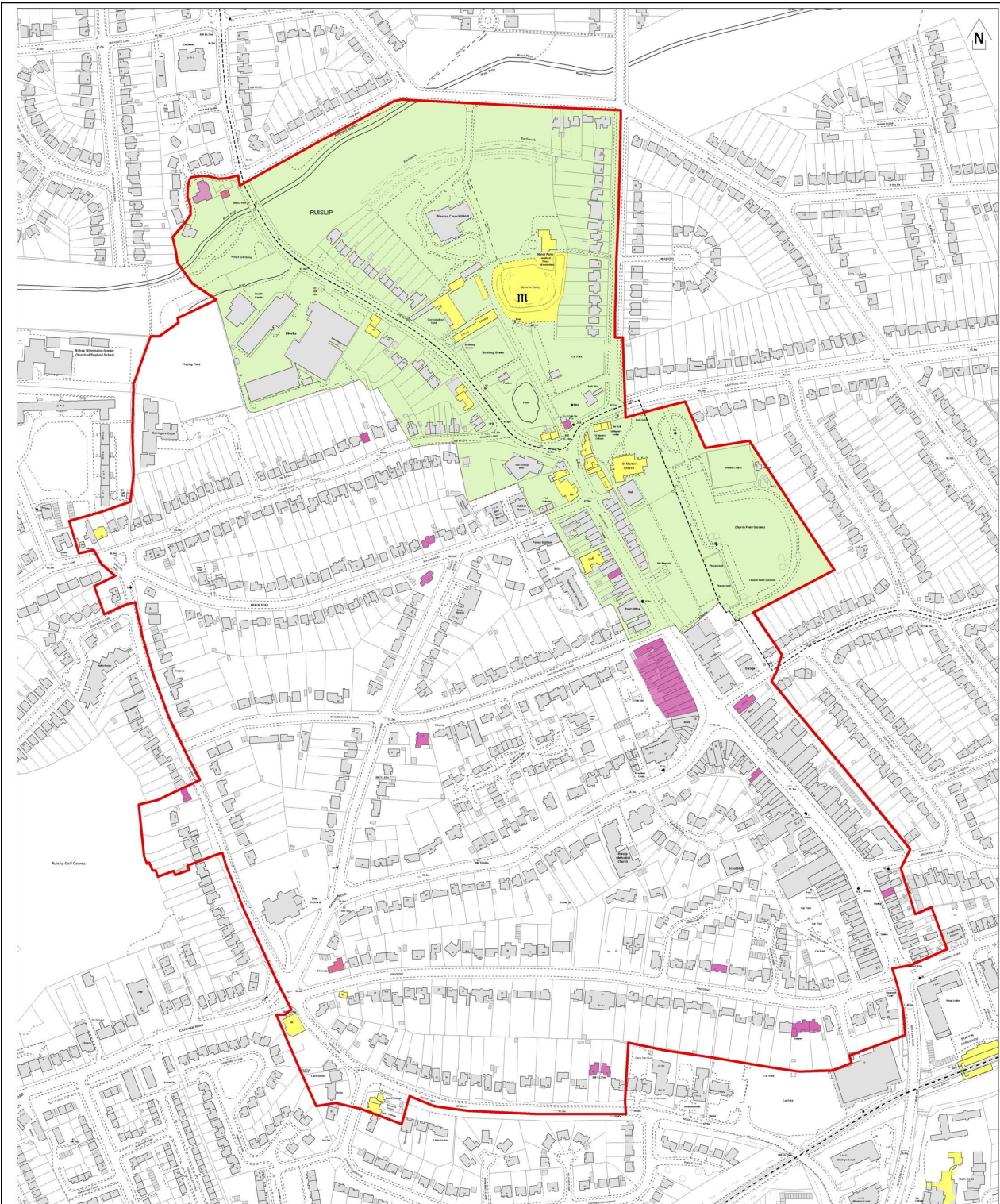
2.10 To the south, the boundary runs to the rear of the properties on Kingsend, and then continues along Wood Lane. It excludes the later



Fig 2.1 Manor Farm

Ruislip Village

MAP 1: RUISLIP VILLAGE CONSERVATION AREA BOUNDARY



This map is based on Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. London Borough of Hillingdon 100019283 2009

- Listed Buildings
- Locally Listed Buildings
- III Scheduled Ancient Monuments
- Ruislip Village Conservation Area 1969
- Ruislip Village Conservation Area (Extended) 2009

CHAPTER 3: ORIGINS AND HISTORICAL DEVELOPMENT

Introduction

- 3.1 Ruislip's origins go back at least two thousand years and possibly much earlier. Its name is said to be derived from "rushy leap", suggesting a settlement that had grown up around a ford over the River Pinn. Ruislip was the second largest parish in Middlesex in the later Middle Ages, and it included Eastcote to the east and Northwood to the north-east.
- 3.2 During the early 19th century almost half of the total population of Ruislip was employed in agriculture. During the late 19th and 20th centuries, however, the development of the railway stimulated residential development and the character of the area changed from largely rural, to suburban.
- 3.3 Ruislip formed part of Uxbridge Rural District until 1904 when Ruislip-Northwood Urban District was constituted. In 1965 Ruislip-Northwood Urban District merged

with the municipal borough of Uxbridge to form the new London Borough of Hillingdon (Baker *et al.* 1971)¹

Archaeology

- 3.4 The area is rich in archaeology and investigation has produced evidence of a Norman motte and bailey castle and a 13th century priory at the Manor Farm site. In addition, traces of a Roman building and pottery from the same period have also been found at the site.
- 3.5 North of Manor Farm, the excavation of a large mound on a bend of the River Pinn has revealed Roman and Medieval pottery and possible Mesolithic flint implements (Pastscape, 2007)².

¹ Baker, T. F. T., Cockburn, J.S. and Pugh, R.B. (eds) (1971), "Ruislip" in *Ruislip: Introduction, A History of the County of Middlesex: Volume 4, Victoria County History*, pp 127-134

² Pastscape (2007) "Ruislip, Gr London", http://pastscape.english-heritage.org.uk/hob.aspx?hob_id=394913 [Accessed 15th August 2008]

Historic Layout and Development

- 3.6 The village of Ruislip has been occupied since medieval times, remaining a small rural settlement until the twentieth century when a succession of planned residential developments took place.
- 3.7 By 1565 the boundaries of the settlement had been established and remained so up until the 19th century when the first detailed maps of the parish were made. At the centre of the village was the church, which was in existence by the end of the 12th century.
- 3.8 The Manor Farm house is early 16th century in date and was built as a Court House by the Lords of the Manor. It occupied the site of an earlier house associated with the priory.
- 3.9 A network of minor roads and tracks to the south linked the farms and cottages that comprised the

Ruislip Village

settlements of Field End and Kings End to Ruislip.

located to the west of the High Street.

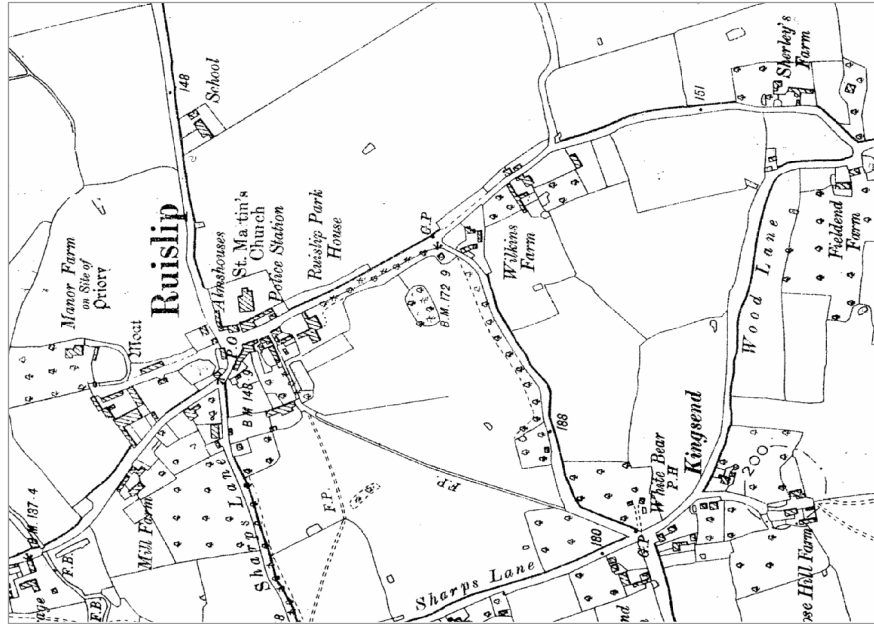
Historic Map Assessment

3.10 Rocque's Map of 1752 shows the village of Kings End, a settlement equally as large as Ruislip, and further south, the hamlet of Field End. The early road layout included the High Street (running into Bury Street), Sharps Lane running west and south, Ickenham Road and Wood Lane.

3.11 The 1897 OS map shows little change. Farming was still the main economic concern, with the main farms denoted as Mill Farm, Wilkins Farm, Sherley's Farm, Primrose Hill Farm and Fieldend Farm. The map shows the development of Ruislip as the main village, with St Martin's Church at its centre. There was also a police station, together with a school, almshouses and the White Bear Public House at Kingsend. The map also shows Ruislip Park House



Map 3.1 Rocques' Map, 1752

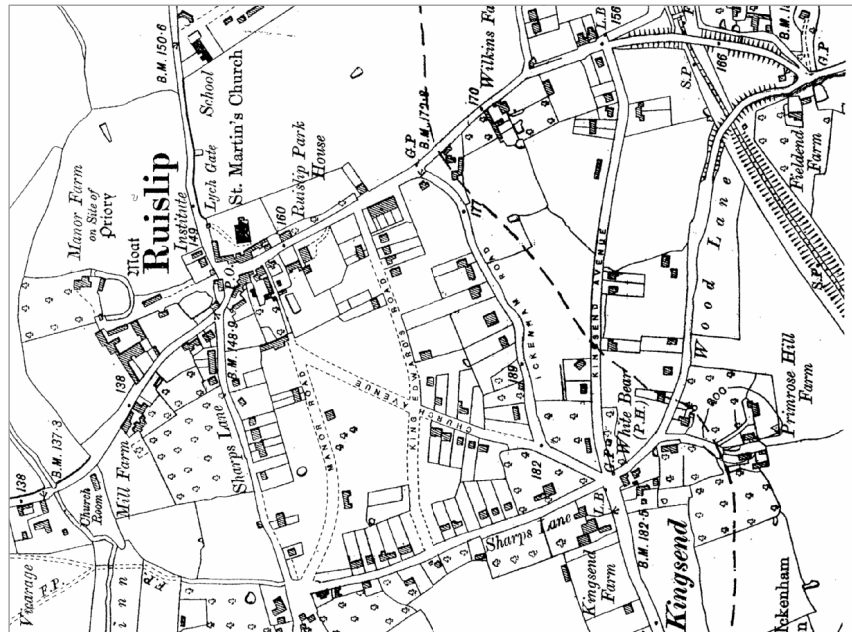


Map 3.2 OS Map of 1897

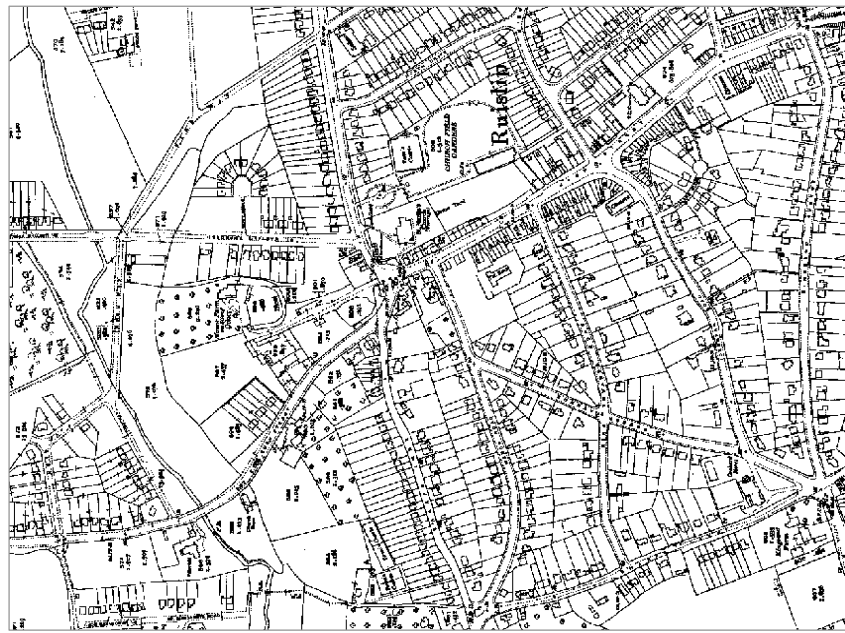
Ruislip Village

3.12 The 1916 map illustrates that much of the road pattern that exists today had already been established. The High Street, Sharps Lane, Ickenham Road and Wood Lane (the old medieval lanes) remained the same. Kingsend Avenue and King Edward's Road had been created, whilst Church Avenue and Manor Road, both former footpaths, had been widened to form roads. Also shown on the map was the railway station, which was constructed in 1904 as part of the Metropolitan line. In this map, the very early stages of the development of Ruislip as a suburb can be seen.

3.13 By 1912 there were shops on the High Street that had developed in a linear fashion from the station to the church. Ruislip also had two cinemas, four banks, a police station, post office, two public houses, (the George Inn and the Swan Inn), tennis courts, a bowling green and an hotel. It also had a Roman Catholic Church and formal pleasure gardens.



Map 3.3 OS Map of 1916



Map 3.4 OS Map of 1938

Ruislip Village

3.14 By the late 1930s much of Ruislip looked as it does today. During the mid twentieth century, particularly the 1960s and 1970s, most new development took the form of infill development within the grounds of, or replacing, the large earlier houses.

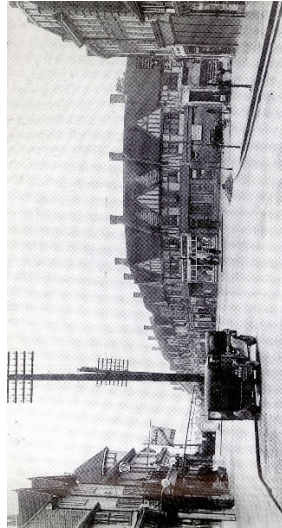


Fig 3.1 Ruislip High Street, 1932
Photograph Ref: Bowit, E., 1994, *Ruislip Past: A visual History of Ruislip, Eastcote and Northwood*. London: Historical Publications.

sought to maximise the potential value of their manorial estates. Between 1901 and 1905, they consolidated their land by a series of purchases and the taking up of leases. By 1907, a new road had been constructed from Kings End eastwards to the High Street joining at a point near the railway station (Tottman, 1983)³. Fredrick Gerbert Mansford FRIBA (1897-1946) built the first two houses, nos 15 and 17 Kingsend, in 1907. To meet the College's requirement for good quality building, in contrast to the more speculative development encouraged by the development of the railway, the new houses were carefully designed. Nos 15 and 17 were designed to look like an imposing single dwelling, with wings to enhance their appearance.

3.16 In 1908, Kings College held a competition to develop a plan for a Garden Suburb. This was won by

³ Tottman D (1983), '*Ruislip-Northwood: An early example of town planning and its consequences*. Ruislip Northwood and Eastcote Local history Society, Ruislip.

Messrs A and J Soutar. The plan covered a long narrow area of land, pointing roughly in a north-northwest direction. It encompassed parts of Northwood, including what is now the Copsewood Estate, the area immediately to the east of Ruislip High Street and as far south as South Ruislip Station.

3.17 The Soutar plan included a system of axial roads aligned in a north-south direction. There were areas allocated for factories, workshops, market places, churches and schools. Socially, the estate was graded from north to south with large houses at low density in the north. The map on the following page shows the 4 zones of densities. Ruislip was envisaged as medium density (8 houses to the acre) under area 3.

3.18 Following the Town Planning Act of 1909, the Soutar plan was incorporated into a much larger scheme, covering some 5,992 acres, developed by the Ruislip-

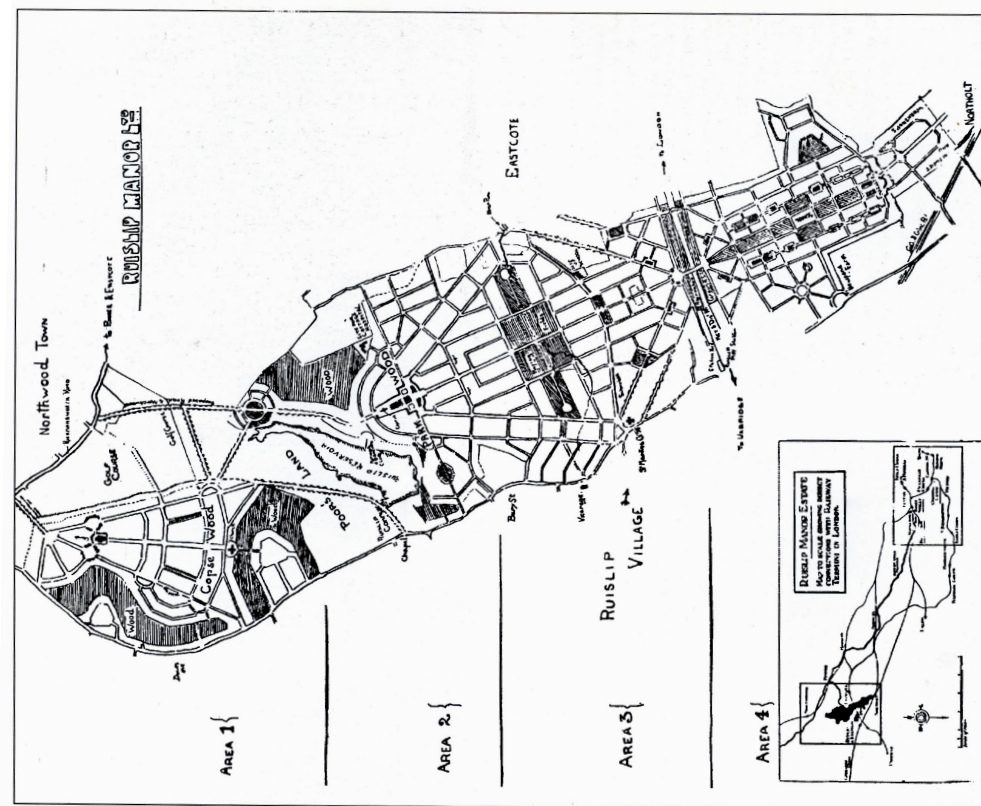
The Planned 'Garden Suburb'

3.15 At the start of the twentieth century Kings College, Cambridge owned much of the land within the area and had been Lords of the Manor of Ruislip since 1451. With the development of the railways, they

Ruislip Village

Northwood Urban District Council in 1910. Almost all the principles of the King's College scheme were extended to cover the area of the joint plan. This scheme was approved in September 1914.

3.19 An area to the east of the village was developed for workers' housing, in the Hampstead Garden Suburb tradition, by the Ruislip Manor Cottage Society Ltd. These were for sale, or let to the working classes. The work started before the commencement of the First World War, with many of the houses being designed by architects working in the Hampstead Garden Suburb. This area now forms the Manor Way Conservation Area, which was designated in 1989.



Map 3.5 Soutar and Messrs town planning scheme for the King's College demesne land

3.20 To the north of the village, towards Park Wood, the density according to the Soutar plan was envisaged to be only 3 houses to an acre. These, however, were never built.

3.21 The advent of the First World War delayed the development of the area and the implementation of the plan. Most building took place during the 1930s and this was mainly in the area south of the Metropolitan line, between Eastcote and Ruislip. This area, later developed as the Manor Homes Estate, was designated for the highest density of housing in the joint scheme.

3.22 Although, the Garden Suburb Plan was not implemented comprehensively, the plan remains one of the earliest town planning schemes in the country. Whilst most of the development associated with it was undertaken outside Ruislip Conservation Area, development within the area

was much influenced by the principles of the plan.

3.23 The plan had a beneficial effect on the development of the district as a whole during the 1930s. Its legacy today can be seen in the attractive well laid out houses, many set in large gardens and the general green and spacious character of the Conservation Area.

CHAPTER 4: Uses, Transport and Current Issues

Uses within the Conservation Area

4.1 The area is predominantly residential in terms of use and the housing stock comprises mostly privately owned, single family dwellings. There are, however, a number of purpose built blocks of flats, the most recent of which are on Kingsend. There are also modern flats on Regency Drive and purpose built apartments over many of the shops on the High Street.

4.2 The High Street is the retail and commercial core of the Conservation Area. The northern section is the oldest part and contains a number of Listed Buildings. For example, the former Swan Public House, which has a 17th century core and is currently in use as a restaurant. This part of the street also includes estate agents, solicitors' offices and small specialist shops.

4.3 The southern section of the High Street contains more modern purpose built units, arranged in two and three storey shopping parades. The uses are varied, consisting of small independent department stores, specialist shops, banks, a post office and some high street chain stores selling groceries, clothes and household items.

4.4 The Manor Farm site contains the library and community space. There is a Police Station on Oak Road and The British Legion Club has a branch on the High Street.

Access and Transportation

4.5 The Conservation Area is readily accessible by both private and public transport. The station is located to the south of the High Street and there are a number of bus routes into the area. The principal roads are West End Road, Bury Street, Ickenham Road, Eastcote Road and Pembroke Road. There is a mini roundabout to

the north of the High Street and the junction at the southern approach is controlled by traffic lights.

4.6 A number of the east-west streets, such as Church Avenue, are used as short cuts by drivers. These, and the streets closest to the High Street, are often also used for parking by shoppers and commuters, and as such, they can become quite congested. A number of traffic calming measures have been recently introduced into the High Street, such as pavement build outs, parking restrictions and pedestrian crossings. These have been carefully designed, and have been successful in reducing traffic speed and improving flow.

Recent Development Opportunities

4.7 There have been recent changes within the residential areas and also to the commercial centre of the village.

Ruislip Village

4.8 Within the residential areas, new development has taken the form of infill development within large gardens, and the replacement of one or more of the early houses, such as at Kingsend, with numbers of smaller houses and flatted blocks. There have also been a number of small scale changes, such as the hard surfacing of front gardens for car parking and the loss of original windows. Despite these changes, the character of the Conservation Area remains that of an affluent residential suburb.

4.9 On the High Street, a number of the shops have poorly designed modern shopfronts and inappropriate signage. These detract from the appearance of the individual buildings and also their wider setting. Many of the shops also have unsightly air extraction units, large flues and fire escapes to the rear, together with ad hoc storage structures and car parking within their service yards.

4.10 Electron Technologies at Bury Street was the only large industrial use within the Conservation Area. The business has recently relocated and the site is vacant. It is the only sizable potential development site within the Conservation Area.



Fig 4.2 Poor shop signage on Ruislip High Street



Fig 4.1: Electron Technologies, Bury Street

Ruislip Village

Character Areas

4.11 In terms of the built form and general layout of the area, the Ruislip Village Conservation Area falls into 3 distinct Character Areas. These are the early village core, the High Street and the western residential area. These areas also reflect the phases of the historical development of Ruislip.

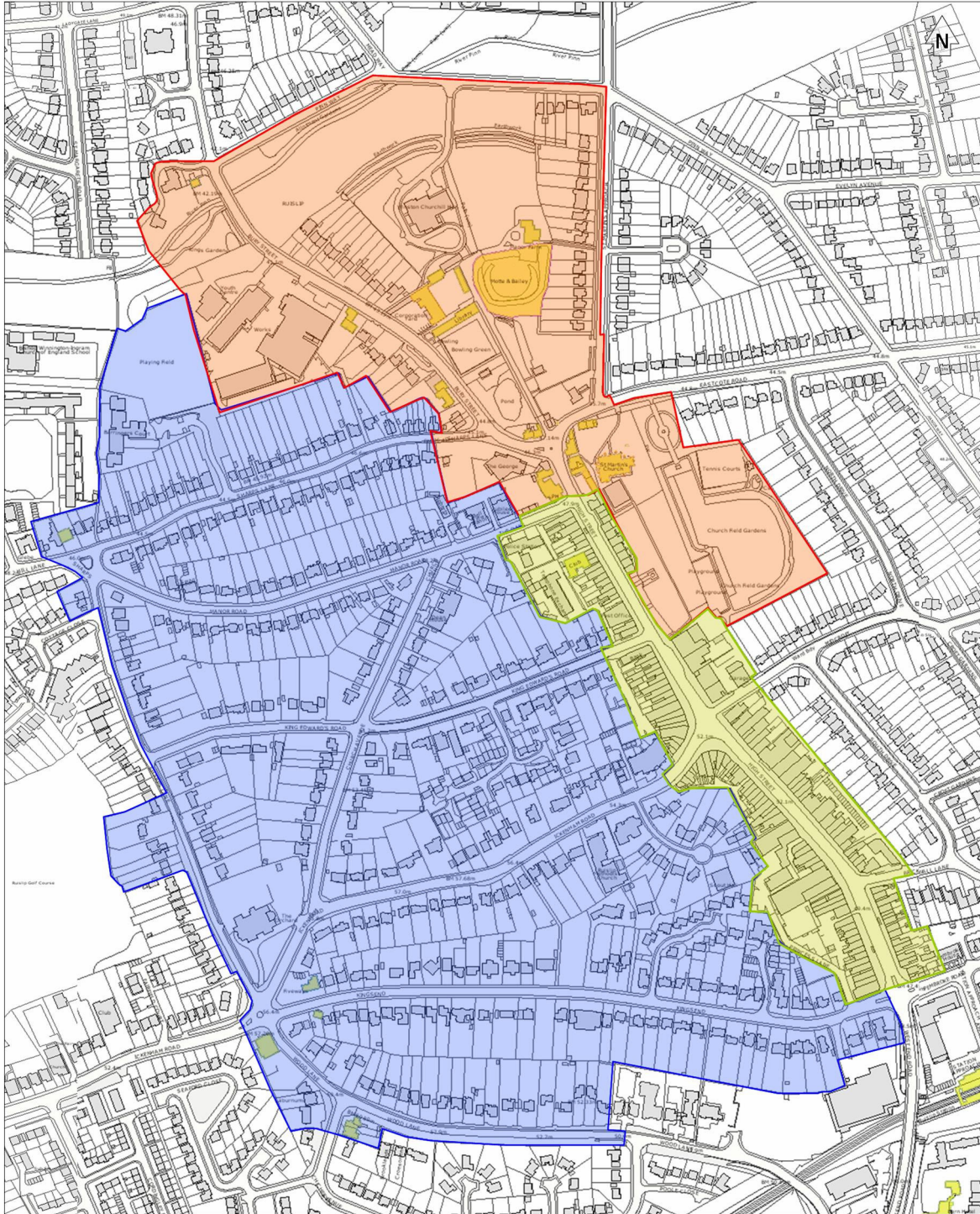
buildings of generally good architectural quality, set in large, mature gardens.

4.12 **Area 1:** The village centre, containing the oldest and most historically significant buildings and spaces.


4.13 **Area 2:** The High Street, a densely developed street running north-south from the old village to the station. It grew following the opening of the station and the development of the Metropolitan line. It contains the commercial centre of the area.

4.14 **Area 3:** The residential areas to the west of the High Street. These were originally developed in the “Garden Suburb” tradition and contain

MAP 2: CHARACTER AREAS



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- | | | | |
|---|-------------------------|--|-------------------------|
|  | Character Area 1 |  | Character Area 2 |
|  | Character Area 3 |  | Listed Buildings |

Ruislip Village

CHAPTER 5: Character Area 1- Ruislip Village Centre

Background

5.1 This is the earliest part of Ruislip and contains the core of the original village. Centred at the meeting of ancient routes, the area includes some of the most historically important buildings and spaces within the Borough.

5.2 The area still appears very much as a village with a distinct rural character. This is derived from the type and scale of the buildings and the quality of the open spaces associated with them.

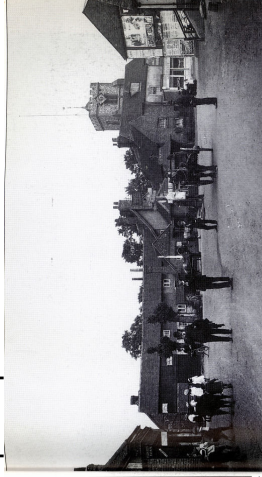


Fig 5.1: Ruislip Village c1907
Photograph Ref: Bowlit, E., 1994, *Ruislip Past: A visual History of Ruislip, Eastcote and Northwood*. London: Historical Publications.

Character Analysis

5.3 The character of the area is derived from key buildings and groups of buildings. These are the Manor Farm complex, St Martins Church and the adjacent, smaller scale buildings forming distinctive groups to the north of the High Street.



Fig 5.2: Ruislip village centre

Manor Farm complex

5.4 The Manor Farm site is Council owned and includes a number of important historic buildings. It was a gift to the people of Ruislip, when King's College sold Park Wood to the Ruislip Northwood Urban District Council in 1932 and remained as a working farm until 1933. The principal buildings have recently undergone an award winning

scheme of refurbishment and are in a variety of community based uses.



Fig 5.3 Little Barn and Cow Byre, Manor Farm c1932, Photograph Ref: Bowlit, E., 1994, *Ruislip Past: A visual History of Ruislip, Eastcote and Northwood*. London: Historical



Fig 5.4: The Little Barn, converted to a Public Library in 1937

Ruislip Village

5.5 The buildings and structures on the site include the 13th century oak framed Great Barn, the part 16th century Manor Farm House, a Norman motte and bailey, the 16th century Small Barn (restored and converted to a public library in 1937) and a number of 19th century outbuildings, including two cowsheds. All of the buildings are statutorily Listed, and the Great Barn is considered to be an outstanding example of an early aisled barn and is probably one of the earliest surviving timber framed buildings in the Greater London area.



Fig 5.5: The Great Barn (Grade II*)

Fig 5.6: Manor Farm House (Grade II)



5.6 The public toilet fronting Eastcote Road has an unusual and prominent chimney stack. It was originally a lodge used by the farm bailiffs and is considered as curtilage to the Manor Farm and hence Listed. The Winston Churchill Hall, built in 1965, is a large modern brick built building located to the north-west of the site. It is used for conferences, theatrical performances and other events.



Fig 5.7: Winston Churchill Hall

- 5.7 The motte and bailey that lie to the south of the house remained in their original form until 1865, when the northern section of the moat was infilled. This striking feature of the site is a Scheduled Ancient Monument.
- 5.8 The bowling green, on the site of the original Rick Yard and the Horse Pond are also historically significant features, which make an important contribution to the setting of the farm buildings and that of the wider Conservation Area.
- 5.9 There are also early earthworks to the north of the site, which are thought to date from the 9th century

and probably originally encircled the village

St Martins Church and Church Yard

5.10 The parish church is an important local landmark and was dedicated to St Martin before 1250. The present building (listed Grade B), located at the corner of Eastcote Road and Ruislip High Street, dates in part from the 13th century, with 15th and 16th century additions. It is built of flint rubble with stone dressings, and consists of chancel, nave, north and south aisles, south chapel, west porch, and a south vestry added in 1954. The tower, which contains 6 bells, was built in the 15th century and stands at the south-west corner of the church.

5.11 The exterior of the building was restored in 1869-70, and the west porch, originally built in 1875, was replaced in 1896. After bomb damage during the Second World War, further restoration work was carried out in 1954. The interior of the church contains traces of early wall paintings,

historic joinery including some pews and a number of good monuments.



Fig 5.8: St Martin's Church (Grade B)

5.12 The grounds of the church front Eastcote Road where there is a lych gate at the main entrance. There is a further entrance from the High Street,

again marked with a modern, lych gate with a hipped tiled roof. The burial ground is situated to the south of the church and runs parallel with the High Street. Within this area is a World War I memorial in the form of a large stone cross and a rather discrete monument to Annie and Benjamin Hall by Eric Gill. This a Portland stone chest tomb, with arched sides, the recessed panels of which are separated by squat colonnettes. It is Grade II Listed.

Eastcote Road and the North Eastern Side of the High Street

5.13 Close to St Martin's Church, and bounding the churchyard to the north and west, are ranges of two storey traditional brick and rendered buildings of varied and picturesque appearance.

5.14 Nos 1-7 High Street are Grade II and Nos 9-15 are Grade II* Listed. They are timber framed and date from the 16th and 17th centuries. The frontages of these buildings are now

Ruislip Village

mainly smooth rendered and some have later shop front additions. The true quality of these buildings is, however, evident in their rear elevations, which retain original exposed timber framing, moulded beams and jettied upper floors. Nos 5 and 7 were acquired in 1931 by the newly formed Ruislip Village Trust. In 1964 a thorough restoration was carried out by the Trust, the street front being reconstructed and the interior adapted for use as offices.

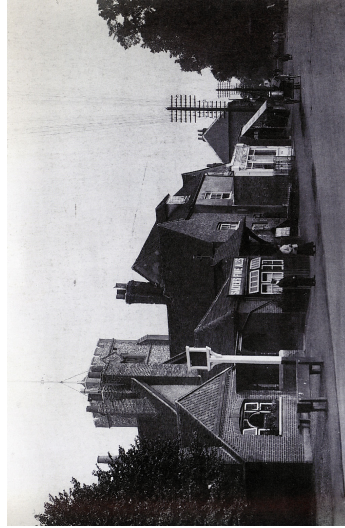


Fig. 5.10 : The village centre, c1915
 Photograph Ref: Bowlt, E., 1994, *Ruislip Past: A visual History of Ruislip, Eastcote and Northwood*. London: Historical Publications.



Fig 5.9: 1-3 High Street (Grade II)

5.15 The former almshouses on Eastcote Road also date from the 16th century. This building has exposed square timber framing at first floor, infilled with brick noggin. The south side of the building appears to have an under built first floor jetty.



Fig 5.11 Nos 9-15 High Street facing onto St Martin's Church Yard, Grade II*

5.16 Opposite the church on the northern side of Eastcote Road is a distinctive stone war memorial commemorating those killed in both World Wars. It comprises an octagonal base with two steps and is surmounted by a large stone cross with attached metal sword.



Fig 5.12: War Memorial, Eastcote Road

Ruislip Village

High Street and Bury Street

5.17 The northern part of the High Street includes a number of historic buildings. At the junction of Bury Street and the High Street, is the former Village Sweet Shop and Hailey's Shop (Listed Grade II). Originally a pair of 17th century timber framed farm cottages; the building was faced with brick in the early 19th century. It is currently in use as a restaurant.

5.18 The Swan Inn Public House (now Café Rouge), located on the High Street, is an important local landmark and is listed at Grade II. The building originally dates from the 16th century, but has been changed and extended over the years. The left hand wing is the oldest part of the building and there are also later 17th century additions. The right hand section is comparatively modern.

5.19 Directly to the west of the Manor Farm complex on Bury Street are two early houses, which, although much altered, retain their rural character. The Old

House (Nos 7-9) is listed Grade II. It is timber framed and dates from the 16th century with a later 17th century brick re-fronting. It has a distinctive covered eaves cornice and striking pedimented door-case.



Fig 5.14: 9-15 High Street



Fig 5.13: Café Rouge (Former Swan Inn)

5.20 The Mill House (No 25, Bury Street), a former farm house, is also timber framed and listed at Grade II. The part of the building closest to the road was once a barn and is partially weather-boarded.



Fig 5.15: The Mill House, Bury Street (Grade II)

5.21 Located at the northern entrance to the Conservation Area, no 9 Deborah Crescent was originally the vicarage. It dates from the late 19th century and is included in the Local List. The building, which is quite large and prominently located, is constructed of red brick with a clay tiled roof. It has a three storey gable to the front, half dormers and distinctive chimneys. The house was converted into flats in 1985. The original coach house, a rendered two storey building, lies close by and has been converted to a house.



Fig 5.16: Former Vicarage, Deborah Crescent

5.22 Rosebank Villas, nos 1-3 Bury Street, were constructed circa 1896, although they do not appear on the 1897 OS sheet. They were part of the first wave of suburban development within what was the rural hamlet of Ruislip. The houses are constructed of yellow stock brick, with red brick banding and slate roofs. The buildings have typical Victorian detailing, with canted bays at ground floor and red brick arches to the windows.



Fig 5.17: Nos 1-3 Bury Street

5.23 The remainder of Bury Street comprises a variety of residential buildings, mostly dating from the 1920s onwards. Whilst these are fairly standard in their design and materials, they are nevertheless, of good quality and contribute to the genteel character of the area.

Scale

5.24 The church and Great Barn complex are the largest and most prominently located buildings within the area. Most of the other buildings are of a more domestic scale and are mainly of two storeys in height. In general,

Ruislip Village

the older buildings tend to be of a more modest size and more tightly developed, often directly abutting the road. The later houses vary from quite large detached properties, to more modest, standard sized 1930s semi-detached houses. Most have front gardens and good sized rear gardens. These houses tend to be either infill development within the gardens of the older houses, or are part of the later planned suburban development of the area.

5.25 The relatively modern industrial buildings on the Electron Technologies Ltd site, in contrast to most of this area, have a large footprint and include a three storey purpose-built office building. These buildings are well screened from the road.

Local Details

Building Details

5.26 The detailing of the buildings within the area is very varied and mostly of a high quality. As such, it plays an important part in contributing to the character of the Conservation Area. The early buildings, often former high status farm houses and barns, are usually timber framed. Many have been rendered at a later date, such as The Old House and nos 9-15 High Street.

5.27 There are some weather boarded properties, and this is a feature that tends to be specific to this Character Area. A number of the buildings have had their timber frames infilled with brick and tile noggin. Some of the more modern buildings have applied mock timber framing such as The George Public House and the houses on St Martin's approach.



Fig 5.18: Old Mill House- timber framed barn with stained weather boarding



Fig 5.19: Brick noggin- Manor Farm

Ruislip Village

5.28 The houses on Bury Street are of varied style and age, including some bungalows. These are nevertheless quite traditional in appearance and tend to have distinctive pitched roofs, overhanging eaves and brick built chimney stacks. Many include single and two storey bay windows, and decorative tile hanging. There are also some quirky design details, such as at No 23 Bury Street, which has an attractive ‘eye-brow’ dormer to the front roof slope.



Fig 5.20: No 23 Bury Street, with eye brow dormer

Materials

5.29 The predominant building materials found within this part of the Conservation Area are red and yellow stock brick, together with painted pebbledash and render. As noted, stained weatherboarding is also found on some of the older buildings.

5.30 Roofs are predominantly of plain clay tiles, although some of the Victorian buildings and also the refurbished workshops at the Manor Farm have grey slate roofs.



Fig 5.21: Semi-detached houses on Bury Street in stock brick with red brick detailing



Fig 5.22: Clay tiled roof (the Great Barn)

Public Realm and Streetscape

5.31 The streetscape within this part of the Conservation Area is very mixed. Where houses exist, they have moderate to small front gardens, defined by low boundary walls and hedges.



Fig 5.23: Dwarf boundary walls along St Martin's approach

5.32 In general, the footpaths on the northern parts of Bury Street and Eastcote Road are paved with a mixture of worn concrete paving and asphalt. The other areas towards the High Street have recently been repaved with concrete slabs. The pathways within the Manor Farm Complex have been resurfaced with a rustic bound gravel finish.



Fig 5.24: Pedestrian guard rails near Bury Street and High Street junction.



Fig 5.25: Bollards on Bury Street

5.33 Street furniture, such as street lamps, is generally of simple standard design. On the High Street this is new and of good quality. In some areas, however, the streets appear cluttered by inappropriately positioned and poorly designed service cabinets and extensive

traffic signage. The concrete bollards in front of The George public house also detract from the street scene. Within the Manor Farm Complex the street furniture, including new interpretation boards, have been purpose made and carefully designed to enhance the appearance of the historic site.



Fig 5.26: Street furniture within Manor Farm complex

5.34 The listed K6 telephone box on the busy junction of Eastcote Road and Bury Street, adds to the traditional character of the streetscape. Another attractive feature is the pump, originally erected on the island in front of Blubeckers Restaurant in

Ruislip Village

1864; it was later relocated to its current position on the forecourt of nos 11-15 High Street.

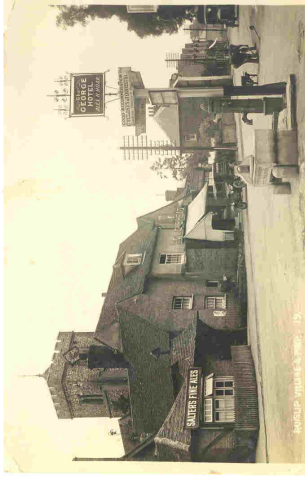


Fig 5.27 Original position of the pump

Photograph courtesy of, London Borough of Hillingdon, Local History Records

Green Spaces and Landscape

5.35 The grounds of Manor Farm, Church Field, the churchyard, cemetery and the water meadows along the River Pinn form the main green spaces within the area. These spaces are quite diverse in character. The water meadows have a natural, lush appearance in striking contrast to the more municipal landscape of Church Field and the burial ground, and the shaded, sylvan seclusion of the churchyard.



Fig 5.29: Buffer along River Pinn



Fig 5.30: St Martins' Churchyard

5.36 Within the Manor Farm complex, there are maintained green spaces as well as more natural open areas. The slightly unkempt appearance of the Horse Pond contrasts with the manicured lawns of the bowling green, but both add to the picturesque village character of the area.

Fig 5.28: The pump in its current location outside Nos 11-15 High Street



Ruislip Village



Fig 5.31: The Horse Pond

only examples of new, or major development. Both are well screened from the road. The car park off St Martin's approach and associated structures are also more recent additions to the area. These developments neither add to the quality of the area, nor significantly detract from it, and are considered to be neutral.

its appearance. Although small, the building is of poor quality design and prominently located, and as such, it detracts from the appearance of the area.



Fig 5.34: Citizen's Advice Bureau, St Martin's Approach



Fig 5.33: Ruislip Young People Centre

Negative Factors

5.38 The building on St Martin's Approach, which is used as a Citizen Advice Bureau, is the only structure within this part of the Conservation Area considered to have a negative impact on



Fig 5.32: The Bowling Green on the former Rick Yard

New Development

5.37 Within the Character Area, the Electron Technologies Ltd site and the Ruislip Young People Centre are the

CHAPTER 6: Character Area 2 - The High Street

Background

- 6.1 Ruislip High Street is a busy shopping street. It rises from Ruislip Station in the south, and runs north- west towards the Manor Farm complex.
- 6.2 The buildings are predominantly two and three storey, purpose built commercial parades interspersed with some good quality individual buildings and some more recent infill of varied quality. Whilst the shop fronts are generally unremarkable, the decorative detailing at first floor and above is of considerable visual interest, exhibiting a variety of lively decorative detailing, most of which is characteristic of the architecture of the 1920s and 1930s.

Character Analysis

- 6.3 The earliest shops within this part of the High Street date from 1912 (Nos 56-72) and their appearance was very much influenced by the Arts and Crafts “cottage” tradition with rendering, half timbering and plain tiled roofs.



Fig 6.1: Early 20th century shops on the High Street (Nos 56-62)

- 6.4 This architectural style greatly influenced the subsequent development of much of the High Street, being used in a variety of ways and including projecting front gables, balconies and oriel windows.



Fig 6.3: Nos 110-114 High Street- mock timber framing with oriel windows

- 6.5 Most of the buildings on the High Street have brick facades (mainly red brick). The later 1930s developments include more delicate Georgian style detailing and also robust streamlined Art-Deco forms.
- 6.6 The whole of the High Street is well preserved at the upper levels, with the roofscape being a particularly strong and interesting feature. The buildings include stepped parapets, gables, mansards and dormer windows of different designs.



Fig 6.2: Nos 92-96 High Street- decorative timber framing, bold gables and distinctive tall chimney stacks

Ruislip Village

Scale

- 6.7 The street frontage varies from two to three storeys in height and is densely developed. This provides a good sense of enclosure, whilst the relatively broad road and wide pavements lend a spacious feel at street level. The north-south alignment, combined with the change in gradient help to provide long views along the road, although this is closed from some view points by the gentle curve in the road.

Listed Buildings

- 6.8 The British Legion Hall, formerly Ruislip Park House, is the only listed building (Grade II) within this area. This is an elegant, stuccoed mid Georgian house, possibly with an earlier core. It is a hidden gem, being almost entirely screened by the commercial frontages on the High Street.

balustrade to the street elevation and a side entrance, with a projecting bracketed canopy over. The building has sprocketed eaves which overhang a decorative dentil cornice. It retains its original timber windows and doors.



Fig 6.4: British Legion Hall

Key unlisted buildings

- 6.9 The most prominent buildings in the High Street are the banks. No 63, the NatWest Bank, is a distinctive 1930s rendered two and half storey building. It has tall dormers and attractive projecting eaves with bracketed detail. The building has stilted arches over the doors and windows at ground floor level and retains multi-paned sash windows at first floor.
- 6.10 Barclays Bank on the corner with King Edward's Road is a two storey, brick built structure. It has a balconied first floor enclosed with a decorative metal

Fig 6.5: No 63 High Street, NatWest Bank



Fig 6.6: Barclays Bank, on the corner with King Edward's Road

Ruislip Village

6.11 The Lloyds Bank group on the corner with Ickenham Road, forms a prominent classically inspired composition. The bank is 5 windows wide, the 3 central bays are slightly recessed and framed with prominent down pipes with decorative hoppers. There are two similarly detailed asymmetrical wings on either side. The bank has robust vertical decorative brick detailing, Juliet balconies and a prominent stone fascia/band between the ground and first floors. The post office is of similar design, although slightly less decorative. The ground floor of the building, however, has modern cladding.

6.13 The Tesco Metro building, nos 122-124 High Street, is interesting as the first floor is just a thin façade, with no structure behind.



Fig 6.7: Lloyds Bank on the corner with Ickenham Road.



Fig 6.8: Nos 12-22, High Street

Local details

6.12 There are a number of good terraces on the High Street. Nos 12-22 are a particularly striking example. The terrace comprises three storeys and is constructed of dark red brick with stone and lighter decorative brick detailing. Symmetrical in design, the building appears Victorian in style. It is divided into five parts, which emphasises its verticality. The central and end bays are finished with Dutch gables.

6.14 Many of the buildings are well detailed and have quite distinctive decoration, which adds to the quality and interest of the streetscape within this area.

Shopfronts

6.15 The majority of the shops have lost their original shop fronts, although many still retain the original pilasters,

Ruislip Village

brackets and in some cases the cornices that formed part of the original shop fronts. Three shopfronts of note remain. These include: no 135 High Street, CS Bedford, a jewellers which has a 1930s metal framed shopfront with original glass painted signage, retractable blind and recessed black and white tiled entrance, and F Hinds jewellers. The latter appears later in date, but also has a recessed entrance and distinctive mirrored banding to the shopfront and signage. Village Fruiterers, no 38 High Street, has a circa late 1940s- 50s simple plate glass and chunky polished metal shop front, which is quite unusual and of interest.

Materials and Decoration

6.16 The materials found within this area are fairly standard: redbrick and clay tiles, smooth render, stone decoration and applied mock timbering. Many of the buildings also have decorative iron work, mainly railings to balconettes, and some retain their original 1930s

Critical type metal windows, which enhance their appearance and are increasingly rare survivals.



Fig 6.9: No 135, High Street, Ruislip

Public Realm

6.17 The quality of the public realm is generally good, with the pavements having been recently repaved, new street furniture, street trees and lighting. There is some clutter particularly as regards traffic signage and cable cabinets. The busy road does mean the traffic movement and noise can be intrusive.

6.18 A number of shops and restaurants utilise the pavement outside their premises to display goods, sandwich

boards or to providing seating for customers. Whilst these add clutter to the street scene, they also provide a welcome level of visual interest and activity.



Fig 6.10: Outside seating

New Development

6.19 There has been some new development in recent years, with a small number of buildings being replaced with new terraces and individual buildings. On the whole, this has not been extensive and has not detracted from the appearance of the Conservation Area. There are currently no vacant sites for

Ruislip Village

development within the High Street, although it is possible that individual properties, particularly those that are unoccupied and or in disrepair, might be considered for redevelopment in the future.

6.22 The areas to the rear of the shops are also of concern, as these include ad hoc storage structures and informal parking/servicing arrangements. The rear elevations often have large unattractive flues, vents, services and other additions, such as aerials, satellite dishes, air conditioning units and escape stairs.

6.20 There is a presumption against demolition in Conservation Areas (PPG15), and any new development will be considered against the relevant Council policies and design guidance, and will be required to preserve and enhance the appearance of the Conservation Area. The Council's policies regarding these matters are included in Appendix 2.

Negative Factors

6.21 The main negative change in recent years has been the introduction of modern shopfronts and signage. Many of these are inappropriate in terms of their size, position, design, materials, colour and degree of illumination. The introduction of fixed plastic blinds to some buildings has also detracted from their appearance.

CHAPTER 7: Character Area 3 - The residential area to the west of the High Street

Background

7.1 This area lies to the west of the High Street and it comprises mainly 20th century houses developed as a result of the opening of the Metropolitan Line in 1904. It also includes some earlier buildings, such as the White Bear public house, many of which are listed and which originally formed part of the hamlet of Kings End, or were located on the outer fringes of the old village centre.

7.2 Sharps Lane, Wood Lane, Ickenham Road, Manor Road and Church Avenue were originally medieval lanes and footpaths that were developed as the area grew into one of London's better quality "Metroland" suburbs.

Character Analysis

7.3 The area has a spacious, green and leafy appearance. This is very much as a result of the influence of the Garden Suburb tradition on the development plans of the original owners, Kings College. The college

commissioned the Soutar Plan of 1908, and this formed the basis of the later development plan of 1914, which was formulated by Ruislip-Northwood Urban District Council. All of these plans significantly influenced the appearance of the area.

Sharps Lane (running west)

7.4 This road curves gently and rises to the High Street at its eastern end. The buildings in Sharps Lane include some late Victorian workers cottages and also some of the earliest that survive from the first part of the 20th century. These are mainly moderately sized houses, which are well designed and include some unusually detailed properties. Many are "cottage style" with distinct hipped roofs. The houses are predominantly rendered, both rough cast and smooth, with red clay plain roof tiles.

7.5 No 9 is bounded to the front by a tall, 18th century stock brick garden wall. On the opposite side of the road adjacent to no 14, a tall red brick wall of similar age,

bounds the property and lies at right angles to the road.



Fig 7.1: Walls fronting No 9 Sharps Lane

7.6 No 22 is a charming example of a 1920s detached property with tall chimneys, distinctive dark blue glazed roof tiles and semi-circular headed wooden front doors. No 74 is listed at Grade II and dates from the 17th century. It has extensive timber framing, although this is not visible externally.

Ruislip Village



Fig 7.2: No 22 Sharps Lane

developments, mostly toward the eastern end of the road. These are, however, fairly discrete and do not detract from the overall quality of the townscape of the road. The established gardens bounded by mature hedges, low walls and in some cases picket fences, contribute to the Garden Suburb character of the Conservation Area.

Sharps Lane (running north)

- 7.8 This road has an almost country lane like character when approached from the south, and it is bounded at this end by mature hedges and trees. It has a footpath on its eastern side only. The houses, many of which are large and detached, appear to date mainly from the period 1910 to the late 1950s. Most of the houses on this road are rendered, or of red brick, with steep clay tiled roofs. Their architectural detailing varies: many have decorative brick and timber features and some retain original Crittall type and wooden sash windows.
- 7.9 The Orchard public house, was built originally as a large roadhouse hotel,



Fig 7.3: No 74 Sharps Lane, Listed Grade II

- 7.7 There are a number of other good quality buildings with interesting detailing from the 1920s and 30s, the majority of which are well preserved. There are also some later infill

and is still in use today. It once had a famous restaurant and has a long history within the area.



Fig 7.4: Orchard PH, Sharps Lane

- 7.10 No 112 Sharps Lane is an unusual angular property, possibly hiding an earlier core. No 120 is set well back from the road and appears to be an early cottage, possibly dating from the 18th century.

Ruislip Village



Fig 7.5: 118 Sharps Lane

Manor Road / The Oaks

7.11 The Oaks developed from one of the earlier routes within the area. It includes Park Cottages, which date from the 18th century and are located near to the junction with the High Street. Close by are two modern 3 storey blocks, containing offices and flats and opposite are the late 1950s Police Station and Police houses.



Fig 7.6: Police Station, The Oaks

7.12 Manor Road includes some large detached properties, many with half timbered and rendered elevations in varying styles. Most buildings have strong gable features, which characterise this particular street. Lindisfarne, is a particularly fine example, almost medieval in appearance, with gables and a canopied entrance, it is screened from the road by a tall topiary hedge.

7.13 There are good groups of houses of similar design, such as Nos 21-27, within the street and there are also a

few chalet-type houses as well as some more traditional bungalows.



Fig 7.7: Lindisfarne, Manor Road

7.14 The street trees in this location are small and there is a mixture of boundary treatments that include hedges and low walls. Many of the front gardens have been hard surfaced for car parking. To the east there is a good view of St Martin's Church tower.



Fig 7.8: Streetscape, Manor Road



Fig 7.9: View of the Church Tower from Manor Road

Church Avenue

7.15 This road contains some of the best quality and larger 1920-30s houses within the area. Many of the properties are well detailed and retain

a wealth of original features. The Gables, a “Tudorbethan” landmark building at the corner of Manor Road, is a particularly fine example. It is constructed of warm red bricks, with decorative dark stained timber framing to the high level gables, interspersed with white rendered panels. The wooden framed windows house traditional leaded lights and the front door is set within a Tudor style stone arch.



Fig 7.10: The Gables, Church Avenue

7.16 Nos 4 and 6 are substantial properties with tall chimneys and half timbering. Many of the other properties in this road also have timber clad gables, distinctive

overhanging eaves and include decorative tile hanging. The buildings are generally well preserved and the later infill properties are also of a good quality. Whilst there are gardens that have been lost to off street parking, in general, the front gardens and boundary treatment, particularly the tall mainly evergreen hedges and other mature planting, contribute to the Garden Suburb character of the Conservation Area.



Fig 7.11: Boundary treatment along Church Avenue

Ruislip Village

Wood Lane

7.17 This is a gently sloping, tree lined road with distant views eastward towards Harrow. It developed from one of the early medieval lanes that linked the small villages within the area.

7.18 At its western end there is a small group of timber framed houses, which includes Laurel Cottage, Primrose Cottage and Tudor Cottage. These buildings have white painted facades with some exposed timber framing and date from the 17th and 18th centuries. Together with the White Bear public house, which also dates from the 18th century and is located at the junction with Ickenham Road, these are all statutorily listed at Grade II. They are all that remains of the old village of Kingsend.



Fig 7.11: Laurel Cottage, Primrose Cottage and Tudor Cottage, Wood Lane



Fig 7.12: White Bear PH, listed Grade II

which date from the 1920s and 30s. There is some later infill development most of which appears to date from the 1950s to the 1970s. The majority of the houses are brick built, using both yellow stock and red bricks, although there are some with painted roughcast elevations. Common features are tall chimneys, steeply pitched tiled roofs, half hipped and prominent gables often tile hung, or with dark stained waney edged timber boarding.



Fig 7.13: Typical house on Wood Lane

7.19 The later properties on this road are quite mixed in terms of their size and style. There are few bungalows, but most are detached two storey houses,

Ruislip Village

7.20 There are grass verges to both sides of the road and the south side is bounded in part by a grassed bank. This is planted with trees. In some places, the garden trees are very mature and obscure the houses from the road. This lends an almost rural quality to what is a busy through route.

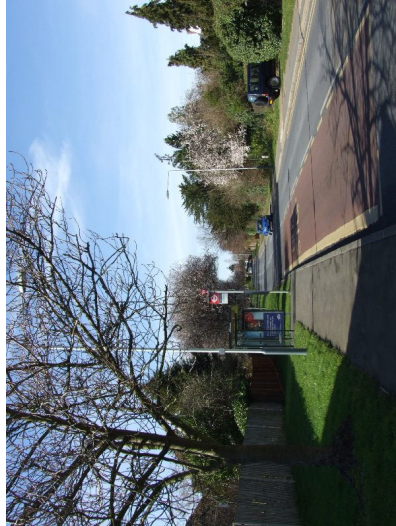


Fig 7.14: Grass verges along Wood Lane

Kingsend

7.21 Kingsend was one of the first roads to be developed by Kings College. It has a pronounced slope, rising to the west and then dropping again where it

meets Ickenham Road. There are long views eastwards, towards the High Street and beyond, and the road sides are defined by a number of good garden trees and hedges.

7.22 Kingsend includes a mixture of house designs and sizes, although most are medium to large detached houses. The south side of the road retains more original properties, whilst the northern side includes some small scale infill developments from the 1960s through to the very recent flattened developments.

7.23 Overall, the original properties to the east tend to be of simple, classically inspired designs, whilst to north and west the houses are mainly Arts and Crafts in appearance, interspersed with Moderne and Art Deco designs. Features include pronounced gables, bay windows, red plain tiled roofs and the use of dark red brick. A small number of the buildings are rendered and many have brick and tile detailing.

7.24 1 Kingsend is an original and discrete two-storey block of flats; however, there

are two larger more recent blocks at the mid point of the road. Nelson Court and Elthorne Court, located on the south and north sides of the road respectively, are conspicuous because of their uncharacteristically wide frontages and over large slate coloured roofs.

7.25 At the eastern end of the road two original houses have been boarded up awaiting redevelopment. Nos 28 and 45 have been demolished, the sites cleared and left vacant.

7.26 Nos 13 and 15 are a distinctive semi-detached pair designed by Mansford. They are some of the earliest houses developed under the Kings College Plan and include unusual brick and render detailing.

Ruislip Village



Fig 7.15: Nos 13-15 Kingsend

7.27 Nos 16 and 18 are a particularly attractive linked pair of houses in the Queen Anne style. They are quite similar in appearance to the houses of the Hampstead Garden Suburb and have been subject to a number of recent development proposals.



Fig 7.16: Nos 16-18 Kingsend

7.28 No 42 is an unusual Dutch barn style house with pronounced black and white mock timber framing to its gable ends.



Fig 7.17: No 42 Kingsend

7.29 No 53 is an attractive Arts and Crafts style house with original metal framed leaded light windows and an asymmetrical double height canted bay that breaks through the eaves line. It also has attractive diaper patterned brickwork to the street elevation.



Fig 7.18: No 53 Kingsend

7.30 Orchard Cottage, 65 Kingsend, is a petite late 17th century weather boarded cottage which is Grade II listed.

Ruislip Village



Fig 7.19: No 65 Kingsend

7.31 The Ickenham Road junction is defined by a substantial Georgian style dwelling, “Fiveways”, now converted to flats. It has tall chimneys, a plain tiled roof and red/brown brick facades with finely detailed red brick arches over the windows.

Ickenham Road

7.32 This road includes a mix of properties, mostly dating from the 1920s and later, although No 28 is probably earlier. This is a very substantial detached house with a distinctive brick boundary wall that also encloses No 30, a later 1930s house.

7.33 The southern side of the road includes medium to large sized houses, many with rendered, or black and white elevations and prominent chimney stacks- such as Nos 31, 33 and 39. These also have slightly rustic detailing, such as half hipped gables with open eaves and exposed rafter ends.



Fig 7.20: No 28 Ickenham Road

7.34 On the north eastern section of the road, numbers 20 and 22 are large 1930s houses with individually designed decorative timber detailing. To the west of these, the houses are mostly later infill of varied quality. No 36 is a distinctive 1970s chalet style house and Nos 26 and 26A are modern, but of carefully considered design. Low walls

and garden plantings define the residential frontages of this road.

7.35 The over sized gable of the modern Ruislip Methodist Church makes a striking contrast to the houses. At the eastern end of the road is “The Thomas Moore Building”. A 5-6 storey block, this whilst not unattractive in design, is considered to be over dominant in the street-scene and appears as an incongruous element in local townscape.



Fig 7.21: Ruislip Methodist Church, Ickenham Road



Fig 7.22: The Thomas Moore building, Ickenham Road

King Edward's Road

7.36 To the west, this is a private road lined with deep grass verges. The front boundaries of the houses are defined with walls and railings, although some are more open. There are also some mature garden trees, which add to the green character of the road. As such it has a slightly different and more spacious character to the rest of the Conservation Area.



Fig 7.23: King Edward's Road

7.37 The properties, which are mainly detached, vary in size and style. Nos 25-27 are noticeable as they are an asymmetrical pair of detached 1930s houses with exceptionally wide frontages. A number of properties are chalet style bungalows of individual design, although some are heavily altered.



Fig 7.24: No 25-27 King Edward's Road

7.38 No 4, a Locally Listed building, terminates the north western end of the road. It is flat fronted and of a symmetrical classically inspired design. It includes a tall parapet with recessed panels and has a sundial centrally placed on the street elevation. It is set in a large garden that runs to Sharps Lane, and is an important element in terms of the character of the road.

Ruislip Village



Fig 7.25: No 4 King Edward's Road

7.39 From the junction with Church Lane to the High Street the road gently curves and is defined by narrow grass verges, mature garden trees and well-established hedges. The houses appear more tightly developed, although the road includes a number of substantial detached, 1920s and 30s properties of individual design.

7.40 There are also some earlier properties, probably dating from just after the turn of the 20th century. Two of these, College House and No 21 are located on the southern part of the road and include corner bays with steeply pitched roofs forming turret like

features. A few of the houses in this stretch of the road have been converted for commercial, or other uses and a number of the front gardens have been hard surfaced for car parking.



Fig 7.26: King Edward's Road (east)



Fig 7.27: No 21 King Edwards Road

Sovereign Close

7.41 This lies off Kingsend and was developed during the 1970s. The houses are mainly detached and of typical "executive" style. They have an informal lay out, with open frontages that are generally well landscaped, providing the buildings with an attractive setting.



Fig 7.28: Sovereign Close

Poplars Close

7.42 This lies to the south of Ickenham Road and was developed during the 1930s. The entrance is marked by a pair of painted brick buildings. These have unusual angled facades,

Ruislip Village

projecting brick decoration and pantiled roofs. The left hand house is largely unaltered and retains its Crittal type windows. The houses within the close are mainly of a similar age and character, although No 6 has a distinctive green pantiled roof. Woodford Hall, used by the Scouts, is located at the end of the cul-de-sac.



Fig 7.29: No 15 Ickenham Road- at the entrance of Poplars Close

Monarch's Way

7.43 Monarch's Way is a typical 1970s back land development of polite yet undistinguished Georgian style design.

The light yellow bricks of the houses appear slightly incongruous; however, the dark red bricks of the two frontage properties appear to sit comfortably within the established street scene.



Fig 7.30: Monarch's Way

Regency Drive

7.44 This is a modern close, circa 1980s, comprising quite tightly developed two, to two and a half and three storey red brick blocks. It includes houses and flats, some with balconies, with little space for landscaping. Whilst not unattractive, it has a dense urban character, different to the more spacious

suburban character of the surrounding area.

Scale

7.45 The houses within this area are predominantly two storeys in height and have traditional pitched roofs. There are some taller buildings; however, and these tend to be modern flats or public buildings. The taller flats are not characteristic of the area and, in some cases, detract from its appearance.

7.46 The properties within the area are predominantly detached or semi-detached houses, and are generally well spaced with good sized gardens to the front and rear. Larger properties tend to mark corners, whilst gap views between the properties are important in terms of retaining the spacious character of the area.

Local Details

Building Details

7.47 The architecture of this area very much reflects the main period of its development. There is a very strong Arts and Crafts influence to the design of the houses and also a good number of styles more typical of the later 1930s. Perhaps one of the most important characteristics of the area is the decorative detailing of the buildings. This is of a good standard, in many cases highly imaginative and incorporating the use of traditional materials and finishes.

Materials

7.48 In general, the houses are brick built, mainly of red brick or render, with red plain tiled roofs and traditional chimney stacks.

Public Realm and Streetscape

7.49 Pavements and street furniture tend to be low key and in some places rather ad hoc in appearance and of varied condition. Some early concrete lampposts remain, and traditional red post boxes are located on Church Avenue and Sharps Lane.

Green Spaces and Landscape

7.50 Whilst there are no public green spaces within this Character Area, street and garden trees, mature hedges and grass verges are important elements, which together with the planting in front gardens, give the area a green and sylvan appearance.

New Development

7.51 Over the years there has been infill and some back land development for housing. These for the most part have not detracted from the established character of the area. More recent developments have, however, had a

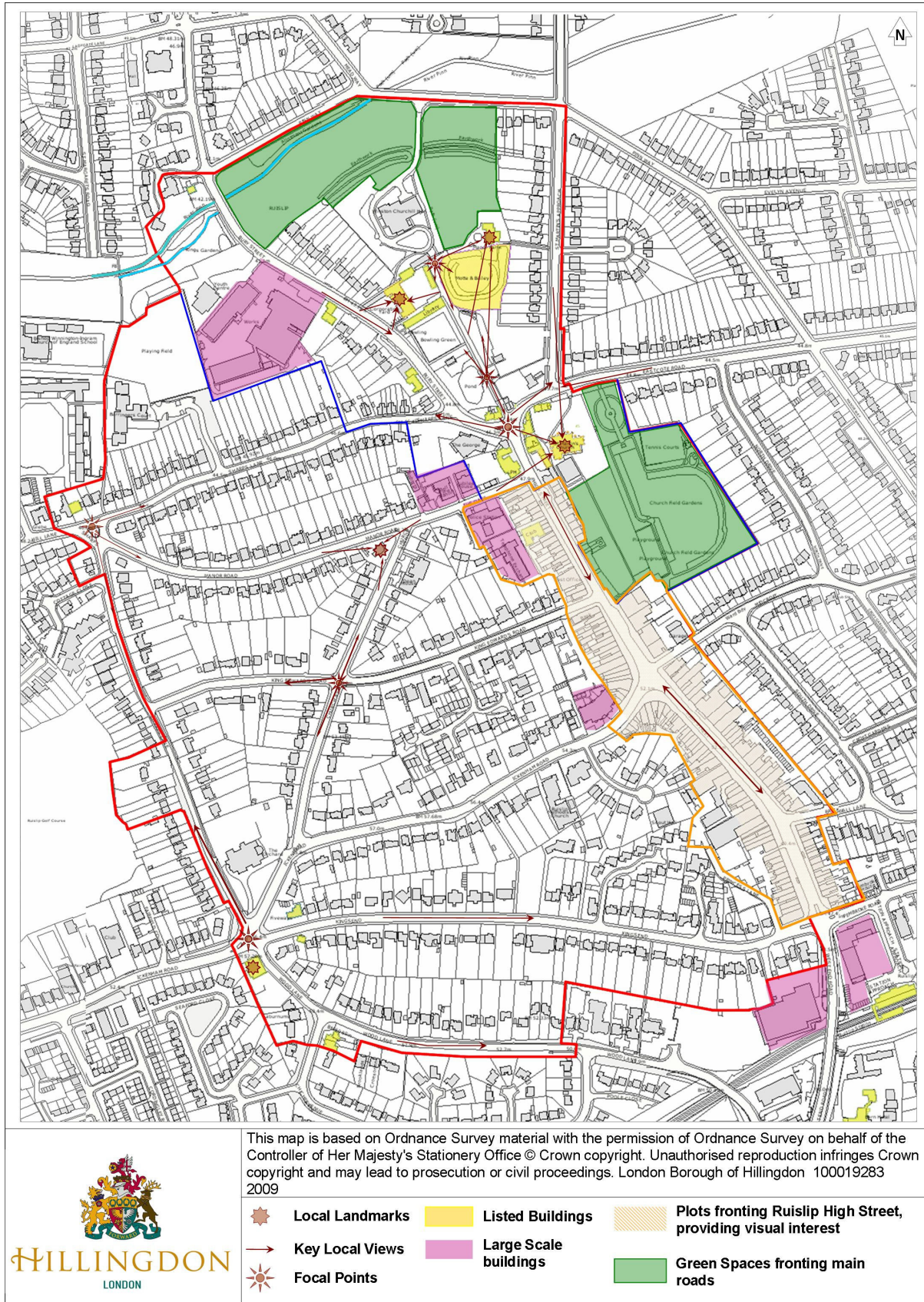
marked impact on the appearance of some of the residential streets, in particular, within Kingsend. Here, new flattened blocks, with wide frontages and large footprints, have started to erode the distinctive character of the area. A recent proposal for a large residential block within the back gardens of properties on Sharps Lane, was resisted by the Council, and was upheld at appeal.

Negative Factors

7.52 There are few negative factors, other than the issues posed by inappropriate new development, the loss of some gardens to hard surfacing and additional street parking associated with the High Street commercial uses.

Ruislip Village

MAP 3: OVERALL TOWNSCAPE EVALUATION



APPENDIX 1: DESIGNATED HERITAGE ASSETS

Scheduled Ancient Monument

Name	Address	Town	Grade	Date of listing
Ruislip Motte & Bailey	St Martin's Approach	Ruislip	Ancient Monument	31.12.1953

Listed Buildings

S.NO	Name	No	Address	Town	Grade	Date of listing
1	The Village Sweet Shop & Haileys Shop		Bury Street	Ruislip	II	10.07.1972
2	Great Barn to west of Manor Farm Yard		Bury Street	Ruislip	II*	06.09.1974
3	Cowshed & Sties to north-west of Manor Farm Yard		Bury Street	Ruislip	II	06.09.1974
4	Cowshed to east of Manor Farm Yard		Bury Street	Ruislip	II	06.09.1974
5	Small Barn to south of Manor Farm Yard		Bury Street	Ruislip	II	06.09.1974
6	The Plough Inn	154	Bury Street	Ruislip	II	06.09.1974
7	Woodman's Farmhouse	150	Bury Street	Ruislip	II	06.09.1974
8	Cannon's Bridge Farmhouse		Bury Street	Ruislip	II	06.09.1974
9	The Old House,	7-9	Bury Street	Ruislip	II	24.01.1950
10	Mill House	25	Bury Street	Ruislip	II	06.09.1974
11	K6 Telephone Kiosk opposite north end High Street		Eastcote Road	Ruislip	II	18.06.1987
12	Ruislip Almshouses		Eastcote Road	Ruislip	II	24.01.1950
13		1, 1A & 1B	High Street	Ruislip	II	06.09.1974
14		3, 5 & 7	High Street	Ruislip	II	06.09.1974
15		9-15	High Street	Ruislip	II*	24.01.1950
16	St. Martin's Church		High Street	Ruislip	B	24.01.1950

Ruislip Village

17		6		High Street	Ruislip	II	06.09.1974
18	The Swan P.H.			High Street	Ruislip	II	06.09.1974
19	The British Legion Hall	32		High Street	Ruislip	II	06.09.1974
20	Monument to Annie Hall (approx. position)	St Martin's Churchyard		High Street	Ruislip	II	03.04.1988
21	Orchard Cottage	65		Kingsend	Ruislip	II	06.09.1974
22	Manor Farmhouse			Bury Street	Ruislip	II	24.01.1950
23	Laurel Cottage, Tudor Cottage and Primrose Cottage			Wood Lane	Ruislip	II	19.07.1973

Locally Listed Buildings

S.NO	Building Name/No	Road name	Post code	Ward	Date Proposed
1	No 51	Bury Street	HA4 7SX	West Ruislip	1973
2	Manor Farm Lodge	Bury Street	HA4 7AR	West Ruislip	2009
3	War Memorial and Horse Trough	Bury Street	HA4 7AR	West Ruislip	2009
4	Hand pump	Bury Street	HA4 7AR	West Ruislip	2009
5	The Gables, No 27	Church Avenue, Ruislip	HA4 7HU	West Ruislip	2009
6	The Vicarage, No 9	Deborah Crescent	HA4 7SX	West Ruislip	2009
7	No 38	High Street	HA4 7AN	West Ruislip	2009
8	NatWest Bank, No 63	High Street, Ruislip	HA4 8JB	West Ruislip	2009

Ruislip Village

9	Barclays Bank, No 54	High Street, Ruislip	HA4 7AT	West Ruislip	2009
10	Nos 56-78	High Street, Ruislip	HA4 7AA	West Ruislip	2009
11	No 104	High Street, Ruislip	HA4 8LS	West Ruislip	2009
12	No 135	High Street, Ruislip	HA4 8JY	West Ruislip	2009
13	Fiveways	Ickenham Road	HA4 7BZ	West Ruislip	1973
14	Dunholme Lodge, No 21	King Edwards Road	HA4 7AE	West Ruislip	2009
15	13-15	Kingsend, Ruislip	HA4 7DD	West Ruislip	2009
16	16-18	Kingsend, Ruislip	HA4 7DA	West Ruislip	2009
17	8	Manor Road	HA4 7LB	West Ruislip	2009
18	Wall outside of No 9, Sharps Lane	Sharps Lane, Ruislip	HA4 7JG	West Ruislip	2009
19	No 22	Sharps Lane, Ruislip	HA4 7JQ	West Ruislip	2009
20	No 120	Sharps Lane, Ruislip	HA4 7JB	West Ruislip	2009
21	14-16	Wood Lane, Ruislip	HA4 6EX	West Ruislip	2009

APPENDIX 2: POLICY CONSIDERATIONS

Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Planning Policy Guidance Note 15: Planning and Historic Environment 1994

Planning Policy Guidance Note 16: Archaeology and Planning 1990

The London Plan: Spatial Development Strategy for Greater London 2004

Hillingdon Unitary Development Plan Saved Policies 2007

BE2: Scheduled Ancient Monuments and their setting will be preserved.

BE3: The local planning authority will ensure whenever practicable that sites of archaeological interest are investigated and recorded either before any new buildings, redevelopment, site works, golf course or gravel extraction are started, or during excavation and construction. Development which would destroy important archaeological remains will not be permitted.

BE4: New development within or on the fringes of conservation areas will be expected to preserve or enhance those features which contribute to their special architectural and visual qualities; development should avoid the demolition or loss of such features. There will be a presumption in favour of retaining buildings which make a positive contribution to the character or appearance of a conservation area. Applications for planning permission should contain full details, including siting and design, or replacement buildings.

BE8: Applications for planning permission to alter or extend statutory listed buildings or buildings on the local list will normally only be permitted if no damage is caused to historic structures. Any additions should be in keeping with other parts of the building and any new external or internal features should harmonise with their surroundings.

BE10: Planning permission or listed building consent will not normally be granted for proposals which are considered detrimental to the setting of a listed building.

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THE WORK OF THE AUDIT COMMITTEE: REPORT TO COUNCIL

Cabinet Members	Councillors Ray Puddifoot and Jonathan Bianco
Cabinet Portfolio	Leader of the Council / Cabinet Member Finance & Business Services
Officer Contacts	Khalid Ahmed, Deputy Chief Executive's Office
Papers with report	Appendix A - Audit Committee report: Report to Council on the Work of the Audit Committee

HEADLINE INFORMATION

Purpose of report	To give Cabinet the opportunity to comment on the Audit Committee's Annual Report before it goes to Council.
Contribution to our plans and strategies	Elected Members have a key role in ensuring the Council has the sound financial and operational controls needed to give residents the services they deserve.
Financial Cost	Nil
Relevant Policy Overview Committee	Not applicable.
Ward(s) affected	All.

RECOMMENDATION

1. That Cabinet notes the Audit Committee's annual report to be submitted to Council in February.
2. That Cabinet provide any comments on the report to the Head of Democratic Services who will include them alongside the Audit Committee's report to Council.

INFORMATION

Reasons for recommendation

In accordance with best practice guidance the Audit Committee are required to submit an annual report to Council outlining the Committee's activities over the previous 12 months. Cabinet is invited to comment upon the report.

Alternative options considered

The Cabinet may decide not to comment.

Supporting Information

1. The Audit Committee considered its draft Annual Report to Council at its meeting on 16 December 2009 as prepared by the Head of Internal Audit and Corporate Governance. The Committee endorsed the report, and no material amendments were proposed.
2. Cabinet are asked to provide any comments on the Audit Committee's report via the Head of Democratic Services, so these can be included alongside the report to Council.

Financial Implications

There are no financial implications arising from the recommendations of the report.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

An effective and efficient Audit Committee is essential in reassuring residents and Members that the good governance of the Council is maintained.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate finance endorses the work of the Audit Committee, and is confident that it is effective in increasing the levels of assurance and control within the Council's corporate governance framework.

Legal

This report has been prepared in accordance with appropriate legislation and having regard to the Code of Practice for Internal Audit in Local Government in the United Kingdom 2006.

BACKGROUND PAPERS

Code of Practice for Internal Audit in Local Government in the United Kingdom 2006

REPORT TO COUNCIL ON THE WORK OF THE AUDIT COMMITTEE

Contact Officer: Helen Taylor
Head of Internal Audit & Corporate Governance
Telephone: 01895 556132

SUMMARY

This report summarises for Council the work of the Audit Committee during 2008-9 in undertaking its responsibilities in the oversight and challenge in the key areas within its remit, specifically:

- Internal Control;
- Risk Management;
- Internal Audit;
- Additional financial assurances;
- Anti Fraud; and,
- Annual Accounts and External Audit.

The report provides an opportunity for members to review the work of the Committee and comment on its contribution and performance.

This report details the key areas reviewed by the Committee in 2008-9. The Committee has had an impact on all areas of its remit. Notable areas were:

- Raising the profile of Internal Audit through its review of its activities and acknowledged support of the function;
- Receiving and reviewing the periodic progress reports presented by the Head of Internal Audit & Corporate Governance;
- Receiving and reviewing the report on the effectiveness of the systems of Internal Audit carried out by the Head of Audit at Southend on Sea;
- Receiving reports and commenting on the risk management process;
- Reviewing and approving annual accounts and presenting a robust challenge in addressing questions and seeking assurances from both officers and the external auditors;
- Reviewing reports on the Icelandic bank situation;
- Monitoring the production of the Annual Governance Statement and its supporting evidence. Recommending the adoption of the statement to the Leader and Chief Executive.

RECOMMENDATION

That the Council approves the annual report.

INFORMATION

1. Background

1.1. The Audit Committee has a wide ranging brief that underpins the Council's governance processes by providing independent challenge and assurance of the adequacy of risk management, internal control including audit, anti-fraud and the financial reporting frameworks. The Audit Committee also approves the Annual Accounts and receives regular reports on the

work of the external auditor. The Terms of Reference for the Audit Committee are reproduced at Appendix 1 for information.

2. Membership

2.1. Details of the Committee members are in Table 1. They have a wide range of skills and bring both technical and professional experience to the role. The independent chairman is a qualified accountant with wide experience in the private and public sector. Most members served on the committee in 2007-8 and had received development training when the committee was first established. Cllr O'Connor was appointed near the end of the year and met with the Head of Audit and Chairman on appointment to discuss roles and responsibilities.

Table 1

Member	Role
Mr. John Morley	Independent Chairman
Cllr Paul Buttivant	Member (part year)
Cllr Mary O'Connor	Member (part year)
Cllr. George Cooper	Deputy Chair
Cllr Phoday Jarjussey	Member
Cllr. Elizabeth Kemp	Member

2.2. During the course of meeting members, they were briefed on relevant issues in relation to local government accounts, External Audit, Internal Audit, Use of Resources, Anti-Fraud arrangements, and risk management.

3. Internal Control

3.1. In compliance with the Accounts and Audit Regulations 2003 (and 2006 amendment), the Committee has reviewed the effectiveness of the systems of internal control by receiving regular reports from those areas that contribute to the control framework (Appendix 2), specifically;

- Internal Audit;
- External Audit
- Risk Management;
- Anti Fraud activities;
- Annual Governance Statement steering group.

3.2. Most of these activities were reported on at every meeting and the Committee's involvement has contributed to a score at level 3 (consistently above minimum requirements) for Internal Control, in the Use of Resources Judgment for 2008 and a predicted level 2 in 2009 under a widely acknowledged much stricter test in the Comprehensive Area Assessment Regime; effectively maintaining position.

3.3. The Committee received regular reports from the Annual Governance Statement Steering Group, which reviews and challenges the assurances used to support the Annual Governance Statement that accompanies the statutory accounts. It also reviewed the resultant draft Annual Governance Statement and recommended its approval to the Leader and Chief Executive.

4. Risk Management

4.1. Regular reports on the Council's corporate risks are produced and presented to the Audit Committee, which presents a further challenge to the identified risks.

4.2. The Corporate Risk Management Group (CRMG) has continued to meet regularly and challenge and review the risks and mitigation strategies. This group is the forum for

consideration of all risks and its reports ultimately feed in to the Corporate Management Team, Cabinet Members, the Audit Committee and, through an iterative process, back to the groups.

4.3. Assurances were provided to the Audit Committee regarding actions to assist with the control of the main risks being managed by the Council. During the year the PCT's financial position reduced in risk and the top rated risks were the uncertainty around Equal Pay claims, a Possible Public Health Emergency and the Private Sector Leasing Cap Reduction.

4.4. All corporate risks have a Risk Management Action Plan, which is effectively a strategy for reducing the effect of the risk.

5. Internal Audit

5.1. The Council's Internal Audit is mainly provided by an in-house team. During the year both schools' and IT audit have been outsourced to external contractors for some years, although for 2009-10 schools audit was brought back in-house. Staffing and resources have continued to improve with 92% of the plan completed to draft stage by the year end – a 6% improvement from 2007-8. High levels of assurance are key to the production of the Head of Audit's assurance statement, which in turn supports the Annual Governance Statement. During the year 98% of audit recommendations were accepted, against a target of 95% and an improvement of 1% over the previous year. Acceptance and implementation of audit recommendations is a key element of improving overall control.

5.2. During the year, the Audit Committee received regular updates on performance and summaries of audit reports. Their input has been fundamental in raising the profile of Internal Audit and its important role in assisting management in the Council. Senior officers are required to provide a commentary on the actions they are taking where a report received no or limited assurance and the Committee can, if it considers it necessary, ask officers to appear before it. The Committee also invited the Director of Education and Children's Services to attend one of its meetings to discuss the issues around obtaining better assurance on the financial management arrangements in schools.

5.3. The audit plan and strategy approved by the Committee for 2009-10 was based on a revised risk based methodology. Using this methodology the highest risk-ranked audits will be undertaken each year with the risks being re-evaluated annually to take account of emerging and receding issues.

5.4. In line with CIPFA guidance, an annual review of the effectiveness of the systems of Internal Audit was undertaken. This year the approach was to invite another Head of Audit to undertake a peer review. The Head of Audit for Southend on Sea carried out the review on a reciprocal basis. She met with the Chairman of the Audit Committee prior to undertaking the exercise. The service was found to be largely compliant and an action plan was formulated to cover any gaps.

6. Additional Financial Assurance

6.1. During the year, the Icelandic banking crisis was very much to the fore. In addition to audit reports on treasury management and banking, the committee received regular updates on the Icelandic investments from treasury management officers. The Chairman of the committee also received ongoing briefings from the Director of Finance.

7. Anti-Fraud

7.1. During the year, the Audit Committee received summarised reports of the outcome of Internal Audit investigations into Fraud and Irregularity. The areas considered by the Audit Committee are outlined below.

7.2. The Committee reviewed an amended anti-fraud and corruption strategy.

7.3. Training in Anti-fraud awareness was a focus of delivery in 2008-9. Internal Audit delivered Bitesize courses for second and third tier managers, which included reminding managers of their responsibilities under the Fraud Act, guidance on how to spot and report fraud, as well as how it would be dealt with internally. An online e-learning package was purchased at the end of the year which will be rolled out to all staff in 2009-10 and will be included in induction training.

7.4. The National Fraud Initiative is a biennial nationwide exercise co-ordinated by the Audit Commission. Councils, NHS and other public bodies as well as some private sector bodies provide sets of data to the Audit Commission, which they match for obvious anomalies, e.g. employees in more than one Council. Internal Audit co-ordinates the exercise on behalf of LB Hillingdon. Data matching took place in year and investigations into matches will continue into 2009-10

7.5. Internal Audit has an established protocol with the Housing Benefit Fraud Team which makes full use of the skills in both teams and facilitates in-house prosecutions. This year saw the first successful prosecution under this arrangement.

7.6. Investigation work took up more time than planned, largely due to two significant investigations, one of which led to a successful prosecution and the other to a dismissal.

8. External Audit

8.1. The external auditors have attended each meeting of the committee. During the year Deloitte took over from the Audit Commission as the Council's external auditors. The Head of Audit met with Deloitte's Audit Manager to discuss the respective approaches to audit and how co-operation could increase the reliance they placed on our work. The initial indications are that this co-ordination has been useful and the relationship is working well. Deloitte have reviewed Internal Audit files and been able to place reliance on the work. Representatives from both Deloitte and the Audit Commission have attended Audit Committee meetings to present various reports and answer questions. The Chairman of the Audit Committee has met the Deloitte auditors independently, in keeping with good governance arrangements.

9. Annual Accounts and Financial Reporting

9.1. The Audit Committee approved the Annual Statement of Accounts for 2007-8 in June 2008. Prior to receiving the final unqualified opinion, the Committee also received reports from the Audit Commission and Deloitte throughout the year on their progress in certification, namely:

- Progress reports from both Deloitte and the Audit Commission;
- An Annual Governance report from the Audit Commission, which noted a number of improvements in the production of the Statement of Accounts compared to the previous year;
- The Use of Resource report from the Audit Commission.

9.2. In support of 2008-9 work, the committee received an Audit and Inspection plan from Deloitte.

9.3. The Committee have maintained an active interest in accounting treasury management issues (Icelandic banks) and have received updates from officers at every meeting. They have sought and obtained confirmation that all problems have been resolved going forward.

10. Committee Training and Development

10.1. The Committee has been relatively stable and this has manifested itself in the increasing confidence members have displayed in asking appropriate questions and presenting an effective challenge to the issues placed before it. Officers have provided briefs on technical matters while presenting papers. The Head of Audit and Corporate Governance and the Chairman met with new members to brief them on roles and responsibilities.

11. Conclusion

11.1. The Audit Committee has made a significant contribution to ensuring that the key elements of the Governance Framework are given proper consideration and are appropriately challenged. It will continue to develop this role and contribute to strengthen, internal control, risk management and governance throughout the authority.

BACKGROUND PAPERS

Terms of reference for Audit Committee
Annual Governance Statement Framework

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Terms of reference for Audit Committee

The Constitution defines the terms of reference for the Audit Committee as:

Statement of Purpose

The purpose of Audit Committee is to:

- provide independent assurance of the adequacy of the Council's risk management framework and the associated control environment
- provide independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment
- oversee the financial reporting process.

Audit Activity

The Audit Committee will:

1. Approve but not direct Internal Audit's strategy and plans, ensuring that work is planned with due regard to risk, materiality and coverage. This will not prevent Cabinet directing internal audit to review a particular matter.
2. Review the Head of Internal Audit's Annual Report and Opinion and Summary of Internal Audit Activity (actual and proposed) and the level of assurance this can give over the Council's corporate governance arrangements.
3. Review summaries of Internal Audit reports and the main recommendations arising.
4. Review a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
5. Consider reports dealing with the management and performance of the providers of internal audit services.
6. Receive and consider the External Auditor's annual letter, relevant reports and the report to those charged with governance.
7. Monitor management action in response to issues raised by External Audit.
8. Receive and consider specific reports as agreed with the External Auditor.
9. Comment on the scope and depth of External Audit work and ensure that it gives value for money.
10. Liaise with the Audit Commission over the appointment of the Council's External Auditor.
11. Commission work from Internal and External Audit, following a formal request by the Committee to and a joint decision from the Leader of the Council and Cabinet Member for Finance & Business Services.
12. Ensure that there are effective arrangements for ensuring liaison between Internal and External audit.

Regulatory Framework

The Audit Committee will:

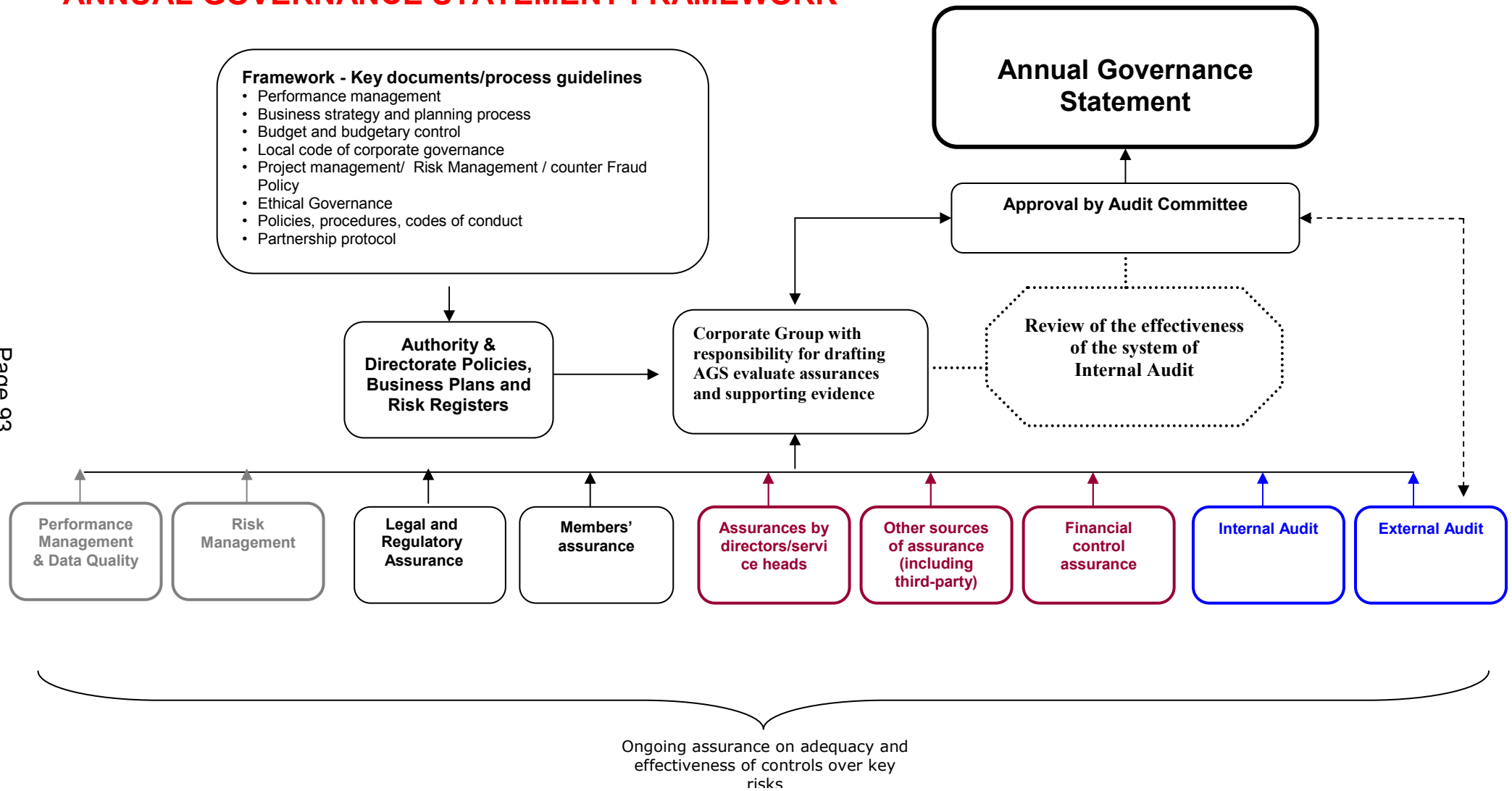
1. Maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour and, where necessary, bring proposals to the Cabinet and/or Council for their development.
2. Review any issue referred to it by the Chief Executive or a Director, or any Council body.
3. Approve and regularly review the authority's risk management arrangements, including regularly reviewing the corporate risk register and seeking assurances that action is being taken on risk related issues.
4. Review and monitor Council policies on 'Raising Concerns at Work' and anti-fraud and anti-corruption strategy and the Council's complaints process.
5. Oversee the production of the authority's Statement of Internal Control and recommend its adoption.
6. Review the Council's arrangements for corporate governance and agree necessary actions to ensure compliance with best practice.
7. Consider the Council's compliance with its own and other published standards and controls.

Accounts

The Audit Committee will:

1. Review and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from financial statements or from the auditor that need to be brought to the attention of the Council.
2. Consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

ANNUAL GOVERNANCE STATEMENT FRAMEWORK



Page 93

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'ACCESSIBLE HILLINGDON' SUPPLEMENTARY PLANNING DOCUMENT

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning and Transportation
Officer Contacts	Charmian Baker/Ali Kashmiri, Planning and Community Services
Papers with report	(a) Consultation Statement (Appendix 1) (b) Accessible Hillingdon Supplementary Planning Document (SPD) (Appendix 2)

HEADLINE INFORMATION

Purpose of report	To inform Cabinet of the outcome of the public consultation on the draft Accessible Hillingdon Supplementary Planning Document (SPD) and associated Sustainability Appraisal, and to seek approval for the adoption of the SPD.
Contribution to our plans and strategies	Hillingdon's emerging Local Development Framework Council Plan Hillingdon Partners Sustainable Community Strategy Hillingdon's Local Implementation Plan
Financial Cost	Adoption will involve printing costs of approximately £1,700, which will be contained within the 2009/10 budget for P&CS
Relevant Policy Overview Committee	Residents' and Environmental Services Policy Overview Committee (RESPOC)
Ward(s) affected	Borough-wide

RECOMMENDATIONS

That Cabinet:

1. Notes the comments received during the consultation period as set out in Appendix 1.
2. Approves the amendments to the 'Accessible Hillingdon' Supplementary Planning Document (SPD) as set out in Appendix 1.
3. Subject to the above amendments, adopts the 'Accessible Hillingdon' SPD as set out in Appendix 2 and associated Sustainability Appraisal as supplementary planning guidance for the purposes of development management.

- 4. Grants delegated authority to the Director of Planning and Community Services, where necessary in consultation with the Cabinet Member for Planning and Transportation, to approve any minor amendments or corrections of a factual nature, to the SPD before it is formally published.**

INFORMATION

Reasons for recommendation

The purpose of the Accessible Hillingdon SPD is to provide up to date planning guidance to guide future development proposals. It aims to ensure an effective link between the Council's planning process, national planning policy and guidance, and service provider obligations under the Disability Discrimination Act 1995. It also aims to broaden the scope of good design by positively encouraging partnership working between the Council, professionals involved in the development process and the diverse range of local businesses and industry, to create local environments that are logical in layout, safe and easy to navigate.

The Accessible Hillingdon supports the fundamental principles of sustainable design. The guidance and requirements throughout the Accessible Hillingdon SPD actively promote the concept of inclusive design, to ensure access considerations are integral and not merely ancillary to the development process.

The revised SPD takes account of initial community engagement and statutory consultation stages and has been prepared in accordance with the appropriate procedures and timetable as set down in the approved LDS and Statement of Community Involvement.

Alternative options considered / risk management

The alternative would be to not agree the amendments generated by the public consultation and not to adopt the SPD. It is considered that this may restrict the Council's ability to influence future development proposals with respect to accessibility of the borough's buildings and may affect the ability to achieve wider planning, community and sustainability goals.

The Cabinet previously agreed the draft SPD for consultation purposes in September 2009. The amendments to the SPD, as recommended by this report, following the response to consultation, do not substantially alter the policy direction and overall aspirations approved by the Cabinet.

The Cabinet may make revisions to the contents of the SPD prior to adoption.

Comments of Policy Overview Committee(s)

None at this stage.

Supporting Information

INFORMATION

1. A revised draft Accessible Hillingdon SPD and associated draft Sustainability Appraisal was approved for public consultation purposes by the Cabinet at its meeting on 24th September 2009. The results of the consultation were to be reported to a future meeting of the Cabinet.

2. Consultations were carried out from 5th October 2009 to 13th November 2009, in accordance with the Council's adopted Statement of Community Involvement. The draft documents were published on the Council's website and copies were distributed to all borough libraries, to the Hayes One-Stop Shop and Planning Reception. Consultation letters were sent to 109 statutory organisations, and a further 492 to other organisations listed in the Council's adopted Statement of Community Involvement. In addition, 112 residents associations were consulted. In addition, a drop-in session was held at Uxbridge Library on 19 October 2009. A workshop session was held for Planning Officers, and presentations were delivered to the Council's Access Panel (Planning), Mobility Forum, and Residents Forum.

Summary of responses and officer comments

3. The Council received 10 responses and the comments processed have been set out in the Consultation Statement (Appendix 1). A summary of these responses and the officer response is set out in Appendix 1. The responses are generally supportive and helpful. A few specific issues have been raised and these have been addressed where appropriate, through the proposed amendments to the SPD. The revised SPD recommended for adoption is included at Appendix 2. No issues were raised with respect to the draft Sustainability Appraisal, which therefore does not require any substantive amendments.
4. It is recommended that subject to these amendments, the Accessible Hillingdon SPD be adopted as supplementary planning guidance for the purposes of development control.

Financial Implications

Adoption of the SPD will result in printing costs of approximately £1,700 which will be contained within the 2009/10 budget for P&CS. The above sum would cover the cost of approximately 100 copies of the SPD, some of which would be distributed to Officers and Members. The remainder will be available for sale to architects and developers for a fee of £16 per copy.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

Adoption of the SPD will ensure the Council can deliver a clear message on the standards expected in terms of inclusive design. Specifically, the revised document specifies the finer points of accessible housing standards, how they should be integrated into the design of all new housing, and at what stage in the development process they should be demonstrated. The adoption of the SPD will enhance the weight that can be attached to it as a material consideration in decision-making on any planning application.

Consultation Carried Out or Required

The consultations carried out are detailed in the report and the accompanying Appendix 1.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and is satisfied that any associated costs can be accommodated within existing P&CS revenue budget for 2009/10.

Legal

There are two forms of local development document: Supplementary Planning Documents and Development Plan Documents. A Supplementary Planning Document (SPD) is a statutory document, and the legal requirements in relation to its preparation and adoption as a local development document are prescribed by the Town and Country Planning (Local Development) (England) Regulations 2004 (the 2004 Regulations). An SPD must be produced in accordance with the 2004 Regulations.

This report deals with the approval by Cabinet of adoption of the SPD, which is the third step of the three main steps in the SPD procedure. The 2004 Regulations require that:

- a SPD is published and open to consultation for a period of not less than 4 weeks and not more than 6 weeks (regulation 17);
- the consultation responses and representations are considered by the local planning authority (regulation 18);
- the SPD is adopted by the local planning authority (regulation 19).

The council's constitution requires the Cabinet to collectively take key decisions to amend its policy framework.

Property Services

The Head of Corporate Property supports the recommendations contained within this report

BACKGROUND DOCUMENTS

Report to Cabinet meeting on 24th September 2009, including the draft Accessible Hillingdon SPD and associated draft Sustainability Appraisal.

Responses received during the public consultation on the draft Accessible Hillingdon SPD and associated draft Sustainability Appraisal (5th October 2009 to 13th November 2009).

CONSULTATION STATEMENT - Accessible Hillingdon SPD

In connection with the preparation of Hillingdon’s Accessible Hillingdon Supplementary Planning Document, a Consultation Statement is required to demonstrate with whom the Council consulted and how they engaged with local people and other interested parties during the preparation stages of the SPD and its accompanying Sustainability Appraisal.

The statement contains the following information:

- i) a summary of the organisations with whom the Council consulted;
- ii) how those organisations were consulted;
- iii) a summary of the issues raised; and
- iv) how those issues have been addressed in the SPD.

A six-week consultation on the draft Accessible Hillingdon – Revised Draft Supplementary Planning Document (SPD) (August 2009) and Sustainability Appraisals (SA) Report (August 2009) took place between 5 October and 13 November 2009

The following consultees were sent either a printed copy or a CD-ROM, or were provided with a link to the Council’s website. Comments were invited on the SPD and Sustainability Appraisal (SA) Report:

Statutory organisations	109
Other Organisations listed in the Council’s Statement of Community Involvement	492
Residents associations	112

In addition to being published on the Council’s website (see notice overleaf), the draft SPD and SA were distributed to all borough libraries, to the Hayes One-Stop Shop and Planning Reception. A drop-in session was held at Uxbridge Library on 19 October 2009.

In addition to the external consultation process, the draft SPD and SA Scoping Report were also circulated to relevant internal Council staff inviting comments relating to their particular areas of expertise.

Accessible Hillingdon Supplementary Planning Document (SPD) and accompanying Sustainability Appraisal (SA) Report (August)

Hillingdon Council is seeking your views on its revised draft 'Accessible Hillingdon' Supplementary Planning Document (SPD) and accompanying Sustainability Appraisal (SA), which will form part of the emerging Local Development Framework (LDF). Extensive consultation on policies for the LDF Core Strategy has taken place in recent years. The draft SPD illustrates design principles and sets minimum inclusive design standards for new and existing development requiring planning consent. The revised draft 'Accessible Hillingdon' is an update of the Council's current 'Accessible Hillingdon' SPD adopted in July 2006.

In conjunction with the draft SPD, a Sustainability Appraisal (SA) has been undertaken. The SA evaluates the draft SPD to ensure that it promotes sustainable development through the integration of social, environmental and economic considerations within the process of its development.

The consultation period for the Revised Accessible Hillingdon Draft SPD and its accompanying Sustainability Appraisal begins on Monday 5 October 2009 and ends at 5pm on Friday 13 November 2009.

A total of 10 representations were made on the SPD and no comments were received on the accompanying Sustainability Appraisal.

SUMMARY OF THE MAIN ISSUES RAISED:

Individual/ Organisation	Summary of representation/issue	How the SPD has been amended
English Heritage	<p>The Government’s historic environment adviser from English Heritage is keen to ensure that the protection of the historic environment is fully taken into account at all stages of local planning processes.</p> <p>Importantly, the heritage asset must not be unduly compromised by access improvements. This includes existing built fabric. With this in mind, design and access statements should make reference to the special characteristics and requirements of heritage assets and demonstrate that the heritage value of these assets have been carefully valued and retained</p>	<p>Added to Conservation and Historic Buildings on page 69 - “Importantly, heritage assets must not be unduly compromised by access improvements”.</p>
The Coal Authority	No specific issues to address	No amendment proposed
Surrey County Council	No concerns and no comments to make	No amendment proposed
Rose Freeman The Theatres Trust	<p>Due to the specific nature of the Trust’s remit we are concerned with the protection and promotion of theatres and therefore anticipate policies relating to cultural facilities.</p> <p>We do not have any particular comments but note and support the guidance which includes reference to Document M of Building Regulations (2004 edition) on page 69 for ‘Cinemas, Theatres and other places of Assembly’</p>	No amendment proposed
Burnham Parish Council	Appreciative of the contact but no comments to make.	No amendment proposed
Ministry of Defence	The principal concern is the potential for developments to infringe the statutory safeguarding height zones around RAF Northolt and RAF Chenuis. Defence Estates wish to review any planning applications through the statutory safeguarding consultation process to ensure that developments do not obstruct or degrade operational capability of their defence facilities.	No amendment proposed
Civil Aviation	Recommend that the Council considers the needs of any aerodrome in	No amendment proposed

Individual/ Organisation	Summary of representation/issue	How the SPD has been amended
Authority	relation to any development plans relating to issues telecom installation masts, wind turbine, venting and flaring.	
West London Group of the Ramblers	Our concerns are that people of all abilities like to get out into the green environment, but often prevented from doing so by physical barriers (stiles) poor surfaces (mud), poor information etc. Anything to improve access in these areas will be appreciated.	Amended page 69: Access to Parks and Open Spaces - added to first bullet point "free from barriers e.g.. stiles. Last bullet point with "good...formats" and cropped associated photo to allow space for the additional text.
INTERNAL CONSULTEES		
Planning Officers	<p>Cross referencing Lifetime Homes Criteria The section on Lifetime Homes is very detailed, which is positive. It is, however, not easily distinguishable at first glance to which of the eight sections the 16 Lifetime Home Standards relate. It would help to clarify the relevant standards in the heading or in an initial paragraph to avoid confusion if an architect/agent is referring to the full standards whilst officers are referring to the SPD.</p> <p>Section 9 Page 30 It should be ensured that the Minimum Floor Space sizes concur with those detailed in the draft Residential Layouts SPD.</p> <p>Section 9 Page 31 Clarity is needed on point 3, i.e. whether the Council will accept Housing Association space standards which fall below those of the Council: this argument frequently arises with the current minimum HDAS standards and</p>	<p>Numbered and amended diagram on Page 9 to concur with Lifetime Homes website.</p> <p>Indicated the individual standards on pages 11 to 19 with bold text. Text rearranged so standards are in numerical order.</p> <p>The Minimum floor space standards have been updated and brought in line with the Mayor of London's draft Housing Design Guide, July 2009: pages 29-31</p> <p>Clarified on page 30, point 3, that Minimum Floorspace standards will take precedence where</p>

Individual/ Organisation	Summary of representation/issue	How the SPD has been amended
	<p>any comment on this should be definitive and clear.</p> <p>Checklists The meeting with planning officers surfaced a number of anomalies that could be mitigated by checklists that assist when applying the Lifetime Home Standards to different housing types. Applicants could be provided with an appendix for easy completion and submission within a Design & Access Statement. This should specify which items should be demonstrated by plans and would allow applicants, officers and Members to easily see if the standards will be/have been achieved.</p> <p>On the basis of issues raised previously, the following four types of development should be used as examples:</p> <p>2 or more storey dwelling with communal parking; 2 or more storey dwelling with curtilage parking; 1 storey dwelling with communal parking; and 1 storey dwelling with curtilage parking.</p>	<p>Housing Association space standards fall below the Council's own.</p> <p>A table and floorplan detailing an example Lifetime Home and wheelchair standard home have been added to a new page 10. The information illustrates how and at what stage in the development process accessible housing specification is to be shown on plan.</p>
Surveyor/access advisor in Property Services	<p>Page 28 item Wheelchair Home Standard Bathrooms The dimensions shown on the plan are 2.4m x 2.4m with arrows showing external wall dimensions rather than internal room measurements. This should be amended and other diagrams throughout checked again for accuracy.</p> <p>An expanded index would be useful as this document covers a vast range of topics and it would be a shame if it was not used to the full. The index could be linked to the pages so, for example, when browsing on computer, a mouse click automatically takes the reader to the correct page.</p> <p>A comment in the document could be made on the benefits to be had by working to sizes slightly larger than minimum dimensions.</p>	<p>Diagram on page 27 has been amended to reflect 2.4m internal room dimensions.</p> <p>An "Index Glossary" will be inserted at the back of the document prior to publication.</p> <p>The document already promotes access standards that are above and beyond statutory</p>

Individual/ Organisation	Summary of representation/issue	How the SPD has been amended
		requirements. No changes are therefore proposed.
OTHER FORUMS		
Access Panel (planning)	The document would be easier to read with two columns per page. Hotel accommodation is difficult. Standards need to be strengthened with more detail used from BS 8300:2009.	The RNIB have no preference. Screen readers work better without columns and for clarity the layout has been retained. Hotel accommodation has been expanded to include a detailed overview of BS 8300:2009.
Residents Forum	The document should have stronger emphasis on means of escape and reliable solutions. Evacuation for disabled people needs to be given much higher priority.	Means of escape guidance, on page 67, in relation to refuge areas has been updated to concur with BS 9999:2008

Local Development Framework
Accessible Hillingdon
Supplementary Planning Document

Planning and Community Services



HILLINGDON
LONDON

www.hillingdon.gov.uk

Obtaining information in your language

If you would like information about Hillingdon Council's services in your own language please ask an English speaker to phone 01895 250111 on your behalf.

Albanian

Ne se kerkoni informacion ne gjuhen tuaj rreth sherbimeve qe ofron Keshilli i Hillington-it, ju lutem kerkojini dikujt qe flet anglisht te telefonoje ne emrin tuaj ne numrin 01895 250111.

Bengali

আপনি যদি হিলিংডন কাউন্সিলের সেবাসমূহের ব্যাপারে আপনার নিজের ভাষায় তথ্য পেতে চান, তাহলে ইংরেজী ভাষায় কথা বলেন, এমন কাউকে আপনার পক্ষ থেকে 01895 250111 নম্বরে টেলিফোন করার জন্য দয়া করে অনুরোধ করুন।

Polish

Jeśli pragną Państwo otrzymać informacje o usługach Rady Hillingdon w swoim języku ojczystym, prosimy zwrócić się z prośbą do osoby znającej język angielski, by w Państwa imieniu zadzwoniła pod numer 01895 250111.

Punjabi

ਜੇ ਤੁਹਾਨੂੰ ਹਿਲਿੰਗਡਨ ਕਾਊਂਸਿਲ ਵਲੋਂ ਦਿੱਤੀਆਂ ਨਾਨਕ ਵਾਲੀਆਂ ਸੇਵਾਵਾਂ ਬਾਰੇ ਜਾਣਕਾਰੀ ਚੁਹਾਣੀ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਨੂੰ ਕਹੋ ਕਿ ਉਹ ਤੁਹਾਡੇ ਵਲੋਂ ਇਸ ਨੰਬਰ 'ਤੇ ਫ਼ੋਨ ਕਰੇ - 01895 250111

Somali

Haddii aad jeclaan tahayd wararka ku saabsan adeegyada Hillingdon Council in aad ku heshid Luqaddaada, fadlan waydiiso qof ku hadlo luqada af ingiriiska in u ku diro Telefoonkan 01895 250111.

Tamil

உங்கள் சொந்த மொழியில் ஹிலிங்டன் உள்ளூராட்சி மன்றத்தின் சேவைகளைப் பற்றி நீங்கள் அறிய வேண்டுமானால் தயவுசெய்து உங்களுக்காக ஒரு ஆங்கிலம் பேசுபவரை 01895 250111 தொலைபேசியில் அழைக்கச் செய்யவும்.

Urdu

اگر آپ ہیلڈن کونسل کی خدمات کے بارے میں اپنی زبان میں معلومات چاہتے ہیں تو براہ کرم انگریزی بولنے والے کسی فرد سے گزارش کیجئے کہ وہ آپ کی طرف سے 01895 250111 پر ہیلڈن کریں۔

This information is also available in large print, Braille and on audio tape.

Contents

1	Foreword	2
2	Introduction	3
3	Legislation and Guidance	4
4	Policy	5
5	Residential Development	8
6	Lifetime Home Standards	9
7	Key features of a Lifetime Home	11
8	Wheelchair Home Standards	20
9	Key Features of a Wheelchair Standard Home	21
10	Minimum Floorspace Standards	29
11	Sheltered housing / Residential developments for over 65's	32
12	Public, Commercial and Employment Development	33
13	Specific Building Types	64
14	Access Statements	70
15	National Planning Policy Statements and Guidance	73
■	Appendices	
16	Best Practice Sources and References	76
17	Glossary	77

1 Foreword

Hillingdon Council recognises that Planning and Building Control are central to our goal to create buildings, spaces and places that allow everyone to use facilities and services on a level playing field, regardless of personal circumstance: pregnancy, injury, period of ill health, disability, moving around with children or simply as people get older.

‘Accessible Hillingdon’ builds on the policy and legislation now in place, and aims to assist professionals involved in shaping the built environment to identify design solutions that support the everyday needs and lifestyles of our diverse community.

As we work towards creating a borough that is welcoming to everyone, Hillingdon Council is committed to ensure that accessibility is not a mere gesture, but an absolute requirement of designers and developers to ensure that good design is embedded into the infrastructure of the community. With this in mind, the Council will only encourage development where access and high-quality design is interwoven and based on standards compatible with 21st Century living.

We look forward to early engagement and continued teamwork with all professionals involved in the development process who embrace the principle and spirit of inclusive design.



Councillor Keith E Burrows,
Portfolio Holder, Planning & Transportation.

2 Introduction

A truly inclusive environment materialises only when the finer points of access and inclusion have been part and parcel of the initial design brief and continuously re-evaluated throughout the detailed design stage of a development. Development applications where access for disabled people is an obvious 'bolt-on', or where it has otherwise been poorly considered, will invariably slow the planning process and may result in planning refusal on those grounds alone.

'Accessible Hillingdon' echoes various Codes of Practice pertinent to the design of inclusive environments, and in many instances goes beyond minimum Building Regulation requirements. It offers practical and technical best practice guidance to enable planning applicants, developers, architects, urban designers, and other professionals to adopt a tangible approach to Inclusive Design.

Accessible Hillingdon is supplementary to Hillingdon UDP (Unitary Development Plan) Saved Policies R16 and AM13, London Policies 3A.5, 4B.1 and 4B.5, and the emerging LDF (Local Development Framework), and is a material consideration in determining the outcome of planning applications.

3 Legislation and Guidance

Part M to the Building Regulations

Building Regulations Approved Document M (2004 edition) sets minimum standards to enable people to access and use buildings with ease. The regulations cover public buildings and new dwellings.

BS 8300: 2009 – Code of Practice

BS 8300: 2009 provides best practice guidance on the design of buildings and their approaches to meet the needs of disabled people. The document covers domestic and non-domestic buildings and goes beyond the minimum requirements of the Building Regulations.

The Disability Discrimination Act 1995 (amended 2005)

The DDA gives disabled people particular rights in the areas of education, employment, access to goods, facilities and services and buying or renting land or property. The Act makes it unlawful for employers and service providers to treat people less favourably on the grounds of their disability. The duty may require the removal or modification of a building or service, to allow access by disabled people.

Special Educational Needs and Disability Act 2001

SENDA 2001 (amended Part 4 of the DDA) legally entitles disabled pupils and prospective pupils to learn in an environment which is barrier free and where discriminatory practices have been eliminated. The Act places a duty on Local Education Authorities and schools to systematically plan and implement access improvements to school buildings and other educational facilities. Colleges and universities are obligated to provide accessible services and auxiliary aids and may be required to make physical alterations to a building.

The Planning and Compulsory Purchase Act 2004

The Act modified procedures in development planning and control to include a number of provisions relating to Access Statements.]

British Standard 9999: 2008

BS 9999: 2008 builds on legislation to provide an advanced approach to fire safety in the design, management and use of buildings, with particular reference to means of escape for disabled people. *(BS 9999 supersedes DD 9999, and the entire BS 5588 series (with the exception of BS 5588-1), from 6 April 2009.)*

4 Policy

Local Policies

Policy R 16

The local planning authority will only permit proposals for shops, business use, services, community and other facilities open to the public if they include adequate provision for accessibility, in particular those of elderly people, people with disabilities, women and children.

Where appropriate to the scale and nature of the development proposed, new development should include:

- i. Safe and convenient access by public and private transport and on foot;
- ii. Safe and convenient means of physical access to all floors;
- iii. Facilities for child and baby care; accessible for male and female carers, and
- iv. Toilets accessible to people with disabilities and have regards to the measures set out in policies AM13 (i) - (iv) and R17.

Policy AM 13

The local planning authority will seek to ensure that proposals for development increase ease and spontaneity of movement for elderly people, the frail and people with disabilities by including where appropriate:

- i. improved dial-a-ride and mobility bus services together with suitable means for people with disabilities and people dependent on wheelchairs for mobility to use public transport;
- ii. shopmobility schemes;
- iii. adequate and convenient parking spaces for people with disabilities, especially around shopping areas and entertainment and recreation facilities;
- iv. measures to incorporate the needs of people with disabilities into road, footway, parking and pedestrianisation schemes; including benches, public lavatories, footpath surfaces, dropped kerbs and textured crossings, with proper regard to the siting and visibility of street furniture.

London Plan Policies

Policy 3A. 5

Housing choice

Boroughs should take steps to identify the full range of housing needs within their area. DPD policies should seek to ensure that:

- i. new developments offer a range of housing choices, in terms of the mix of housing sizes and types, taking account of the housing requirements of different groups;
- ii. all new housing is built to 'Lifetime Homes' standards;
- iii. ten per cent of new housing is designed to be wheelchair accessible, or easily adaptable for residents who are wheelchair users.

In undertaking an assessment of housing needs, a borough should consult fully and ensure that the assessment includes the full range of different communities within the borough, such as black and minority ethnic communities, disabled people, older people and households with specialist or different requirements, and that such communities are consulted on how policy is derived from the needs assessment.

Policy 4B. 1

Design principles for a compact city

The Mayor will, and boroughs should, seek to ensure that developments should:

- i. maximise the potential of sites;
- ii. promote high quality inclusive design and create or enhance the public realm;
- iii. contribute to adaptation to, and mitigation of, the effects of climate change;
- iv. respect local context, history, built heritage, character and communities;
- v. provide for or enhance a mix of uses;
- vi. be accessible, usable and permeable for all users;
- vii. be sustainable, durable and adaptable in terms of design, construction and use (see Chapter 4A);
- viii. address security issues and provide safe, secure and sustainable environments (Policy 4B.6);
- ix. be practical and legible;
- x. be attractive to look at and, where appropriate, inspire, excite and delight;
- xi. respect the natural environment and biodiversity, and enhance green networks and the Blue Ribbon Network;
- xii. address health inequalities (Policy 3A.23).

Policy 4B. 5

Creating an inclusive environment

The Mayor will require all future development to meet the highest standards of accessibility and inclusion. DPD policies should integrate and adopt the principles of inclusive design so that developments:

- can be used safely, easily and with dignity by all regardless of disability, age, gender, ethnicity or financial circumstances;
- are convenient and welcoming with no disabling barriers, so everyone can use them independently without undue effort, separation or special treatment;
- are flexible and responsive taking account of what different people say they need and want, so people can use them in different ways
- are realistic, offering more than one solution to help balance everyone's needs, recognising that one solution may not work for all.

The principles of inclusive design should be used in assessing planning applications and in drawing up masterplans and area planning frameworks. Design and access statements should be submitted with development proposals explaining how the principles of inclusive design, including the specific needs of disabled people, have been integrated into the proposed development and how inclusion will be maintained and managed.

The principles of inclusive design and the requirements of Policy 3A.17 should be adopted by all responsible for changing or managing the built environment.

Regional Planning Policy

The London Plan (Consolidated with alterations since 2004), GLA (February 2008)

A key objective of the London Plan is to build a London that achieves the highest standards of safe, easy and inclusive access for all people, regardless of disability, age or gender. The plan includes requirements for all new housing to be accessible.

Accessible London: Achieving an Inclusive Environment, GLA (April 2004)

The supplementary planning guidance set out in Accessible London provides detailed information on the London Plan policies.

5 Residential Development

Hillingdon Council has adopted Lifetime and Wheelchair Home Standards in line with London Plan Policy 3A.5 to provide homes that are accessible and flexible in their appeal and application.

Lifetime Home Standards and also wheelchair accessible housing is a planning requirement. Full details of a proposed development, including the external design features, should be submitted with a planning application. Floor plans should include turning circles in context to a typical furniture layout, to demonstrate sufficient manoeuvring space exists for wheelchair users.

All new residential development must:

- adhere to the GLA minimum floorspace standards
- be designed to Lifetime Home Standards;
- in developments comprising 10 or more dwellings, have 10% designed to Wheelchair Home Standards.

These standards are applied to all types of dwelling, in both the private and affordable housing sectors. They also apply to:

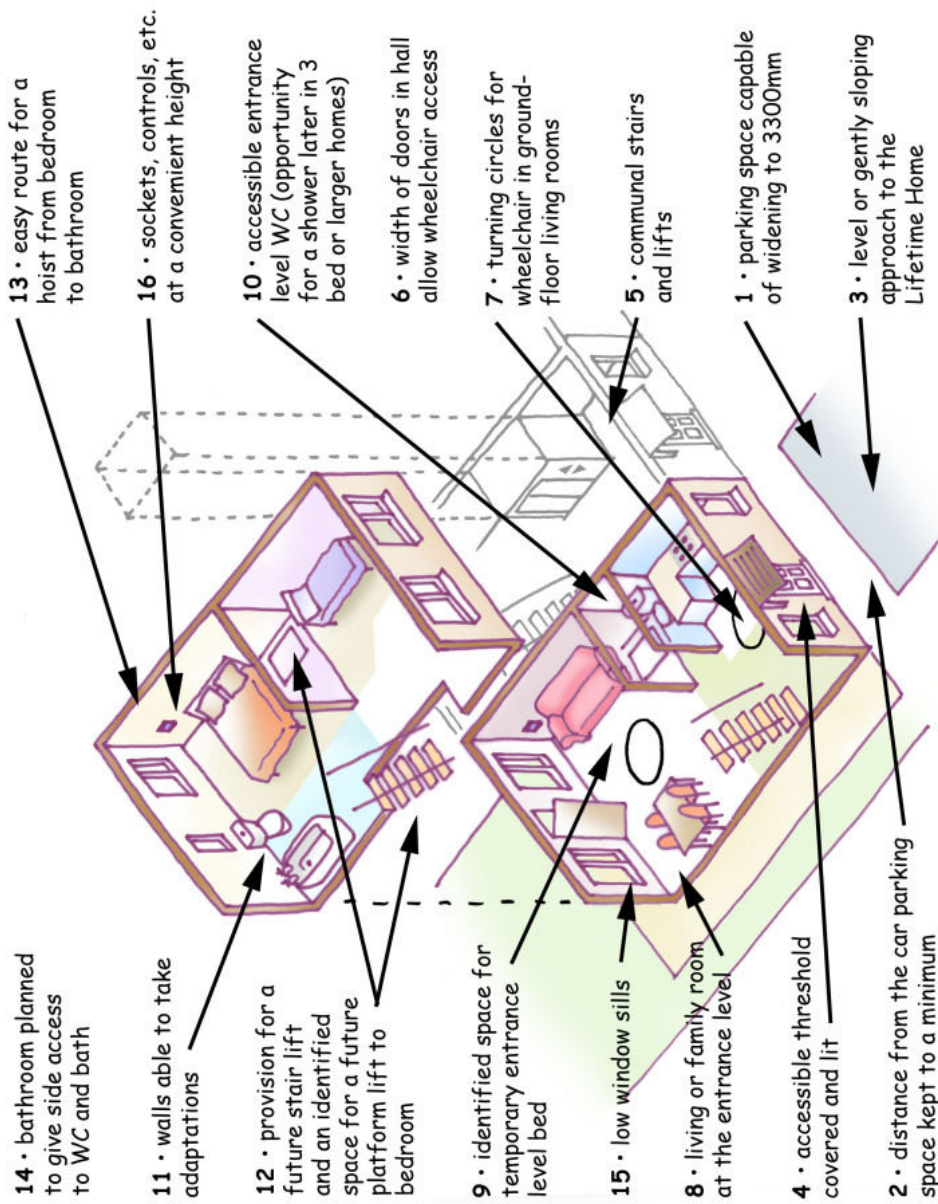
- conversions, e.g. a house into flats;
- change of use applications;
- the residential element of a Live Work scheme.

It may not be feasible to incorporate the standards into some existing buildings, in which case the reason(s) should be justified within the accompanying Access Statement (see page 70).

N.B. Hillingdon Council will not look favourably upon proposed housing developments that fall below the following standards.

6 Lifetime Home Standards

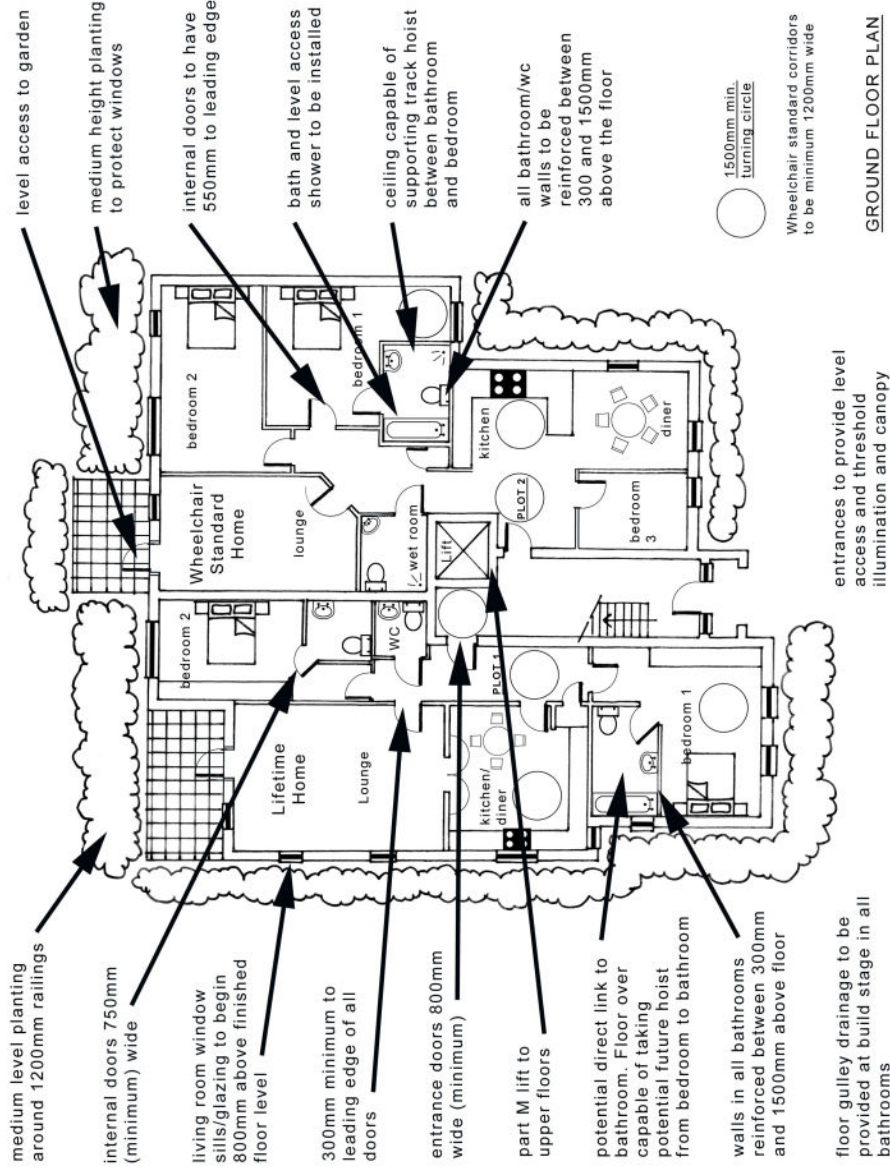
A Lifetime Home is defined by 16 criteria that make residential accommodation more convenient, flexible and adaptable. Lifetime Homes are designed to be able to cope with families' changing needs. Built in features such as wide doors, level access and removable concealed wall panels become invaluable as people get older and perhaps less mobile. The design can also allow many disabled people to occupy a Lifetime Home with minor or no alteration; however, they will only suit the needs of some wheelchair users.



16 Lifetime Home Standards

The Council will require Lifetime Home Standards to be shown on plan at the follow stages:

Lifetime Home Standards	Outline Planning	Full Planning
(1) Car parking capable of enlargement	●	●
(2) Easy access from car parking		●
(3) Gentle approach gradient		●
(4) Level entrance		●
(5) Communal stairs & lifts	●	●
(6) Accessible doorways & hallways		●
(7) Wheelchair turning circles		●
(8) Entrance level living room	●	●
(9) Entrance level bedspace		●
(10) Entrance level WC & shower drainage	●	●
(11) Reinforced bathroom & WC walls		●
(12) Stairlift / through-floor lift		●
(13) Tracking hoist route	●	●
(14) Suitable bathroom layout	●	●
(15) Lounge glazing 800mm above floor		●
(16) Controls, fixtures & fittings		



Layout example - accessible flats

GROUND FLOOR PLAN

Approach to the Home

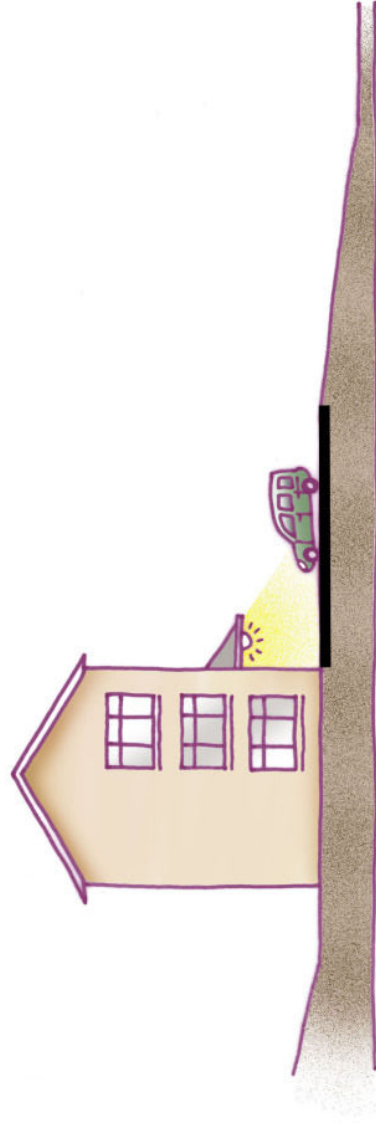
In most circumstances the route to the home must be:

- level or gently sloping (**Lifetime Home Standard 3**);
- no steeper than 1:20;
- no less than 1200 mm wide, where a path or pavement leads to a communal entrance.

Where the topography or other site constraints prevent a level or gentle sloped approach, an access ramp to the home will be required (designed to Part M Standards). This measure should be employed only as a last resort and fully justified as part of an accompanying Access Statement (see page 70).

In addition, a Lifetime Home should:

- feature a setting down point close to a main entrance when it is within a block of flats;
- provide a path or pavement leading to a communal entrance that is firm, level, smooth, but slip resistant, and preferably 1800 mm wide. Dropped kerbs to be provided as necessary;
- have a path or pavement that contrasts in colour and/or tone with an adjacent surface, e.g. grass verge;
- ensure access routes are well lit and provide even luminance (minimum 10 lux) across a path surface.



Car parking close to and with level or gently sloping approach to main entrance. Main entrance covered and lit.

7 Key features of a Lifetime Home

Entrance

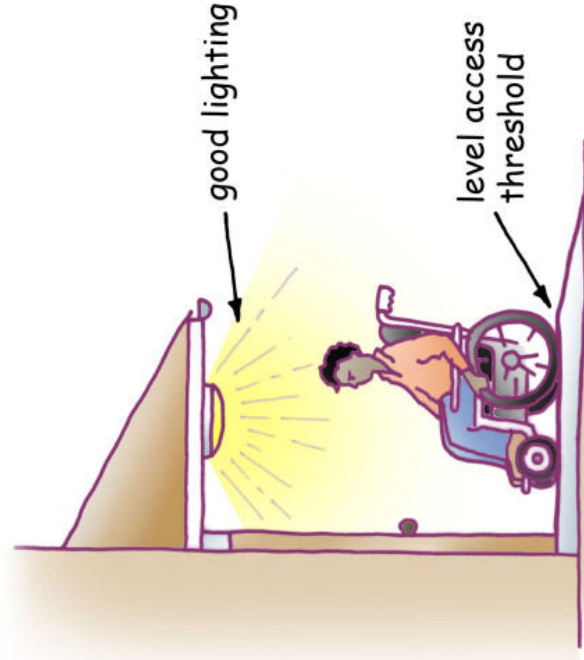
All entrances to a Lifetime Home must (**Lifetime Home Standard 4**):

- provide a clear opening width of no less than 800 mm;
- be well lit with diffused lighting between 100 and 200 lux;
- have a level access threshold (15mm maximum upstand);
- feature a carefully designed threshold and damp proof specification to eliminate ingress of rainwater and moisture;
- have a recessed matwell where a communal entrance mat is provided;
- ensure a covered main entrance, including a communal entrance to a block of flats.

Page 119

All Lifetime Home should also provide:

- a 1000 mm wide communal entrance door, with a 200 mm nib on the external latch side (in addition to the 300 mm nib required on the inside);
- additional illumination for locks and access control points;
- level landings of 1500 x 1500 mm outside communal entrance doors;
- outside an individual dwelling, a level landing of 1200 x 1200 mm;
- door entry systems (where provided) at a height of 1000 - 1200 mm from the finished ground surface, and 200 mm from the latch side of the door frame.



Communal Areas

Lifetime Home blocks of flats must (**Lifetime Home Standard 5**):

- have entrance doors, lifts and stairs on or visible from the front elevation;
- feature corridor widths of at least 1500 mm;
- be accessible by passenger lift (1100 mm x 1400 mm and fitted in accordance with Part M to the Building Regulations) in blocks containing up to 15 flats;
- be served by two Part M compliance passenger lifts in blocks containing more than 15 flats;
- communal stairs designed in accordance with Part M;
- incorporate facilities that enable wheelchair users to evacuate independently. Facilities should typically include refuge areas with communication points and at least one lift that can be used during a fire.

In blocks containing five flats or less, the Local Planning Authority will invoke its discretion not to require a Part M compliant lift. To enable future wheelchair access to a Lifetime Home on an upper storey in such situations, the design of communal areas should allow for an enclosed platform lift to be installed at a later date.

Communal areas in addition should provide:

- 1000 mm wide communal hallway doors;
- a 200 mm nib on the push side of all internal communal doors.

7 Key features of a Lifetime Home

Horizontal Circulation and Space Within a Lifetime Home

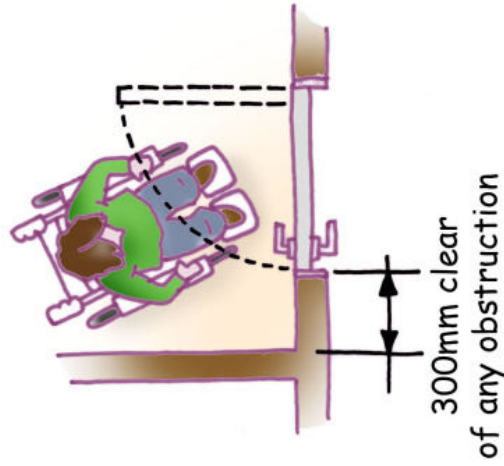
The width of doors, halls and landings should comply with the table below (**Lifetime Home Standard 6**):

Doorway Clear Width (Minimum)	Doorway Approach	Corridor Width (Minimum)
750 mm	Head-on	900 mm
750 mm	Not Head-on	1200 mm
775 mm	Not Head-on	1050 mm
900 mm	Not Head-on	900 mm

Page 121

In addition, a Lifetime Home must ensure that:

- the front door achieves a clear width no less than 800 mm;
- external and internal doors require an opening force no more than 30 Newtons from 0° (the door in the closed position) to 30° open, and not more than 22.5 Newtons from 30° to 60° open;
- doors have a 300 mm nib to the side of the leading edge (latch side of a door);
- a 1500 mm diameter wheelchair turning circle (or 1400 mm by 1700 mm ellipse) is provided in living and dining rooms (**Lifetime Home Standard 7**);

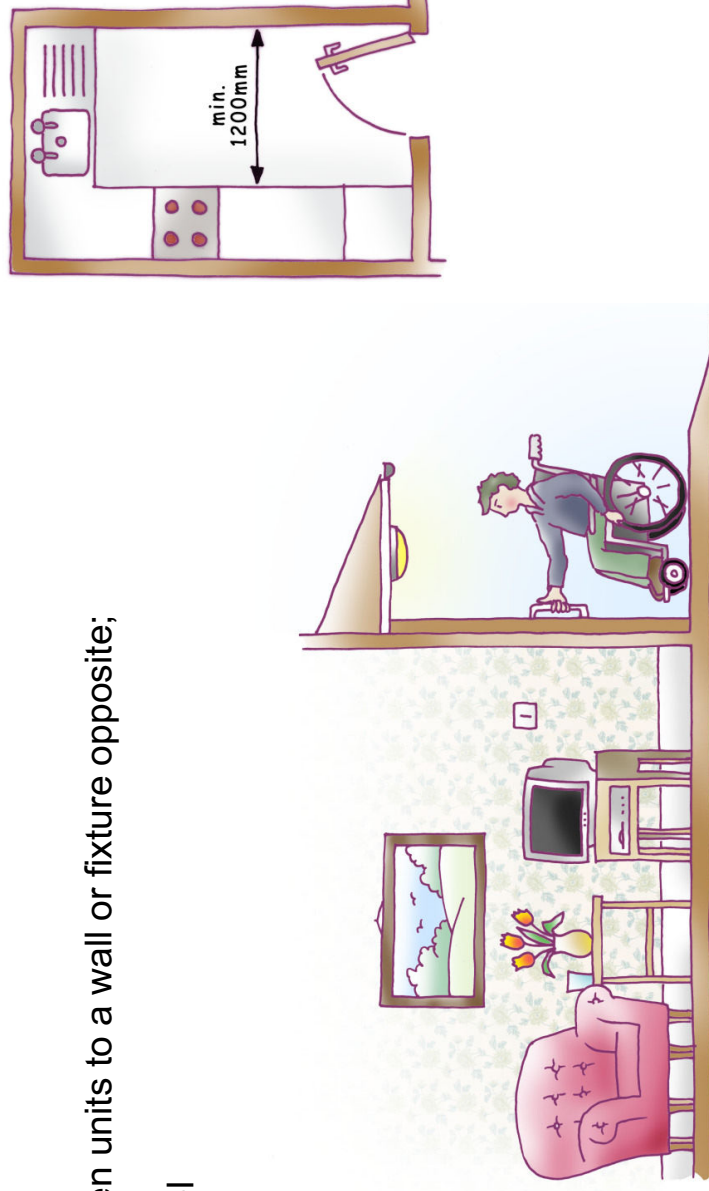


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- a minimum of 1200 mm width from kitchen units to a wall or fixture opposite;
- a living room is provided at entrance level (**Lifetime Home Standard 8**);
- there is convenient space on the ground floor that could be used as temporary bed space (**Lifetime Home Standard 9**);

Lifetime Homes should also provide:

- a 1500 mm turning circle in the kitchen or 1700 x 1400 mm ellipse that may encroach on any clear space below worktops.



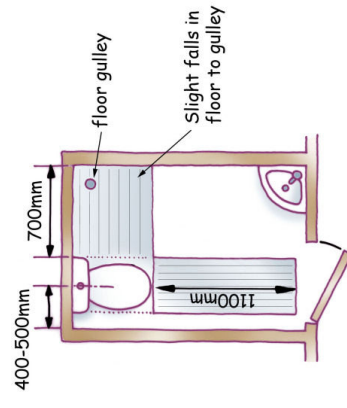
WC & Bathroom Layout & Facilities

Lifetime Homes must:

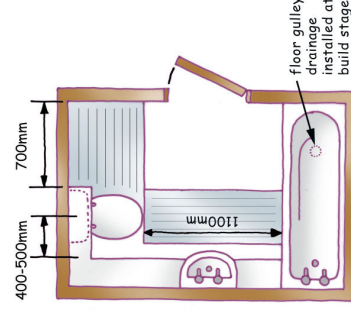
- feature an entrance level WC with floor gully drainage for future shower installation. In dwellings on more than one floor, 700 mm to one side and 1100 mm of clear space in front of the toilet pan is required (**Lifetime Home Standard 10**);
 - ensure that walls in bathrooms and WCs are sufficiently reinforced, within 300 mm and 1500 mm from the floor, to allow secure fitment of adaptations that are subjected to significant load, e.g. grab handles (**Lifetime Home Standard 11**);
- the design provides a reasonable route for a ceiling-track hoist between a main bedroom and bathroom. A bedroom en suite to a bathroom, or accessible via a removable floor-to-ceiling wall panel, will be expected in larger lifetime homes (**Lifetime Home Standard 13**);

- provide, in all bathrooms, a toilet pan with 700 mm to one side and 1100 mm between the front rim, and a basin, wall or door opposite (**Lifetime Home Standard 14**);

- provide a 1500 mm turning circle if the bath is removed and replaced with a level-access shower that utilises the pre-installed floor gully.



Entrance Level WC - Lifetime Home Standards

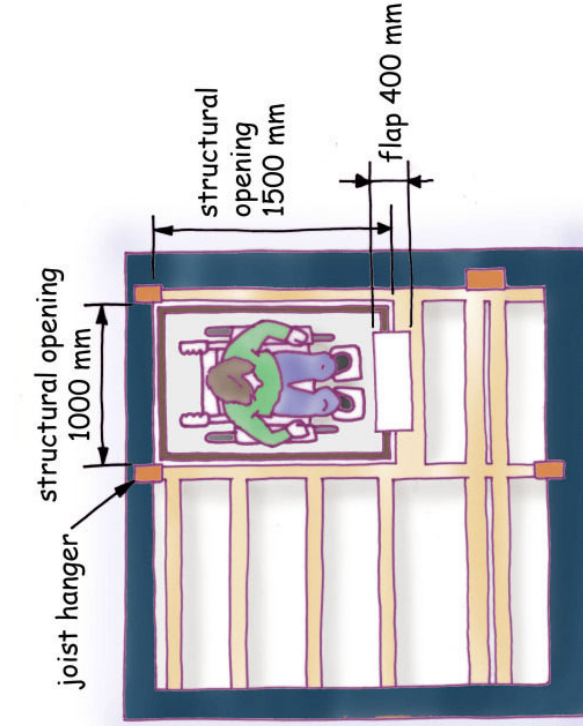


Lifetime Home Bathroom Layout Example

Vertical Circulation Within a Lifetime Home

A Lifetime Home with more than one storey must feature **(Lifetime Home Standard 12):**

- stairs with a minimum 900 mm width, clear of rails and balustrade, to accommodate a future stairlift. An area of 900 mm x 400 mm should be provided at the top and bottom of a staircase;



- a viable position for a future through-floor wheelchair lift that is identified, shown and technically specified on plan. (Ceiling joists should be trimmed to provide a 1500 mm x 1000 mm opening, positioned to enable firm mounting of a lift-car and vertical travel rails to a solid wall.)

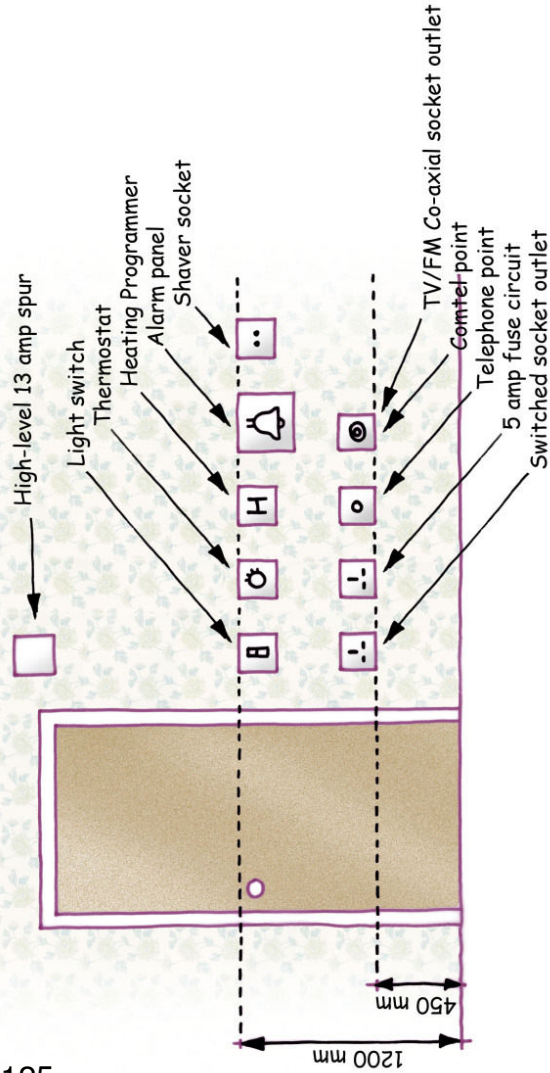
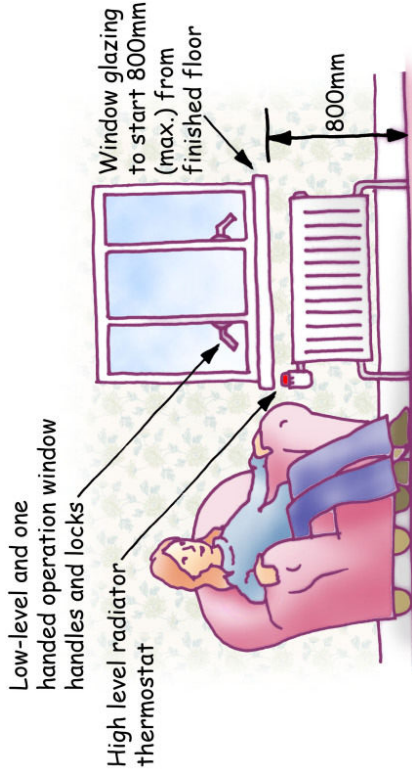
N.B. Where a new staircase is proposed in conversions (e.g. a house into flats), a flight designed in accordance with Part M to the Building Regulations will be required.

7 Key features of a Lifetime Home

Fixtures and Fittings

Lifetime Homes should ensure that:

- living room window glazing begins at a maximum height of 800 mm from the finished floor level (**Lifetime Home Standard 15**);
- window handles and locks are easy to use and operable using one hand;

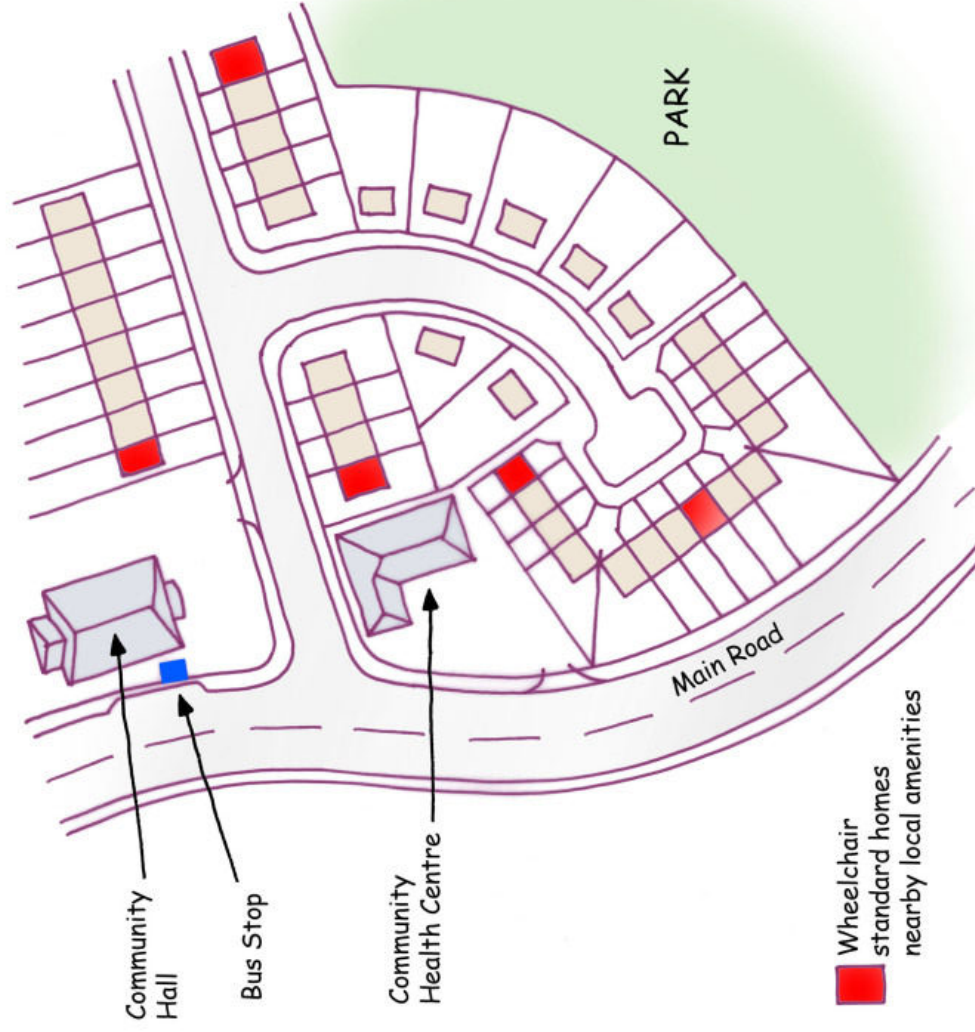


- switches, sockets, ventilation & service controls are sited between 450 mm & 1200 mm from the finished floor level (**Lifetime Home Standard 16**);
- electrical sockets are switched at outer end;
- a high-level fused spur is provided above all doors leading outside, to enable future installation of electric door openers.

8 Wheelchair Home Standards

A wheelchair accessible home exceeds Lifetime Homes Standards. A home designed for wheelchair users need not be oversized, but its design should permit unhindered mobility, including appropriate through-floor lift access in dwellings on more than one level. Wheelchair Home Standard dwellings are required for sale on the open market, as well as through affordable housing schemes.

To promote social inclusion and avoid the possibility of creating 'disability ghettos' or targeted hate crime, Wheelchair Home Standard dwellings should be evenly distributed (including within blocks of flats) throughout a development.



9 Key Features of a Wheelchair Standard Home

9 Key Features of a Wheelchair Standard Home

1. A covered car parking space.
2. Level hard standing with a minimum drainage fall to allow safe transfer between car and wheelchair.
3. A car park location that allows natural surveillance.
4. Car parking (where a car port cannot be provided within the curtilage) no more than 40m away.
5. Hard surfaced external paths which are non-slip, easy to maintain, hard wearing and adequately drained.
6. Good external lighting on pathways and in parking areas adequate wheelchair accessible refuse disposal areas easy to maintain garden areas screened washing drying areas (where residents do not have access to individual gardens).
7. A rear patio area, leading from a secondary garden carefully designed damp proof specification and level entrance to prevent ingress of moisture and rainwater.
8. A well ventilated storage space (1200mm x 1200mm x 700mm) for outdoor mobility vehicles with an unobstructed transfer area.
9. Hallways to be a minimum width of 1200mm.
10. Internal doors to open more than 90 degrees.
11. The leading edge of internal doors to be 550mm (minimum 300mm) from an adjacent wall.
12. A bathroom (2400mm x 2400mm) provided en-suite to a main bedroom.
13. The kitchen to have a minimum clear space (1500mm x 1500mm) between walls and/or fixed units.
14. A kitchen designed to allow safe and convenient use by wheelchair users, with worktops that are electronically or manually height adjustable.
15. A storage cupboard for disability related equipment.
16. A separate dining room or defined dining space, with adequate circulation routes.
17. Electrical sockets positioned 750mm above floor level and at least 600mm from a wall intersection (except where electrical safety standards specify otherwise).
18. A telephone point in the living room, main bedroom and second bedroom, with an adjacent plug point.

Parking

In addition to Lifetime Home requirements, parking provided for Wheelchair Home Standards units must:

- be located to allow natural surveillance to minimise risk of crime;
- provide a well designed and appropriate shelter to allow a disabled person to remain dry whilst transferring in and out of a vehicle;
- provide a 2400 x 4800 mm parking space with an adjacent 1200 mm side transfer area;
- ensure headroom of at least 2200 mm in basement or undercroft car parks;
- feature access control to any car park gates and barriers that can be operated without a disabled motorist needing to leave their vehicle;
- where parking is provided in open locations, feature a protection wall or fence adjacent to a Wheelchair Home Standard bay;
- be within 40 m of the home, where it is not feasible to provide parking within the curtilage, i.e. flatted developments;
- in car free developments, include as part of the Access Statement, a parking provision assessment for Wheelchair Home Standard units by the Council's Transportation Team .



9 Key Features of a Wheelchair Standard Home

Approach to the Home

In addition to Lifetime Home requirements, a wheelchair standard home must provide:

- a level or gentle slope (max 1:20 gradient) to all entrances, including wheelchair access to external facilities such as storage, parking, garden and washing areas;
- a slip resistant and smooth pathway leading to the dwelling(s), with a 1200 mm minimum width, and a maximum 1:50 crossfall;
- a well lit (covered if appropriate) area or route that is complimentary and integral to the site layout and aesthetics;

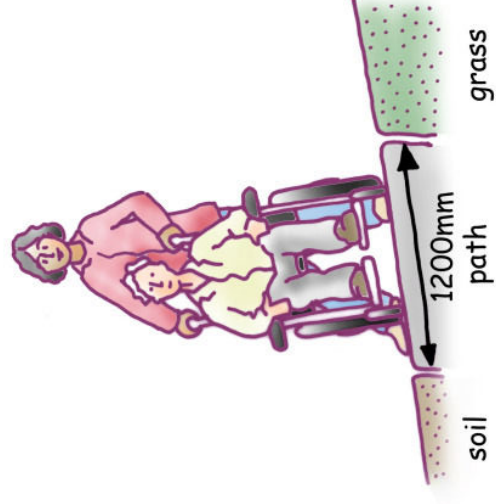
Page 129

- where featured, ensure a pathway gate provides a minimum clear opening width of 850 mm;

- outdoor storage 1200 x 1200 x 700 mm with an internal mains point for recharging a mobility pavement vehicle (can be provided within a Wheelchair Home Standard flat). In both cases, passive or mechanical ventilation must be ensured;

- a safe means of escape for wheelchair users from a rear door on to a patio and to a main path leading away from the home;

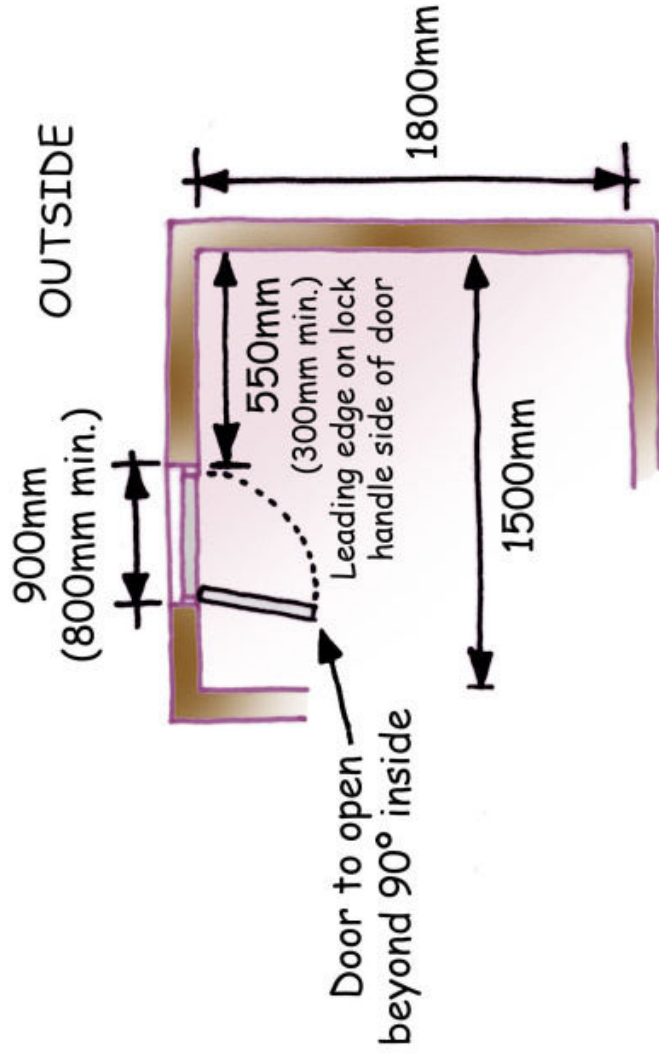
- consider more than one step-free access route into blocks of flats located above ground floor level.



Entrance

In addition to the entrance requirements for a Lifetime Home, Wheelchair Home Standards require:

- an entrance landing to be level, and min 1500 mm x 1500 mm;
- manual switches and passive infra-red sensors to control additional external lighting from within the home;
- from the internal face of the front door, an obstruction free lobby not less than 1500 mm wide and 1800 mm to any door or wall opposite;
- a safe means of escape for wheelchair users from a rear door on to a patio and to a main path leading away from the home;



9 Key Features of a Wheelchair Standard Home

Circulation

Vertical Travel

Integral to the design of a Wheelchair Home Standard dwelling on more than one storey, must be provision for a through-floor platform lift that travels between a hallway and an upstairs landing:

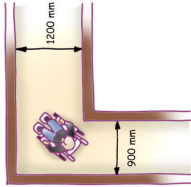
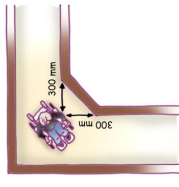
- **affordable houses:** lift to be fitted at build stage as required;
- **private houses:** to feature a concealed structural opening for future lift installation (the opening should be documented in the house buyer's pack, as well as marked on the floorboards).

Bedrooms

Wheelchair Home Standard bedrooms must:

- allow wheelchair access to both sides of a double bed;
- feature wardrobes (where fitted) designed and positioned to allow a wheelchair to reach easily from a side facing position;
- ensure at least one bedroom provides minimum dimensions of 4300 mm x 3600 mm;
- provide turning space 1800 mm x 1800 mm clear of bedroom furniture.

Hallways and Landings

Hallway width (before turn)	Turn	Corridor Width (after turn)
900m	Straight	900m
900m	90° (no splay)	 <p>1200 mm after a 90° turn</p>
900 mm	90° (splay 300 x 300 mm)	 <p>900 mm wide with 300 mm splay</p>

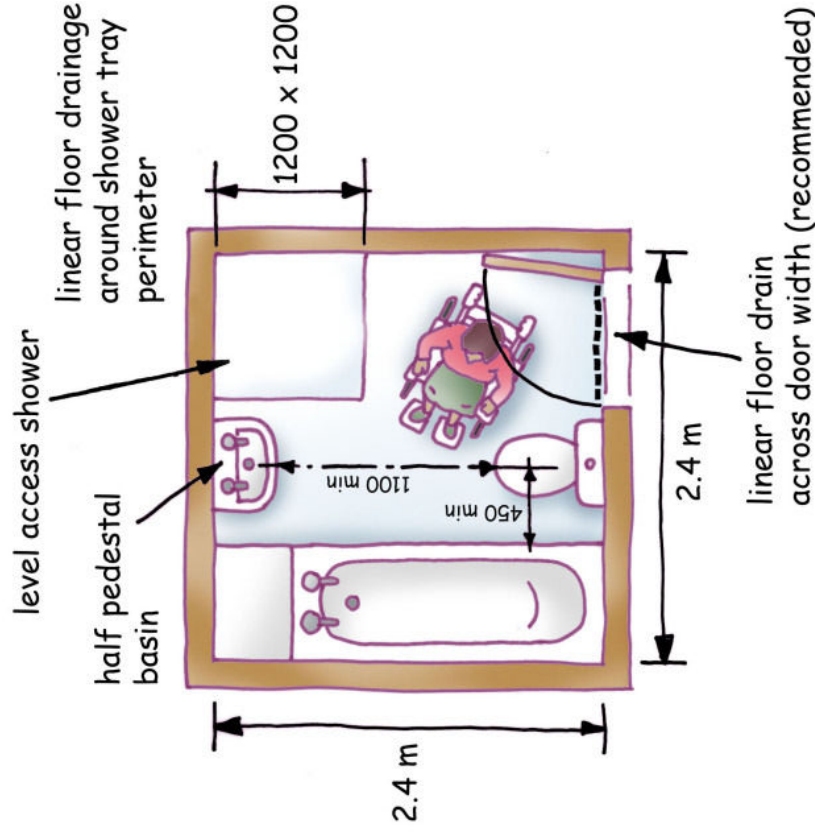
Over and above the requirements of a Lifetime Home, a wheelchair accessible dwelling must:

- ensure hallway widths adhere to the table opposite;
- feature internal doors with a minimum clear width of 850 mm, which open more than 90 degrees (to ensure door handles do not project into the opening);
- where a hallway is only 900 mm, ensure doorways leading from provide a clear opening width of 900mm (in accordance with Lifetime Home Standards);
- provide storage space (in addition to wheelchair recharging space) preferably off the hallway;
- ensure all rooms are on one level or accessible by a through-floor-lift;
- enable a wheelchair user to turn through 180 degrees in bedrooms and dining rooms with furniture in place, i.e. turning circle 1.5m or ellipse 1400 mm x 1700 mm;
- provide, in addition to turning circles, enough circulation space for a wheelchair user to manoeuvre around typical furniture items associated with a room;
- provide an appropriate kitchen layout to allow wheelchair users convenient and effective use. A minimum clear manoeuvring area of 1800 mm x 1500 mm should be provided. An L-shape or open-plan kitchen is preferred.

Wheelchair Home Standard Bathrooms

In addition to the specifications required for Lifetime Home bathrooms, Wheelchair Home Standards require:

- an en-suite bathroom facility next to a main bedroom (it is acceptable to provide a removable floor to ceiling wall panel for a potential en-suite in Wheelchair Home Standard units consisting of only one bathroom);
- a wheelchair accessible bathroom with minimum dimensions of 2400 mm x 2400 mm;
- facilities to allow a wheelchair user to use independently all bathroom fixtures and fittings. Bathrooms should feature an 1800 mm x 1800 mm turning circle clear of fixtures and fittings;
- provide either a wheel-in 'wet room' shower facility or a height adjustable bathtub that is compatible with ceiling-track and free-standing hoists.

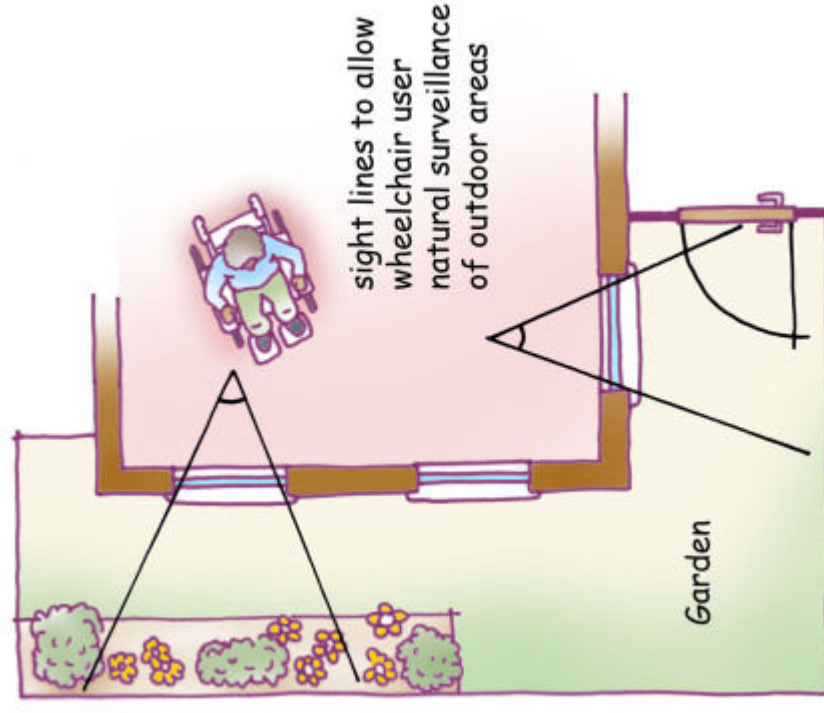


Example Layout

Fixtures and Fittings

In addition to Lifetime Home requirements, Wheelchair Home Standard dwellings must feature:

- easy to operate controls for mains water stopcock, gas and electricity consumer units. Isolating valves for sinks and washing machines should also be of a suitable design;
- glazing in dining and bedrooms should begin no higher than 800 mm above the floor level (avoid horizontal divisions between 800 mm and 1500 mm);
- window positions that allow for outward natural surveillance on all exposed sides of the dwelling;
- internal doors with lever-type handles at a height of 800 mm to 1000 mm;
- in bedrooms, TV aerials, telephone and power sockets and door entry system controls close to a likely bed position (consider multiple sockets to take account of various room layouts);
- plug points at a height of 750 mm from the finished floor level;
- central heating and hot water controls no higher than 1200 mm from the finished floor level;
- a high level 13 amp spur adjacent to all windows and internal doors to allow future installation of electric openers.



10 Minimum Floorspace Standards

10 Minimum Floorspace Standards

Gross Internal Floor Area (GIA) standards ensure adequate space is provided in residential dwellings to achieve a pleasant, healthy home. The following standards are based on the Greater London Authority draft 'London Housing Design Guide' and must be met as a minimum in new developments.

For dwellings designed for more than 6 people, allow approximately 10sq.m. per extra person.

NB: Further guidance on density, sunlight and daylight, privacy, amenity, playspace and public open space and other design criteria is provided in the Hillingdon Design and Accessibility Statement (HDAS): Residential Layouts Supplementary Planning Document.

In order to successfully incorporate the specifications of a wheelchair standard home, the Council will normally require such dwellings to exceed the following Minimum Floorspace Standards.

Dwelling type	Number of bedrooms/persons)	Essential GIA (m ²)
Flats	1b 2p	50
	2b 3p	61
	2b 4p	70
	3b 4p	74
	3b 5p	86
	3b 6p	100
2 storey house	4b 5p	95
	4b 6p	99
	2b 4p	83
	3b 4p	86
	3b 5p	96
	4b 5p	100
3 storey house	4b 6p	107
	3b 5p	102
	4b 5p	106
	4b 6p	113

Minimum floor space standards

Notes:

- Balconies are to be treated as external amenity space not as part of internal space calculations.
- Garages should not be included in the calculation of floorspace
- Affordable housing should be guided by the Housing Corporation's floor space standards, but should not fall below the Council's defined minimum floor space standards.
- Where new flats or rooms to new flats, including kitchens and bathrooms/ WC are proposed in the roofspace, only the internal floorspace where the headroom height is above 1.9 metres shall be counted as being usable for the purposes of satisfying the Council's internal floorspace standards.
- All floorspaces should be net internal calculations.
- Although the above standards are minimum requirements, applicants should seek to provide larger floor areas in developments, where possible.
- The recommended floor space standards should include the metres squared (m²) requirements for kitchens, living and dining rooms.

The following aggregate floor areas for living, kitchen and dining space will be applied to all residential development:

Floor Area for Combined Living / Dining (sq.m)

1 person / 2 person	23
3 person	25
4 person	27
5 person	29
6 person	31

Note:

- Cooking, eating and living areas exclude any utility area or space taken up on plan by staircases or hallways/ corridors connecting these areas
- Adequate space should be provided for wheelchair users to turn through 180 degrees with furniture in place.

Bathrooms:

The floor space for bathrooms is not included in the minimum Gross Internal Floor Area and will need to be provided in addition to the space standards (see page 17 and 27).

Storage cupboards:

Storage cupboard(s) of 0.8m² is to be provided for 1-2 persons. An additional 0.15m² should be provided per additional person.

10 Minimum Floorspace Standards

Bedrooms:

Aggregate bedroom areas to be no less than 8.4m² per single bedroom and 12.8m² per double/twin bedroom provided; and

Each bedroom to have a minimum internal floor area of 6.5m² for a 1 person bedroom, and 10m² for a 2 person bedroom.

Notes:

- i. In larger dwellings each bedroom does not have to be at least 8.4m² or 12.8m² floor area; the designer is free to distribute the total amount of space among the bedrooms as they see fit so long as the aggregate space equates to the minimum requirements stated and the individual rooms meet the minimum requirement of 6.5m² and 10m² noted above. Ensuite bathrooms or shower rooms do not count towards this minimum.
- ii. The floor space taken up by built in wardrobes in bedrooms counts towards the bedroom floor area
- iii. Adequate space should be provided for wheelchair users to turn through 180 degrees with furniture in place.

The minimum room dimensions (at the narrowest/ shortest point) are:

- living area: 3.2m
- double/ twin bedroom width: 2.6m
- bedroom length: 3m
- habitable rooms to be no longer than twice their width, or no wider than twice their depth (i.e. the ratio 2:1 not to be exceeded)

"Dirty" storage (internal to the dwelling or block, or external):

- for flats without private gardens: 1m²
- for houses bungalows and flats with private gardens for up to four people:2.5m²
- full houses, bungalows and flats with private gardens for five or more people:3.0m²

Internal play space:

Nothing for the first two occupants and then 2m² for each additional person.

Balconies:

A minimum of 5m² of private outdoor space should be provided for 1-2 person dwelling and an extra 1m² should be provided for each additional occupant;

Minimum sizes for private open space:	Unit type (persons)	Minimum (m2)
Flats/Houses	1p/2p	5
	3p	6
	4p	7
	5p	8
	6p	9
	7p	10
	8p	11

11 Sheltered housing / Residential developments for over 65's

New homes specifically for the above groups in both public and private sectors, must comply with Lifetime and Wheelchair Home Standard requirements, and must:

- Provide Part M compliant lifts to all upper floors, regardless of building size or number of units;
- bathrooms and WCs to be fitted with grab rails and external override door lock;
- an induction loop system installed in communal rooms and reception areas;
- A minimum of category 5 wiring (for easy installation of personal monitoring and alarm systems.)

The applicant should make every endeavour to obtain an Approved Design Award under Secure by Design. More details of this can be found at: www.securedbydesign.com.

Residential Care Homes

To be built in accordance with the Care Quality Commission, National Minimum Standards, and to have regard to the best practice guidance contained in this document. For all newly built homes and first time registrations, the location and layout of the home should be suitable for its stated purpose.

- paragraphs 3.41-3.52 of Part B of the Building Regulations (Fire Safety) as amended 2007 must be met.

12 Public, Commercial and Employment Development

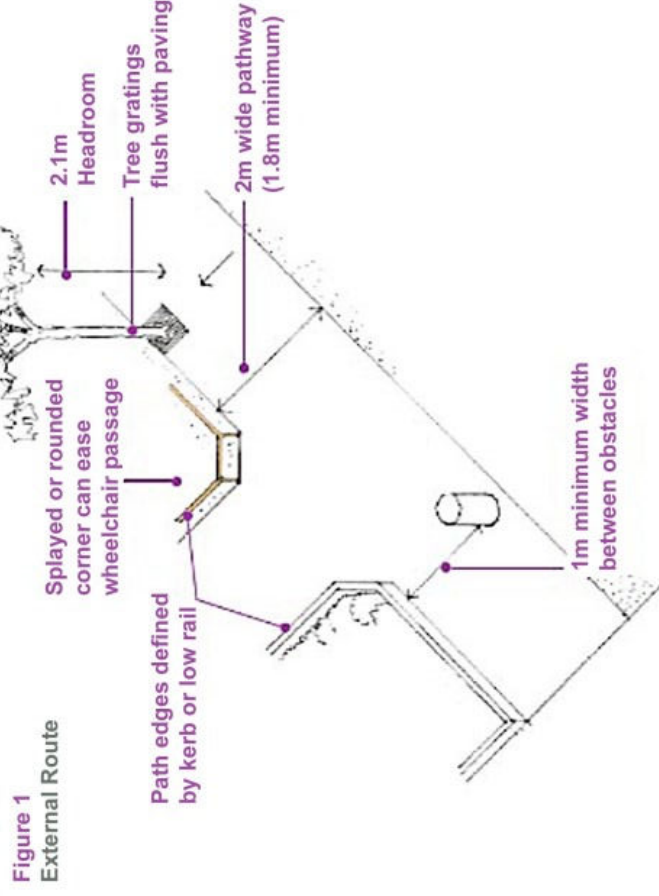


External Environment

Streetscape

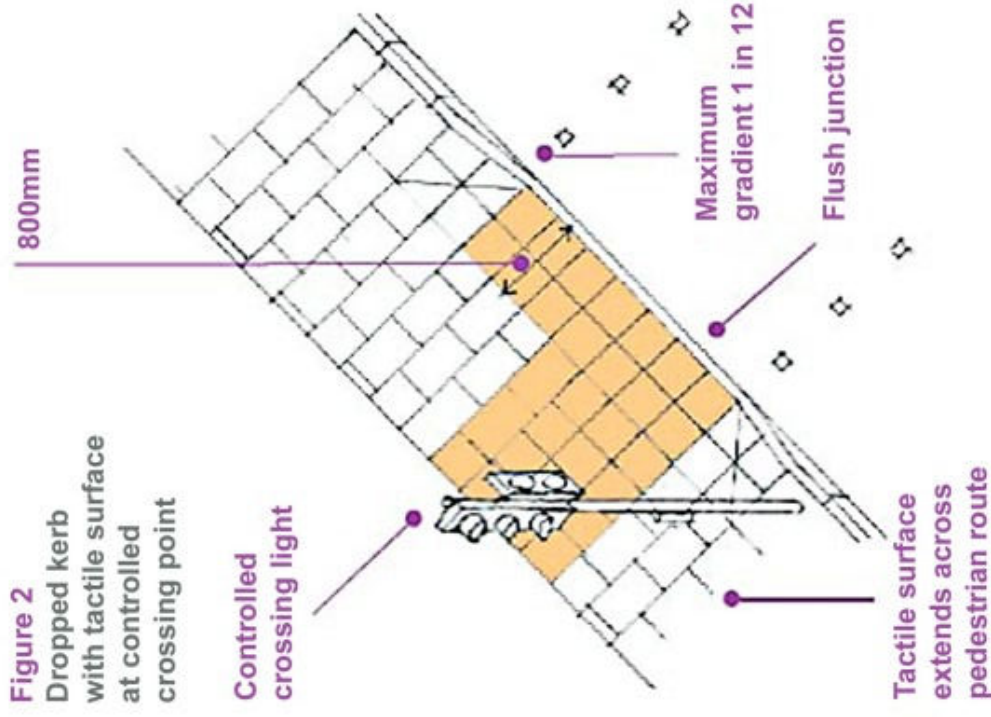
Pavements, footways and other pedestrian routes must:

- be at least 1800 mm wide, and preferably 2000 mm;
- in less busy areas, be at least 1500mm in width;
- provide a head height of at least 2100 mm from the pavement to any overhead protrusion;
- highlight potential hazards and edges using a kerb or guardrail, or by introducing a change in surface texture and/or colour or tonal contrast;
- be level, the gradient not exceeding 1 in 20, with cross-falls no greater than 1 in 50;
- have surfaces that are slip resistant, even, firm and durable;
- be direct, well lit, and clearly defined;



12 Public, Commercial and Employment Development

- Not feature drainage gratings or gully covers, unless unavoidable. (If essential, drainage gratings should be positioned as far as possible from the main pedestrian flow, set flush with the surrounding surface, with slots no more than 13mm wide and set at right angles to dominant line of travel);
- Ensure Gaps in paving do not exceed 10 mm;
- Have any street furniture positioned to maintain a 'clear corridor' and allow unimpeded pedestrian flow. Street furniture should be clearly distinguishable from its background;
- Not permit the display of freestanding advertising boards;
- Avoid the use of bollards. Where essential, bollards should be at least 1000 mm high, feature a contrasting band and not be chain-linked;



Pavements, footways and other pedestrian routes must also:



- feature dropped kerbs at junctions and designated crossing points with appropriate tactile paving. (All tactile paving must be used sparingly and follow the guidance given in Guidance on the use of Tactile Paving Surfaces, DETR 1998)
- ensure that dropped kerbs are flush with the carriageway, however, a 6mm max. level difference is acceptable using rounded bull nose, if engineering constraints prevent otherwise;



- where waiting is likely, provide seating with armrests and a seat height of 450-500 mm, with space for wheelchairs and pushchairs alongside;
- otherwise conform to the latest BS 8300.

Approach to a Buildings and Facilities

The location and orientation of a building within a site influences accessibility generally, but particularly the distances people need to travel. Careful design minimises access barriers associated with, for example, gradients, walking distances, as well as potential conflicts with cyclists and motorists.

As far as possible, access to a building must:

- be level from the site entrance and throughout;
- be clearly defined and well lit;
- where, due to site constraints, a change of level is unavoidable, ensure a gentle gradient no steeper than 1 in 60 across the whole site, or 1 in 20 with level landings for every 500 mm rise;
- ensure any necessary crossfall is no steeper than 1 in 50;
- only be via a ramp where an Access Statement demonstrates what technical or other constraints prevent an approach gradient of 1 in 20 or less. (Ramp design should follow guidance in this document).

N.B. Where site constraints prevent the installation of a ramp to an existing entrance, it is often possible to adjust the ground level to eliminate steps.



Ramps

Any necessary ramps should be accompanied by steps that serve a principal entrance.

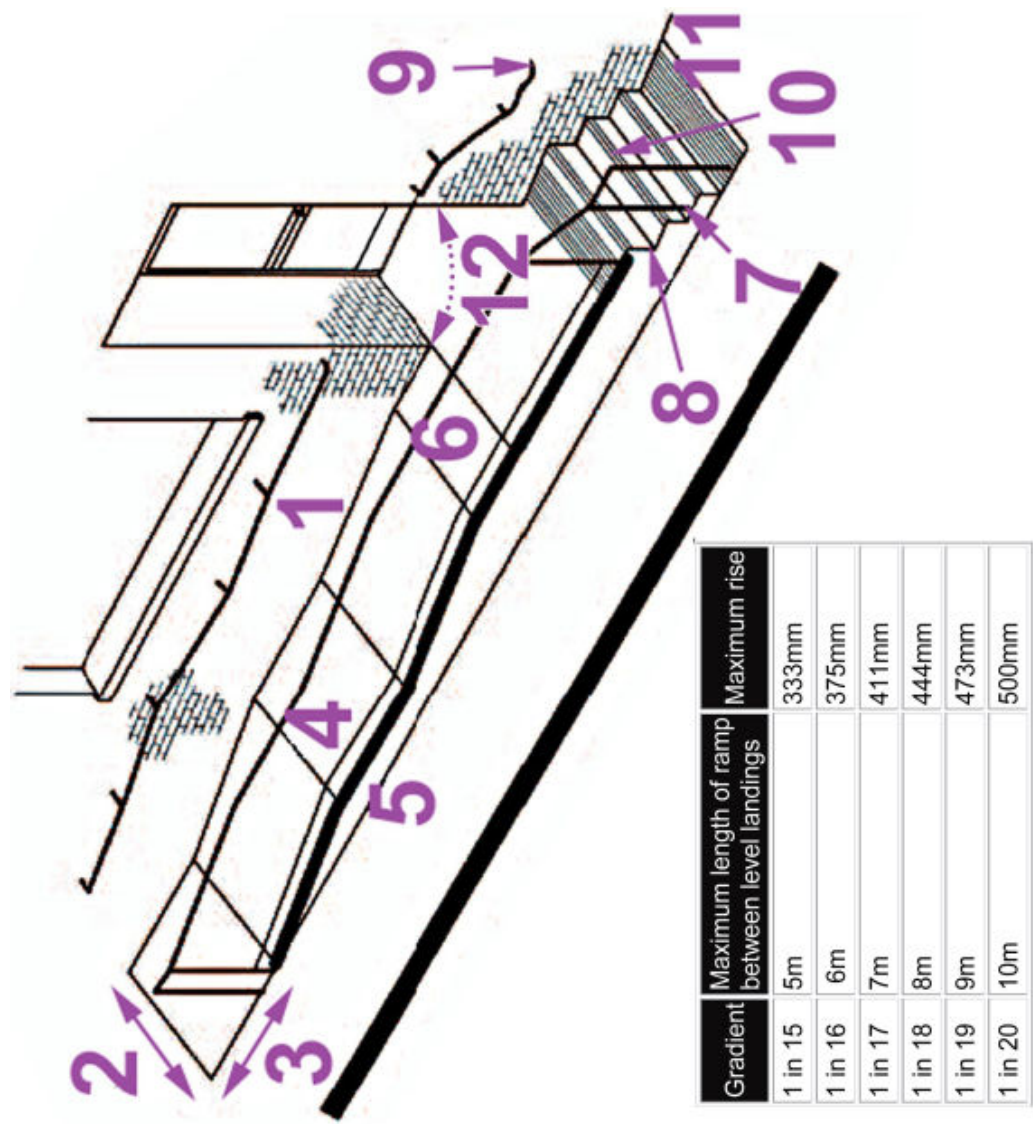
Ramps must:

- be substituted by an alternative means of access, such as a lift, if the total rise exceeds 2m. (Stepped ramps are not permissible);
- ensure ramp length, gradient, and specification adhere to the requirements overleaf;
- have the lowest practicable gradient, preferably not exceeding 1 in 15;
- have a minimum surface width of 1.5m;
- Feature a 100 mm minimum upstand on outer edge(s);
- provide landings at the foot and head of a ramp, at least the width of the ramp and 1.5m minimum length clear of any door swings or other obstruction;
- feature intermediate landings 1.5m long that are clear of any door swings or other obstruction, or potential obstruction;
- Provide a slip-resistant surface;
- provide additional artificial lighting at the top and bottom of flights: at least 200 lux (refer to BS 8300 for detailed guidance);
- NOT feature corduroy tactile warning at the top and bottom of flights.



12 Public, Commercial and Employment Development

1. Ramp gradient between landings 10m for 1:20, 5m for 1:15 and 2m for 1:12
2. Width of ramp surface minimum 1200mm
3. Top and bottom landing length 1200mm minimum
4. Intermediate landing length 1500mm minimum
5. Height of kerb to open side of ramp 100mm minimum
6. Nosing to each tread and riser to be contrasting in colour and luminance, 55mm wide
7. Step risers between 150mm - 170mm going between 250mm - 300mm with preference for 300mm
8. Open risers or tapering treads not recommended
9. Return handrail to wall or provide positive end. Handrail 900 - 1000mm above nosing line
10. Extend handrail horizontally beyond top and bottom step 300mm minimum and terminate in a way that reduces risk of clothing being caught
11. Corduroy tactile paving top and bottom or stairs
12. 1200mm space clear of door swing



Steps

Steps should:



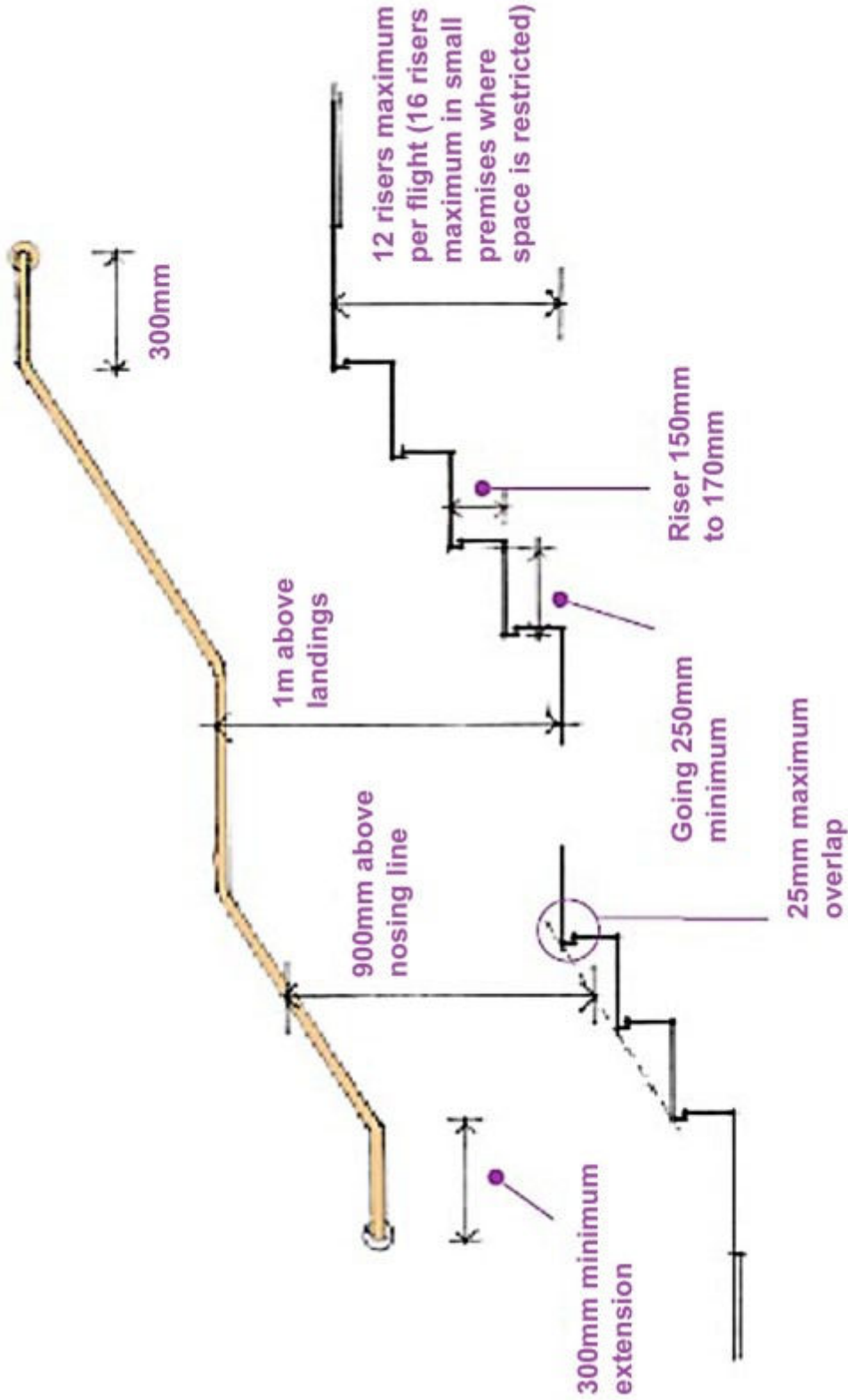
- be 1.2m wide;
- however short a flight, provide continuous handrails on both sides that extend 300mm beyond the top and bottom of a flight;
- ensure handrails are no more than 1800 mm apart; 40 mm - 45 mm in diameter, if circular, and 50 mm if oval; and not cold to the touch;
- ensure a handrail height between 900 mm and 1000 mm from the pitch line, and between 900 mm and 1100 mm from a landing;

- have handrails that end with a 90° turn to the ground or an adjacent wall;
- be slip resistant even when wet;
- be well lit (200 lux minimum);
- provide corduroy tactile warning surfaces at the top and bottom of flights;
- ensure risers measure the same throughout a flight or series of flights;
- provide a level landing at the top and bottom of each flight, not less than 1200 mm²;
- ensure no more than 12 risers between landings;
- incorporate tread nosings that are flush, 55 mm wide, made from a permanent material that contrasts in colour and luminance with the standing and facing surfaces of all risers;
- ensure tread nosings do not project more than 25 mm, where they cannot be avoided;
- otherwise comply with Part M to the Building Regulations, and, Guidance on the use of Tactile Paving Surfaces, DETR 1998.

N.B. Stainless steel handrails must be avoided. They often become too cold to maintain a grip, exacerbate symptoms of arthritis for example, are slippery, particularly when wet, and do not contrast well against glass and other indistinct backgrounds. Alternatives include wood and coated steel handrails.



12 Public, Commercial and Employment Development



N.B. Consideration should be given to a second lower handrail, at 600mm above the pitch line, for use by people of short stature.

Parking

For many older and disabled people, the car remains an essential and irreplaceable means of mobility.

When designing new developments, or making alterations to existing buildings, planning applicants must consider accessible parking for Blue Badge holders wherever parking spaces are proposed.

Planning applicants must therefore:

- demonstrate where and how many accessible parking spaces will be provided;
- identify within an Access Statement where Blue Badge holders might park and easily access the development, if no off-street parking is proposed;
- provide a setting down point close to the entrance for door-to-door transport vehicles, as appropriate (under cover seating should be considered at picking up points);

Minimum recommended number of bays for Blue Badge holders in off-street car parks	
Car park use	Car park size
Employees and visitors to business premises	Up to 200 bays
	Individual bays for each disabled employee, plus two bays or 5% of the total capacity; whichever is greater.
Shopping, recreation and leisure, e.g. hotels	Over 200 bays
	6 bays plus 2% of total capacity
	4 bays plus 4% of total capacity

(source: Traffic Advisory Leaflet 5/95, Department for Transport)

Accessible Parking Spaces for Blue Badge holders

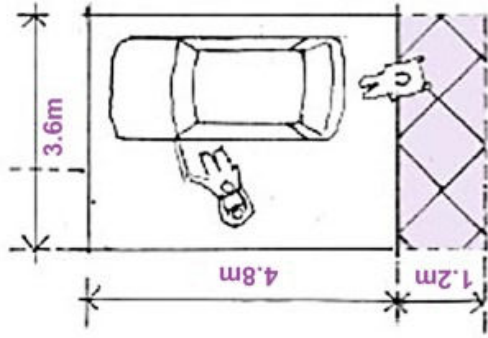
In all off-street non-residential car parks, spaces for Blue Badge holders should:

- be provided as close as possible, but within 50m of the facilities to which they serve;
- in multi-storey car parks, be on a level(s) or close to a wheelchair accessible lift to minimise the amount of walking to the facilities;
- be monitored for abuse and display penalty warning notices for non-Blue Badge;
- measure 2400 mm x 4800 mm, with a shared 1200 mm transfer zone;
- be clearly marked with the international wheelchair symbol on the ground and on a signpost at eye level, and otherwise designed and marked in accordance with BS 8300;
- be visible or signposted from the car park entrance;
- be located to allow access to a ticket machine with easy-to-use controls, slots and dispensers (further details are given in BS 8300);
- be close to level and clearly identifiable pedestrian routes.



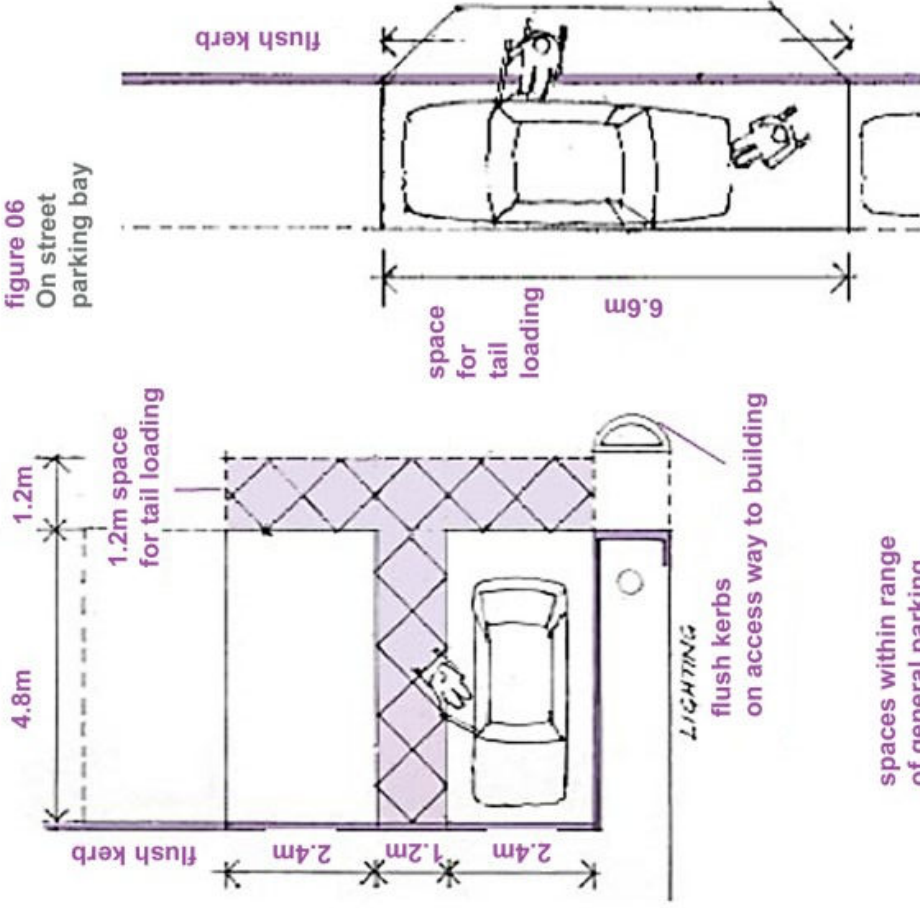
N.B. To make the route more manageable by disabled people, if accessible bay(s) cannot be near to facilities served by the car park, a covered pedestrian walkway, seating along route and good signage should be provided.

Figure 5
Accessible off street
parking bays



single off street space

Figure 6
On street
parking bay



spaces within range
of general parking

Building Features

Entrances

Entrances into new buildings should:

- be easy to identify without excessive signage;
- be integral to an approach route that is level at all entrances and exits,
- be unobstructed and well lit;
- ensure glazed entrances and screens are marked for safety and visibility at 900 mm and 1500 mm above the finished floor level. The manifestation size (dots, company logo's etc) should be 125 mm wide;
- provide a level threshold (maximum upstand 10 mm, chamfered or rounded);
- ensure the height of any door entry system is suitable for wheelchair users, and has a camera to facilitate access by people with hearing or speech impairments.



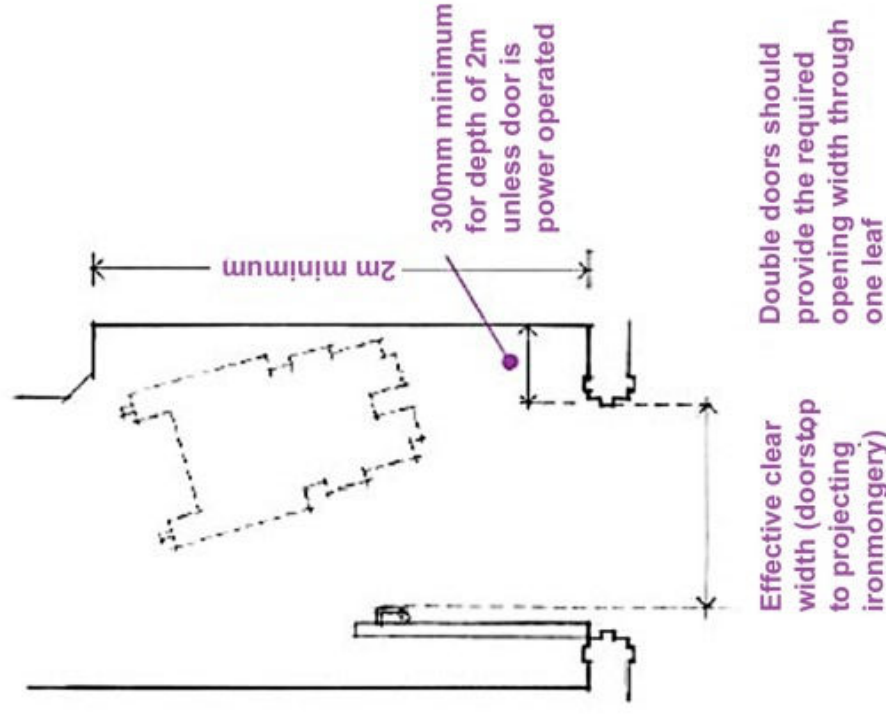
Entrance doors

Doors leading into and out of buildings should be easy to open by people with limited manual dexterity or strength, those with a pram or pushchair and wheelchair accessible. To ensure a good standard of access:

- automatic sliding doors should be used in preference to other types of opening. To minimise heat loss, two sets of automatic doors within a drum should be considered.
- if automatic swing doors are essential, the swing area should be protected by guarding to require a head-on approach and minimise the risk of personal injury;
- revolving doors are not considered accessible and their use should be avoided. If used, an adjacent pass door should be provided and kept unlocked during opening hours.
- manually operated doors should require an opening force no greater than 25 Newtons at the leading edge.
- door handles should be easy to grip and in contrasting colour to the door.
- swing doors should have an unobstructed space of at least 300 mm adjacent to the latch side of a door (leading edge).

NB: Stainless steel doors and handles provide poor contrast against glass and should be avoided.

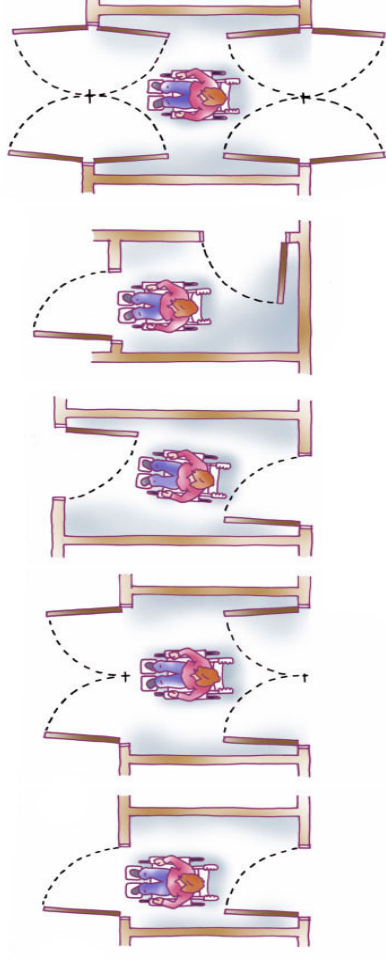
Figure 7
Effective clear width of door opening



Lobbies

Lobbies should be sized to allow wheelchair users to move clear of one door before negotiating the second. The minimum length of a lobby is related to the door size and swing direction.

Further detail is given in Approved Document M of the Building Regulations, however, as a general rule 1570 mm of clear space should be provided between door swing areas.



Reception Areas

Reception areas and entrance halls should be easily accessible and convenient to use, and should ensure:

- counters and reception desks allow wheelchair access to the visitor and staff side, and are designed to make communication easy for those lip reading, using sign language or hearing aids;
- an induction loop is provided at all reception desks;

Routes from the reception area to stairs, lifts and WCs are clearly defined, unobstructed, and well signed.

Minimum 1570 mm clear space between door swings



Internal Doors

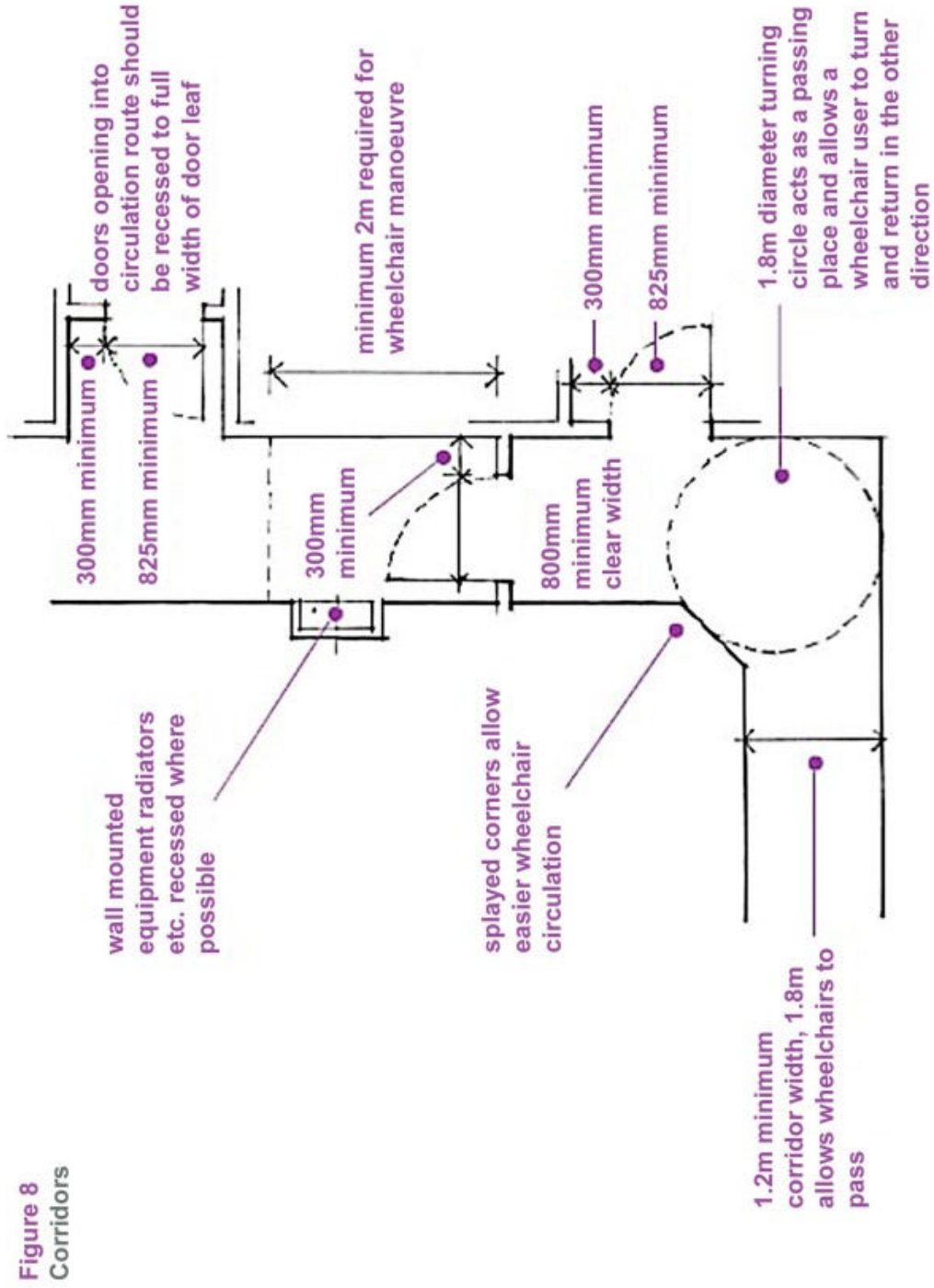
Internal doors in new buildings should have a minimum clear opening width of 800 mm in accordance with BS 8300.

Doors should:

- where fitted with self-closing devices should accord with BS 8300 (see page 15 and 46);
- have an unobstructed space of at least 300mm adjacent to the leading edge of the door on the pull side;
- be held open along circulation routes on electro-magnetic devices linked to the fire alarm system;
- feature a vision panel between 900mm to 1500 mm from the floor level along circulation routes and preferably elsewhere (except where privacy is required).

Corridors

Corridors should have an unobstructed width of 1800 mm. Where the width is less than 1800 mm, passing places should be provided at reasonable intervals. See Fig. 8.



Vertical Circulation

Lifts

A passenger lift should be provided in all new multi-storey developments. See page 51.

In existing buildings, a platform lift (enclosed where lift travel exceeds 2000 mm) may be acceptable.

Platform lifts

Platform lifts are an acceptable solution only in existing buildings and environments. They should be designed to allow independent use with clearly visible controls set at a height suitable for wheelchair users. Ideally they should be located adjacent to the stair with which they are associated.

Platform lifts are operated by continuous pressure controls and travel slowly. They are restricted to a maximum travel distance of 2m where there is no lift enclosure and no floor penetration.

Where travel distance exceeds 2m there should be a lift enclosure. The platform size should be sufficient to accommodate large wheelchairs.

NB: Although wheelchair stair lifts may provide an acceptable solution in some existing buildings, they must not be used in new buildings.

Wheelchair stair lifts should not be used in external environments or as the sole means of access into a building.



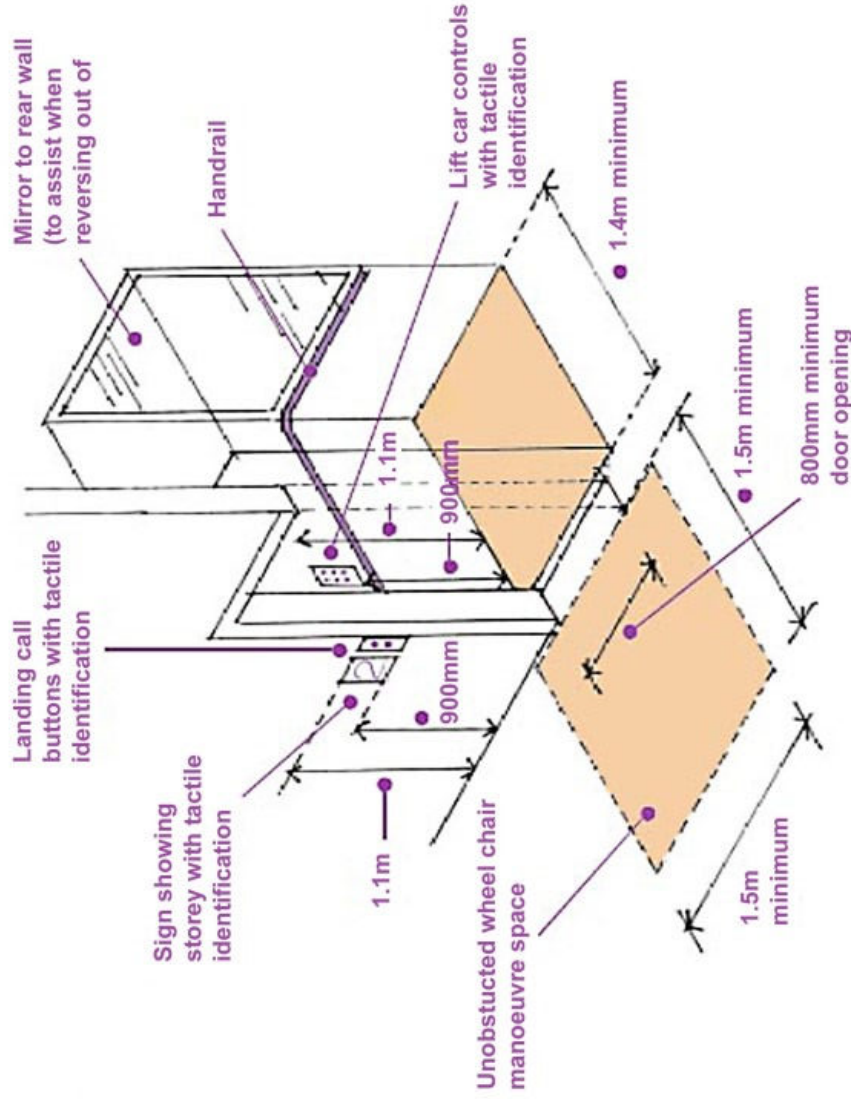
Passenger lifts

The size and number of lifts should cater for the anticipated number of people likely to use a building.

Lifts should provide:

- minimum internal dimensions of 1.1m wide by 1.4m deep;
- Increased internal dimensions of 2 m by 1.4 m where frequent use or a high volume of people is anticipated;
- a minimum clear opening door width of 800 mm;
- have an area of at least 1500 x 1500 mm in front of the door on every landing, including ground floor level;
- clearly distinguishable controls with tactile information, between 900mm and 1100 mm above floor level;
- All specification in accordance with Approved Document M of the Building Regulations.

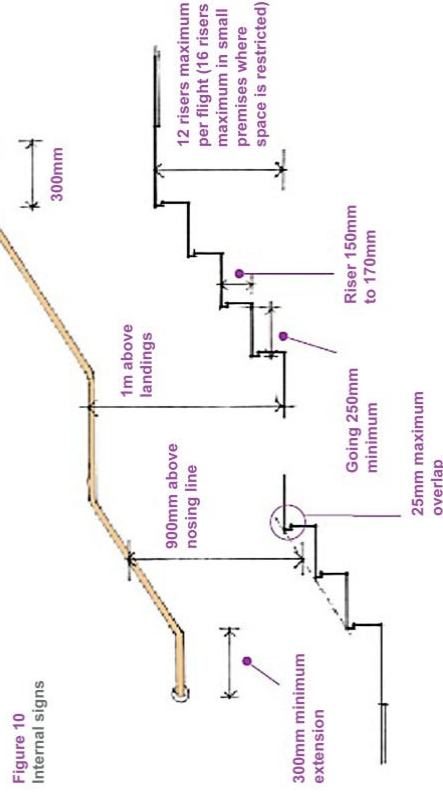
Figure 9
Passenger lift
dimensions



Internal stairs

Stairs should have:

- a minimum surface width of 1.2m;
- a level landing at the top and bottom of each flight across the width of the stair and at least 1200 mm long;
- no more than 12 risers between landings, but exceptionally no more than 16 risers in small premises where the floor area is restricted;
- risers that are not open, between 150mm and 170mm in height with a going of at least 250mm, and the same dimensions throughout a flight or series of flights;



- a handrail height between 900 mm and 1000 mm from the pitch line, and between 900 mm and 1100 mm from a landing;
 - handrails that end with a 90° turn to the ground or an adjacent wall;
 - incorporate tread nosings that are flush, 55 mm wide, made from a permanent material that contrasts in colour and luminance with the standing and facing surfaces of all risers;
- N.B.** internal stairs should comply with Part M to the Building Regulations. See also page 40 on steps.

WCs and changing facilities

Toilet facilities should be easy and convenient to use by everyone. WC facilities should:

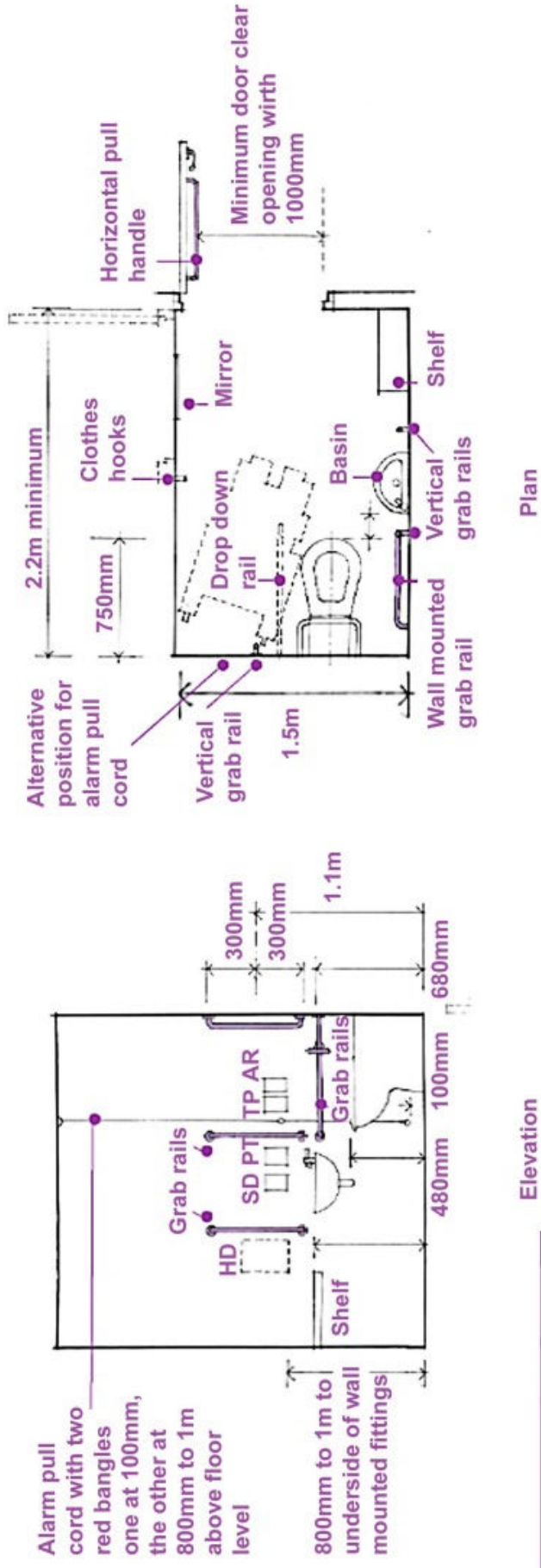
- be accessible to wheelchair users in accordance with BS 8300 and signed 'Unisex Accessible';
- not feature baby changing facilities within accessible cubicles (baby changing facilities should be provided elsewhere and not in areas kept for disabled people;
- make provision for at least one wheelchair accessible toilet in a building for use by customers, visitors and staff;
- where one toilet is provided in a building be wheelchair accessible;
- ensure minimum internal dimensions of 2200 mm x 1500 mm and otherwise designed and fitted in accordance with BS8300;
- where more than one unisex compartment is proposed, layouts should allow right and left-hand transfer from a wheelchair;
- in separate sex toilet blocks, feature a larger cubicle for ambulant disabled people in accordance with BS8300.



Additional good practice guidance:

- Automatic sliding or bi-fold doors may be considered where space is limited.
- The flushing mechanism should be positioned on the open or transfer side of the WC pan.
- Coat hooks should be fitted at 1200mm and 1800mm above floor level on back of door.
- There should be good use of colour contrast, e.g. fittings, with wall tiles and floor surfaces.
- Basin taps must be located on the side of the basin nearest to the WC and ideally should be a mixer tap with a lever handle.
- It should be possible to reach the basin, tap (s), toilet paper, paper towels whilst sitting on the WC

Figure 11
Unisex accessible toilet with corner WC



Elevation

Plan

- HD: Possible position for automatic hand dryer
- SD: Soap dispenser
- PT: Paper towel dispenser
- AR: Alarm reset button
- TP: Toilet paper dispenser

NB Layout for left hand transfer to WC

N.B. Accessible WCs should not feature a baby changing facility. The compartment should be kept free for use by disabled people with separate baby changing facilities provided in a location that is accessible to male and female carers.

Travel distance

A wheelchair accessible WC should be no more than 40 m away at any given point in a building. Where a platform lift is used vertical travel to toilet accommodation is limited to one storey.

Changing Facilities

Changing facilities provided for use by customers or visitors, or by people working in a building, should be designed to be accessible. It is optional to provide a separate self-contained wheelchair accessible changing room or one that provides full access within a general facility.

Changing Places Toilets

Standard accessible toilets do not meet the needs of all disabled people. Changing Places toilets provide extra features and more space to meet particular needs.

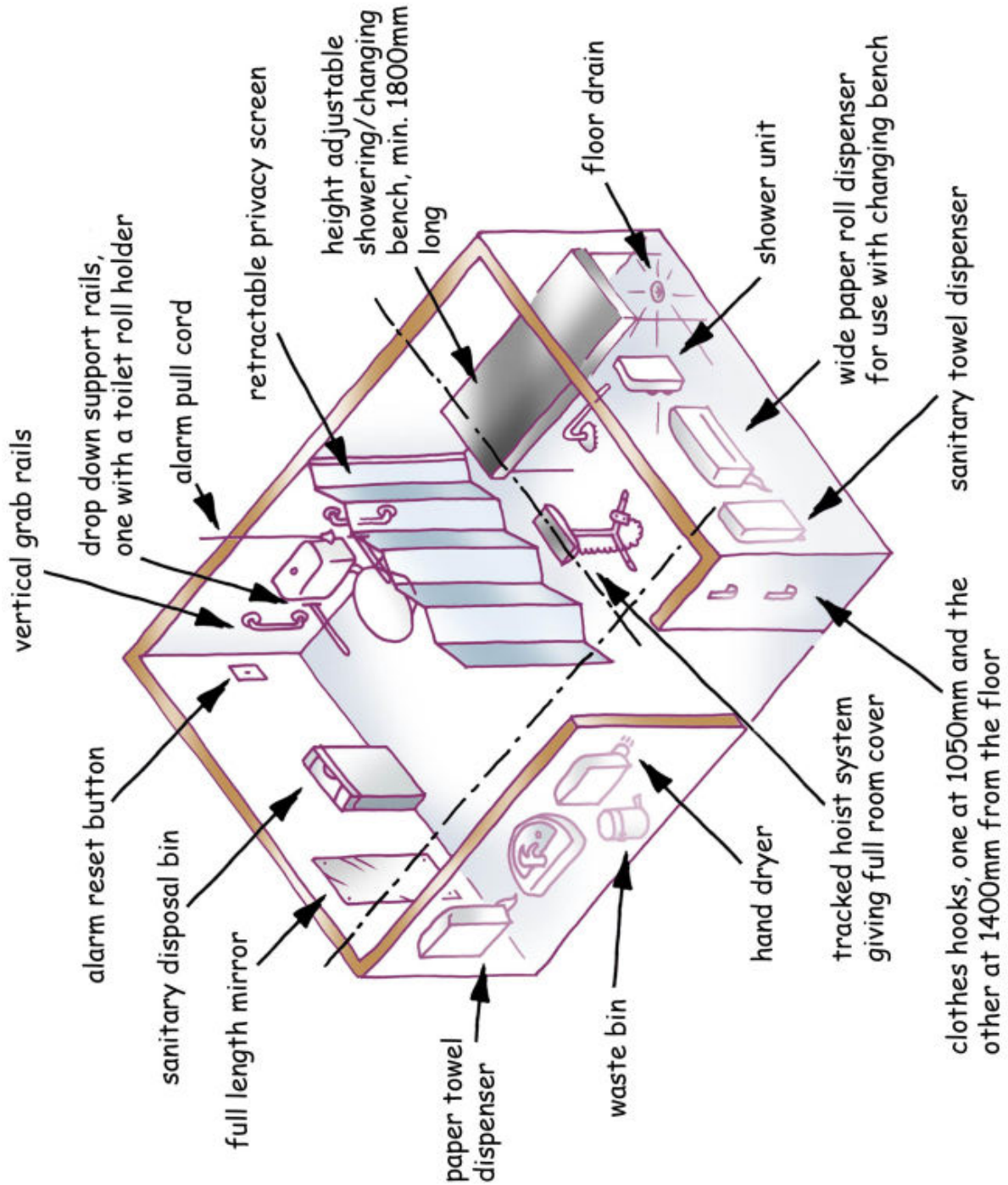
In line with BS 8300 : 2009 and the Department for Communities and Local Government (DCLG) strategic guidance 'Improving Public Access to Better Quality Toilets', the Council may require a Changing Places facility in key developments, including:

- major transport termini or interchanges, e.g. large railway stations, airports and motorway services;
- sport and leisure facilities, including large hotels;
- cultural centres, such as museums, concert halls and art galleries, stadia and large auditoria;
- shopping centres and shopmobility centres;
- key buildings within town centres, e.g. main public libraries;
- educational establishments;
- health facilities, such as hospitals, health centres and community practices.

Each Changing Places toilet must provide:

- a height adjustable adult-sized changing bench;
- a tracking hoist system (or mobile hoist if this is not possible);
- adequate space in the changing area for the disabled person and up to two assistants;
- a centrally placed toilet with room either side for the assistant(s);
- a screen or curtain to allow the disabled person and assistant(s) some privacy;
- a wide tear off paper roll to cover the bench;
- a large waste bin for disposable items;
- a non-slip floor.

12 Public, Commercial and Employment Development



Changing Places Toilet

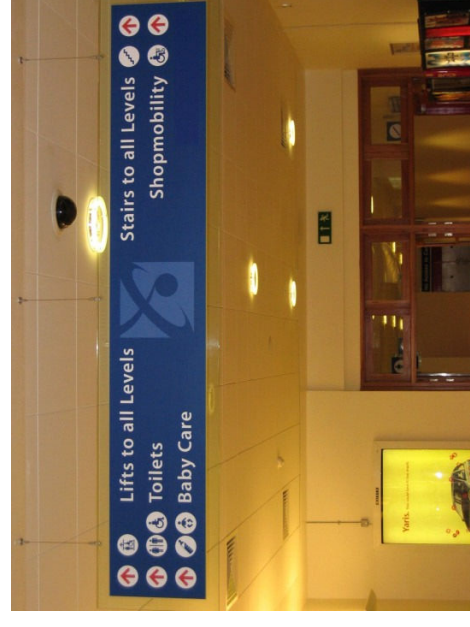
Communication and Wayfinding

Building design should provide a logical and straight forward layout that enables people to move around a building intuitively, without the need for excessive signs. Good use of lighting, colour and tonal contrasting, clear and appropriate signage, hearing enhancement systems and acoustic environments need careful consideration when designing buildings.

Signage

If a building is designed in a rational and simple manner the need for signs is minimised. However, where signs are used they should be well placed, well lit and use clear visible print. The use of symbols and tactile information will benefit many building users.

For further information see the Sign Design Guide, a guide to inclusive signage, JMU Access Partnership and the Sign Design Society, 2004.



Lighting

Good lighting is essential for visibility and strong definition of objects. It allows people to identify potential hazards such as changes of levels more easily. Light sources should be positioned to avoid glare, reflection and strong shadows to aid sign language and lip reading.

Other points to consider:

- a lighting strategy should take account of all building users including disabled people;
- buildings should be designed to make maximum use of natural lighting;
- lighting should avoid creating glare and reflections, pools of bright light and stark shadows as these can mask hazards;
- surfaces should have a non-reflective finish e.g. table tops, handrails;
- lighting should be diffused, carefully positioned and not in the line of vision.

Hearing Enhancement Systems

Hearing enhancement systems are used to amplify sounds and eliminate extraneous background noise in rooms and areas for meetings, lectures, performances, film and spectator stadia, as well as service counters.

Induction loops or infrared systems enable a person to receive crisp sound direct to their hearing aid.

Infrared systems are virtually immune from florescent lighting and air conditioning interference and are undoubtedly the preferred option for confidential conversations.

N.B. For further technical advice or guidance contact the Royal National Institute for the Deaf.

Entry Phones

Entry phones should be designed and located to be used by wheelchair users with hearing and visual impairments.

They should:

- feature a camera and video screen to facilitate two-way visual dialogues;
- be no higher than 1200 mm from the floor.

Telephones

Where public telephones are provided in a building, at least one should be accessible to wheelchair users. Where there is a selection of telephones with different payment methods one of each type should be accessible.

Alarms

Alarm systems should take into account the needs of people with hearing impairments through flashing beacons and/or, in large or complex environments, linked to a dedicated paging system.

Facilities

Storage Facilities

Storage cupboards, shelves and lockers should be designed to allow their easy use by disabled people, including wheelchair users. Consideration should be given to height and keeping the need for fine manual dexterity to a minimum

Refreshment Areas

Restaurants and cafeterias should be accessible with split-level areas linked by ramps, adequate circulation space, a choice of wheelchair seating locations and accessible self-service facilities.

Counters and Service Desks

Counters and service desks should be accessible to customers and staff using wheelchairs.

Controls and Equipment

All controls, switches, and sockets should be easy to operate, and at a consistent height and location throughout a building.

Card and coin operated devices (such as automatic teller machines (ATMs) and vending machines) should be designed and located to allow easy, independent use. They should:

- positioned so that display screens can be seen from a wheelchair height;
- feature buttons that are well spaced, colour contrasted and tactile characters;
- be no higher than 1300 mm (preferably 1200 mm);
- a clear level area of 2000 mm x 2000 mm in front of a machine.

Means of Escape

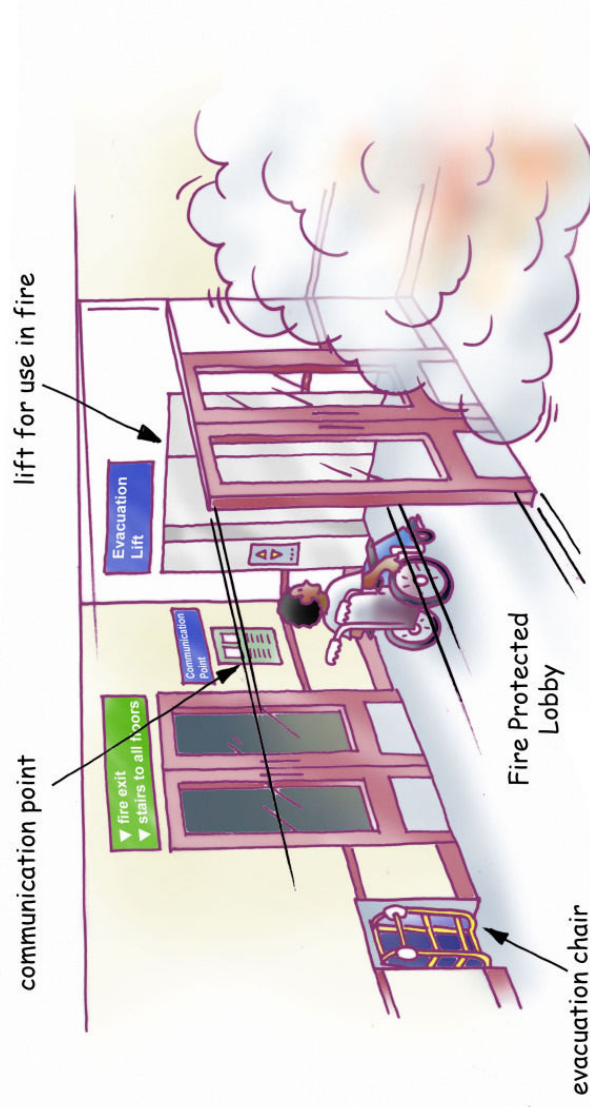
Safe, efficient egress depends upon a combination of building design and management procedures. A well-designed, accessible building should allow independent egress for all building users and should:

- feature (in multi-storey buildings) at least one fire rated evacuation lift within a refuge area. The lift(s) should be designed and integrated to support Horizontal Evacuation and:
 - i. must be clearly identifiable and have appropriate signage.
 - ii. should be situated within a protected enclosure (refuge area doors minimum fire resistance 305 minutes).
 - iii. should consist of lift-well and protected lobby at every level.
 - iv. should be provided with a switch marked "Evacuation Lift" at Exit level. (This switch should cause the lift to return to the final exit & then become controllable.) Alternatively, the lift could be interfaced to the fire alarm system, returning to ground when the alarm sounds.
 - v. must feature an exclusive primary electricity supply from a sub-main circuit.
 - vi. must have an alternative back-up power that should start automatically in an emergency to prevent potential interruption to the electricity supply. The cables should be separate from those of the primary supply and routed through an area of low fire risk (one hour minimum fire protection).
 - vii. must have power switches or isolators that are clearly identifiable and labeled at the main switchboard and alternative power supply to indicate the location of the other supply.
 - viii. must connect to any electrical sub-station, distribution board, generator, hydraulic pump or other apparatus that is fire protected for a period not less than that of the lift shaft.
 - ix. have a minimum load capacity of not less than 400kg.
 - x. should have doors that have a minimum of 30 minutes fire resistance.

12 Public, Commercial and Employment Development

- ensure a minimum sized refuge of 900 mm x 1400 mm on every floor (refuges should be clearly sign posted and their purpose made known;
- provide an Emergency Voice Communication System (EVC), in compliance with BS5839-9 2003 in all refuge areas and in various locations throughout a building;
- provide a video surveillance for all refuge areas;
- ensure emergency lighting in accordance with BS 5266;
- ensure exit doors provide a level threshold and open on to a suitable level area;
- refer to BS9999:2008, and approved Document B of the Building Regulations.

NB: manual methods of evacuation (e.g. EVAC chairs) should be avoided. They are slow, typically cumbersome, and rely on a non-disabled person prolonging their stay in a building that is potentially dangerous.



13 Specific Building Types

A1 Retail (includes Supermarkets)

Counters and Checkouts

- Counters should be accessible to wheelchair users as staff and customers.
- Shop checkouts should allow wheelchair access and at least one in every shop should be 900mm wide.
- The maximum height of counters, desks and shop checkouts should, at least in part, be a maximum of 800mm to allow easy use by people in wheelchairs.
- Till displays should be positioned at a height suitable for wheelchair users and the installation of induction loops may also be appropriate.

Aisles and Shelves

- There should be sufficient space between display shelves for a wheelchair user to turn. Aisles should have a minimum width of 850mm, or 1.2m in supermarkets.
- Wherever practicable shelving should be positioned where disabled people can reach it independently. The most accessible shelf heights to reach from a seated position are between 630mm and 1.17m above floor level. A maximum shelf depth of 220mm is recommended.
- In retail stores with changing facilities, at least one changing room should be designed to be suitable for an ambulant disabled person or a wheelchair user plus a companion and have a minimum floor area of 1.5m x 1.5m.

13 Specific Building Types

Shop Fronts

- New shop fronts should be accessible to disabled people. Changes of level at entrances should be avoided, but where unavoidable a ramp should be provided in accordance with the guidance in this document. In the case of existing buildings, particularly where a new shop front is proposed, the following guidance should be followed:
 - Shops that have a change in level of under 180mm from pavement to shop floor surface can usually incorporate ramped access into or within the shop. (Exceptions preventing a ramped area to be created may include the presence of structural beams, floor slabs, socket outlets or basement lights.)
 - Entrance doors should be accessible to all, particularly wheelchair users and people with limited manual dexterity. 1000mm minimum effective clear width in new buildings and 800mm width in existing buildings where a new shop front or alterations to a shop front are proposed.

NB: Further detail and design guidance is given in the 'Entrances' section of this document and a in the Hillingdon Design and Accessibility Statement (HDAS) Shopfronts SPD.

A3 Food and Drink

- Restaurants, cafeterias and bars should be designed to be accessible with split-level areas linked by ramps, adequate circulation space, a choice of wheelchair seating locations and accessible self-service facilities.
 - Entrances should be designed to allow easy access for wheelchair users and ambulant disabled people, (see guidance on 'Entrances' Page 45 & 46.
 - Bars and self-service counters (or sections of them) should be at a level suitable for wheelchair users, preferably 800mm high.
 - Fixed seating should be avoided.
- N.B.** All public areas, including WC accommodation, public telephones and external terraces should be accessible and designed in accordance with guidance in this document.

Sports and Leisure Venues

- Facilities should be provided at sports and leisure venues to allow disabled people to participate in all the available activities as spectators, participants and members of staff.
- Disabled people should have access to the full range of seating options and be able to sit alongside disabled or other companions. Routes should be accessible and handrails always provided to ramps and steps. Where turnstiles are installed, a by-pass gate of 800mm should be provided for wheelchair users and ambulant disabled people.
- Spectator seating should be in line with the guidance given in 'cinemas, theatres and other places of assembly' (see page 66).]
- Toilets, bars and other facilities within the building should also be fully accessible. Changing room facilities should be provided in accordance with the guidance given on Pages 53-57.
- Induction loops, infra red systems or other suitable communication devices should be provided where appropriate.
- A hoist or ramp should be provided to facilitate access to swimming pools.

Detailed guidance on the design of sports facilities is given in Access for Disabled People, Sport England 2002 (downloaded from www.sportengland.org).

Cinemas, Theatres And Other Places Of Assembly

All assembly areas should allow access and use by disabled people as members of an audience, participants and members of staff. Disabled people should have access to the full range of seating options and be able to sit alongside disabled or other companions.

To be accessible spectator seating should:

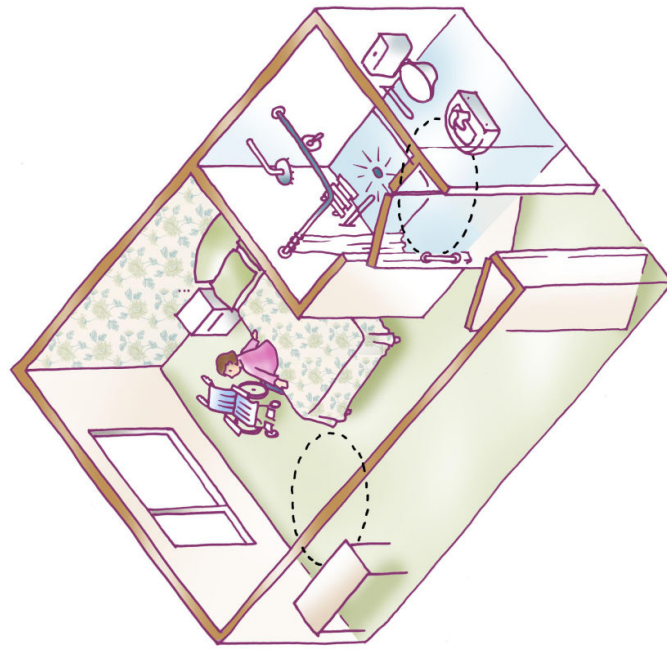
- provide a wheelchair space for every fifty seats provided and, in some areas, two wheelchair spaces side by side;
- provide clear visibility lines for wheelchair users without obstructing the view of others;
- otherwise accord with BS8300.

Box office counters should be accessible for wheelchair users and other disabled people, (see Page 47 for guidance on counter design).

Accessible seating should accord with Document M of Building Regulations.

Hotels, Motels And Student Accommodation

In all building types (including hotels, motels, nursing and residential homes, university and college halls of residence, and relatives accommodation in hospitals), a proportion of sleeping accommodation should be designed for use by disabled people.



In line with BS 8300:2009, the total number of accessible rooms as a percentage should be:

- 5% without a fixed tracked-hoist system;
- 5% with a fixed tracked-hoist system (or similar system) giving the same degree of convenience and safety);
- 5% capable of being adapted in the future to accessibility.

Overnight accommodation should ensure a mixture of bathtub and continental style level access shower (Wet Room) en-suite rooms.

Accessible accommodation should:

- be located close to lifts on upper floors, and close to reception on the ground floor;
- be located on accessible routes;
- be situated so that they have equal access to views enjoyed from standard bedrooms;
- cater for a wide range of disabilities;
- feature en-suite bathrooms;
- provide some rooms with a connecting door to an adjoining room for use by someone assisting;
- allow manoeuvring space for a mobile hoist (where ceiling hoists are not installed);
- ensure walls are capable of supporting the required fittings, e.g. grab rails and drop-down support rails.

NB: The requirements for accessible accommodation applies to new build, conversions and refurbishments. Reference should be made to all relevant sections of this document and compliance with BS8300:2009 is also required.

Educational And Cultural Buildings

Education and social interaction is fundamental to the learning and development of everyone. In recent years, disabled people have been empowered to learn and be part of a total education system where the environment is barrier free and discrimination eliminated.

All learning establishments, ranging from nurseries to universities, should follow the guidance of BS 8300 and should:-

- provide a level or gently sloping approach and step free access into all buildings via a common entrance;
- promote barrier-free movement to and around all areas, including all classrooms, lecture theatres, refectory and student accommodation;
- allow students to participate inclusively through assistive technology and built-in flexibility to support those with diverse access needs, e.g. height adjustable work-benches, hearing enhancement systems;
- a building is designed to encourage social interaction of all, including areas such as, refreshments, and quiet study places and recreational opportunities;
- provide soundproof study areas e.g. in the library, to allow people with a visual impairment to work with an assistant reading aloud.

N.B. In accordance with BS 9999, the council will expect all development proposals to include a comprehensive fire emergency plan that demonstrates how disabled people will be safeguarded from fire and enabled to evacuate independently.

Conservation And Historic Buildings

There are particular issues that should be considered when applying the guidance in this document to historic buildings, in Conservation Areas and in Areas of Special Local Character.

In most cases it is possible to reconcile the interests of conservation and achieve suitable access for disabled people without compromising the special architectural interest of a building or area. Where there is a conflict between conservation and access, the Access Statement can be used to explain why a generic solution is impracticable or undesirable, and propose a bespoke solution or means of substituting physical access. The Access Statement should also detail any consultation taken with local access groups, the access and conservation officers or other bodies such as English Heritage.

N.B. See also Planning Policy Guidance Note 15 Planning and the Historic Environment and Easy Access to Historic Properties.

Importantly, heritage assets must not be unduly compromised by access improvements.

Access to Parks and Open Spaces

Access to parks, open spaces and countryside should ensure:

- physical access for everyone, free from barriers e.g. stiles, including wheelchair users;
- appropriate surfaces and gradients are provided;
- adequate seating along extended walking routes;
- facilities such as toilets, picnic tables and observation hides are accessible;
- gates can be used by wheelchair users;
- signs are located to be visible, appropriate (not used excessively), and easily understood;
- good information using clear print guidelines and, as appropriate, available in alternative formats.



N.B. For further information see 'A Good Practice Guide to Disabled People's Access in the Countryside'; and, 'Easy Access to Historic Landscapes, English Heritage, 2005', visit: www.english-heritage.org.uk/.

14 Access Statements

<p>The statement should demonstrate how the following issues have been addressed in an inclusive manner:</p>	<ol style="list-style-type: none"> 1. Approaches to and around the site, including transport links, car parking, setting down points, and the location of dropped kerbs. 2. All entrances, including visibility. 3. General horizontal/vertical circulation and layout arrangements. 4. Appropriate use of surface materials. 5. Facilities within the building, including WC provision. 6. Way-finding and signage. 7. Reliable and independent means of escape for those unable to use stairs. 8. Developers of residential schemes will need to include details of how the development meets Lifetime Home standards and Wheelchair Home standards.
<p>The applicant would also be advised at this stage to consider the implications of the Disability Discrimination Act 1995 (amended 2005) when designing the scheme; to ensure the proposal and its management work within the spirit of the Act and mitigate against any challenges. Useful references include:</p>	<ol style="list-style-type: none"> 1. BS 8300:2009 'Design of buildings and their approaches to meet the needs of disabled people' – Code of Practice' (BSI). 2. Inclusive Mobility – A guide to best practice on Access to Pedestrian and Transport Infrastructure, 2002 (Dept for Transport). 3. BS 9999: 2008 ' Code of practice for fire safety in the design, management and use of buildings' 4. English Heritage – 'Easy Access to Historic Buildings' 2004. 5. Sport England – 'Access for Disabled People' 2002.

<p>What an Access Statement should include</p>	<p>For Minor & Major Planning Applications To include all new dwellings, up to 9 units, including conversions to flats (except householder application). The statement should:</p> <ul style="list-style-type: none"> ● Explain how the proposal complies with local development policies. ● Explain how issues affecting public access to and within the proposed building or space, such as entrances, horizontal/vertical circulation, WCs and emergency escape, etc, are addressed. ● Demonstrate precisely how the proposal meets Lifetime Home Standards.
<p>For Major Planning Applications The purpose of the Access Statement is to outline how a project has been designed to deliver an inclusive environment for all to use. The statement should:</p>	<ul style="list-style-type: none"> ● Explain the philosophy and approach to inclusive design, including how the design has come about and what it hopes to achieve. ● List the sources of advice and technical guidance used, as well as pre-planning consultations e.g. with the Council's Access Officer. ● Provide details of any professional advice such as access audits or design appraisals. ● Where the design deviates from recognised sources of good practice, demonstrate why and what alternative features are included to achieve access and inclusion. ● Give details of all management and maintenance practices necessary to ensure the building and/or space remains accessible throughout its lifetime. ● In the case of existing buildings, particularly Listed Buildings and those in Conservation Areas, identify the constraints imposed by the existing structure and to propose compensatory measures where full accessibility proves to be impracticable or unreasonable.

Examples of a Design and Access Statement

The content of an Access Statement will depend upon the size, nature and complexity of the proposed development. The following examples illustrate this:

1. Application for an extension to a Restaurant in a Public House

This application is for a small extension to a PH. The proposed extension will include a wheelchair accessible WC as well as additional floorspace for the PH. Current access to the PH is unaffected (it does provide level access) and the proposed wheelchair accessible WC will comply to the standards in Part M of the Building Regulations.

2. Application for an extension to a Restaurant

Proposal: This application is for an extension to the side of a restaurant. The proposal includes a new entrance and the re-location and improvement of the existing sub-standard wheelchair accessible WC.

- The additional new entrance will be step-free. (Currently access can only be gained via a flight of three steps at the front of the restaurant). Access to this entrance will be via a slight slope with an approximate 1:30 gradient. This pathway surface will be slip-resistant.
- The new double entrance doors achieve a total width of 1700mm - as such suitable for wheelchair users. The doors will be fully glazed - as such there will be permanent and visible manifestation to comply with Part M of the Building Regulations.
- The new entrance will be well lit and there will be good directional signage from the front main entrance and from the car-park.
- A new wheelchair accessible WC is proposed - it will comply with Part M of the Building Regulations in terms of size and layout, e.g. 2100mm x 1500mm. Access to it will include a new 1200mm wide corridor.

Sources of Reference:

HDAS: Accessible Hillingdon.

Good Loo Guide, Centre for Accessible Environments.
Council's Information Officer and Access Officer (Planning & Community Services).

3. Application for a new shopfront and internal alterations

Proposal and background: This application is for a new shopfront together with internal alterations to the shop – internally ramping the area around the entrance and the provision of a new lift to the lower ground sales floor.

Currently this large chain store can only be accessed via a large step and narrow doorway. In addition, the existing two sales floors only provide stepped access between each floor.

- The new shopfront will create a level threshold at the entrance and will comply with planning requirements, as well as the Council's 'Accessible Hillingdon' Supplementary Planning Document.
- An automatic sliding door will provide easy entry for everyone.
- The area beyond the entrance level landing will gently slope at a gradient of 1:25 up to the ground floor sales area. The 1:25 gradient does not require handrails as the slope is shallower than 1:20.
- A new 8 person size lift (1.1m x 1.4m) will provide a step-free access route to the lower ground sales floor.

Sources of reference:

Hillingdon Design and Accessibility Statement: Accessible Hillingdon.

Part M of the Building Regulations.

Council Access Officer (Planning & Community Services).

15 National Planning Policy Statements and Guidance

15 National Planning Policy Statements and Guidance

Objective

Planning Policy Statement 3 (PPS3): Housing (2006)

PPS3 underpins the delivery of the Government's strategic housing policy objectives and the goal to ensure that everyone has the opportunity to live in a decent accessible home, which they can afford in a community where they want to live.

Objective

Planning Policy Statement 6 (PPS6): Positive planning for Town centres (2005)

PPS 6 includes as a key issue meeting the access and mobility needs of disabled people. It notes that in new retail developments, local authorities should seek to ensure safe, easy access for disabled people. It states traffic and town centre management strategies should meet the needs of disabled people and there should be good access to shops and other facilities.

Objective

Planning Policy Statement 1 (PPS1): General Policy and Principles (2005)

PPS 1 Makes reference to development providing an opportunity to secure a more accessible environment for everyone and notes that local planning authorities should take into account access issues, including access to and into buildings and the need for accessible housing. It states that developers and local planning authorities should consider access at an early stage, and be flexible and imaginative in seeking solutions, taking into account the particular circumstances of each case.

Objective**Planning Policy Statement 12 (PPS12): Local Spatial Planning (2008)**

PPS 12 explains what local spatial planning is and how it benefits communities. It sets out the key ingredients of local spatial plans and key government policies on how they should be prepared. Local planning authorities should take PPS12 into account when preparing development plan and other local documents.

Objective**Planning Policy Guidance Note 13 (PPG13): Transport (2001)**

PPG 13 notes that local authorities, developers and transport providers should work together to seek to meet the accessibility needs of disabled people in all developments. It notes that local authorities, in developing and implementing policies on parking should require developers to provide designated parking spaces for disabled people in accordance with current good practice.

In addition, ensuring developments should be adjacent to transport infrastructure, protect or improve step free access to train, bus and underground stations.

Objective**Planning Policy Guidance Note 15 (PPG15):
Planning and the Historic Environment (1994)**

PPG 15 states that it is important in principle that disabled people should have dignified, easy access to and within historic buildings.

It goes on to say that it should normally be possible to plan suitable access without compromising a building's special interest.

Page 181

Objective**Planning Policy Guidance Note 17 (PPG17):
Planning for Open Space, Sport and Recreation
(2002)**

PPG 17 states that local authorities should take into account the mobility needs of the local population and should ensure that facilities are accessible for disabled people.

16 Best Practice Sources and References

- Access for Disabled People Sport England 2002** (<http://www.sportengland.org>)
- The Access Manual** by Ann Sawyer and Keith Bright, Blackwell Publishing 2003 (<http://www.bookshop.blackwell.co.uk>)
- Building Bulletin 94:** Inclusive school design: accommodating pupils with Special Educational Needs and disabilities in mainstream schools DfEE 2001 (<http://www.teachernet.gov.uk>)
- Designing for Accessibility** – an essential guide for public buildings - Centre for Accessible Environments 2004 (<http://www.cae.org.uk>)
- English Heritage 2005** - Easy Access to Historic Properties (<http://www.english-heritage.org.uk>)
- Guidance on the Use of Tactile Paving Surfaces DETR 1998 Reprinted 2002** (<http://www.dft.gov.uk>)
- Lifetime Home Standards,** (<http://www.lifetimehomes.org.uk>)
- Planning and Access for Disabled People: A Good Practice Guide** ODPM, March 2000 (<http://www.communities.gov.uk>)
- National Wheelchair Housing Association Group** (NATWHAG) Wheelchair Housing Design Guide Second edition 2006 (<http://www.habinteg.org.uk>)
- Access Statements** – achieving an inclusive environment by ensuring continuity throughout the planning, design and management of buildings and spaces - Disability Rights Commission 2004 (<http://www.equalityhumanrights.com>)
- Approved Document M (2004 edition) The Building Regulations 2000** (<http://www.planningportal.gov.uk>)
- Building Bulletin 95:** Schools for the Future, Designs for Learning Communities 2002 (<http://www.teachernet.gov.uk>)
- Good Loo Design Guide** Centre for Accessible Environments 2004 (<http://www.cae.org.uk>)
- English Heritage 1995 2004** (<http://www.english-heritage.org.uk>)
- Inclusive Mobility:** a guide to best practice on access to pedestrian and transport infrastructure Mobility and Inclusion Unit Department for Transport 2002 (<http://www.dft.gov.uk>)
- Living Well Together,** achieving sustainable, flexible homes within high density neighbourhoods Habinteg, GML Architects, Joseph Rowntree Foundation and Greater London Authority, 2003 Lifetime Homes Standards Joseph Rowntree Foundation 2000 (<http://www.habinteg.org.uk>)
- Scheme Development Standards:** The Housing Corporation, 2003 (<http://www.housingcorp.gov.uk>)
- Accessible Thresholds in New Housing:** guidance for house builders and designers DETR 1999 (<http://www.ribabookshops.com>)
- British Standard BS 8300: 2009 Code of Practice for design of buildings and their approaches to meet the needs of disabled people BSI 2009** (<http://www.bsi-global.com>)
- Building Sight:** A Handbook of Building and Interior Design Solutions RNIB 1995 (<http://www.jmuaccess.org.uk>)
- Developing Accessible Play Space:** A Good Practice Guide ODPM 2003 (<http://www.communities.gov.uk>)
- A Good Practice Guide to Disabled People's Access in the Countryside** BT / Fieldfare Trust 1997 (<http://www.fieldfare.org.uk/public.htm>)
- Inclusive Projects:** a guide to best practice on preparing and delivering project briefs to secure access DPTAC 2003 (<http://www.dptac.gov.uk>)
- Meeting Part M and Designing Lifetime Homes:** Joseph Rowntree Foundation 1999 (<http://www.jrf.org.uk>)
- Sign Design Guide:** a guide to inclusive signage JMU and the Sign Design Society 2000 (<http://www.jmuaccess.org.uk>)

17 Glossary

Unitary Development Plan (UDP) Saved Policies (September 2007)

UDP's set out the strategic and local framework for guiding future development in the borough. The document contains planning policies and provides guidance for the development of land and transport in the Borough.

Local Development Framework (LDF)

Under the new Planning and Compulsory Purchase Act, every Council is required to introduce a new Local Development Framework (LDF) for its planning policies. The LDF will replace UDP's.

Supplementary Planning Document

The Local Development Framework will be comprised of local development documents, which include Development Plan Documents that are part of the statutory development plan and Supplementary Planning Documents, which expand policies set out in a Development Plan Document, or provide additional detail.

Access Statement

An Access Statement enables the developer/applicant to explain the constraints of the scheme and the solutions introduced to provide a satisfactory outcome.

Design Statement

A Design Statement demonstrates how the principles of design have been incorporated within proposals, will illustrate their impacts and explain why the design has been considered.

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COUNCIL BUDGET - MONTH 8 2009/10 REVENUE AND CAPITAL MONITORING

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance and Business Services
Report Author	Paul Whaymand, Finance and Resources
Papers with report	None

HEADLINE INFORMATION

Purpose of report	<p>The report sets out the council's overall 2009/10 revenue & capital position, as forecast at the end of Month 8 (November).</p> <p>The in year revenue position on normal activities is forecast as being £14k less net expenditure than budgeted, an adverse movement of £499k on the Month 7 position. However, exceptional items remain unchanged with a favourable variance of £1,245k. The net consequence to date is the overall revenue position forecast is £1,259k less net expenditure than the revised budget, an adverse movement of £499k on Month 7.</p> <p>Total forecast capital expenditure for the year is estimated to be £81,319k (£80,759k), which is £23,876k less than the latest budget and £560k more than that forecast in Month 7.</p>
Contribution to our plans and strategies	Achieving value for money is an important element of the Council Plan for 2009/10.
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. Notes the forecast budget position for revenue and capital as at Month 8.
2. Notes the treasury management update in Appendix B.
3. Agrees to fund £5k for the accessibility event from unallocated non specific growth

INFORMATION

Reasons for Recommendations

1. The reason for the monitoring recommendation is to ensure the Council achieves its budgetary objectives. The report informs Cabinet of the latest forecast revenue and capital position for the current year 2009/10.

Alternative options considered

2. There are no other options proposed for consideration.

SUMMARY

A) Revenue

3. The in year revenue position on normal activities is forecast as being £14k less net expenditure than budgeted, an adverse movement of £499k on the Month 7 position. This is primarily due to a continued adverse trend in the demand for Mental Health and Older People services and an adverse movement in projected development control and building control income.
4. However, exceptional items still have a favourable variance due to the results of the review of creditor provisions in the balance sheet which resulted in a one-off transfer to the revenue account of £2,075k. The other previously reported exceptional items of £1,830k for asylum funding and £1m for in-year savings are unchanged. The net consequence to date is the overall revenue position forecast is £1,259k less net expenditure than the revised budget, an adverse movement of £499k on Month 7.
5. The most significant pressures for which contingency provides are in relation to Asylum spend, Transitional Children, Homelessness and Mental Health pressures. At Month 8 these pressures are forecast to be £1,614k more than the contingency budget provides, no change from month 7. As previously reported this is primarily due to the forecast asylum spend being £1,830k more than the contingency provides. This has arisen from the proposed moderation of the under 18's claim, and an announced change to the indirect cost model for grant claims, creating a significant budget pressure rather than an overall improvement in the funding regime assumed at budget setting.
6. There continue to be pressures from the downturn particularly in relation to the property market and the effect this has on planning, building control and land charges income. These are treated as contingency items and at Month 8 show an adverse variance of £227k, an adverse movement of £124k on Month 7.
7. Capital financing costs are still forecast to underspend by £120k as a result of debt refinancing work undertaken at the start of the year.
8. The balances brought forward at 31st March 2009 were £16,234k. £3,540k of this sum was applied in support of the 2009/10 budget as part of the budget strategy agreed at Council Tax setting. The additional £694k of balances in excess of the £12,000k target level of balances brought forward into 2009/10 was earmarked for potential business efficiency investment. £200k of this sum was allocated to assist the Business Improvement Delivery (BID) project in month 7. The remaining £494k remains for potential drawdown to support BID but remains unallocated at this point in time.
9. The forecast balances as at 31st March 2010 based on the current forecast underspend of £1,259k are £13,259k.

B) Capital

10. Total forecast capital expenditure for the year is estimated to be £81,319k (£80,759k Month 7), £23,876k less than the latest budget. This month's increase is primarily due to the release of projects from the contingency. The projections also assume that the remainder of contingency will not be drawn down.
11. The £8,800k budgeted level of capital receipts for 2009/10 will not now be delivered in full. There are a range of outcomes still possible but receipts are now forecast to be at least £4,500k.
12. The net effect of the reduction in forecast capital receipts and the slippage on the programme is a £ 3,113k decrease in the forecast use of unsupported borrowing, from £30,351k to £27,238k. In addition, the supported borrowing forecast has decreased by £5,916k from £9,176k to £3,260k.

A) Revenue

13. Table 1 indicates the overall impact of the expenditure forecasts now reported on the approved budget and the resulting balances position.

Table 1

2009/10 Original Budget	Budget Changes		2009/10 (As at Month 8)		Variances (+ adv/- fav)		
			Current Budget	Forecast	Variance (As at Month 8)	Variance (As at Month 7)	Change from Month 7
£'000	£'000		£'000	£'000	£'000	£'000	£'000
217,419	-5,649	Directorates Budgets on normal activities	211,770	211,876	+106	-393	+499
-25,844	4,649	Corporate Budgets on normal activities	-21,195	-21,315	-120	-120	0
191,575	-1,000	Sub-total Normal Activities	190,575	190,561	-14	-513	+499
1,210	0	Exceptional Items - Asylum	1,210	3,040	+1,830	+1,830	0
	1,000	In-year recovery savings	1,000	0	-1,000	-1,000	0
	0	Creditors review		-2,075	-2,075	-2,075	0
1,210	1,000	Sub-total Exceptional Items	2,210	965	-1,245	-1,245	0
192,785	0	Total net expenditure	192,785	191,526	-1,259	-1,758	+499
189,245	0	Budget Requirement	189,245	189,245	0	0	0
3,540		Net total	3,540	2,281	-1,259	-1,758	+499
-16,234		Balances b/f 1/4/09	-16,234	-16,234	0	0	0
0		Transfer to earmarked reserves	694	694	0	0	0
-12,694	0	Balances c/f 31/3/10	-12,000	-13,259	-1,259	-1,758	+499

Directorates' Forecast Expenditure Month 8

14. Table 2 shows further details on the budget, forecast and variance at Directorate level now reported. Further detail on each directorate is shown in Appendix A.

Table 2

2009/10 Original Budget	Budget changes	2009/10 Current Budget (as at Month 8)	Directorate	2009/10 Forecast (as at Month 8)	Variances (+ adv/- fav)		
					Variance (As at Month 8)	Variance (As at Month 7)	Change from Month 7
£'000	£'000	£'000		£'000	£'000	£'000	£'000
84,879	-1,549	83,330	Adult Social Care, Health & Housing	83,717	+387	+12	+375
37,274	-1,294	35,980	Environment & Consumer Protection	35,980	0	0	0
57,577	-2,722	54,855	Education & Children's Services	54,855	0	0	0
13,810	-652	13,158	Planning & Community Services	13,283	+125	+125	0
15,179	1,165	16,344	Central Services	16,344	0	0	0
6,900	-40	6,860	Developments Contingency	6,644	-216	-340	+124
0	0	0	Pay Award	-190	-190	-190	0
1,800	-557	1,243	Growth to be allocated	1,243	0	0	0
217,419	-5,649	211,770	Sub-Total	211,876	+106	-393	+499
			Exceptional items:				
1210	0	1,210	Exceptional pressure: Asylum funding	3,040	+1,830	+1,830	0
0	1000	1,000	In-year savings	0	-1,000	-1,000	0
0	0	0	Creditors review	-2,075	-2,075	-2,075	0
1,210	1,000	2,210	Sub-Total	965	-1,245	-1,245	0
218,629	-4,649	213,980	Total	212,841	-1,139	-1,638	+499

15. **Adult Social Care, Health & Housing** are projecting **a pressure of £387k** as at Month 8, an adverse movement of £375k. This is due to a continuation in the trend for an increasing demand pressure on Mental Health and Older Peoples Services which are now forecasting pressures of £504k and £344k respectively. However there is still a favourable variance in the Learning disability service of £387k reflecting care packages for new and transitional clients starting later. This forecast excludes sums for which contingency provides for Transitional Children (£1,675k), Mental Health Services (£450k) and Homelessness (£1,300k).

16. **Environment & Consumer Protection** are forecasting a **nil variance** as at Month 8 after identifying recovery savings to contain pressures. There is a pressure of £95k in the Street Cleansing service and residual costs and loss of economies of scale on Harlington Road Depot (£169k) net of actions being taken to reduce costs. There is also now a pressure being forecast in the Street scene locality team due to the enhanced scheme activity. Savings are forecast in Waste Disposal (£200k), Trade waste (£40k) and Off-Street Car parking (£33k) which offset these pressures. This forecast excludes the additional amount

for the Waste Disposal Levy (£720k), Waste and Recycling services (£200k) and Vehicle Fuel costs (£85k) which are contingency items, where the forecasts are in line with the original budgeted amounts.

17. **Education & Children's Services** are forecasting a **nil variance** as at Month 8 on normal activities. The remainder of the unallocated recovery savings have now been applied to the individual service areas. The E&CS position excludes the pressure on asylum (£2,483k) and Exhausted All Appeal cases (£557k) which are being treated as contingency items. The Month 8 forecast for asylum represents a pressure of £1,830k on the contingency budget assumptions, no change from month 7.
18. **Planning & Community Services** are projecting a **pressure of £125k** as at Month 8 due to the delay in the opening of Botwell Green Sports and Leisure centre by 6 weeks. All other pressures on normal activities are expected to be managed within services. However this excludes pressures on Development Control (£475k), Building Control (£175k) and Land Charges (£750k) income and Golf (£262k) for which contingency provides. In total there is currently a forecast pressure of £227k on these contingency funded items, an adverse movement of £124k on month 7.
19. **Central Services** are forecasting a **nil variance** as at Month 8. There are gross pressures totalling £199k within Finance & Resources including an ongoing pressure of £176k on income streams from commercial properties, a shortfall of £39k on income from schools buy back of Facilities Management services and £45k on income from the hire of the Middlesex Suite and a pressure of £18k due to maintaining and keeping secure surplus properties prior to their disposal.
20. **Pay award:** The 2009/10 budget was based on an assumed pay award of 1.5%. Of that, 0.3% was utilised to fund the late additional award for 2008/09, leaving a balance of 1.2%. Employers settled on 1% which results in an underspend of around £190k.
21. **Exceptional items:** The forecast pressure on asylum funding of £1,830k and the in-year recovery plan of £1m are both unchanged from month 7. However, overall exceptional items are still being forecast as a favourable variance overall of £1,245k following the review of creditor provisions in the balance sheet. Every creditor balance and provision in the balance sheet has been subject to a fundamental review as to whether it is really required and if so whether properly defined as a creditor. This review has resulted in a one-off transfer of £2,075k from the balance sheet into the revenue account. The main element of this sum was a large part of the accumulated surplus on the Heathrow Imported Food Unit account (£1,266k) being defined as a reserve rather than a creditor balance as the Council does not owe anyone this money. The balance was made up of other provisions no longer required.

Development & Risk Contingency: £1,490k pressure (£75k adverse)

22. £8,110k of potential calls on the Development & Risk Contingency were identified as part of the budget setting process for 2009/10, £7,320k is held in the base budget and £790k is budgeted to be met from balances. Table 3 shows the amounts that have been allocated or committed as at Month 8.

Table 3

Development and Risk Contingency	2009/10 Budget	Agreed	Forecast as needed	Variance (+adv / - fav)
<i>2009/10 allocations:</i>	£'000	£'000	£'000	£'000
Total net contingency at start of the year	8,110			
Allocations approved				
Christmas Lights Fund for Town Centres	0	30	30	+30
Commitments:				
General Contingency	500		0	-500
Increase in Transitional Children due to Demographic Changes	1,675		1,675	0
Increase in Mental Health Packages due to Demographic Changes	450		450	0
Homelessness Budget - Reduction in DWP Funding	1,050		1,300	+250
Asylum non-EAA monitoring pressure	660		2,483	+1,823
Asylum Exhausted All Appeals	550		557	+7
Waste Disposal Levy	720		732	+12
Cost Pressures on Recycling Service	200		200	0
Vehicle Fuel Monitoring Pressure	85		60	-25
Local Land Charges Income	715		750	+35
Development Control Income	350		475	+125
Building Control Income	108		175	+67
Golf Courses Income	262		262	0
Uninsured claims	450		450	0
Legal Challenges	120		120	0
Civic Centre Energy Monitoring Pressure	100		0	-100
Provision for Planning Inquiries	75		0	-75
Joint Appointment of Director of Public Health	40		5	-35
Total net contingency	8,110		+9,724	+1,614

23. A large proportion of the total contingency is expected to be required in full and the pressure on asylum in particular has resulted in an overall pressure of £1,614k on the contingency budget. If the asylum pressure were excluded there would be an underspend of £216k on contingency.

24. The forecast asylum spend is still £3,040k in excess of base budget provision within Children's Services. This is £1,830k in excess of the net sum for which contingency provides (£1,210k), a £47k adverse variance. The pressure on the non EAA element of Asylum (£1,823k) comprises a pressure on over 18's due to the ongoing demand for service and the

continued under-funding by the Government and a pressure on under 18's due to the moderation of the special circumstances claim. The current forecast in Exhausted all Appeals cases (£557k) represents a favourable variance of £47k.

25. Within ASCH&H the contingency items in relation to Transitional Children and Mental Health are forecast to be needed in full at this early stage of the year. The pressure on the Homelessness contingency budget due to a reduction in DWP funding (£1,050k) is now expected to exceed this by £250k due to inflation on Private Sector Landlord rents and capped housing benefit.

26. Pressures related to the economic downturn which were highlighted in 2008/09 as exceptional items are in 2009/10 budgeted within contingency. However, as at Month 8 they are projected as being £227k more than provided within contingency. Development control income is forecast as a gross pressure of £475k, £125k in excess of that provided for within contingency. The main area of pressure is due to the limited number of major applications, however this is a volatile area and given the scale of the fees the position could change during the year. Land charge income has moved to a cost recovery basis due to a change in regulations enacted in December 2008 and current projections show a pressure on contingency of £35k. The forecast for building control income is a gross pressure of £175k, £67k above that provided for within contingency based on a reduction in income of 14% from the same period in 2008/09.

27. A sum of £85k has also been included in the contingency to cover fuel pressures. At Month 8 it is forecast that £60k will be needed.

28. In addition it is forecast that £450k will be required from contingency for uninsured claims, £200k for the Recycling service, £262k for Golf income and £120k for legal costs.

Priority Growth: Nil variance (No change)

29. £1,500k was included in the 2009/10 budget for priority growth of which £800k was for HIP Initiatives new growth and the continuation of schemes developed in 2008/09 including Hillingdon First and recycling pilots developed through the Waste and Energy project. In addition there is £700k of unallocated non specific growth.

30. Table 4 summarises the position with regards to each element of priority growth.

Table 4

Priority Growth	2009/10 Budget	Agreed draw downs	Commitments	Unallocated
<i>2009/10 Unallocated Priority Growth at start of the year</i>	£'000	£'000	£'000	£'000
HIP Initiatives New budget:	500			
Agreed:				
Angling amenities		10		
Civic pride		17		
Organisation People & Performance - PADA Audit work		6		
Corporate finance		65		
Communications		54		
Heritage - Works of art & Stained glass window		11		
Customer Experience - Hillingdon First		77		
Waste and energy	300	22	278	0
HIP Initiatives unallocated balance	800	262	278	260
Unallocated non specific growth	700			700
Christmas parking concessions		45		-45
Accessibility event		5		-5
Balance of unallocated growth	700	50	0	650
Total	1,500	312	278	910

31. HIP Steering group have approved £262k of revenue allocations so far this year the detail of which is set out in table 4. In addition there are pressures of £278k forecast in Waste associated with recycling initiatives. If it transpires that E&CP cannot absorb these costs within existing budgets there could be a potential request for funding from HIP contingency.
32. Cabinet agreed to fund £45k of costs associated with Christmas parking concessions for Hillingdon First card holders from the £700k unallocated non specific growth. The sum will be allocated once the final cost of the scheme is known.
33. There is also a recommendation to fund £5k for the accessibility event to be held in February.
34. As at Month 8 there is an estimated £260k remaining from the HIP initiatives budget, and £650k of unallocated non-specific priority growth budget. The Month 8 forecast assumes that the balance of unallocated growth will be spent.

Corporate Budgets' Forecasts: £120k favourable (No change)

35. Table 5 shows budget, forecast and variance now reported on corporate budgets as at Month 8.

Table 5

2009/10 Original Budget	Budget Changes	2009/10 Current Budget (as at Month 8)	Corporate Budgets	2009/10 Forecast Outturn (as at Month 8)	Variances (+ adv/- fav)		
					Variance (As at Month 8)	Variance (As at Month 7)	Change from Month 7
£'000	£'000	£'000		£'000	£'000	£'000	£'000
-1,892	115	-1,777	Unallocated savings	-1,777	0	0	0
9,026	-18	9,008	Financing Costs	8,888	-120	-120	0
3,690	19	3,709	FRS 17 Pension Adjustment	3,709	0	0	0
-24,703	0	-24,703	Asset Management A/c	-24,703	0	0	0
-11,965	-13	-11,978	Corporate Govt Grants	-11,978	0	0	0
-25,844	103	-25,741	Corporate Budgets	-25,861	-120	-120	0

36. Debt financing costs are still forecast to be underspent by around £120k due to debt refinancing work undertaken since the start of the year. A report on treasury management activity is attached at Appendix B.

B) Capital

Background

37. A budget of £88,195k was set by council in February 2009 which was revised to £94,806k following the amendments to budgets, as a result of the final outturn in 2008/9.

38. The revised budget for November 2009 is now £105,195k (£104,812k Month 7). The increase in this month's budget is due to a number of additions, these comprise a £350k grant for Minet Cycle Club house, £15k contributions from Minet Cycle Club and £18k of residents contributions towards alleygating schemes in the Chrysalis programme.

Current Year Expenditure

39. Table 6 shows the actual spend to date and the projected outturn for 2009/10.

Table 6

Groups	Original Budget £'000	Revised Budget £'000	Capital Spend Month 8 £'000	Actual Spend % of Revised Budget %	Forecast outturn £'000	Variance £'000
Adult Social Care, Health & Housing	3,715	6,903	3,357	49%	5,288	-1,615
Environment & Consumer Protection	8,193	9,482	4,772	50%	8,953	-529
Education & Children's Services	23,613	29,101	5,619	19%	17,468	-11,633
Planning & Community Services	2,351	2,781	1,146	41%	2,331	-450
Finance & Resources	2,576	2,898	1,027	35%	2,980	+82
Deputy Chief Executive	2,125	1,913	384	20%	1,914	+1
Major Construction Projects	29,181	35,948	18,730	52%	30,917	-5,031
Group Total	71,754	89,026	35,035	39%	69,851	-19,175
Recovery from Contingency					-1,391	-1,391
Programme Contingency	3,196	2,725	0	0%	1,000	-1,725
Contingency	1,500	1,137	0	0%	391	-746
Contingency Total	4,696	3,862	0	0%	0	-3,862
HRA	11,745	12,307	5,562	45%	11,468	-839
Total	88,195	105,195	40,597	39%	81,319	-23,876

40. A summary of the programme for the Major Construction Projects is shown below in more detail:

MCP Group	Original Budget £'000	Revised Budget £'000	Capital Spend Month 8 £'000	Actual Spend % of Revised Budget %	Forecast outturn 2009/10 £'000	Variance 2009/10 £'000	Forecast Variance 2010/11 £'000	Variance Total £'000
Planning & Community Services Projects	17,682	19,873	13,015	65%	19,821	-52	+1,091	+1,039
Education & Children's Projects	9,884	14,330	5,588	39%	10,556	-3,774	+5,051	+30
Finance and Resources Projects	15	15	0	0%	10	-5	0	-5
Environment Projects	1,600	1,630	127	8%	430	-1,200	+3,800	+2,600
Project QS Support		100	0	0%	100	0	0	0
MCP Group Total	29,181	35,948	18,730	52%	30,917	-5,031	+9,942	+3,664

41. The overall Capital Programme budget is projecting an underspend of £23,876k as at Month 8. This is detailed in table 6.
42. Actual spend to date is £40,597k, which equates to 39% of the programme. This is an increase of 5% from Month 7, however this spend trend is slightly distorted as the schools report quarterly.
43. There are a number of schemes currently forecasting a potential overspend. These potential overspends total £1,913k, a reduction of £99k from the £2,012k forecast in month 7. This reduction relates to a number of these pressures being anticipated to occur in 2010/11 and funding for pressures being identified.
44. A proportion of these overspends are schemes that are not fully funded through Council resources e.g. Schools, S106 etc. In addition where possible Council funded scheme overspends will be funded by virement from other parts of the capital programme within the Group concerned. After taking these factors into account the remaining potential pressure on contingency is around £1,444k. Further work continues to be undertaken to refine the pressure and identify options to fund.

Current Year Financing

45. Table 7 shows the financing of both the budget and the expected outturn.

Table 7

2009/10	Unsupported	Capital Receipts	Supported	Grants	HRA (inc MRA)	Section 106 and other contributions	Total Capital Programme
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Revised budget 2009/10	30,351	8,800	9,176	40,333	10,406	6,129	105,195
Outturn 2009/10	27,238	4,500	3,260	32,198	10,166	3,957	81,319

46. The level of unsupported borrowing forecast as at Month 8 is £27,238 (£26,865k Month 7), a decrease of £3,113k on the original budget. The supported borrowing forecast has decreased by £5,916k from £9,176k to £3,260k. This is primarily due to delays in schemes progressing and forecasts of expenditure occurring in 2010/11.
47. The £8,800k budgeted level of General Fund capital receipts for 2009/10 will not now be delivered in full due to market conditions. However, receipts of £4,500k are now projected.

CORPORATE CONSULTATIONS CARRIED OUT

Financial Implications

48. The financial implications are contained in the body of the report.

CORPORATE IMPLICATIONS

Corporate Finance

49. This is a Corporate Finance report.

Legal

50. There are no legal implications arising from this report.

BACKGROUND PAPERS

51. Monitoring report submissions from Groups.

APPENDIX A – Detailed Group Forecasts

Adult Social Care, Health and Housing (ASCH&H)

Revenue: **£387k adverse (£375k adverse)**

1. The ASCH&H budgets are predominantly demand led and affected by demographic trends and the pattern of demand experienced to date confirms the pressures first identified in the latter part of last year across a range of service areas, most notably Housing Benefit, Housing Needs and Mental Health which to date have been mitigated by management action. However the additional pressure in Mental Health and emerging pressure in Older Peoples Services reported in recent months has continued to increase. Officers have reviewed the causes of these pressures to identify possible further management actions available and have concluded that this also represents a sustained increase in demand for these services.
2. In addition to Mental Health services pressures already reported the group continues to experience very high demand for Older People services, particularly for Nursing and Homecare. When these are coupled with the existing pressures on Housing Benefit and Homelessness due to the extraordinary financial pressures being experienced nationally, the department is managing an exceptional pressure. This is being managed by Officers by a series of measures such that the department achieves a broadly break even position by year end. However at the moment those measures whilst mitigating demand have yet to reduce the pressure. This work is doubly important to ensure that the department starts next year with a balanced position. In the context of a demand led volatile service spending approx £290 million this becomes a finely balanced approach with inherent risks.
3. The Month 8 report is showing an adverse variance of £387k reflecting an adverse movement of £375k from the Month 8 position. The overall position for ASCH&H is set out in the table below.

Division of Service	Forecast Variance Month 8 £'000	Forecast Variance Month 7 £000	Change from Month 7 £000
Older Peoples Services	+344	+123	+221
Physical & Sensory Disability Services	-0	-0	-0
Learning Disability Services	-387	-387	-0
Mental Health Services	+504	+349	+154
Housing Benefits	-150	-150	0
Housing Need Services	0	0	0
ASCH&H Other Services	+77	+77	+0
ASCH&H - Total	+387	+12	+375

Older People Services: £344k adverse (£221k adverse)

4. The service has to date managed to contain underlying pressures for increased demand for Nursing care and additional costs incurred in arranging alternative residential and nursing placements due to concerns about the quality of care delivered by one provider. However in addition to this the demand for nursing and homecare provision continues above that previously forecast with the demand for nursing care having risen by 19% since April. Officers have established that the increased demand isn't necessarily related to new placements but that the number of people no longer requiring residential or nursing care has not fallen as expected.
5. This service is managing a gross budget of £41.7m, received £170k of unavoidable growth, £38k of growth; and a savings target of £1.1m as part of the 2009/10 budget setting process.

Physical Disabilities: Nil variance (No change)

6. This service is managing a gross budget of £10.1m, and has a savings target of £100k as part of the 2009/10 budget setting process.
7. This service is currently forecasting outturn to be on budget.

Learning Disability: £387k favourable (No change)

8. This service is managing a gross budget of £31.5m, received £935k of unavoidable growth; and a savings target of £100k as part of the 2009/10 budget setting process.
9. The favourable movement first reported in Month 4 has shown a continuing favourable trend which the Month 8 forecast reflects. The forecast assumes that the £1.7m corporate contingency held for transitional children is received reducing the gross pressure.

Mental Health: £504k adverse (£154k adverse)

10. The forecast shows an adverse movement of £154k from the Month 7 position primarily due to 2 new residential placements becoming necessary during November; this represents a 50% increase on the same period as last year. Officers continue to take mitigating actions to alleviate this pressure which is primarily focussed on moving clients from residential placements to more appropriate community based support. However this is proving to be a more complex and difficult process than previously envisaged and it is now unlikely that the previously forecast reduction will take place prior to next April.
11. The forecast also assumes that the £450k corporate contingency held for Mental Health Services is received reducing the gross pressure from £954k to £504k reported in this forecast. This service is managing a gross budget of £5.3m, received £208k of unavoidable growth; and a savings target of £25k as part of the 2009/10 budget setting process.

Housing Benefits: £150k favourable (No change)

12. The service is managing a gross budget of over £138m and at this stage is forecasting an underspend of £150k. The favourable movement now being reported is due to a positive external audit of the 2008/09 Housing Benefit claim, and this should in turn result in the finalisation of the claim by the DWP. Officers are confident that as a result a favourable movement can now be brought into the forecast.
13. The Housing Benefit budget, as reported previously, is experiencing pressure as a result of increased benefit uptake. Benefit applications within the privately rented accommodation area is showing increases of 23% which is now establishing a pattern which will result in a pressure of over £300k. This pressure has been mitigated by additional one-off admin grant funding from DWP and other compensating actions available to the service, which are being actively pursued.

Housing Need Services: Nil variance (No change)

14. This service is managing a gross budget of £39m and received £550k of unavoidable growth as part of the 2009/10 budget setting process; this budget line includes Homelessness.
15. The budget continues to experience considerable pressure. However, the measures identified to mitigate the pressures in recent months have been successful, leaving a small residual pressure of under £150k within the context of a gross budget of £39m. This mitigating action is being maintained in order to stave off the ongoing pressures associated with the nature of this service. The underlying pressure remains around the level reported in recent months and officers are continuing to focus staffing efforts to contain expenditure within budget. A nil

forecast is being reported as a result. These efforts to contain the pressure is putting at risk the council's ability to achieve the government's 2010 temporary accommodation target as reported previously.

16. The forecast assumes that the £1.3m corporate contingency held for Homelessness is received.

Other ASCH&H Services: £77k adverse (no change)

17. The adverse pressure is primarily due to essential works on Careline costing £90k to enable the switchover of existing equipment from an analogue to a digital signal for which the Council has no discretion. Although forecast as an overspend Officers continue to work at containing this spend within existing budgets if possible. There is also an adverse variance of £14k for the Colne Park caravan site, which has resulted from legal costs associated with an Anti Social Behaviour Order (ASBO).

Housing HRA

18. The HRA has a gross budget of £48.8m. The forecast for Month 8 shows an overall favourable variance of £536k, which represents a marginal improvement of £28k from the M7 forecast as set out in the table below:

Division of Service	Forecast Variance Month 8 £'000	Forecast Variance Month 7 £000	Change from Month 7 £000
HH Ltd: General and Special Services	112	125	-13
HH Ltd: Repairs Services	0	0	0
LBH: General and Special Services	-100	-44	-56
LBH: Repairs Services	52	52	0
Other Expenditure	-280	-325	45
Income	-320	-316	-4
In Year (Surplus) / Deficit	-536	-508	-28

Hillingdon Homes: £125k adverse (£13k improvement)

19. The Hillingdon Homes forecast is largely unchanged. The adverse variance of £112k has resulted from costs associated with the overcrowding project and as pressures from higher utility costs and increased insurance costs. Officers are examining possible actions for containing these pressures. However, it may be necessary to review the budget in the near future.

LBH General and Special Services: £100k favourable (£56k improvement)

20. The LBH General and Special Services forecast has improved by £56k due to lower heating costs as a result of lower than expected gas price increases and staffing underspends in the hostels area.

Other Expenditure: £280k favourable (£45k adverse)

21. A small adverse change is being reported at month 8 as a result of a reduction in the Ealing Family loan costs and, as reported last month, the overall variance has primarily resulted from reduced projections for capital spending from revenue. This includes work at the Coaxden Day Centre, and continuing delays in the hostels programme.

Income: £320k favourable (£4k improvement)

22. The income forecast has marginally improved and the overall favourable variance has resulted from likely reduction in bad debt provision due to continuing good performance in rent collection performance.

Environment and Consumer Protection (E&CP)

Revenue: Nil Variance (No change)

1. At Month 8, the Group is continuing to forecast a nil variance. The forecast variances are expressed net of any contingency provisions, which are detailed within the report.

	Forecast Variance Month 8	Forecast Variance Month 7	Change from Month 7
Division of Service	£'000	£'000	£'000
Street Cleansing	+95	+95	0
Harlington Road Depot	+169	+169	0
Waste Disposal	-200	-100	-100
Trade & Clinical Waste net	-40	-40	0
Off Street Parking Income	-33	-80	+47
Street Scene Locality Team	+52	0	+52
Recovery Plan Savings	-43	-44	+1
E&CP - Total	0	0	0

Contingent Items: Gross Pressure £992k (No change)

2. The Council's 2009/10 contingent budget contains sums relating to the Waste Disposal Levy and cost pressures on Recycling Services and Vehicle Fuel which impact on the ECP Group position. West London Waste have set the 2009/10 levy and this utilises the full amount of the contingency with a minor adverse variance of £12k. The Borough's recycling activity continues to exceed base budgeted levels, and the position forecasts full use of the contingency. The bulk diesel purchase price has steadied after the sharp increase in October, but remains volatile and a contingency call of £60k continues to be assumed.

	Gross Pressure Month 8	Gross Pressure Month 7	Change from Month 7	Contingency	Net Pressure
Division of Service	£'000	£'000	£'000	£'000	£'000
Waste Disposal Levy	732	732	0	720	+12
Recycling Services	200	200	0	200	0
Vehicle Fuel	60	60	0	85	-25
E&CP - Total	992	992	0	1,005	-13

Street Cleansing: £95k adverse (No change)

3. The net forecast pressure across Street Cleansing services relates to activity required to maintain service standards. The group are continuing to examine options and undertake actions to reduce this pressure without impacting on service levels.

Public Conveniences: Nil variance (No change)

4. A balanced position is currently forecast. Management action is being undertaken to minimise the one-off demolition and installation costs for the units. There will also be some running costs savings from delays in commissioning the units that can offset these costs.

Waste Services: £240k underspend (£100k favourable)

5. **Recycling Costs:** The overall pressure on Recycling is currently forecast at £510k (last month £517k). The major elements of the variance relate to Gate Fees and recycling bags, reflecting a continuing improvement in recycling performance across both Household and composting recycling. This position allows for the continuation of new initiatives that were implemented during 2008/09, for Estates Based recycling, the Blue Sky scheme, Specialist collections and Battery Bank. The forecast position makes some allowance for expected seasonal variations in the income and expenditure profiles. Income and rebates continue to be favourable, but prices for some recycling streams are extremely volatile and will be closely monitored over the remainder of the year, given their possible impact on the overall position. There is £200k available in the contingency for Waste & recycling cost pressures that can partially offset this position.
6. **Waste Disposal:** The gross pressure of £732k reflects that the increase in the 2009/10 waste levy was confirmed by West London Waste Authority (WLWA) and is currently held in contingency. The Section 52(9) budget was reset as part of the 2009/10 levy setting, however tonnages continue to show a significant fall during 2009/10. The single largest fall in tonnages occurred during October, which reversed a previous seasonal trend, and provisional tonnage figures for November continue this trend. The forecast underspend has therefore been increased by a further £100k to £200k this month. The tonnages will be closely monitored over the remaining months of the year, particularly the Christmas period, but if the decline continues there is potential for the underspend to increase further. The continuing reduction in landfill tonnages means that as previously reported, the Landfill Allowance Trading Scheme (LATS) is unlikely to be an issue for WLWA and therefore its constituent Boroughs in 2009/10.
7. **Trade Waste:** The position remains a £70k favourable variance due to overachievement of income. As price increases are linked to the Landfill Tax accelerator the level of business coming to the Council is beginning to show signs of reducing, however the economic downturn may also have impacted. Close monitoring and enforcement is currently ensuring that the levels of aged debt are under control. The overachievement on this service has been reduced by the forecast pressure on Clinical Waste explained below, giving a net position of £40k favourable.
8. **Civic Amenity Sites:** A nil variance is forecast across this service area. The position on this service area will continue to be closely monitored in line with variations in activity.
9. **Clinical Waste:** The collection and disposal of Clinical waste from residents homes has to date been undertaken by Hillingdon Primary Care Trust (HPCT). All associated costs of the service have also been covered by HPCT. However recently the Council have been approached by HPCT and asked to take responsibility for delivering this service. This can be required as the Environmental Protection Act 1990 clearly places the responsibility for such collection on the local authority. The other West London boroughs are already providing this service.
10. Based on the discussions that have taken place to date with the HPCT, the estimated impact for the half-year in 2009/10 remains at £30k. Whilst discussions are ongoing with the HPCT, there is a possibility that the client numbers could change and the costs vary accordingly.

Harlington Road Depot: £169k adverse (No change)

11. The pressure on the depot chiefly relates to a reduction in the intensity of usage, with the movement of some Council services to the Civic Centre, together with the loss of Hillingdon Homes contributions for space occupation at the depot and use of the Stores facility. Options to mitigate the pressures continue to be explored. Some space rationalisation measures should be implemented in January and discussions are continuing with interested parties on the short-term letting of surplus space. The reported position makes an assumption that these changes will

make some savings in 2009/10, however this will be subject to the timing of implementing such changes and any one-off costs that may be incurred.

Off-Street Parking: £33K favourable (£47k adverse)

12. The adverse movement recognises an emerging pressure from a continued reduction in the level of car park income, and is thought to be partly attributable to the economic climate. The usual levels of additional activity expected in the build up to Christmas have yet to be evidenced.

Streetscene Locality Team: £52K adverse (£52k adverse)

13. There has been increased activity incurred through the delivery of the enhanced Streets Ahead Week of Action scheme which has led to additional one-off costs principally on publicity, printing and promotional activities.

Recovery Plan Savings: £43k underspend (£1k adverse)

14. Management action continues to be undertaken across the group to address the residual pressure. The improved position on the Waste Disposal budget has allowed the target to be reduced by £50k.

Vehicle Fuel Pressure – contingency item: £25k underspend (No change)

15. The bulk diesel purchase price has stabilised during November and now stands at 92 pence per litre. The Freight Transport Association data continues to indicate a steady increase across the remainder of the financial year and into 2010/11.

16. At this stage the forecast call on the contingency will be held at the £60k previously reported. The particularly high increase in October underlines the volatility in the market and the need to closely monitor trends and changes in usage. The impact on prices of oil based/dependent materials continues to be monitored.

Education and Children Services (E&CS)

Revenue: Nil variance (No change)

1. The Group is projecting a nil variance as at Month 8 for the 2009/10 financial year. This excludes the overall pressure on asylum funding and the cost of exhausted all appeals cases which are reported under exceptional items elsewhere in this report.
2. The projected variances at Month 8 are summarised in the following table:

Division of Service	Forecast Variance Month 8 £'000	Forecast Variance Month 7 £'000	Change from Month 7 £'000
Schools	0	0	0
Director & Youth Services	0	0	0
Resources, Policy & Performance	-31	0	-31
Learning & School Effectiveness Service	0	0	0
E&CS Central Budget	-132	0	-132
Children & Families Service	+163	0	+163
E&CS - Total	0	0	0

Schools: Nil variance (No change)

3. The Schools Budget is ring fenced and funded from the DSG. Schools' payroll and non-payroll expenditure is monitored quarterly with any forecast year-end deficits being the subject of detailed discussions with the schools concerned. Schools forecasting deficits are required to supply recovery plans identifying how they intend to eliminate their deficit, but these do not affect the general fund.
4. Any underspend or overspend of the Schools Budget in 2009-10 would be carried forward into 2010-11 and would have no effect on the General Fund.

Director & Youth Services: Nil variance (No change)

5. There has been no major change to the position reported within the service areas.

Resources, Policy & Performance: £31k Underspend (£31k improvement)

6. The service is projecting an underspend of £31k, an improvement of £31k from Month 7 due to delay on letting a new contract for school CAD plans because of legal reasons.

Learning & School Effectiveness: Nil variance (No change)

7. There has been no major change to the position reported within the Learning & School Effectiveness service areas.

E&CS Central Budget: £132k underspend (£132k improvement)

8. The group has identified savings to meet the pressure arising from active levels within Children & Families areas, through various action plans. This was achieved through reviewing all ECS grant allocations to apply funding where possible. Also recruitment to new and vacant posts continues to be closely monitored and challenged by senior management.

Children and Families: £163k pressure (£163k Adverse)

9. The service is projecting an adverse movement of £163k from Month 7. The pressure consist of two elements. One of which is due to Private and Voluntary placements (£77K) and the remainder is due to increased fostering activity and agency staff spend.
10. However, the future Looked After Children projection is dependent on new clients entering and existing clients leaving including unit cost changes and this could mean increase in costs for the remainder of the financial year. Also the SEN transport service is forecasting a pressure in respect of new routes and fuel costs. To date, this pressure has been offset by one off savings in other areas within the service.

Exceptional Items: Asylum Service £3,040k (£1,830k greater than that provided for in contingency) – No change

11. There is no change in the reported budget pressure of Asylum services as a whole. The pressure is due to the ongoing demand for the service and the continued under-funding by the Government and in respect of the moderation of the Special Circumstances grant for under 18's.
12. There is a slight change from what was reported at Month 7 for Exhausted All Appeal to £557k which was netted off with a slight changes within the over 18 services.
13. Action has already been undertaken to reduce the shortfall on Asylum funding whilst maintaining service levels. However, the age profile of the clients has led to a decrease in grant income as more asylum seekers turn 18. This has led to the net position being worse than in previous years even though numbers are falling. However, continuing to provide services to asylum seekers to over 18's costs the authority less than the provision for general non-asylum Leaving Care clients, so this in effect reduces the overall Council pressure.
14. The Corporate Director (Education & Children's Services) with Senior Council Officers, along with senior representatives from LB Croydon and Kent County Council has met with senior UKBA officials with regard to our ongoing pressures. Various proposals were discussed with the UKBA regarding funding for Gateway authorities and further meetings are planned to progress these proposals. From the last meeting it is expected that the UKBA is aiming to finalise and agree the proposed bespoke contract with gateway authorities by end of March 2010.

Planning and Community Services (P&CS) Month 8

Revenue: £125k Pressure (No change)

1. The Group has a draft outturn pressure of £125k, this excludes all pressure areas that have identified contingent provisions.

Division of Service	Forecast Variance Month 8 £'000	Forecast Variance Month 7 £'000	Change from Month 7 £'000
Community Safety	-111	-111	0
Arts Service	+51	+51	0
Libraries	0	0	0
Adult Education	0	0	0
Leisure	+125	+125	0
Planning & Transportation	+60	+60	0
Group Directorate	0	0	0
P&CS - Total	+125	+125	0

Contingent Items: £1,662k Gross Pressure (£124k adverse)

2. The Planning income streams were identified as exceptional items last year. This was due to the downturn in the economy which had impacted the housing market severely and has continued to depress these income streams. The Authority's 2009/10 contingent budget contains provision for these affected income streams. The net position after the application of the contingency is shown in the table below.

Contingent Item	Gross Pressure Month 8 £'000	Month 7	Change from Month 7	Contingency £'000	Net Pressure £'000
Development Control	+475	+381	+94	+350	+125
Building Control	+175	+145	+30	+108	+67
Land Charges	+750	+750	0	+715	+35
Golf	+262	+262	0	+262	0
P&CS - Total	+1,662	+1,538	+124	+1,435	+227

Development Control Income: £475k Gross Pressure (£94k adverse)

3. The forecast for Development Control income is a gross pressure of £475k which has increased from month 7 by £94k, the net position after the contingency is £125k. The significant movement has been in Major applications where a large scale reserved matters scheme has been delayed and will not happen in this financial year, the fees relating to this scheme equated to 13% of income forecast for this area.
4. Major applications are now currently forecast to fall by as much as 55% compared to 2008/09. This is a volatile area given the significant scale of fees, and the limited volume of applications, and this area normally accounts for 2/3rds of the Development Control Income. The other areas of income that are for Minor and Other applications continue to be depressed but have improved marginally from last month, although they are still down by 26% and 20% respectively from the 3 year average levels.

Building Control Income: £175k Gross Pressure (£30k adverse)

5. The forecast for Building Control income is a gross pressure of £175k. This has deteriorated by £30k and the net position after the contingency is now forecast to be £67k. Income for April to November is down by 14% from the same period in 2008/09.

Land charges: £750k Gross Pressure (No change)

6. Land charge income has moved to a cost recovery basis due to a change in regulations enacted in December 2008. The net pressure currently forecast after the contingent allocation would be £35k.
7. Not reflected in the forecast yet is the potential impact of the guidance issued by the Information Commission Office (ICO). The guidance suggests that the majority of property search data is Environmental Information and that Local Authorities are therefore obliged to allow inspection of this information at no charge. This remains an ongoing issue on which the LGA is leading.

Golf: £262k Gross Pressure (No change)

8. This position assumes the allocation of £262k from contingency for Golf. The Golf budgets have been set to match the expected income from Mack trading. The fixed contract element is £280k (£210k courses and £70k driving range) with a further £100k for the variable element relating to the driving range, giving £380k in total. However the budget held in contingency of £262k is still required and will need to be allocated to the service.

Community Safety: £111k underspend (No change)

9. There is an underspend due to lower staffing costs which is a combination of a vacancy and unpaid leave £41k and an increased saving on the community fund of £50k and £20k for MPA grant.

Arts Service: £51k Pressure (No change)

10. As previously reported the service is reporting a pressure on its income streams, this is due to range of factors related to the general difficulties arising from the current economic conditions, e.g. cancellation of bookings. However action is being taken to mitigate these pressures from within the Arts budgets.

Libraries: Nil variance (No change)

11. The Library service is currently forecasting a nil variance

Adult Education: Nil variance (No change)

12. The grant allocation for 2009/10 has now been finalised with the LSC and the forecast has been updated to reflect this. There are currently no budget pressures.
13. The national position regarding Adult Education is under review by government and it is likely that the outcome of this will have an implications on the way the service is funded.

Leisure: £125k Pressure (No change)

14. The forecast remains as a pressure of £125k due to the revenue impacts from the delay in the practical completion of Botwell. The first indications from GLL are that they are prepared to annualise the cost of the delay in the opening of Botwell which is consistent with the treatment that has previously been adopted for the management fee. This will reduce the impact in the

current financial year and has been cautiously estimated to be sufficient to balance out the expectation that the Hayes subsidy saving is now entirely lost for the current financial year. However key to this position will be the date of the satisfactory handover of Botwell and its subsequent opening to the public.

Planning and Transportation: £60k overspend (No change)

15. The overspend is due to pressure on pre applications income which is linked to the general downturn in the housing market and the subdued activity of developers, see above major applications are down by 55% in 2009/10 compared to 2008/09.

2009/10 In-year Efficiency Target

16. The Group is currently on target to meet its in-year savings target of £90k by slowing down some of the recruitment to its vacant posts.

Central Services

Revenue: Nil variance (No change)

1. The forecast position for the central services revenue budget is a breakeven position. The Deputy Chief Executive's Office has now stabilised its budget position, and is on track to deliver a breakeven position. However, the Finance & Resources Directorate has a pressure totalling £199k, an adverse movement of £45k on last month's projections, for which savings plans are being developed to mitigate them.

Division of Service	Forecast Variance Month 8 £000	Forecast Variance Month 7 £000	Change From Month 7 £000
Deputy Chief Executive's Office	0	0	0
Finance and Resources	+199	+154	+45
Recovery Plan Savings	-199	-154	-45
Central Services - Total	0	0	0

Finance & Resources: £199k pressure (£45k adverse movement)

2. The Finance & Resources Directorate budgets are projecting a pressure of £199k at Month 8, an adverse movement of £45k on last month's projections. Finance and ICT are operating within budget but there are pressures on Corporate Property Services totalling £278k, as set out below:
 - There is an ongoing pressure on income streams from commercial properties of £176k, due to a number of vacant tenancies in the Warnford Industrial Estate (£108k), 192 High Street, where the premises have remained vacant for a number of months (£29k) and a recent vacant unit that exists in Uxbridge Market (£39k).
 - There is an anticipated shortfall of £45k on income from the Hire of the Middlesex Suite, due to an organisation not renewing its annual hire agreement, and a general slow down in the demand for hiring large sites, especially over the Christmas period.
 - There is an anticipated shortfall of £39k on income from schools buy back of FM services, due to schools opting to procure services directly rather than through the FM Team.
 - There is a pressure of £18k on the cost of maintaining and keeping secure surplus properties prior to their disposal.
3. These pressures are netted down by savings totalling £79k, which relate to the following:
 - Additional income of £51k from leases within the General Corporation Estate
 - A saving of £28k due to a negotiated reduction in the cost of a number of Civic Centre Service Contracts.

Recovery Plan Savings: £199k target (£45k adverse movement)

4. Identified recovery savings are now being factored into the relevant services where applicable. The remaining saving targets relates to one off reductions in costs that will occur in this year and other planned activity, yet to be implemented.

Capital Programme: £23,876k underspend (£177k Adverse)

1. The overall Capital Programme budget is projecting an underspend of £23,876k as at Month 8 (£24,053k Month 7), a decrease of £177k on Month 7 reported projections.
2. Expenditure to Month 8 across the whole capital programme is £40,597k (£35,444k Month 7) which equates to 39% of the programme. Further detail is provided below for each individual department.

HRA: £839k underspend (£50k Adverse)

3. A summary of the programme for HRA is shown below :

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 8	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
Capital Works	10,000	9,762	Y	4,846	50%	9,762	0
Estates Improvements	1,125	1,125	Y	0	0%	495	-630
Cash Incentive Scheme	100	100	Y	100	100%	100	0
New Build – Redevelopment	290	330	N	0	0%	120	-210
New Build – Long Lane	0	30	Y	0	0%	31	1
Other Projects	230	300	Y	34	11%	300	0
Townfield Community Centre	0	660	Y	582	88%	660	0
HRA – Total	11,745	12,307		5,562	45%	11,468	-839

4. Expenditure to date is £5,562k out of a revised budget of £12,307k, which accounts for 45% of the total programme budget.
5. The underspend reported in month 7 of £680k has been revised down by £50k to £630k on HRA Estates Improvement project, the underspend in 2009/10 are as a result of a planning requirement not originally forecast. The project has been pushed back 13 weeks to 2010/2011.

Adult Social Care, Health and Housing: £1,615k underspend (£387k Improvement)

6. A summary of the programme for Adult Social Care, Health and Housing is shown below :

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 8	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
100% Grant Funded							0
PSRSG for WL Empty Property Grant	0	1,867	Part	654	35%	1,150	-717
Mental Health – Mead House	114	363	Y	92	25%	363	0
Improving Care Homes Environment for OP	0	3	Y	0	0%	3	0
ASC,H&H (Non HRA – 100% Grant Funded) – Total	114	2,233		746	33%	1,516	-717
Non-Grant Funded							0
Disabled Facilities Grants	2,040	2,017	Y	1,817	90%	2,017	0
Private Sector Renewal Grants	390	390	Y	166	43%	360	-30
LDA Energy Efficiency Grant	0	125	Y	0	0%	125	0
Colne Park Caravan Sites	302	374	Part	4	1%	78	-296
Purchase of Benefits customer self-service facilities	225	225	Part	0	0%	121	-104
Purchase of Supporting People software	83	83	N	0	0%	0	-83
Improving Information Management and ESCR	218	735	Part	457	62%	735	0
Enabling Electronic Social Care Record	100	276	Y	167	61%	276	0
Learning Disability Modernisation Programme	243	375	N	0	0%	60	-315
Mental Health Phase 2 – Hayes Park House	0	40	N	0	0%	0	-40
Mental Health Phase 3 – Group Homes	0	30	N	0	0%	0	-30
ASC,H&H (Non HRA – Non Grant Funded) – Total	3,601	4,670		2,611	56%	3,772	-898
ASC,H&H – Total	3,715	6,903		3,357	49%	5,288	-1,615

7. Expenditure to date is £3,357k out of a revised budget of £6,903k, which accounts for 49% of the total programme budget.
8. The projected underspend on West London Empty Property Improvement grants has increased by £357k in month 8 to £717k. The West London Empty Property Improvement grants are fully externally resourced grants from the London Mayor's targeted funding stream and the West London Partnership. The projection for the project has now reduced from being £1,507K outturn to £1,150K outturn so is now showing a slippage of £717k, an increase of £357K. This is due to having limited time resources available to complete and approve all grant claims by the end of the financial year, as all approved grant claims have to be verified for appropriate improvement works having been carried out. The underspends from other boroughs cannot be carried forward into 2010/2011.
9. Private Sector Renewal Grant projection has reduced to now show a slippage of £30K. This is also due to having limited time resources available to complete and approve all grant claims by the end of the financial year. The underspend has been caused as there has not been the contribution raised from individuals receiving grants. The grants have only been awarded to private residents that have not been able to provide themselves with basic living standards.

Again there is pressure to contain this spend as renewal grants are beginning to attain a waiting list.

10. Colne Park Caravan Site (£296k underspend) is anticipated to slip into 2010/11. The main works are now due to start in March 2010. This should be from the results of the pilot scheme which it is due to be undertaking in December 2009. Any further delays could push the full programme into 2010/11 with only the pilot scheme expenditure for 2009/10 taking place.

Environment and Consumer Protection: £529k Underspend (£409 Improvement)

11. A summary of the programme for Environment and Consumer Protection is shown below.

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 8	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
Highways Improvements	1,358	1,358	Part	173	13%	1,358	0
Cabinet Member Initiatives – Highways							
Road Safety	250	250	Part	4	2%	180	-70
Traffic Congestion Mitigation	200	200	N	0	0%	10	-190
Street Lighting	300	300	Part	45	15%	300	0
Cabinet Member Initiatives - Parks & Streetscene							
Green Spaces Strategy	250	250	Part	177	71%	187	-63
Street Scene	250	250	N	-35	-14%	250	0
Cabinet Member Initiatives – Improvement, Partnerships & Community Safety							
Breakspears Crematorium	1,700	1,876	Y	2,043	109%	2,196	320
Car Park Schemes	200	200	Y	0	0%	200	0
Ruislip Lido	0	18	Y	18	100%	18	0
Hillingdon First – Parking Meters	0	192	Y	151	79%	192	0
Purchase of Vehicles	0	471	Y	0	0%	0	-471
Other Schemes - Public Conveniences	0	185	Y	181	98%	215	30
E&CP – Sub Total	4,508	5,550		2,757	50%	5,106	-444
BSP funded by Transport for London	3,685	3,932	Y	2,015	51%	3,847	-85
TFL (100% Grant Funded) – Sub Total	3,685	3,932		2,015	51%	3,847	-85
E&CP – Total	8,193	9,482		4,772	50%	8,953	-529

12. Expenditure to date is £4,772k out of a budget of £9,482k, which accounts for 50% of the total programme budget. Two schemes have yet to be released and four have received partial release. Expenditure incurred on these schemes in 2009/10 relates to programmes of works that started in 2008/09.

13. The majority of the expenditure to date has been incurred on Breakspears Crematorium (£2,043k), where the project is expected to be completed by the end of the calendar year. A pressure of £320k has been identified, an increase of £280k from the Month 6 projection. £150k has been provisionally agreed by Harrow and the balance will be managed through the prudential borrowing provisions which are finalised at the year end.

14. A programme for Highways Improvements for £827k has been drafted and the schemes are ready to be commissioned using Enterprise-Mouchel, the Highways commissioning contractor. The programme is currently subject to the moratorium; therefore the ability to spend this on this

programme will be dependent on the timing of the approval process. £415k was released in October 2009

15. The Road Safety Programme is reporting a £70k underspend and Green Spaces Strategy is reporting an underspend of £63k in month 8. These schemes have received partial release.

Education and Children's Services: £11,633k underspend (£108k adverse)

16. A summary of the programme for Education and Children's Services is shown below:

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 7	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
100% Grant/Externally Funded							0
Early Years Foundation Stage – Surestart	0	1,407	Part	310	22%	1,020	-387
Extended Schools	606	773	Y	159	21%	419	-354
Extension of Nursery Care / Education	1,854	24	Part	38	158%	24	0
Formula Capital Devolved to Schools	6,388	8,193	N/A	2,007	24%	4,523	-3,670
Guru Nanak - Expansion 2010	3,000	2,886	Y	1,873	65%	2,886	0
Home Access for Targeted Groups	0	90	Y	71	79%	90	0
Information Systems – Every Child Matters	0	41	Y	41	100%	41	0
ISPP Project (Parents & Providers)	0	24	Y	24	100%	24	0
Pathfinder (Playgrounds)	0	530	Part	0	0%	415	-115
Pinkwell	0	709	Y	0	0%	30	-679
Primary Capital Programme	3,893	2,975	N	0	0%	2,975	0
Rosedale College S106 – only	26	26	Y	0	0%	26	0
Ruislip High School	0	60	Y	0	0%	60	0
School travel Plans	112	203	Y	11	5%	77	-126
Schools Kitchens	594	994	Part	0	0%	994	0
Specialist Schools	0	293	Y	204	70%	293	0
Surestart - AHDC short breaks	157	157	Y	0	0%	105	-52
Vehicle Workshops - West Drayton Young Peoples Centre	0	94	N/A	0	0%	94	0
Investment in Young People's Facilities	0	167	Part	22	13%	167	0
Total 100% Grant/Externally Funded	16,630	19,646		4,760	24%	14,263	-5,383
Non Grant Funded							0
Douay Martyrs - Drama, 6th form common rooms	0	65	Y	0	0%	65	0
Expansion Haydon	726	930	Y	379	41%	930	0
School Improvement Programme	2,000	4,203	Part	420	10%	1,875	-2,328
School Places Provision (Basic Needs)	3,757	3,757	Part	5	0%	100	-3,657
Schools Access Programme	500	500	Part	55	11%	235	-265
Total 100% Non Grant Funded	6,983	9,455		859	9%	3,205	-6,250
E&CS – Total	23,613	29,101		5,619	19%	17,468	-11,633

17. Expenditure to date is £5,619k out of a budget of £29,136k which accounts for 19% of the total programme budget. The budget has been adjusted to account for the £100k vired from

Extension of Nursery Care (Surestart funding) to Children's Centres Phase 3 (Surestart) and £65k for Douay Martyrs drama/6th form common rooms has been added to the E&CS budget from contingency. The Douay Martyrs drama/6th form common rooms project is being managed by PC&S. (Due to the school reporting arrangements and closing reconciliations at year end, this is included in EC&S.)

18. There is a delay in release of funding for the Primary Capital Programme. This is a ring fenced grant which may be subject to clawback if unspent by Standards Fund deadlines (i.e. August 2010 for the first tranche). It is expected that the majority of spend on the Longmead project will fall into 2009/10 and 2010/11, as relevant Section 106 funding will be utilised first. This means an expected slippage around £2.8m will be added to 2010/11.

19. The estimated spend on School Places Provision has been reduced to £100k in month 8.

Planning and Community Services: £651k underspend (£268k improvement)

20. A summary of the programme for Planning and Community Services is shown below:

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 8	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
100% Grant/Externally Funded							0
SSCF	0	100	Y	30	30%	100	0
S106/S278 Schemes	411	411	Y	230	56%	307	-104
Botwell Multi Use Games Area		250	Part	6	2%	150	-100
NLDC	0	10	Y	9	90%	10	0
Total 100% Grant/Externally Funded	411	771		275	36%	567	-204
Non Grant Funded							0
Assisted Funding	150	50	N	19	38%	32	-18
Libraries Refurbishment	1,500	1,500	Y	830	55%	1,500	0
Voltage Optimisation Equipment	40	40	N	0	0%	40	0
Harmondsworth Dog Free Mini Football Area		70	0	0	0%	70	0
Ruislip Lido Public Conveniences		100	0	0	0%	100	0
CCTV Programme	250	250	Part	22	9%	22	-228
Total Non Grant Funded	1940	2010		871	43%	1764	-246
P&CS – Total	2,351	2,781		1,146	41%	2,331	-450

21. Expenditure to date is £1,146k out of a budget of £2,781k, which accounts for 41% of the total programme budget. The budget has been adjusted due the addition of Harmondsworth Dog Free Mini Football Area and the Ruislip Lido Public Conveniences from contingency and the virement of assisted funding budget to Minet Cycle Club budget in P&CS.

22. The projected underspend of £150k on the Botwell Multi Use Games Area relates to slippage and the £100k will be spent in 2010.

23. The Assisted Funding budget has been reduced by £100k to reflect the virement to Minet Cycle Club. An underspend of £18k is reported in month 8.

24. The projected underspend on Section 106 has been reduced to reflect recent releases.

Major Construction Projects: £5,031k underspend (£314k improvement)

25. A summary of the programme for Major Construction Projects is shown below:

Capital Schemes 2009/10	Revised Budget	Budget Released	Capital Spend Month 8	Actual % of Revised Budget	Forecast Outturn 2009/10	Forecast Outturn 2010/11	Forecast Variance 2009/10	Forecast Variance Total Project
	£' 000	Y/N	£' 000	%	£' 000	£' 000	£' 000	£' 000
Planning and Community Services								
Brookfield – Second Floor	264	Y	219	83%	256	6	-8	-2
Hillingdon Sports and Leisure Centre	8,468	Y	5,428	64%	8,372	346	-96	+250
Botwell Green (including Gymnastics Centre)	10,346	Y	7,323	71%	10,621	475	+275	+750
Boxing Club	0	N/A	36	No Budget	41	0	+41	+41
Minet Cycle Club	715	Part	9	1%	501	214	-214	0
Queensmead Fitness Centre Refurbishment	80	Y	0	0%	30	50	-50	0
Education and Children's Services – 100% Grant/Externally Funded								
Children's Centres – Phase 2	1,645	Y	2,697	164%	1,864	215	+219	+434
Children's Centres – Phase 3	2,573	N	125	5%	1,200	2,186	-1,373	-434
Longmead	3,103	Y	334	11%	1,250	1,350	-1,853	-503
Pinkwell New Classrooms	400	Y	333	83%	391	9	-9	0
Education and Children's Services – Non Grant Funded								
Harefield School Nursery	1,247	Y	0	0%	1,247	0	0	
Glebe Primary School	229	Y	186	81%	229	6	0	+6
Heathrow Primary	181	Y	114	63%	172	9	-9	0
Ruislip High School	308	Y	22	7%	308	0	0	0
Targeted Capital - Oak Farm	398	Y	0	0%	398	0	0	0
Targeted Capital - Uxbridge High	1,247	Y	1,220	98%	1,497	107	+250	+357
New Young People's Centre	2,999	Part	557	19%	2,000	1,169	-999	+170
Finance & Resources							0	
Farm Barns	15	N	0	0%	10	0	-5	-5
Environment and Consumer Protection							0	
New Years Green Lane Civic Amenity Site	1,600	Part	127	8%	400	3,800	-1,200	+2,600
Arundel Road Development HIP	30	Y	0	0%	30	0	0	0
Council Wide								
Project QS support	100	0	0	0%	100	0	0	0
Major Construction Projects – Total	35,948		18,730	52%	30,917	9,942	-5,031	+3,664

26. Expenditure to date is £18,730k out of a budget of £35,948k (£35,283k month 7), which accounts for 52% of the total programme budget. The budget has increased from £35,283k in Month 6, this is due to £350k of grant for Minet Cycle Club, £15k contribution from the club and £100k being vired from P&CS Assisted funding which was projecting an underspend.

27. There are a number of variances currently being reported, which are explained in more detail below:

(a) **Hillingdon Sports and Leisure** – This project is projecting an overspend of £250k, however the outturn for 2009/10 has been reduced by £96k due to £346k now being projected as being required in 2010/11 (Scheme will still open in the current year though).

(b) **Botwell Green** – This project is projecting an overspend of £750k, £275k of which is projected to occur in 2009/10. Further Section 106 funding has been identified for this scheme.

(c) **Children’s Centres Phase 2** – Of the projected overspend of £434k, it has been identified that £219k will occur in 2009/10 and £215k in 2010/11. It has been established that the overspend will be contained in the overall Children’s Centre Scheme (Phase 3).

(d) **Minet Cycle Club** – From the increased budget of £715k, £214k is projected to be spent in 2010/11.

Central Services: £83k overspend (£122k adverse)

A summary of the programme for Central Services is shown below:

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 6	Actual % of Revised Budget	Forecast Outturn	Forecast Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
Leader's Initiative	200	200	N	0	0%	125	-75
Chrysalis	1,000	1,018	Y	384	38%	1,094	+76
Town Centre Initiative	325	325	N	0	0%	325	0
HIP Projects	600	370	Part	0	0%	370	0
DCE - Total	2,125	1,913		384	20%	1,914	+1
ICT Asset Management Strategy	500	500	Part	10	2%	454	-46
ICT Works at the Crematorium	0	97	Y	19	20%	106	+9
Victoria Hall	0	63	Y	51	81%	53	-10
Manor Farm	0	0	Y	55	No Budget	350	+350
Hillingdon First Card	182	200	Y	200	100%	200	0
Property Enhancement Programme	500	321	Part	31	10%	321	0
Property Enhancement Programme Contingency	0	179	N	0	0%	179	0
YOT Consolidation Link 1A/Cashiers	372	413	Y	201	49%	360	-53
Civic Centre Electrical Works	2	55	Y	370	673%	395	+340
Civic Centre Security Improvements	236	236	Part	46	19%	127	-109
Civic Centre - Photovoltaic Cells	34	34	Y	34	100%	34	0
Civic Centre Enhancements	750	750	Part	6	1%	348	-402
Civic Centre Boilers	0	50	Y	4	8%	53	+3
F&R - Total	2,576	2,898		1,027	35%	2,980	82
Central Services - Total	4,701	4,811		1,411	29%	4,894	83

28. Expenditure to date is £1,411k out of a revised budget of £4,811k, which accounts for 27% of the total programme budget. The budget has been increased from £4,793k in month 8 by £18k to reflect the residents’ contributions to the alleygating scheme in the Chrysalis programme.

29. The forecast for the Deputy Chief Executive’s Office capital programme in month 8 is a £1k pressure in the current financial year. It is anticipated that the Leader’s Initiative budget will be committed in 2009/10 and some maybe required in 2010/11.

30. There is a £76k pressure being identified in the Chrysalis Programme, this relates to specific large works from 2008/9 which have continued in 2009/10. The outturn reported reflects the current commitments. If the projected expenditure is realised in the current financial year then the slippage from 2008/9 will need to be applied for from contingency. Officers are monitoring

this budget closely and £18k has been added to the budget to reflect the residents' contributions to the alleygating scheme in the Chrysalis programme.

31. It is anticipated that the Town Centre Initiative will be charged at the end of the year by the Environment & Consumer Protection Department and that this budget will be fully spent.
32. The forecast for Finance & Resources capital programme has a number of variances identified, which relate to the following schemes:
- (a) The outturn for the Victoria Hall project has reduced by £10k due to updated estimates from officers.
 - (b) The projected outturn for the Property Enhancement Programme has been reduced to £321k due to identified works being funded from a different programme budget.
 - (c) The projected overspend for Manor Farm is due to outstanding claims by the contractor not having been finalised. Officers believe that this figure will be reduced as negotiations near resolution.
 - (d) The £340k overspend on the Civic Centre Electrical Works (£300k in month 6) is due to a number of complications that were identified as part of the installation process that needed to be addressed before any further works could be completed. This overspend is currently being contained within the Civic Centre Enhancements budget, which has received release of part of its budget in October 2009, which included £300k.

Capital Contingency: £2,471k underspend (£826k adverse)

33. A summary of the programme contingency is shown below:

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Capital Spend Month 8 £' 000	Actual Spend % of Revised Budget %	Forecast Outturn £' 000	Variance £' 000
Programme Contingency	3,196	2,725	0	0%	+1,000	-2,196
Contingency	1,500	1,137	0	0%	+391	-746
Contingency - Total	4,696	3,862	0	0%	1,391	-2,471

34. The forecast outturn of £1,391k (£1,371k, Month 7) assumes that all of the pressures identified below will need to be funded from the contingency.

Calls on Contingency from existing programme	Funding	Revised Budget £'000	Actual Spend (incl accruals) £'000	Forecast Outturn (Month 8) £'000	Variance 2009-10 £'000	Variance 2010-11 £'000	Variance £'000
Programme contingency							
Hillingdon Sports and Leisure Development	Council	8,468	5,428	8,372	-96	+346	+250
Leisure Development - Botwell Green, Hayes	Council	10,346	7,323	10,621	+275	+475	+750
Sub Total		18,814	12,751	18,993	+179	+821	+1,000
General contingency							
Boxing Club	Council	0	36	41	+41	0	+41
Manor Farm	Council	0	55	350	+350	0	+350
Sub Total		0	91	391	+391	0	+391
Total		18,814	12,842	19,384	+570	+821	+1,391

The Table below details the previous releases from contingency.

Previous releases from contingency	£' 000	£' 000
General Contingency		
Harmondsworth Dog Free Mini Football Area		70
Ruislip Lido Toilets		100
Project QS support		100
Douay Martyrs - Drama, 6th form common rooms		65
Brookfield		28
Balance Available		1,137
Original budget	1,500	1,500
Programme contingency		
Purchase of Vehicles		471
Balance Available		2,725
Original budget	3,196	3,196

APPENDIX B – Treasury Management Report

1. The following information is provided to update you on the activities on the Treasury function for the month of November. As at 30 November 2009 the Council's portfolio of deposits and debt was as follows (deposit balances can move substantially from day to day in line with cash flow requirements).

Outstanding Deposits - Average Rate of Return on Deposits: 1.79%

	Actual £m	Actual %	Bench- mark %
Up to 1 Month	19.5	29.37	50.00
1-2 Months	6.0	9.04	10.00
2-3 Months	18.3	27.56	10.00
3-6 Months	3.0	4.52	25.00
6-9 Months	2.0	3.01	5.00
9-12 Months	0.0	0.00	0.00
12-18 Months	0.0	0.00	0.00
18-24 Months	0.0	0.00	0.00
Subtotal	48.8	73.50	100
Unpaid Maturities	17.6	26.50	0.00
Total	66.4	100	100

2. With the exception of the unpaid Icelandic investments, our deposits are held with UK institutions and Money Market Funds, which hold AA- or AAA long-term credit ratings.
3. Deposits are currently held with the following institutions; Abbey, Royal Bank of Scotland, Barclays Bank, Lloyds TSB Banking Group, Clydesdale & Nationwide & Goldman Sachs MMF, Henderson MMF, Invesco Aim MMF.
4. During November fixed-term deposits have continued to mature in line with our cash flow requirements, any surplus funds have been placed in instant access accounts, in order to meet future cash flow requirements.

Outstanding Debt - Average Interest Rate on Debt: 4.01%

	Actual £m	Actual %
PWLB	109.6	63.5
Long-Term Market	48.0	27.8
Temporary	15.0	8.7
Total	172.6	100

5. No loans matured during November. However £5m of debt was repaid prematurely. This action was completed at a premium of £49k, but will reduce financing costs going forward. £8.5m temporary borrowing was taken to cover salaries but was repaid in November. A further £15m of temporary borrowing was taken in November to ensure funds were available to cover cash flow commitments for the end of November and throughout December.

Ongoing Strategy

6. Longer-term investments are already in place so the current strategy will be to ensure short-term balances remain high to provide liquid funds for future cash flow commitments. Over the coming months opportunities for repayment and restructuring debt will continue to be monitored.

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REGULATION OF STREET TRADING ACTIVITIES

Cabinet Member	Cllr Keith Burrows
Cabinet Portfolio	Planning and Transportation
Officer Contact	Kathy Sparks, Beejal Soni ,David Frost, Bill Hickson
Papers with report	<p>Appendix A - The designation of the pedestrianised areas as licence streets for the purpose of Street Trading</p> <p>Appendix B - The designation of the public footway in front of shops and restaurants throughout the Borough for the purpose of shop front displays and tables and chairs licences</p> <p>Appendix C - Prohibition Of Mobile (Itinerant) Ice Cream Trading</p> <p>Appendix D - Amendments To The Terms And Conditions Of Licences Issued Under Part III Of The London Local Authorities Act 1990 (As Amended)</p>

HEADLINE INFORMATION

Purpose of report	To advise the Cabinet of the outcome of a recent consultation concerning a revision of the Street Trading Regulations, to recommend amendments therein and approval for implementation.
Contribution to our plans and strategies	This report contributes to the Council's priorities for a Clean and Attractive borough, its Sustainable Community Strategy and for Opportunities Open to All.;
Financial Cost	There are no further financial costs proposed at this time.
Relevant Policy Overview Committee	Residents' and Environmental Services Policy Overview Committee
Ward(s) affected	All

RECOMMENDATION

1. Cabinet approve:

- a. The designation of the pedestrianised areas as licence streets for the purpose of Street Trading as set out in Appendix A;
- b. The designation of the public footway in front of shops and restaurants throughout the Borough for the purposes of shop-front displays and table and chairs licences as set out in Appendix B
- c. The prohibition of itinerant ice cream trading as set out in Appendix C
- d. The introduction of the amended Street Trading Terms and Conditions as set out in Appendix D

2. **Cabinet note that the Licensing Committee, subject to Council approval, will be given the power to determine street trading applications.**

INFORMATION

Reasons for recommendation

The recommendations will ensure that Street Trading activity is effectively licensed and regulated in a manner that complies with the London Local Authorities Act 1990 (as amended) in a manner that is fair and equitable to traders and the London Borough of Hillingdon. Recommendation 1d will ensure the lawful, properly authorised use of enforcement powers with regard to street trading. The powers given to the Licensing Committee will ensure greater accountability and Member oversight into matters related to Street Trading in the London Borough of Hillingdon.

Alternative options considered / risk management

Not to implement the recommendations. This will result in the Council enforcing a policy which does not comply with the legislation. A further result is that Street Scene Enforcement Officers will not be able to make use of powers to tackle nuisance trading in town centres.

Supporting Information

In 1993, the London Borough of Hillingdon implemented Part III of the London Local Authorities Act 1990 (as amended) in order to effectively control and regulate street trading activities in the borough. As part of the programme of implementation, street trading in designated streets would have to be licensed, with the Council being awarded powers to consult and introduce street trading licence terms and conditions. To date, the terms and conditions introduced in 1993 have not been updated or amended.

The following areas were not included in the implementation of Part III of the London Local Authorities Act 1990(as amended):

1. Station Road, Hayes between Pump Lane and Crown Close;
2. High Street, Uxbridge between Vine Street and Belmont Road

To date, enforcement action in the two above-mentioned areas has been undertaken in line with powers available under the Highways Act 1980.

Various amendments to the London Local Authorities Act approved by the Council require or permit the London Borough of Hillingdon to exercise the following powers with regard to street trading activities:

1. A requirement to set up a ring-fenced street trading account to be utilised solely for activities in connection with street trading;
2. The authority to licence shop-front displays and the placing of tables and chairs on the public highway;
3. The authority to prohibit mobile (itinerant) ice cream trading from vehicles in designated areas;
4. The authority to issue fixed penalty notices for certain street trading offences;
5. The authority to licence all persons, including assistants, who engage in street trading in exchange for payment of a licence fee

6. The power to take enforcement action against illegal or unlicensed street trading including the confiscation of vehicles, trading receptacles and goods and/or perishable items;
7. The power to issue permanent or temporary licences; with holders of permanent licences being afforded a statutory right of appeal.

There are currently in excess of 200 traders engaged in licensed street trading throughout the London Borough of Hillingdon. This figure comprises the licensing of traditional street traders, shop displays on the public highway in front of shops and the placing of tables and chairs on the public highway.

The recommendations have been proposed following consultation with responsible authorities, street traders and businesses within the London Borough of Hillingdon. Details of this consultation are included below in this report.

The approval of the recommendations will result in the London Borough of Hillingdon being able to effectively and fairly issue street trading licences whilst at the same time making use of the added enforcement powers to regulate licensed and unlicensed street trading activities.

The following appendices provide greater information related to the various recommendations:

1. Proposal to designate certain additional streets as licence streets for the purposes of street trading – Appendix A
2. Proposal to designate the public footway in front of any shop or restaurant within the London Borough of Hillingdon as a licence street - Appendix B
3. Proposal to prohibit mobile (itinerant) ice cream trading in certain areas – Appendix C
4. Suggested amendments to the terms and conditions of licences issued under Part III of the London Local Authorities Act 1990 (as amended) – Appendix D

Financial Implications

Section 32 of the London Local Authorities Act 1990(as amended) requires that a ring-fenced street trading account be set up to separately account for and fund the management of street trading activities. Revenue from street trading charges must only be spent on street trading activities, administration and enforcement.

The Act permits the Council to recover all reasonable costs in providing street trading licences and regulating the activities of licensed traders. The Act does not permit street trading charges to amount to profit making. Section 32 of the London Local Authorities Act 1990 (as amended) sets out the financial implications of, and procedures for, the licensing of Street Trading activities.

There are no plans to amend the existing fees structure in this financial year. Although an increase in administration and enforcement action is expected, it is anticipated that this can be accommodated within existing budgets. There are therefore no financial implications related to the recommendations of this report.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

By improving the Council's ability to take enforcement action against illegal street trading, and providing a more comprehensive framework within which licensed street traders may engage in street trading, the recommendation will contribute to creating a clean and attractive borough that provides a better service to residents, traders and local businesses.

The proposal to prohibit mobile ice cream trading in the vicinity of schools will contribute to policies encouraging healthy eating habits at school and control mobile ice cream trading in other sensitive locations.

Consultation Carried Out or Required

Sections 24 and 27 of the London Local Authorities Act places a statutory duty on the London Borough of Hillingdon to consult for a minimum period of 28 days with stakeholders and named responsible authorities prior to taking any decision to designate streets as licence streets and/or amending the terms and conditions of street trading licences. There is a further requirement that the consultation and proposals be advertised in the local print media for two consecutive weeks during the consultation process.

The consultation into street trading began on 16 October 2009 and was scheduled to end on 16 November 2009. Owing to the postal strike, it was decided to extend the consultation period for written responses until 25 November 2009 in order to accommodate any delays. The subject matter of the consultation was:

1. A proposed Notice to designate additional streets as licensed streets for the purposes of street trading;
2. A proposed Notice to designate the public footway in front of any shop or restaurant in the entire Borough for the purposes of tables and chairs licensing and shop front display licensing;
3. A proposed Notice to prohibit mobile (itinerant) ice cream trading in the vicinity of any school in the Borough, within the Uxbridge Town Centre, any major retail centre in the Borough;
4. Proposed amendments to the terms and conditions of street trading licences.

As part of the consultation, documents related to the above consultation were sent to all street traders currently licensed by the Council, and other named persons including the Metropolitan Police and Transport for London. The consultation documents were also advertised on the Council website, the Uxbridge Leader and London Gazette. Additionally, a public meeting was advertised and held on 30 October 2009 to discuss the various proposals which are the subject of this report.

Traders raised a number of concerns at the public meeting on 30 October 2009. This resulted in The Street Scene Enforcement Team receiving 2 written responses to the consultation from street traders in the Uxbridge Town Centre. No objections have been received with regards to recommendations 1-3.

The concerns raised at the meeting, in writing, as well as the officer response with regard to recommendation 4, have been tabulated below:

CONCERNS	RESPONSE
1. Dissatisfaction with proposal to increase the level of public liability insurance to £5,000,000.00	1. Public Liability Insurance will be required at the existing rate of £2,000,000.00
2. Concern that this consultation would result	2. Currently, there are no applications for

in increasing the number of street traders in Uxbridge Town Centre	trading licences for Uxbridge Town Centre and therefore no increase in the number of street traders is anticipated.
3. Concern and suspicion that the consultation process is a means of introducing specialist markets, such as French markets, into Uxbridge Town Centre	3. There are currently no plans or licence applications to hold specialist markets and/or French markets within the London Borough of Hillingdon. It is open to the organisers of such markets to apply for licences to trade.
4. Clarification of the licence period for Permanent Street Trading Licences	4. It is confirmed that Permanent Licences will be issued annually to street traders only. Additionally, to gain a permanent licence new street traders will be required to satisfactorily trade within the London Borough of Hillingdon on a Temporary Street Trading Licence for a minimum period of 3 years. All existing street traders will retain permanent status.
5. Dissatisfaction with the requirement that traders be interviewed annually prior to issue or renewal of a licence	5. The requirement of an interview is a method recommended by the Department of Works and Pension and Border Agency to prevent identity theft and benefit fraud. It supports policies of lawful employment by ensuring that only those persons entitled to work in the United Kingdom are issued with licences to trade.
6. Concerns about illegal street trading over the weekends	6. This is an enforcement issue and is being tackled jointly by the Metropolitan Police and Street Scene Enforcement Team. Recommendation 4 will increase the range of enforcement options available to officers.
7. Health and Safety concerns about the locations of trading pitches	7. The Street Scene Enforcement Team will carry out site inspections and ensure trading pitches are safely sited and maintained. There are plans to mark out licensed trading pitches so that pitch locations are not moved.
8. Concerns that provisions for the awnings / overhangings of the pitches were too small	8. Premises awnings are controlled by Planning Regulations. Regulation 2.2 permits a trader to apply for a variation regarding overhangs from licensed pitch area. If agreed, the variation will be recorded on the Street Trading Licence for record purposes.
9. No provision for overhangings / awnings for shop-front displays	9. As above.
10. Complaints related to the free distribution of refreshments and printed material	10. These complaints will be addressed in the next amendment of the London Local Authorities Act.
11. Traders suggested that the town centre CCTV cameras be utilised to take enforcement action to stop illegal street trading	11. This suggestion is already utilised by the Street Scene Enforcement Team and will be further progressed where possible
12. There was a request for late night street trading, especially with regard to take away	12. There are no current plans for late night street trading. If such an application is

food.	received, it will be considered taking into account all relevant concerns. The Street Scene Enforcement Team does support extended trading hours during festival times eg. Christmas.
13. Suggestion to hold markets outside the Uxbridge Civic Centre	13. This is a security sensitive location and any such decision will require careful consideration.
14. Traders object to having to remove all waste lying 5 metres in any direction of the pitch.	14. The 5 metre clear up rule is designed specifically to ensure that areas around trading pitches, tables and chairs licensed pitches and shop front displays are kept clean, particularly in windy conditions. This will contribute to a cleaner, more pleasant environment. It will help ensure that waste removal remains manageable to the Council.
15. Unhappiness about requirement to register assistants who work on street trading pitches.	15. Section 23 of the London Local Authorities Act 1990(as amended) requires the licensing of any person who engages in street trading on a licence street. This includes assistants. An appeal to the Secretary of State against the registration on assistants in 2006 was unsuccessful and the requirement was found to be reasonable
16. Unhappiness about the need to register assistants who are on probation.	16. The proposed Regulations have been amended to make clear the differentiation between Assistants, who would be responsible for the pitch or business in the absence of the Licensed Street Trader, and general or casual staff, who would not have such responsibility. Only the former will require registration..
17. Suggestion that separate licences be issued to assistants	17. The cost of producing such separate licences will be prohibitive. It is envisaged that a single licence for each trading pitch will be issued, including the names and photographs of traders and assistants, trading days and times, trading commodity and pitch location. Apart from the name of the trader or assistant, no personal details will be included on the licence.
18. Concerns that clauses to prevent noise nuisance would prevent traders from playing music for personal enjoyment	18. Clause 12.4 has been re-drafted to ensure that listening to music for personal enjoyment is not a contravention of the terms and conditions of this licence unless it amounts to a statutory noise nuisance.
19. Specific concern as to whether a trading stall will be required to cease trading and be fully dismantled by the closing time stated on the licence.	19. It is clarified that trading activity is expected to cease at the closing time. Traders will not be required to have dismantled or closed their trading stalls at the closing time stated on the licence.
20. Specific concern as to whether a trader is permitted to use his vehicle in the	20. All shops in the pedestrianised area currently have an entitlement whereby 20

pedestrianised area when setting up / dismantling the roundabout ride

minutes is allowed for loading & unloading of vehicles under Road Traffic Act 1988 s5, 8 & 19. The trader will continue to benefit from this entitlement.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and is satisfied that any financial implications arising from an expected increase in administration and enforcement action will be accommodated within existing budgets. Corporate Finance is therefore satisfied that there are no wider direct financial implications to the Authority arising from the recommendations of this report. There is also a requirement under the London Local Authorities Act to set up a ring-fenced street trading account to be utilised solely for activities in connection with street trading.

Legal

Relevant legal comments relating to the licensing of Street Trading activities have been included in this report and its appendices.

Cabinet is advised that Article 7.08(3) of the Constitution authorises the Cabinet to decide on matters which affect two or more wards where the outcome will have a significant impact on the wellbeing of the community or the quality of service provided to a significant number of people living or working in an area.

Cabinet is further advised that Sections 24(10) and (11) of the London Local Authorities Act 1990(as amended) requires that a notification period of 28 days must be observed before the decision taken by Cabinet comes into force. During the notification period, the decision taken by Cabinet must be published in a local newspaper on two consecutive weeks;

The Constitution requires that full Council to decide whether or not to amend the powers of the Licensing Committee as detailed in Recommendation 2 above.

BACKGROUND PAPERS

Attached:

- **Appendix A** - The designation of the pedestrianised areas as licence streets for the purpose of Street Trading
- **Appendix B** - The designation of the public footway in front of shops and restaurants throughout the Borough for the purpose of shop front displays and tables and chairs licences
- **Appendix C** - Prohibition Of Mobile (Itinerant) Ice Cream Trading
- **Appendix D** - Amendments To The Terms And Conditions Of Licences Issued Under Part III Of The London Local Authorities Act 1990 (As Amended)

The designation of the pedestrianised areas as licence streets for the purpose of Street Trading as set out in Appendix A;

Under the provisions of section 24 of the London Local Authorities Act 1990 (as amended), if a borough council consider that street trading should be licensed in their area they may from time to time pass any of the following resolutions a resolution (in this Part of this Act referred to as a “designating resolution”) designating any street within the borough as a “licence street”;

Prior to passing a designating resolution, the Borough Council is required to consult with the Commissioner of Police of the Metropolis on their proposal. Before rescinding or varying a designating resolution, the Borough Council must consult with the licence holders trading in the street in question, or a body or bodies representative of them, on their proposal.

Any notice to designate a street as a licence street shall take effect on the day specified in the resolution (which must not be before the expiration of the period of one month beginning with the day on which the resolution is passed).

The pedestrianised areas in Uxbridge and Hayes have experienced a significant increase in complaints about illegal street trading. The London Local Authorities Act provides the Council with greater powers of enforcement against unlicensed and illegal street trading in areas designated as licensed streets.

The Street Scene Enforcement Team, as the party responsible for Street Trading within the London Borough of Hillingdon therefore proposes to designate as licence streets:

- (1) Station Road Hayes, between Pump Lane and Crown Close;
- (2) High Street, Uxbridge between Vine Street and Belmont Road.

Results of consultation

In accordance with the London Local Authorities Act Section 24 (4), a public notice appeared in the London Gazette and Uxbridge Leader in October and November 2009 stating the council intends to pass a resolution. In line with the legislative guidelines in the Act, Transport for London, Hillingdon’s Highways team, and the Metropolitan Police and all traders licensed by the London Borough of Hillingdon were also consulted.

The Street Scene Enforcement Team received no representation against the designation of any of the proposed sites as licence streets. It is therefore recommended that the Designating Notice, attached at Schedule 1 be approved by Cabinet.

Proposed Implementation

If the resolution is passed by Cabinet, its effect will be that only licensed traders may engage in street trading in the pedestrianised areas. A trader without a licence will be subject to immediate enforcement action in the form of a fixed penalty notice. There is also the additional prospect of prosecution action.

If the resolution is passed, notice of its passing will be published in a local newspaper for two consecutive weeks (a copy of which can be found in Schedule 2), a period of at least twenty eight days must be given from the date of publication of the first notice to the date the designation comes into effect. The resolution will come into force on 26 February 2010

LONDON BOROUGH OF HILLINGDON

**LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED)
PART III – STREET TRADING**

DESIGNATION OF LICENCE STREETS

In pursuance of Section 24 (10) of the above Act, NOTICE IS HEREBY GIVEN that at a meeting of the Cabinet of the London Borough of Hillingdon held on Thursday 21 January 2010 at the Civic Centre, Uxbridge, the Cabinet after considering all relevant information following the publication of the Street Trading Consultation documents and notices, agreed the Designation Order to operate from 26 February 2010 to permit the following streets and locations within the London Borough of Hillingdon to be designated as “Licence Streets” within the meaning of the Act:

1. Station Road Hayes, between Pump Lane and Crown Close;
2. High Street, Uxbridge between Vine Street and Belmont Road.

Copies of the “Designation Order” can be inspected at the offices of the Street Scene Enforcement Team during normal working hours.

The effect of the Order is that from 26 February 2010 only persons who have applied to the Council and been GRANTED a “Street Traders Licence” may lawfully trade from the public highway in such designated areas covered by the Order and previous Orders. All other forms of street trading are illegal and offenders may be prosecuted.

As a consequence of this Order, a schedule of all streets designated as “Licence Streets” is attached at Schedule *i*.

LIST OF LICENCE STREETS AS AT 26 FEBRUARY 2010

Pursuant to Section 24(10) of the London Local Authorities Act 1990 (as amended) the following streets are designated as “licence streets” for the purposes of Street Trading as defined in the above-mentioned Act:

Bakers Road, Uxbridge
Barra Hall Circus, Hayes
Belmont Road, Uxbridge
Betam Road
Botwell Lane, Hayes
Bourne Avenue, Gloucester Parade, Hayes
Byron Way, West Drayton
Cocks Yard, Uxbridge
Coldharbour Lane, Hayes
Coleridge Way, West Drayton
Cowley Road 100-118, Uxbridge
Cowley Road 18-20, Uxbridge
Dawley Road 1-19, Hayes
Dawley Road, Dawley Parade, Hayes
East Lane, Hayes
Eastcote High Road, Black Horse Parade, Eastcote
Falling Lane, Yiewsley
Field End Road, Eastcote
Field End Road 702-724, South Ruislip
Green Lane, Northwood
Harlington Road 305-315, Hillingdon
Harmondsworth Road, West Drayton
Harlington Road 305-315, Hayes
Harvil Road, Harefield
Hayes By-Pass (The Parkway)
Hercies Road, Hillingdon
High Road 28-34, Cowley
High Road 81-97, Ickenham
High Road, Ickenham
High Street, Cowley
High Street, Dellfield Parade, Cowley
High Street, Harefield
High Street, Harlington
High Street, The Parade, Cowley
High Street, Uxbridge
High Street, Uxbridge – pedestrianised area between Vine Street and Belmont Road.
High Street, Ruislip
High Street, Yiewsley
High Street 110-118, Northwood
High Street 2-88, Northwood
Hillingdon Hill, Hillingdon
Horton Road, Yiewsley
Howletts Lane, Ruislip
Ickenham Road, Station Parade, West Ruislip
Ickenham Road, Ruislip
Joel Street, Northwood Hills

Kingshill Avenue, Hayes
Lansbury Drive, Hayes
Laurel Lane, West Drayton
Long Lane 1-12, Ickenham
Long Lane 305-321, Hillingdon
Long Lane 370-396, Hillingdon
Long Lane, Crescent Parade, Hillingdon
Long Drive, South Ruislip
Manor Way, Ruislip Manor
Maxwell Road, Northwood
Moorfield Road, Cowley
Moorhall Road, Harefield
Mulberry Crescent, West Drayton
North Hyde Road 141-171, Hayes
Old Stockley Road
Park Way, Ruislip Manor
Park Lane, Harefield
Pasadena Close
Pembroke Road, Ruislip Manor
Pield Heath Road, Cowley
Pinner Road, Northwood
Pinner Road, Northwood Hills
Pump Lane, Hayes
Pump Lane (Eastern end)
Redmead Road, Hayes
Rickmansworth Road, Harefield
Romney Road, Romney Parade, Hayes
Royal Lane, Yiewsley
Ryefield Avenue, Hillingdon
Salisbury Road, Eastcote
Silverdale Road
Sipson Road, West Drayton
Skyport Drive
Springfield Road
Station Approach, South Ruislip
Station Road, West Drayton
Station Road, Cowley
Station Road, Hayes (NOT pedestrianised)
Station Road Hayes, pedestrianised area between Pump Lane and Crown Close;
St Dunstons Road, Hayes
Sutton Court Road, Hillingdon
Swakeleys Road 1-31, Ickenham
Swallowfield Way
Swan Road 58-66 and 81, West Drayton
The Green 1-16, West Drayton
Victoria Road, South Ruislip
Victoria Road, Ruislip Manor
Victoria Road 439-445 and 490, South Ruislip
Violet Avenue 53-65, Yiewsley
West Drayton Road 177-183, Yiewsley
West End Road, Ruislip Gardens
Whitby Road 143-163 and 208-218, South Ruislip
Windmill Hill, Ruislip Manor

Uxbridge Road 1172-1380, Hayes End
Uxbridge Road 124-152, Hayes
Uxbridge Road 641-693, Hayes
Uxbridge Road 759-849, Hayes End
Uxbridge Road, Blenheim Parade, Hillingdon
Uxbridge Road, Byron Parade, Hillingdon
Uxbridge Road, Crescent Parade, Hillingdon
Uxbridge Road, Heathside Parade, Hillingdon
Uxbridge Road, Marlborough Parade, Hillingdon
Uxbridge Road, Westbourne Parade, Hillingdon
Uxbridge Road, Whiteleys Parade, Hillingdon
Vine Street, Uxbridge
Welbeck Avenue, Yeading
Willow Tree Lane, Hayes
Windsor Street, Uxbridge
Yeading Lane, Yeading

The designation of the public footway in front of shops and restaurants throughout the Borough for the purpose of shop front displays and tables and chairs licences

The Street Scene Enforcement Team has received complaints about the public footway being obstructed by shops displaying goods and restaurants placing tables and chairs on the public highway. This has resulted in pedestrians, parents with child buggies and toddlers being forced to use the road to get past the obstructions. This situation creates health and safety concerns particularly for parents with young children.

In 2004, the definition of “street trading” in London Local Authorities Act was amended specifically to give London boroughs the power to licence, as street trading, the placing of shop front displays and tables and chairs on the highway. As a result of such activity falling within the scope of street trading, Section 27(3) of the London Local Authorities Act gives a London borough the power to make regulations prescribing licence conditions, and consequently giving local authorities greater enforcement powers. To date, the London Borough of Hillingdon authorised the placement of obstructions on the public highway by utilising powers under the Highways Act 1980.

In order to make use of the greater control and enforcement powers available to London boroughs under the London Local Authorities act, the Street Scene Enforcement Team proposes that Cabinet designate all the public footways in front of shops and restaurants throughout the Borough for the purpose of shop front displays and tables and chairs licences.

Trading from ‘private land’ adjacent to the shop is not street trading and therefore cannot be licensed. This exception applies only if the trading on the private land forms part of the business and if the trading is carried out during the same hours of the business. To date, there is no definition of private land in the LLAA 1990. However, it is likely that the courts will take the view that a business wishing to rely on this exception would need to satisfy the Council that the business has a legal right to occupy that land. It is not proposed that private land be licensed.

The terms and conditions related to the issue of such shop front and tables and chairs licences can be found at Appendix D.

Results of Consultation

In accordance with the London Local Authorities Act Section 24 (4), a public notice appeared in the London Gazette and Uxbridge Leader in October and November 2009 stating the council intends to pass a resolution. In line with the legislative guidelines in the Act, Transport for London, Hillingdon’s Highways team, and the Metropolitan Police and all traders licensed by the London Borough of Hillingdon were also consulted.

The Street Scene Enforcement Team received no representation against the proposed designation. It is therefore recommended that the Designating Notice, attached at Schedule 2 be approved by Cabinet.

Proposed Implementation

If the resolution is passed by Cabinet, its effect will be that the Street Scene Enforcement Team can apply the tables and chairs and shop front display licensing scheme to the entire borough. This will enable the scheme to be applied fairly to all shops and restaurants. One of the

additional benefits of the adoption of the Designating Notice is that it will support the Clean Streets initiative.

If the resolution is passed, notice of its passing will be published in a local newspaper for two consecutive weeks (a copy of which can be found in Schedule 2), a period of at least twenty eight days must be given from the date of publication of the first notice to the date the designation comes into effect. The resolution will come into force on 26 February 2010

LONDON BOROUGH OF HILLINGDON

**LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED)
PART III – STREET TRADING**

DESIGNATION OF THE PUBLIC FOOTPATH

In pursuance of Section 24 (10) of the above Act, NOTICE IS HEREBY GIVEN that at a meeting of the Cabinet of the London Borough of Hillingdon held on Thursday 21 January 2010 at the Civic Centre, Uxbridge, the Cabinet after considering all relevant information following the publication of the Street Trading Consultation documents and notices, agreed the Designation Order to operate from 26 February 2009 to permit the area of the public footway immediately in front of any shop in the Borough to be licensed to enable the proprietor to display goods or place tables and chairs on the public footpath in accordance with the Council's agreed conditions.

Copies of the "Designation Order" can be inspected at the offices of the Street Scene Enforcement Team during normal working hours. A full set of the relevant licence terms and conditions may also be obtained from the Street Scene Enforcement Team.

The effect of the resolution will mean any proprietor wishing to display goods or place tables and chairs on the public footpath immediately in front of their shop or restaurant will have to apply for a licence from the Street Scene Enforcement Team.

Proprietors are advised that the provisions will take effect on 26 February 2010

If a proprietor displays goods on the public footpath outside their shop and/or places tables and chairs on the public footpath without a Licence they shall be guilty of an offence and liable on summary conviction to a fine currently not exceeding level 3 on the standard scale.

PROHIBITION OF MOBILE (ITINERANT) ICE CREAM TRADING

“Itinerant ice cream trading” is defined as ice cream trading from a vehicle which goes from place to place remaining in any one location in the course of a trading day for a maximum of 15 minutes only.

During the summer period, the Street Scene Enforcement Team received numerous complaints about itinerant ice cream trading in Uxbridge Town Centre causing a noise nuisance and creating a traffic obstruction by parking and trading from narrow roads in Windsor Streets. Additionally, complaints were received of itinerant ice cream traders parking outside schools and offering children ice cream and confectionary. These activities contradicted dietary recommendations and the aims of the Healthy Hillingdon Schools Scheme and making it difficult for parents to drop off or collect children from schools.

Whilst trading in a licence street without a specific licence from the Council is generally unlawful, a specific exemption under of the London Local Authorities Act 1990 permits itinerant ice cream sellers to trade without licences, provided that they do not remain at any particular location for more than 15 minutes on any given day.

The Council is permitted under Section 37 of the London Local Authorities Act 1990 (as amended) to prohibit itinerant ice-cream traders in any street in the interest of preventing obstruction to traffic, or undue interference or inconvenience to persons using that street by passing a resolution designating the street as prohibited for such days and for such parts of the day as are specified in the resolution. Before passing any such resolution, the Council is required to consult the Commissioner of Police of the Metropolis and any body or bodies that appear to them to be a representative of persons carrying on ice cream trading in the borough.

Because of the vague definition of “itinerant ice cream trading” it is difficult to prove that a van is committing an offence by not being itinerant. It takes a lot of officer time to build up the evidence for a case file. Despite numerous recent complaints, the Street Scene Enforcement Team has not been able to obtain evidence necessary to sustain a successful prosecution.

Prohibiting itinerant ice cream trading in the suggested areas means that any van that is trading in the area will be clearly committing an offence regardless of the amount of time that they are trading for. This will make it possible for clear and effective enforcement action.

Officers will also enjoy additional powers of confiscation of any item used in pursuance of such offence including the seizure of the van and/or perishable goods.

Results of Consultation

In accordance with the London Local Authorities Act Sections 37 (3) and (4), a public notice appeared in the London Gazette and Uxbridge Leader in October and November 2009 stating the council intends to pass a resolution. In line with the legislative guidelines in the Act, Transport for London, Hillingdon’s Highways team, and the Metropolitan Police and all traders licensed by the London Borough of Hillingdon were also consulted.

There are no known bodies which appear to be representative of persons carrying on ice cream trading in the London Borough of Hillingdon. The Street Scene Enforcement Team has therefore not consulted with such a known body. However, this consultation was advertised in the London Gazette with the aim of ensuring that any ice cream trader or representative body became aware of the consultation.

The Street Scene Enforcement Team received no representation against the proposed designation. It is therefore recommended that the Designating Notice, attached at Schedule 3 be approved by Cabinet.

Proposed Implementation

If the resolution is passed by Cabinet, its effect will be that the Street Trading Section can prohibit itinerant ice cream trading outside schools (and their adjacent roads), in the Uxbridge Town Centre and any major retail area.

If the resolution is passed, notice of its passing will be published in a local newspaper for two consecutive weeks (a copy of which can be found in Schedule 3), a period of at least twenty eight days must be given from the date of publication of the first notice to the date the designation comes into effect. The resolution will come into force on 26 February 2010.

LONDON BOROUGH OF HILLINGDON

LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED)
PART III – STREET TRADING

PROHIBITION OF ITINERANT ICE CREAM TRADING

In pursuance of Section 37 (4) of the above Act, NOTICE IS HEREBY GIVEN that at a meeting of the Cabinet of the London Borough of Hillingdon held on Thursday 21 January 2010 at the Civic Centre, Uxbridge, the Cabinet after considering all relevant information following the publication of the Street Trading Consultation documents and notices, and in compliance with Section 37(2) of the above act, agreed the Designation Order to operate from 26 February 2010 to prohibit itinerant ice cream trading in the following areas within the London Borough of Hillingdon:

1. Any Street, or part of streets or side streets within 65 metres of any exit used by children from the following premises:
 - (i) Primary Schools
 - (ii) Under 5 Centres
 - (iii) Day Nurseries
 - (iv) Secondary Schools
 - (v) Special Schools

2. Any street or side street falling within the Uxbridge Town Centre. The Uxbridge Town Centre falls within the area bordered in red on the map attached below.

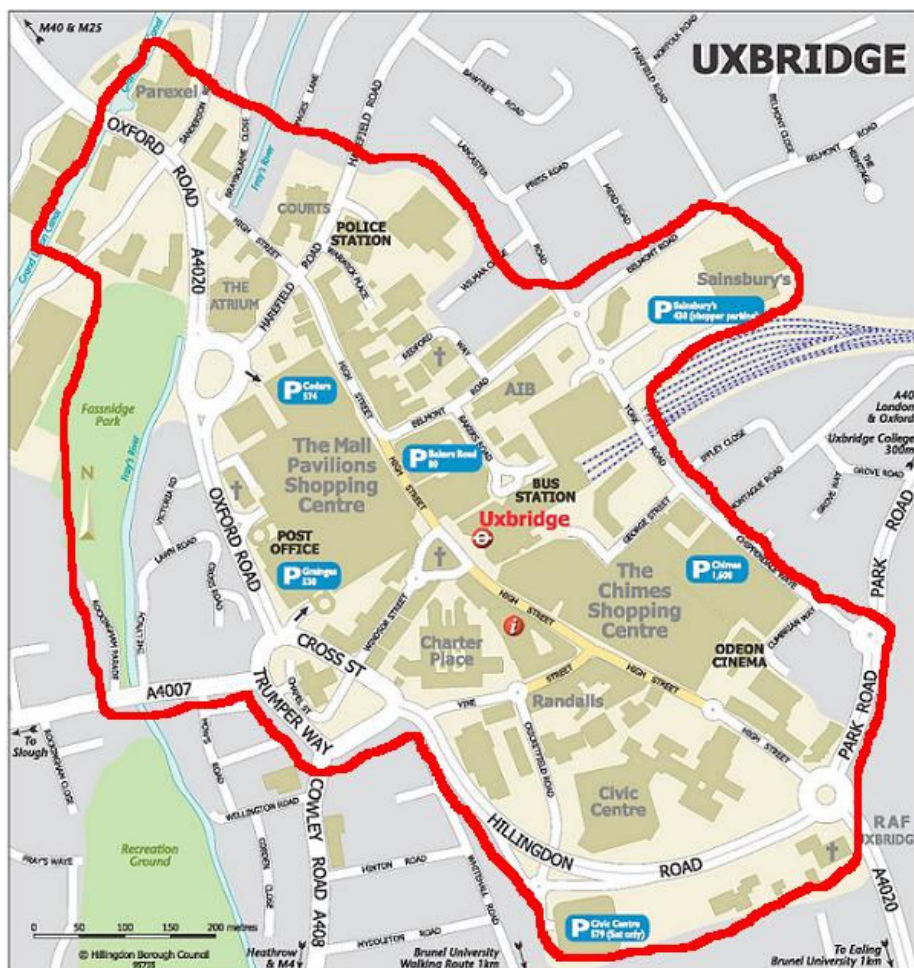
3. All streets, part of streets and side streets falling within major retail areas in
 - (i) Eastcote
 - (ii) Harefield
 - (iii) Harlington
 - (iv) Hayes
 - (v) Hillingdon Circus Area
 - (vi) Ickenham
 - (vii) Northwood
 - (viii) Northwood Hills
 - (ix) Ruislip
 - (x) Ruislip Manor
 - (xi) South Ruislip
 - (xii) Uxbridge
 - (xiii) Uxbridge Road Hayes
 - (xiv) Yiewsley and West Drayton

Copies of the “Designation Order” can be inspected at the offices of the Street Scene Enforcement Team during normal working hours.

The effect of the resolution will mean that any person engaging in itinerant ice cream trading in the above mentioned areas will be subject to enforcement action.

Traders are advised that the provisions will take effect on 26 February 2010.

If a trader engages in itinerant ice cream trading in a prohibited area they shall be guilty of an offence and liable on summary conviction to a fine currently not exceeding level 3 on the standard scale.



APPENDIX D

AMENDMENTS TO THE TERMS AND CONDITIONS OF LICENCES ISSUED UNDER PART III OF THE LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED)

Since the implementation of Part III of the London Local Authorities Act 1990(as amended) in 1993, the terms and conditions of the licence have not been varied or amended. The legislation, however, has been amended on numerous occasions to improve the regulation and enforcement of street trading in London boroughs. Consequently the existing terms and conditions do not assist with proper and fair regulation of street trading activity.

The Street Scene Enforcement Team has reviewed street trading operations and identified areas where improvement and clarity can be introduced. Consequently, it is now necessary to vary the street trading licence terms and conditions in order to ensure that the proposed improvements can be successfully implemented.

The variation to the street trading licence proposes:

1. General terms to apply to the holder of all licences viz. street traders, shop front display licences and tables and chairs licences;
2. Separate conditions relevant only to each type of licence being issued;
3. Applications for the grant of licences, renewal or variation of licences to be decided by the Street Scene Enforcement Team;
4. Provision for the revocation of a licence where licence terms and conditions have been repeatedly breached;
5. Clarification that only street traders with 3 consecutive years trading experience within the London Borough of Hillingdon will be eligible for permanent licences;
6. Clarification that tables and chairs licences and shop-front licences will follow a temporary licensing scheme;
7. Clarification that only holders of permanent licences enjoy the right of appeal to the Registrations and Appeals Committee for decisions relating to the grant, renewal, revocation and variation of permanent licences;
8. Provision for the registration of a named person employed by and acting under the directions of the Licensed Street Trader, who is formally responsible for the operation of the business in the Traders absence from the pitch or premise and whose name and address has been notified to the Council in writing by the trader.
9. Provision for waste and refuse removal by all licensed traders;
10. Provision of greater control of licencing applications to discourage identity fraud and ensure that only those persons entitled to work in the United Kingdom are granted a licence;
11. Greater clarity of trading commodity, days, time, location and conduct;
12. Ensuring that the Street Scene Enforcement Team has the flexibility to vary licence conditions when and as necessary.

These proposed terms and conditions, if breached, may result in the trader facing prosecution and/or a fixed penalty notice.

It is vital that the variation to the terms and conditions of licences is introduced so as to afford officers a chance to effectively regulate street trading activity in Hillingdon.

Results of Consultation

In accordance with the London Local Authorities Act Sections 27 (3), a public

notice appeared in the London Gazette and Uxbridge Leader in October and November 2009 stating the council intends to vary existing street trading licence terms and conditions. In line with the legislative guidelines in the Act, Transport for London, Hillingdon's Highways team, and the Metropolitan Police and all traders licensed by the London Borough of Hillingdon were also consulted.

A public meeting was held with traders as part of the consultation process to discuss the proposed amendments. A number of queries were raised at the meeting and two written representations from traders in Uxbridge were received.

The concerns and their suggested amendments have been tabled in the main body of this report. It is therefore recommended that Cabinet approve the amended terms and conditions for licences issued under Part III of the London Local Authorities Act 1990 (as amended). A copy of the proposed new terms and conditions is attached at Schedule 5.

Proposed Implementation

If the resolution is passed by Cabinet, its effect will be that terms and conditions relating to licences issued under Part III of the London Local Authorities Act 1990 (as amended) will be varied.

If the resolution is passed, notice of its passing will be published in a local newspaper for two consecutive weeks (a copy of which can be found in Schedule 4), a period of at least twenty eight days must be given from the date of publication of the first notice to the date the designation comes into effect. The resolution will come into force on 26 February 2010.

LONDON BOROUGH OF HILLINGDON**LONDON LOCAL AUTHORITIES ACT 1990 (AS AMENDED)
PART III – STREET TRADING****VARIATION OF STREET TRADING LICENCE
TERMS AND CONDITIONS**

In pursuance of Section 27 (3) of the above Act, NOTICE IS HEREBY GIVEN that at a meeting of the Cabinet of the London Borough of Hillingdon held on Thursday 21 January 2010 at the Civic Centre, Uxbridge, the Cabinet, after considering all relevant information following the publication of the Street Trading Consultation documents and notices, agreed the variation of licence terms and conditions for licences issues under Part III of the London Local Authorities Act 1990(as amended) to operate from 26 February 2010.

Copies of the “Designation Order” and a full copy of the terms and conditions of licence can be inspected at the offices of the Street Scene Enforcement Team during normal working hours.

The effect of the Order is that from 26 February 2010 all traders who are licenced under Part III of the above-mentioned Act are required to comply with the new varied terms of their licence. Failure to do so may result in the issue of a fixed penalty or enforcement action.

If a trader repeatedly fails to comply with the terms and conditions of their licence, they may be guilty of an offence and liable on summary conviction to a fine currently not exceeding level 3 on the standard scale.



HILLINGDON

LONDON

STREET TRADING

LICENCE TERMS AND CONDITIONS

Street Trading Regulations
Effective from 26 February 2010
Made by the London Borough of Hillingdon
Pursuant to Section 27(3) of
The London Local Authorities Act 1990 (as amended)

These Regulations have been made by the Council of the London Borough of Hillingdon under Part III of The London Local Authorities Act 1990 (as amended). These regulations prescribe the standard conditions which apply to Street Trading within the London Borough of Hillingdon

The Regulations came into force on 26 February 2010.

1. DEFINITIONS

In the regulations, unless the context otherwise requires, the following expressions shall have the following meanings:

- 1.1 **“Act”** means Part III of the London Local Authorities Act 1990 as amended by the London Local Authorities Acts 1994, 1999, 2004 & 2007”.
- 1.2 **“Advertisement”** means any word, letter, model, sign, placard, board, notice, whether illuminated or not, in the nature, and employed wholly or partly for the purposes of advertisement, announcement or direction and includes any hoarding or similar structure or any balloon used, or adapted for use for the display of advertisements, and references to the display of advertisement shall be constructed accordingly.
- 1.3 **“Assistant”** means a named person employed by and acting under the directions of the Licensed Street Trader, who is formally responsible for the operation of the business in the Traders absence from the pitch or premise and whose name and address has been notified to the Council in writing by the trader.
- 1.4 **“Awning”** means a sheet of canvas or other material, which projects beyond the pitch limits.
- 1.5 **“Authorised Officer”** means an officer of the Street Scene Enforcement Team duly authorised as required by the Act.
- 1.6 **“Child”** means a child who has not reached school leaving age.
- 1.7 **“Commodities”** means any goods, wares or merchandise for sale or on display at a Licensed Street Trader Pitch.
- 1.8 **“Highway”** means a route or area which all persons can use to pass and repass along as often and whenever they wish without let or hindrance and without charge; this includes carriageway, footway and any part of that area where the public have access and which may be in public or private ownership.
- 1.9 **“Ice Cream Trading”** means the selling, exposing or offering for sale of goods consisting wholly or mainly of ice cream, frozen confectionery or other similar commodities from a vehicle.
- 1.10 **“Itinerant Ice Cream Trading”** means ice cream trading from a vehicle which goes from place to place remaining in any one location in the course of trading for periods of 15 minutes or less and not returning to the same location or any other location in the same street on the same day;
- 1.11 **“Licensed Street Trader”** means any person who is licensed for a Street Trading under Part III of the Act
- 1.12 **“Licensed Street Trading Pitch”** means an area in any authorised street or place at which Street Trading may be conducted in by a Licensed Street Trader, and includes any temporary alternative place approved by the Council.
- 1.13 **“Licensing Committee or Sub Committee”** means the Committee or Sub Committee that will determine all applications for new grant; renewal, variations or revocation of Street Trading Licences.
- 1.14 **“Premises”** means any land, building or part of a building and includes any commercial premises adjacent to a Licensed Street Trading Pitch.
- 1.15 **“Receptacle”** includes a box, vessel, table, chair or stand, vehicle or thing which is used (whether or not constructed or adapted for such use) as a container for the display of any

article or thing or equipment used in the provision of any service or sale or offer or display of goods for sale.

- 1.16 **"Refuse"** means waste which has been generated in the course of a Licensed Street Trader's business activity including fruit and vegetable waste, cardboard, paper, small plastic items and other non-perishable waste.
- 1.17 **"Registration and Appeals Committee"** refers to the Committee of the London Borough of Hillingdon duly delegated to hear and determine opposed or contentious applications and revocations in relation to the Act.
- 1.18 **"Regulations"** refers to the contents of this document.
- 1.19 **"Shop Front Trading"** refers to a licence which permits the display of shop goods on a street in a manner permitted by the Act.
- 1.20 **"Special conditions"** are such conditions as it is deemed reasonable by the council to apply / not to apply to any Street Trading Licence in addition to the standard conditions.
- 1.21 **"Standard conditions"** means those matters set out in paragraph 27 (7) of the London Local Authorities Act 1990 (as amended) and as stated on a Street Trading Licence together with the conditions set out in these Regulations
- 1.22 **"Street Trading"** shall have the meaning described in Section 21 (1) of the Act.
- 1.23 **"Street Trading Licence"** refers to a Permanent or Temporary Licence, Shop Front Licence and or Tables and Chairs Licence granted under the Act.
- 1.24 **"Permanent Licence"** means a Street Trading licence granted under the Act and valid for the period specified therein being not less than six months and not more than three years. For the avoidance of doubt, street trading includes trading from a mobile van or vehicle.
- 1.25 **"Pitch Limits"** means the authorised ground markings defining the area within which a Street Trading Receptacle is to be contained.
- 1.26 **"Tables and Chairs Licence"** refers to a licence authorising the placement of tables and chairs on a street.
- 1.27 **"Temporary Licence"** means a Street Trading licence granted under the Act valid for a single day or for such period as may be specified in the licence not exceeding six months. For the avoidance of doubt, street trading includes trading from a mobile van or vehicle.
- 1.28 **"The Council"** means the London Borough of Hillingdon.
- 1.29 **"Trader"** means a person or that person's Assistant in whose name a current Street Trading Licence is held authorising street trading from a licensed street trading pitch. The Street Trading Licence may be a Permanent or Temporary Licence.

PART I: GENERAL CONDITIONS APPLICABLE TO ALL STREET TRADING LICENCES

2. GENERAL

- 2.1 The grant of a Street Trading Licence shall not be deemed to give any approval or consent which may be needed under any Bye-Law, enactment or regulation other than Part III of the London Local Authorities Act 1990.
- 2.2 These Regulations may be dispensed with or modified by the Council in any individual case by means of a Street Trading Licence variation.
- 2.2.1 If a Licensed Street Trader wishes any of the terms or conditions of a Street Trading Licence to be varied, application must be made in writing to the Council in accordance with the statutory requirements. Any variation shall not take effect until the consent of the Licensing Committee or its Sub-Committee has been received in writing by the licence holder.

2.3 Licensed Street Traders shall ensure that they comply with all relevant legislation including the following:

- 2.3.1 Food Safety Act 1990;
- 2.3.2 Health and Safety at Work Act 1974;
- 2.3.3 Weights and Measures Act 1985;
- 2.3.4 Trade Descriptions Act 1968;
- 2.3.5 Consumer Protection Act 1987;
- 2.3.6 Children and Young Persons Act 1933;
- 2.3.7 Children and Young Persons Act (Protection from Tobacco) Act 1991;
- 2.3.8 Mock Auctions Act 1961;
- 2.3.9 Prices Act 1974;
- 2.3.10 Video Recordings Acts 1984 & 1993;
- 2.3.11 Consumer Credit Act 1974;
- 2.3.12 Trade Marks Act 1994;
- 2.3.13 Copyright Designs and Patents Act 1988;
- 2.3.14 Environmental Protection Act 1990;
- 2.3.15 Clean Neighbourhoods and Environment Act 2005;
- 2.3.16 London Local Authorities Act 1990;
- 2.3.17 Health Act 2006
- 2.3.18 Highways Act 1980;
- 2.3.19 Licensing Act 2003;
- 2.3.20 European Communities Act 1972

Together with all associated legislation including orders and regulations including any amendment or replacement of such legislation. Failure to comply with such legislation may result in the revocation of the Street Trading Licence.

3. STREET TRADING LICENCES

- 3.1. Licensed Street Traders are required to provide the Street Scene Enforcement Team with two full face passport-size photographs of themselves on applying for or renewing a Street Trading Licence. One of the photographs will be attached to the Street Trading Licence which must be displayed by the licensed street trader at all times whilst trade takes place; the other photograph, which must be signed on the reverse by the trader, will be for official use only. It is the Licensed Street Trader's responsibility to ensure that all documents requested for any application for a grant, renewal or variation of a licence is provided (a copy of a valid UK passport, proof of address and national insurance number, as well as evidence of £2m Public Liability insurance cover).
- 3.2 Applicants for a new Street Trading Licence are required to submit such application and all accompanying documents and payment at least 2 months prior to the anticipated first day of trading. This will ensure that all documents are processed and a Licensing Committee or Sub Committee hearing arranged to consider the application.
- 3.2. A licence fee is payable to the Street Scene Enforcement Team for consideration of the grant, renewal or variation of a Street Trading Licence. The appropriate rates can be found on the Fees and Charges Sheet which is available on the Council's website. Licence fees must be paid at the time of application for the application to be accepted as duly made.
- 3.3. All applications for the grant, renewal or variation of a Street Trading Licence will be determined by the Licensing Committee or its Sub-Committee. An interview with the applicant or Trader will be held by the Street Scene Enforcement Team (SSET) prior to a determination being made by the Licensing Committee or its Sub-Committee.

- 3.4. Any applicant for a Street Trading Licence to sell foodstuffs must at the time of application present to the Street Scene Enforcement Team evidence that all staff who will work at the Licensed Street Trading Pitch have completed an approved course of food hygiene training dated not more than three years prior to the date of application.
- 3.5. All Traders wishing to sell foodstuffs must provide evidence of being a registered food business with the appropriate authority for the area in which their business is based.
- 3.6. A Street Trading Licence shall cease to have effect on being surrendered to the Council by the Licensed Street Trader to whom it was granted. A receipt shall be provided in writing by the SSET Manager confirming same. All fees and charges shall be payable up to and including the day accepted by the Council in writing as the day of surrender of the Street Trading Licence.

4. POSITION

- 4.1. The Trader shall engage in Street Trading only from the position which is indicated on the licence, unless otherwise directed by an Authorised Officer. The Council reserves the right to suspend any Licensed Street Pitch on the grounds of obstruction to the Highway and/or health and safety concerns. An alternative Street Trading Pitch may be allocated if one is available.
- 4.2. When no alternative Street Trading Pitch is available the Trader will cease Street Trading and remove his Receptacle and Commodities immediately if / when directed to do so by an Authorised Officer of the Council or a police officer.
- 4.3. The Council's decision on the position and extent of a Licensed Street Trading Pitch shall be final.
- 4.4. Any Receptacle or part of a Receptacle of goods or services sold or offered that is located on or adjacent to a Highway shall require a Street Trading Licence if the display is placed within 7 metres of the boundary at the rear of the Highway delineating the private property and the road and / or footway, as may be evidenced by deeds of the property and / or the highway register.

5. PITCH SIZE

- 5.1. The Street Trading area shall not exceed the dimensions specified on the Street Trading Licence and any Licensed Street Trading Pitch limits marked on the ground. An Awning may be permitted to extend 30cm (12inches) at the front of the Licensed Street Trading Pitch but no articles are to be suspended from the Awning beyond the permitted area.
- 5.2. A Trader shall not cause or permit any receptacle, part of a receptacle, goods or other articles whatsoever to project beyond the Licensed Street Trading Pitch.
- 5.3. Traders shall not cause or permit Receptacles, vehicles, commodities or other articles to be placed or to stand anywhere on the street otherwise than within the limits a Licensed Street Trading Pitch.

6. COMMODITIES

- 6.1. Only those commodities specified on the Street Trading Licence may be sold from the Licensed Street Trading Pitch and Traders shall be limited to the group of Commodities listed on the licence.
- 6.2. No advertisement shall be displayed on the licensed pitch which relates to any goods, Commodities or services other than the goods offered for sale or provided on that pitch.

7. DAYS AND TIMES

- 7.1. Licensed Street Trading may only take place on the days and during the times specified on the Street Trading Licence.
- 7.2. The Street Scene Enforcement Team shall advise traders of any extension of trading times for specified trading periods when and as relevant.
- 7.3. Traders or their Assistants shall remove their Receptacles and Commodities by the closing time stated on the Street Trading Licence.
- 7.4. Except where specifically authorised by the Authorised Officer, no Receptacle shall be left in the street after the closing time stated on the Street Trading Licence.
- 7.5. Any Receptacle left on the Licensed Street Trading Pitch after the closing time stated on the Street Trading licence may be removed by the Council and taken to a place of storage. A Receptacle so removed shall not be returned to the owner until all costs and charges for the removal and storage of same have been paid in full by the owner or Trader. Any Receptacle so removed may be destroyed if not claimed by the owner within 28 days.
- 7.6. Street Trading times shall be the same as trading times applicable to shops in the vicinity of the Licensed Street Trading Pitch. For purposes of clarity, Traders may trade only during the times stated on the Street Trading Licence.
- 7.7. Vehicles are not permitted into the Street Trading area when prohibited by a road traffic Order.
- 7.8. Nothing in this section permits or purports to permit a Trader to contravene the terms of any parking restriction or order that applies to the street in question.

8. REFUSE

- 8.1. It shall be the Trader's responsibility to ensure that all litter and waste generated by their Street Trading activity is moved to a place from where it will be collected for transport to an authorised place of disposal. This may be by storage in suitable containers within the Licensed Street Trading Pitch until its collection by an authorised collector of waste.
- 8.2. The Trader shall keep the pitch area (and its environs up to 5 metres in any direction from the pitch) clean and swept free of any remaining debris throughout the Street Trading day. In particular it shall be the duty of every Trader to pick up all litter, debris, packaging and detritus that has been produced in the course of Street Trading or could reasonably be assumed to have been so produced or from any other source.
- 8.3. Where relevant, Traders are required to have in place a commercial waste agreement with a registered carrier of waste. Any commercial waste agreement shall be sufficient in quantity and frequency of collection to cover all the waste produced by the Trader at the Street Trading Pitch or in the market environs as a result of Street Trading.
- 8.4. Any Refuse considered by law to be an animal by-product shall be stored in an approved sealable container. For these purposes animal by product from a market stall shall include all waste water or water contaminated with material of animal origin or blood or other like fluid and no such liquid shall be allowed to drain onto the street or into the public street drainage system. All such refuse shall be stored and disposed of in accordance with the relevant legal requirements.
- 8.5. Traders shall keep waste 'Duty of Care' transfer notes or any such proof of proper disposal of commercial waste as may be required by law. All proof of proper disposal should be available for inspection at the Street Trading Licensed Pitch during trading day for inspection by Authorised Officers upon request. Obtaining of any such proof shall be the absolute liability of the Trader irrespective of the body or company removing the waste.

9. DISPLAY OF LICENCE

9.1. Traders shall at all times display in a prominent position the Street Trading Licence supplied by the Council indicating: the Trader's name, names of Assistants, Commodity, licence number, pitch Licensed Street Trading Pitch, Street Trading Licence issue date and expiry date. This Licence shall include the Trader's photograph and those of the Assistants registered to trade on the Street Trading Licence Pitch with the Council. This information (save for the photographs) shall also be supplied in writing immediately to any person who requests it.

10. SAFETY OF EQUIPMENT

10.1. Any electrical equipment must receive prior approval from the Council before being used on a Licensed Street Trading Pitch. Equipment must be tested annually by a suitably qualified electrician at the trader's expense and copies of electrical safety test certificates must be deposited with the Council before approval will be given by the Council. Traders will be required to retain and produce the original safety certificate for electrical equipment approved for use on the stall to an authorised officer of the Council on request. All equipment will require a safety tag to be displayed recording that the equipment has passed the necessary test and the date on which it was last tested.

10.2. All traders using an electric supply must have consent from the Council before seeking installation from an electricity supplier. Where relevant, the Trader and the supplier will be required to provide the Council with an indemnity for the safety of the supply of electricity.

10.3. Traders will disconnect from the supply when directed to do so by an authorised officer of the Council.

10.4. Where mobile electrical generators are used their use and position must be approved by the Council. They shall be so positioned as to ensure that:

10.4.1 They do not present a danger to the passing public.

10.4.2 They do not present a fire or similar hazard risk to the stall or goods displayed thereon.

10.4.3 They do not cause any noise or fume nuisance.

10.4.4 Any inflammable fuel is stored away from the stall in a London Fire Authority approved location and an approved container.

A generator shall be turned off at the request of an authorised Council officer or police officer.

10.5. A Trader will be subject to automatic suspension of a Street Trading Licence if they tamper with, or use an electricity supply of the Council without payment. Any Trader causing damage to any Council installation or equipment will be required to pay the full cost of any repair or replacement. Any Trader responsible for such acts may be subject to a separate prosecution or civil proceedings.

11. RECEPTACLES

11.1. Receptacles shall be easily and immediately assembled and removed. The Council reserves the right to inspect Receptacles for health and safety compliance and to ensure that they are fit for purpose. Any Receptacle deemed to present a risk or hazard shall be immediately removed at the request of an authorised Council officer. It shall be and shall remain the responsibility and liability of the Trader to ensure that any Receptacle is safe in its construction, sighting, erection and use and will not cause injury to any person.

11.2. Traders or their Assistants shall remove the Receptacles and Commodities for so long as may be necessary in the event of extreme circumstances and when required to do so by a police officer or a duly authorised officer of the Council.

- 11.3. All Receptacles shall be of an approved type and shall be kept in clean condition and good repair. A Receptacle shall be repaired or repainted within one month of a written request from the Council.
- 11.4. A Trader shall not be permitted to engage in Street Trading until such time as a Receptacle that is unsafe or becomes unfit for purpose or beyond repair in the opinion of the Council is replaced with one fit for purpose.

12. CONDUCT

- 12.1. A Licensed Street Trader and any Assistants employed by them shall ensure that all members of the community are fairly treated with courtesy and respect. Traders and their Assistants shall not use any form of racist, sexist, homophobic or abusive language or display any materials that can cause offence to a person's race, religion or sexual orientation. Traders must not behave in an aggressive manner or commit any acts of aggression or harassment (whether racial, sexual or otherwise) against any person.
- 12.2. In order to protect the community, any Trader or Assistant who commits one of the offences listed below will be liable for immediate suspension of their Street Trading Licence whilst the matter is investigated and until the Council determines if their licence should be permanently revoked:
 - 12.2.1 Possession or supply of any controlled drugs,
 - 12.2.2 Supply of counterfeit goods or offensive weapons,
 - 12.2.3 sale and supply of alcohol unless permitted by licence.
 - 12.2.4 trading under the influence of drugs or alcohol.
- 12.3. All Licensed Street Traders shall produce their Street Trading Licence when requested to do so by an authorised officer of the Council or police officer.
- 12.4. Traders shall not use or be permitted to use on the Licensed Street Trading Pitch or within the immediate vicinity any radio, cassette player or other equipment or apparatus to produce music or other sound, except in connection with the sale of their Commodity and then either through ear phones or at a volume level that allows a face to face conversation at normal speech level from the traders stall. Any Trader must reduce the level of sound from any device when required to do so by an authorised officer. Traders are permitted to listen to music for personal enjoyment and at a volume that does not create a noise nuisance for the general public,

13. INSURANCE

- 13.1. The Licensed Street Trader shall indemnify the Council against all actions, proceedings, claims demands and liability which may at any time be taken, made or incurred in consequence of the use or presence of the trader, their Assistant, their stall, receptacle or goods and any other object or thing they bring with them or produce in the course of their business and for this purpose must take out at the Traders expense a policy of Public Liability insurance approved by the council in the minimum sum of £2,000,000 (two million pounds) in respect of any one event and must produce to the Council on request the current receipts for the premium payment and confirmation of the renewals of the policy. The Council reserves the right to vary this amount from time to time and to notify Traders of any increase required by letter. A copy of the certificate of insurance shall be handed to the Council on request.
- 13.2. Satisfactory evidence of such insurance must be produced to the Street Scene Enforcement Team before a Street Trading Licence will be granted or renewed. Failure to produce insurance certificates when requested by an authorised office of the Council will lead to temporary suspension from trading until the certificate is produced and the Council is satisfied with the level of cover.

- 13.3. The Council reserves the right to contact insurance companies for the purposes of verifying the authenticity of the cover. Any Trader who does not have full insurance for the period specified within their licence and for the value stated by the Council will be suspended from trading until suitable insurance is in place and the cover note or policy presented to the Council.
 - 13.4. Traders must inform the Council in writing and provide an updated copy of the certificate of insurance where there are any changes to their insurance cover. The Council may use the information provided to contact the Trader's insurer to confirm the details of any policy held or purported to be held and the applicable level of cover and indemnity provided.
14. STORAGE
- 14.1. Traders in foodstuffs shall notify the Street Scene Enforcement Team in writing of any change of address or addresses at which the Receptacle and any Commodities are stored. Such notice shall be given within 7 days of the change and the Council reserves the right to conduct an inspection to confirm occupancy and to ensure the storage space is compliant relevant standards.
15. EMPLOYED ASSISTANTS
- 15.1. Traders shall notify the Street Scene Enforcement Team in writing on the relevant forms of the name, address and national insurance number of each and every Assistant who may be responsible for the Licensed Street Trading Pitch in the absence of the Trader. Details of any subsequent change of Assistant or any other relevant information regarding Assistants shall be given in writing to the Council.
 - 15.2. Assistants are required to provide the Street Scene Enforcement Team with two passport size photographs of themselves; a copy of a valid UK passport, (or overseas passport with Work Permit), proof of address and national insurance number. Only Assistants lawfully authorised to work in this Country and registered with the Council may work on a Licensed Street Trading Pitch whether the trader is present or not.
 - 15.3. A Licensed Street Trader shall not employ a Child in any capacity in the course of his trade or business.
 - 15.4. General or casual employees should not be confused with Assistants, as they do not have any responsibility for the business operation in the absence of the Trader.
16. ASSISTANCE TO COUNCIL OFFICERS
- 16.1. A Trader shall give immediate assistance to Council officers when requested so to do in the exercise of their official duties.
 - 16.2. A Trader shall not use rude or offensive language or behave in an aggressive manner when dealing with any agent, officer or elected member of the Council.
 - 16.3. Any allegations made by Traders or their Assistants against other Traders or officers or members of the Council will be investigated. Should any such allegations be found to be without basis of fact or to have been made in a malicious or disingenuous manner, then the suitability of the Trader as a licence holder may be called into question pursuant to section 28(d) of the London Local Authorities Act 1990 (as amended). Additionally, the offering of bribes or inducements or any fraudulent acts will also be deemed as a breach of these Regulations under the terms of the Act.
17. PAYMENT OF CHARGES

- 17.1. A Trader shall pay all charges in connection with Street Trading to the Street Scene Enforcement Team, on the dates and intervals advised by the Council upon the issue and/or renewal of the Street Trading Licence and in the manner agreed as appropriate for payment by the Council.
- 17.2 Failure to make payment may result in the suspension of the Street Trading Licence and will result in a determination being made by the Licensing Committee or its Sub-Committee as to whether the Street Trading Licence will be revoked or not.
- 17.3 An administration charge in the amount published in the scale of fees and charges will be made for administration costs in relation to any letters sent out pursuing arrears, giving notice of possible revocation of a licence or calling for a Trader to appear before the Licensing Committee or its Sub-Committee or, where relevant, the Registration and Appeal Committee. The Council reserves the right to vary its charges from time to time and shall notify changes in the manner prescribed by the Act.

18. CHANGE OF ADDRESS AND CIRCUMSTANCES

- 18.1 A Trader shall give notice in writing to the Street Scene Enforcement Team of the change of any of the addresses and circumstances including the Trader's health. Notice of a change of address shall be given within seven days of the said change. Proof of new address will need to be submitted to the Street Scene Enforcement Team. The Council reserves the right to conduct a home visit to confirm occupancy.

19. LICENCE REVOCATION / VARIATION

- 19.1. In the event that a Trader contravenes any of the conditions of their licence, the Street Scene Enforcement Team shall decide whether to take appropriate enforcement action or to refer the matter to the Licence Committee or its Sub-Committee for a hearing to consider the variation, suspension and or revocation of the Street Trading Licence.
- 19.2 Where a decision is taken by the Licensing Committee or its Sub-Committee to revoke a Permanent Licence, the Permanent Licence holder whose licence has been revoked may appeal against this decision to the Registration and Appeals Committee. Temporary Licence holders may not appeal to the Registration and Appeals Committee against a decision to vary, revoke or not to grant a Temporary Licence.
- 19.3. Any Trader who is convicted of an offence contrary to the Act or Regulations made in pursuance of it may be requested to appear before the Licensing Committee or its Sub committee when the determination of the recommendation to revoke the licence will be made.
- 19.4. Any contravention of these Regulations by an Assistant shall be deemed to be a contravention by the Trader whether the Trader was present at the time of the contravention or not.

PART II – TRADER LICENCES

This section refers to Street Trading Activity as defined above but specifically excludes Tables and Chairs Licences and Shop front Licences.

20. TEMPORARY LICENCES

- 20.1. All applicants licensed as temporary traders under the provisions of section 31 of the London Local Authorities Act 1990 as amended shall be deemed to be subject to the same conditions applicable to permanent street trading licences. However, the Act does not permit Traders who hold a Temporary Licence a right of appeal to the Council or the relevant Committee against a decision not to grant a licence, to revoke or vary a licence.

- 20.3. The issue of a Temporary Licence is without prejudice to the Council's application process for a Permanent Licences and does not infer a legal right to the grant of a Permanent Licence.
- 20.4. The Council reserves the right to issue licences to Traders who offer commodities which will enhance the shopping area before any other Trader or applicant.
- 20.5. The Council reserves the right, where appropriate, to suspend the licence of any Trader holding a Temporary Licence without notice and without any reason having been given in writing. A Trader who holds a Temporary Licence shall cease trading when requested to do so by an Authorised Officer of the council or police officer

21. PERMANENT LICENCES

- 21.1 A Trader must have traded under a Temporary Licence for a minimum of three years within the London Borough of Hillingdon prior to applying for a Permanent Licence.
- 21.2 Permanent Licences must be renewed once annually. Authorised Officers will advise on the period of renewals and applications for Permanent Licences. However, responsibility for ensuring renewals occur before the expiry of Permanent Licence will strictly be the responsibility of the Licensed Street Trader. The non receipt of a written reminder from the Council will not in any circumstance be accepted as a reason for late or non renewal.
- 21.3. A Permanent Licence Trader may appeal against a decision by the Licensing Committee or its Sub Committee not to grant; to renew or vary his/her Permanent Licence. Such an appeal shall be decided by the Registrations and Appeals Committee.
- 21.4. Succession of a Street Trading Licence may only be granted to a specified person if it falls into one of the following categories specified in the Act:
 - 21.4.1 When the Permanent Licence holder dies; or
 - 21.4.2 When the Permanent Licence holder retires having reached the normal age for retirement; or
 - 21.4.3 When the Permanent Licence holder advises the Street Scene Enforcement Team that owing to ill-health, he is unable to continue to engage in the Street Trading permitted by the Council, and submits evidence to satisfy the Street Scene Enforcement Team as to his ill-health.

Permanent Licence Traders will be required to produce evidence relating to the relevant category where the Permanent Licence is to be transferred under this Act.

PART III - ADDITIONAL CONDITIONS SPECIFIC TO TABLES AND CHAIRS LICENCES

The Regulations below shall apply to Tables and Chairs Licences Only

22. The grant of a Tables and Chairs trading licence shall not be deemed to give any approval or consent which may be needed under any Bye-law, enactment, or Regulation other than under the Act(s).
23. A Tables and Chairs Licence shall be a Temporary Licence. A Permanent Licence may not be issued to a Trader who applies for a Tables and Chairs Licence.
24. A copy of the Tables and Chairs licence must to be displayed in the window of the premises outside which trading is permitted. The copy licence is to be displayed so as to be clearly visible and legible from the street.
25. Only those commodities sold in shop premises can be served under the Tables and Chairs Licence.
26. Only those services provided within the premises can be provided in the licensed area where a licence permits tables and chairs to be placed on the street.

27. It is a specific condition of a Tables and Chairs Licence that monetary exchange or payment cannot be made in the Licensed Street Trading Pitch.
28. The dimensions of a Licensed Street Trading Pitch shall be such that a minimum of 2m clear of any obstruction shall be maintained on the Public Highway for the safe pass, re-pass and free flow of pedestrian and vehicular traffic.
29. No receptacle, display or tables(s) or Chair(s) shall at any time be permitted to obstruct an entrance or exit to any adjacent premises or to any part of the building to which the Temporary licence applies that is under separate occupation
30. Temporary barriers of an approved type must be in situ during licensed hours and the same must be removed outside of the hours permitted by the licence
31. A Tables and Chairs Licence is not transferable.
32. On submitting an application for a Licence or an application to renew a licence, the applicant must provide the following to the Street Scene Enforcement Team:
 - 32.1 Two passport sized photographs of the Licence Holder with the Licence Holder's signature on the back.
 - 32.2 Two proofs of Licence Holder's home address and business premises address which is no older than 3 months
 - 32.3 Documentary proof of the Licence Holder's National Insurance Number
 - 32.4 Documentary proof of a commercial trade waste agreement.
 - 32.5 The requisite application fee
 - 32.6 Proof of Planning consent where necessary
 - 32.7 Proof of ownership or other right to occupy the premises to which the shop front trading application relates
 - 32.8 Such proof of having carried out consultation as may be required by the council
 - 32.9 The Licence fee notified to the applicant in writing
 - 32.10 A map and planned layout of the area covered by the Street

PART IV - ADDITIONAL CONDITIONS SPECIFIC TO SHOP FRONT LICENCES

The Regulations below shall apply to Shop Front Licences Only

33. The grant of a Shop Front trading licence shall not be deemed to give any approval or consent which may be needed under any Bye-law, enactment, or Regulation other than under the Act(s).
34. Any display or part of a display of goods or services sold or offered within a shop and that is located on a public forecourt adjacent to the shop shall require a Shop Front Licence if the display is placed within 7 metres of the boundary at the rear of the footway delineating between the private property and the public Highway, as may be evidenced by Deeds of the property and / or the Highway register.
35. A copy of the Shop Front Trading licence must to be displayed in the window of the premises outside which trading is permitted. The copy licence is to be displayed so as to be clearly visible and legible from the street.
36. A Shop Front Trading Licence is not transferable.
37. A Shop Front Trading Licence authorises the display of goods. No payment or monetary exchange may take within the Licensed Street Trading Pitch.
38. A Shop Front Licence shall be a Temporary Licence. A Permanent Licence may not be issued to a Trader who applies for a Shop Front Licence.
39. Only those commodities sold in shop premises can be displayed outside premises provided they are not excluded items as defined in these regulations.
40. A separate Street Trading Licence shall be required in the event that a commodity that is not sold in the shop is displayed or offered for sale on the Licensed Street Trading Pitch.

41. Only those receptacles and containers which are suitable and fit for purpose and approved by the Council shall be used by the licence holder and Assistants for shop front trading or ancillary to shop front trading. Displays shall not be formed by the use of unsuitable items such as milk crates and the like.
42. The following items may not form part of the Commodities displayed under a Shop Front Licence:
 - 42.1 Alcoholic beverages, tobacco and tobacco products;
 - 42.2 Lottery tickets, phone cards, raffles, tombola and/or other games of chance;
 - 42.3 Medicines, drugs and other prescribed substances
 - 42.4 Uncooked meat or fish
 - 42.5 New and used cars and motorcycles
 - 42.6 Pets and livestock
 - 42.7 Containers of Liquid Petroleum Gas (LPG) including any which are fully or partly discharged
 - 42.8 Explosives including fireworks;
 - 42.9 Goods considered by the London Borough of Hillingdon to pose a Health and Safety risk to the public.
43. The dimensions of a Licensed Street Trading Pitch shall be such that a minimum of 2m clear of any obstruction shall be maintained on the Public Highway for the safe pass, re-pass and free flow of pedestrian and vehicular traffic.
44. A display, receptacle, table or chair shall not be used if it is likely to damage the street.
45. The display/stand must be of a construction that will cause minimal damage if there is a collision. There must be no sharp edges or protruding parts.
46. On submitting an application for a Licence or registration of an Assistant, the applicant must provide the following to the Street Scene Enforcement Team:
 - 46.1 Two passport sized photographs of the Licence Holder with the Licence Holder's signature on the back.
 - 46.2 Two proofs of Licence Holder's home address and business premises address which is no older than 3 months
 - 46.3 Documentary proof of the Licence Holder's National Insurance Number
 - 46.4 Documentary proof of a commercial trade waste agreement.
 - 46.5 The requisite application fee
 - 46.6 Proof of Planning consent where necessary
 - 46.7 Proof of ownership or other right to occupy the premises to which the shop front trading application relates
 - 46.8 Such proof of having carried out consultation as may be required by the council
 - 46.9 The Licence fee notified to the applicant in writing
 - 46.10 Details of the shop front display proposed
47. An awning may be permitted to extend up to a maximum of 30cm (12inches) at the front of the Licensed Shop Front Pitch but no articles are to be suspended from the awning beyond the permitted area. Additionally, the placement of the awning must permit safe pass and re-pass by pedestrian traffic. Proof of planning consent must be provided where relevant

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FLORISTON AVENUE- APPLICATION TO MODIFY THE DEFINITIVE MAP AND STATEMENT TO INCLUDE A PUBLIC FOOTPATH

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Cabinet Member for Planning and Transportation
Officer Contact	John Fern, Environment and Consumer Protection
Papers with report	Appendix 1- Application form.

HEADLINE INFORMATION

Purpose of report	To present Cabinet with a description of the legal framework and relevant considerations to be taken into account when determining an application submitted pursuant to Section 53 of the Wildlife and Countryside Act 1981.
Contribution to our plans and strategies	A safer borough
Financial Cost	The estimated costs of making the order are £800 to advertise the order before confirmation, plus some officer time. If the order is contested by the owners there would be further costs, which are estimated to be in the region of £5,000.
Relevant Policy Overview Committee	Residents' & Environmental Services
Ward(s) affected	Hillingdon East

RECOMMENDATION

That Cabinet:

Agrees that on the balance of probability, the evidence, when considered with all other relevant evidence available, shows that a right of way which is not shown in the Definitive Map and Statement subsists or is reasonably alleged to subsist over land in the area to which the map relates. As such the right of way should be added to the Definitive Map and Statement.

INFORMATION

Reasons for recommendation

1. The purpose of this report is to ask Cabinet to make a decision in relation to an application which it has received to add a route to the definitive map and statement.

Alternative options considered

1. That Cabinet does not agree that on the balance of probability the evidence, when considered with all other relevant evidence available to them, shows that a right of way which is not shown in the definitive map and statement subsists or is reasonably alleged to subsist over land in the area to which the map relates and that the right of way should be added to the Definitive Map and Statement.
2. There are no alternatives to considering the application to add the right of way to the definitive map and statement. If the Council fail to determine the application within a period of 12 months from the date of the application, the applicant has the right to appeal to the Secretary of State.

Comments of Policy Overview Committee(s)

3. None at this stage.

Supporting Information.

A. The legal framework

5. This matter concerns an application dated 24th July 2009 made by Mr Ken Jacobs (the applicant) requesting the Council to consider adding a right of way to the definitive map and statement.
6. The definitive map and statement for an area is kept by the local highway authority and records existing public footpaths, bridleways and byways open to all traffic and roads used as a public path.
7. Section 53 of the Wildlife and Countryside Act 1981 (the Act) allows updates to the definitive map and statement by:
 - a. Adding any of these types of right of way which have not been included;
 - b. Changing the recorded status of a right of way already shown;
 - c. Deleting any way that can be proved not to be a right of way; and
 - d. Changing other details of the map or statement.
8. Cabinet, in this report, is therefore being asked to make a decision as to whether to add a right of way to the definitive map and statement and in doing so should have regard to the statutory provisions and case-law.
9. The legal test for making a decision to add a path to the definitive map and statement is contained in Section 53 of the Act and is made on the balance of probabilities.
10. The leading cases in this area are R v Secretary of State for the Environment, ex parte Bagshaw and Norton (1994), as confirmed in R v Secretary of State for Wales, ex parte Gordon Emery (1997).
11. In the Court's judgement in Bagshaw, it was stated that a two stage test had to be applied by local highway authorities which is:

- a. whether all the evidence available either shows that a right of way subsisted (test “A”); or
- b. that it was reasonable to allege that a right of way subsisted (test “B”).

12. In this case Owen J held that to answer either test A or test B should involve evaluation of the evidence and a judgement upon that evidence; and

- in order to satisfy test A, it is necessary for the Council to show that, on the balance of probability, the right of way does exist; and
- in order to satisfy test B, it is necessary for the Council to show that, a reasonable person having considered all of the evidence could reasonably allege that a right of way subsisted.

13. In making a decision, Cabinet must only consider the facts of the route based on the evidence presented. Cabinet should not consider what the Council, or anyone else, would like the situation to be.

B. Relevant history

14. The houses in this area, bounded by Floriston Avenue, Lynhurst Road and Ryefield Avenue, Hillingdon, were built in the 1930’s and designed into the build were a number of service roads to enable residents to access the garages at the rear of their properties. Most of the service roads are private property and not adopted public highway nor do they have any recorded public right of way running over them.

15. The service road that runs between numbers 12a and 14 Floriston Avenue not only allows access to the rear of the properties in both Floriston Avenue and Lynhurst Road, but also links directly with the service road that runs between numbers 111 and 113 Ryefield Avenue thereby allowing direct access between Floriston Avenue and Ryefield Avenue. The road is jointly owned by the four properties on either side.

16. The section of road that runs between 111 and 113 Ryefield Avenue is of gravel surface. The section of road between 12a and 14 Floriston Avenue has at some time been tarmaced. Both sections of road are approximately 3.5 metres wide and form a total length of 83 metres. Between the two sections a lamp column has been erected however there are no Council records relating to this column, although the type of column is similar to that which has previously been used by the Council and it is estimated that the column dates from around 1982. Where the service road adjoins Floriston Avenue, a pair of offset railings has been erected to prevent vehicle access but still allow pedestrian access. There are no Council records relating to these railings.

17. In June 2009 one of the owners erected a sign on the railings stating ‘advanced notice private land this will be gated no public access or right of way’.

18. In August 2009 two of the owners erected 2 metre high metal gates to prevent access along the section of service road between their two properties.

C. The Application

19. In July 2009 the Council received an application under Section 53 of the Act from Mr Ken Jacobs of Lynhurst Avenue requesting the Council to add the path to the definitive map and statement due to its uninterrupted use for in excess of 20 years prior to the erection of the sign. His application was supported by 23 User Evidence Forms from other residents in the area.

D. User Evidence

20. The 23 User Evidence Forms show the following use of the path.

Number of years Route used	Number of Supporters
1 – 19 years	3
20 – 29 years	8
30 – 39 years	10
40 – 49 years	2

21. Twenty of the supporters claimed to have used the route uninterrupted for a period of 20 years or more, with ten claiming to have used it for a period in excess of 30 years and two claiming to have used the route for in excess of 40 years.
22. Land registry title documentation provides evidence that at least 14 of the supporters purchased their properties over 20 years ago. Mr Jacobs, the applicant, purchased his property 35 years ago.
23. In terms of frequency, all of the supporters claim to have used the route on a frequent basis.
24. None of the supporters report having to gain permission to use the route and none recall having been stopped or prevented from using it prior to the sign being erected in June 2009. None recall seeing any previous notice preventing use of the way.
25. Land Owner Evidence forms have been received from the four owners of the adjacent properties to the route and all have objected to the path being added to the definitive map and statement.
26. One of the owners of the service road has objected to this application on the grounds that the land is privately owned and to allow a public right of way would adversely affect the privacy and enjoyment of his home due to anti- social behaviour by users of the route. The owner also claims to have erected a sign stating private on his fence approximately 16 years ago. He states that the sign was destroyed the next day and was reaffixed twice each time being destroyed. He also describes the route as being so overgrown over the years that residents could not have used it as a path. The land registry document provides that this owner purchased his property 16 years ago.

27. One of the other owners has objected on the grounds that the land is private and to allow a public right of way would adversely affect the privacy and enjoyment of his home due to anti-social behaviour by users of the route.
28. Of the two other adjoining land owners one has objected on the grounds of anti-social behaviour by users of the route and stated that since the way was gated life had been much quieter. The owner did however state that the way had been used by members of the public uninterrupted for over 20 years.
29. The other owner has also objected again on the grounds of anti-social behaviour by users of the route.

E. Documentary evidence

30. Aerial photographs from 1994/1995 and 1981 illustrate the physical existence of the route upon the photograph.
31. Revision map (Estate map), 1935 illustrates the route (taken from abstract of title). This map provides evidence of the physical existence of the way depicted on it.
32. OS Map, 1922 to 1969 illustrates the route on this map and OS Map shown 1959 – 1976 – footpath shown on this map. This map provides evidence of the physical existence of the way depicted on it.
33. Conveyance map, 1933 – the route is not shown on this map (also taken from abstract of title). It is probable that this map is too early to depict the route as the estate may not have been built at this time.

F. Consideration of the application.

34. The basis of the applicant's case is that the route should be added to the definitive map and statement due to its uninterrupted use for in excess of 20 years prior to the erection of the sign in June 2009. The period of use before Cabinet for consideration is therefore June 1989- June 2009.
35. A copy of the application dated 24th July 2009 with enclosures is attached at Appendix 1.

Test A- does a right of way subsist?

36. The application has been made on the basis of user evidence with 20 of the 23 supporters claiming to have used the path for a period of 20 years or more. At least 14 of the supporters purchased their properties over 20 years ago. Mr Jacobs, the applicant, purchased his property 35 years ago
37. The supporters have reported that during the usage there were no obstructions or challenges to their use prior to the erection of the sign in July 2009, followed by the erection of 2 metre high gates in August 2009.
38. The evidence of existence/usage of the route is documented as far back as 1938 with one supporter claiming to have used the route from this time onwards.
39. Of the four objections received regarding the application only one of the owners has raised matters to challenge the evidence of the supporters. He states that in the past the

route had become so overgrown that it could not have been used as a path, however no evidence has been put forward by him to support this. Ariel photographs obtained by officers of the Council (various dates) show the route to be passable by members of the public. Land Registry documentation shows that this owner purchased his property only 16 years ago.

40. The three remaining objections received were mainly concerned with the privacy of the adjoining land owners and concerns regarding anti-social behaviour. These objections did not challenge the supporter's position on the basis of uninterrupted use for 20 years. Officers accept the concerns of the adjoining landowners however Cabinet must only consider the legal test (as detailed above) based on the evidence presented and should not take into account irrelevant matters.
41. Based on the evidence presented, it is officer's view that, on the balance of probability, the right of way does exist.

Test B- Is it reasonable to allege that a right of way subsists?

42. The OS Map 1922 to 1969, 1959 – 1976, the Revision map (Estate map), 1935 and aerial photographs from 1994/1995 and 1981 all evidence the physical existence of the route. The physical existence of the route can therefore be found in documentary evidence throughout the 20 year period in question and far longer.
43. Although the representation of the route on a map published by the OS or an aerial photograph is not evidence of the existence of a right of way over it, it is officer's view that support for a claim that a way carries public rights may be gained from the fact that the way is shown on an OS map/aerial photograph published at an earlier date.
44. In addition to this, at some point in the past a lighting column has been erected together with a pair of offset railings which facilitate passage along the route.
45. Supporters have claimed on the User Evidence Forms that, prior to the erection of the gates, the route was used because it facilitates a "cut through" from the estate to the main road on Ryefield Avenue.
46. Based on the evidence evaluated, it is accepted by Officers that a reasonable person having considered all of the evidence could reasonably allege that a right of way subsisted.

G. Procedure for adding a route to the definitive map and statement under Section 53 of the Wildlife and Countryside Act 1981.

47. If Cabinet agree with the recommendation, a Notice of Order is drafted in accordance with the Wildlife and Countryside (Definitive Map) Regulations 1993 Statutory Instruments 1993 no 12 (as amended). The notice will be placed in the local newspaper, and displayed on the site and by the Council. Every landowner affected by the Order must also be notified. Notice of the Order must be advertised for 42 days, excluding bank holidays. Objections received during this period must be properly and carefully considered by the Council.
48. If all objections are withdrawn the Order can be confirmed by the Council. If objections are not withdrawn, the Order must be submitted to the Secretary of State for confirmation. The matter will then be dealt with either by written representations, public

hearing or public inquiry following which the Planning Inspectorate will issue the Inspector's decision letter. The Inspector will either confirm the Order or will not confirm the Order.

49. If the Order is confirmed and the right of way is obstructed, action can be taken by the Council to deal with the obstruction.

Financial Implications

50. If Cabinet agree with the recommendation the resulting costs would have to be met by the Council, as it has a legal duty to investigate these applications. The estimated costs of making the order are £800 to advertise the order before confirmation, plus some officer time. If the order is contested by the owners, and went to a Public Inquiry there would be further costs, which are estimated to be in the region of £5,000. These costs would need to be met from the Highways Maintenance revenue budget for Public Rights of Way.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

51. Should the route be added to the Definitive Map and Statement then local residents would be able to use it as a path to access Ryefield Avenue directly from Floriston Avenue and Lyndhurst Road without making a large detour.

Consultation Carried Out or Required

52. If Cabinet agree with the recommendation in this report, the Council will proceed to comply with the publication requirements laid down in Schedule 15 of the Wildlife and Countryside Act 1981.

CORPORATE IMPLICATIONS

Corporate Finance

A Corporate Finance officer has reviewed this report and is satisfied that if Cabinet agree with the recommendation, that the costs would be met from the Highways Maintenance budget for Public Rights of Way. The costs have to be met by the Council, as it has a legal duty to investigate these applications.

Legal

The legal implications are contained in the body of the report.

BACKGROUND PAPERS

User Evidence Forms from 23 local residents.
Land Owner Evidence Forms from the four adjoining land owners.
Ariel photographs 1981, 1994/1995.
Revision Map, 1935.
Conveyance Map, 1933.
OS Map, Historical County Series Epoch 4 1922 to 1969.
OS Map, Historical 1250 National Grid 1st Edition 1959 to 1976.
Site visit photographs.

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LONDON BOROUGH OF HILLINGDON

APPLICATION FORM FOR A MODIFICATION
TO THE DEFINITIVE MAP & STATEMENT - FORM A

Wildlife and Countryside Act 1981
REVIEW OF THE DEFINITIVE MAP AND STATEMENT

To: Street Scene Maintenance Team
Environment and Consumer Protection
4W/07, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW

I / We (i): KENNETH JACOBS member of OAK FARM RESIDENTS ASSOC.
of (ii): 44 LYNHURST HILLINGDON MIDDLESEX UB10 9ED

hereby apply for an order, under section 53(2) of the Wildlife and Countryside Act 1981, modifying the Definitive Map & Statement for the area by (iii):

- (a) **Deleting** the *footpath/bridleway/restricted byway/byway open to all traffic** which runs from _____ to FOOTPATH
- (b) **Adding** the *footpath/bridleway/restricted byway/byway open to all traffic** which runs from FLORISTON AVENUE to RYEFIELD AVENUE
- (c) **Upgrading/downgrading** to a *footpath/bridleway/restricted byway/byway open to all traffic ** the *footpath/bridleway/restricted byway/byway open to all traffic ** which runs from _____ to _____
- (d) **Varying/adding** the particulars relating to the *footpath/bridleway/restricted byway/byway open to all traffic ** which runs from _____ to _____ by providing that _____

and shown on the map annexed hereto (see overleaf)

I / We attach copies of the following documentary evidence (including statement of witnesses) in support of this application: *(Please continue on a separate sheet of paper if necessary)*

(iv) EVIDENCE TO FOLLOW AS DIRECTED BY RICHARD KANE

Signed: K Jacoby Dated: 9 JULY 09

(i) Insert name of applicant(s) (iii) Delete as appropriate * Delete as appropriate
(ii) Insert address of applicant(s) (iv) Insert list of documents



LONDON BOROUGH OF HILLINGDON



LOCAL HERITAGE SERVICE

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SIGNED K. Jacobs

DATE 6.5.14

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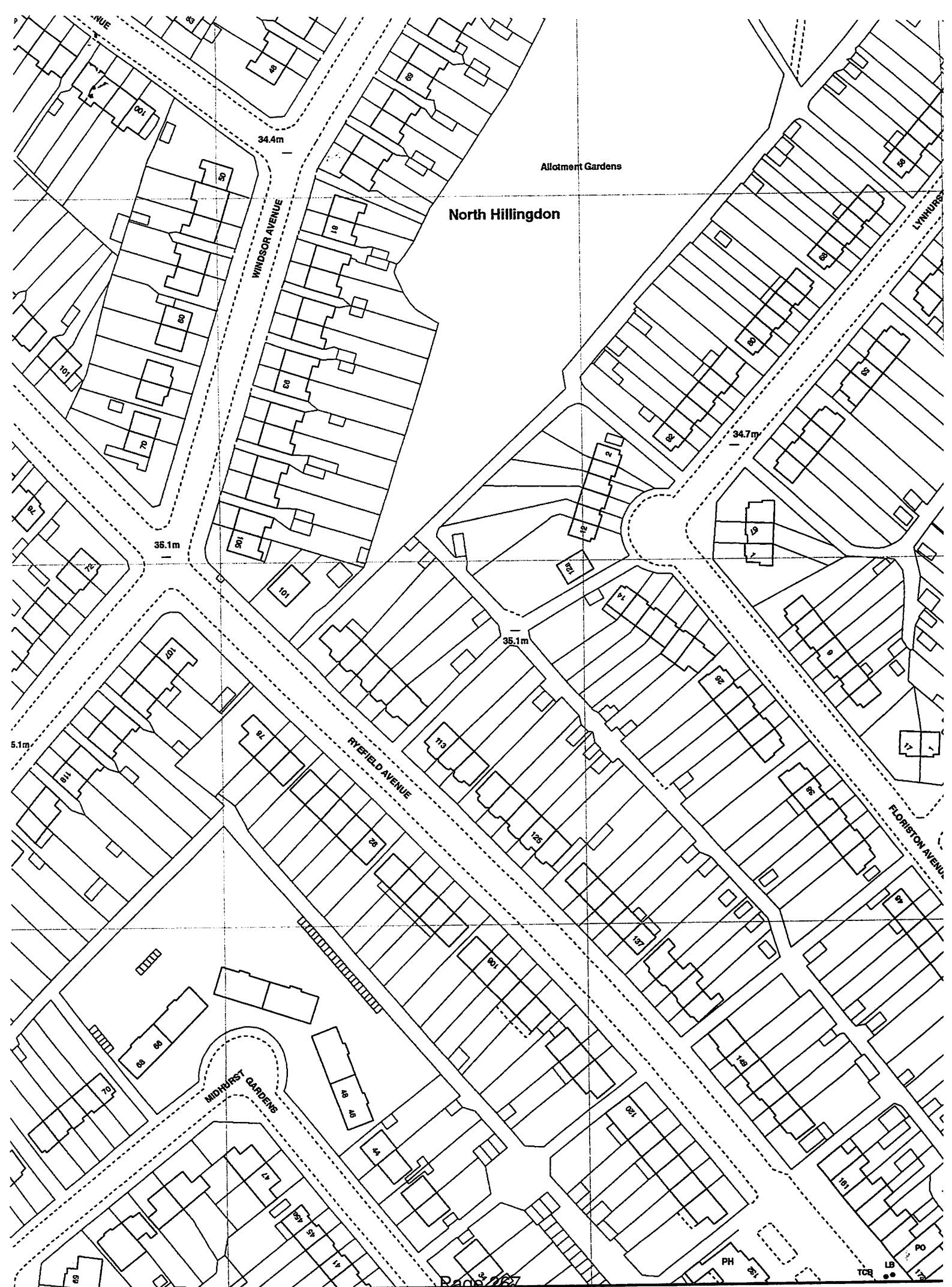
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HILLINGDON, MIDDX
UB10 9ED

PLAN
TQ 0884 S.W

HORIZONTAL 184200 - 184100

VERTICAL 508100 - 508300

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North Hillingdon

Allotment Gardens

WINDSOR AVENUE

RYE FIELD AVENUE

MIDWORST GARDENS

FLORESTON AVENUE

34.4m

35.1m

35.1m

34.7m

5.1m

PH
LB
TCR

R.A. JACOBS
ORDNANCE SURVEY
T.O. 0884 S.W.
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