



HILLINGDON  
LONDON



# Cabinet

**Date:** THURSDAY, 14 OCTOBER  
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, 6 October 2010

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# Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting held on 9 September 2010 1 - 12
- 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 Petitions to the Council (Cllr Puddifoot) 13 - 30
- 6 Street Scene Enforcement Improvements (Cllrs Burrows and Jenkins) 31 - 72
- 7 Local Implementation Plan 2011/12 Funding - submission to Transport for London (Cllr Burrows) 73 - 114
- 8 The Single Conversation - Borough Investment Plan (Cllr Corthorne) 115 - 120
- 9 Local Land Charges (Cllrs Burrows and Bianco) 121 - 126
- 10 Council Budget - Month 5 2010/11 Revenue and Capital Monitoring (Cllr Bianco) 127 - 160

## **Cabinet Reports (Part 2) - Private and Not for Publication**

- |           |   |           |
|-----------|---|-----------|
| <b>11</b> | Framework Agreement for the Supply of Office Stationery, Educational Supplies, Bulk and Office Paper, Electronic Office Supplies and Office Equipment (Cllr Seaman-Digby) | 161 - 166 |
| <b>12</b> | Insurance Tender 2010 (Cllrs Bianco and Seaman-Digby)   | 167 - 174 |
| <b>13</b> | New Low Cost Homeownership Housing at Gilbert Road, Harefield (Cllr Corthorne)  | 175 - 182 |
| <b>14</b> | Specialist housing for people with learning disability at 27 Horton Road and Ascott Court (Cllr Corthorne)  | 183 - 198 |
| <b>15</b> | Highgrove Pool Phase II Refurbishment - Appointment of an Integrated Project Management and Design Team (Cllr Bianco)   | 199 - 208 |

*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.*

- 16** Any other items the Chairman agrees are relevant or urgent

## Minutes

### Cabinet

Thursday, 23 September 2010

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



Published on: 23 September 2010 (following the meeting)

Come into effect on: 5pm, Thursday 30<sup>th</sup> September 2010

#### **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

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

Wayne Bridges  
Catherine Dann  
Dominic Gilham  
Raymond Graham  
Mo Khursheed  
Edward Lavery  
Anita MacDonald  
Richard Mills  
Andrew Retter  
John Riley

#### **174. APOLOGIES FOR ABSENCE**

All Members were present.

#### **175. DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING**

Cllr Mills declared a personal interest in Item 16 (minute 189) as Chairman of Governors at Ruislip High School and remained in the room during discussion on the item.

Cllr Seaman-Digby declared a personal and prejudicial interest in Items 5 and 6 (minutes 198 and 179) as he lived in the Conservation Area. He left the room during discussion on the items.

#### **176. TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING HELD ON 15 JULY 2010**

The minutes of the previous meeting were confirmed.

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

This was confirmed.

**178. CONSERVATION MANAGEMENT PLAN FOR EASTCOTE HOUSE BUILDINGS AND GARDENS**

**RESOLVED:**

**That Cabinet:**

- 1) Welcomes the Conservation Management Plan for the site;**
- 2) Authorises officers to investigate the relocation of the Eastcote Billiards Club, with a further report to Cabinet in December to discuss the findings;**
- 3) Instructs officers to draft a detailed, prioritised and costed schedule for urgent works to the stables, dovecot and walled garden; to form the basis of a Capital Release Report for £150,000 from the HIP for this work and;**
- 4) Authorises officers to proceed with a Part 1 Application to the Heritage Lottery Fund (HLF) for the refurbishment, conversion and interpretation of the listed buildings and park at Eastcote House Gardens, for community use.**

**Reasons for decision**

Cabinet were informed that the buildings had been in Council ownership for many years and were in need of significant repair work. Additionally, that the tenants of the Stables, the Eastcote Billiards Club, were no longer able to carry out maintenance to the building, and its intermittent use and derelict appearance encouraged vandalism in the gardens.

Cabinet therefore agreed that urgent repairs were necessary to the listed structures, and up to £150,000 would be allocated in principle from the Council's Hillingdon Improvement Programme for these works. Cabinet also agreed to apply for external funding to the Heritage Lottery Fund for a longer term solution.

**Alternative options considered and rejected**

Cabinet could have decided not to proceed with this project and thereby the buildings and walled garden would fall into such disrepair that they would be unusable and present a health and safety risk to the public.

**Officers to action:**

Charmian Baker / Sarah Harper, Planning, Environment and Community Services

**179. CHENEY STREET - EXTENSION TO EASTCOTE VILLAGE CONSERVATION AREA**

**RESOLVED:**

**That Cabinet:**

- 1. Approve, for public consultation, the proposed extension to the existing Eastcote Village Conservation Area, as illustrated in the map included in Appendix 1.**
- 2. Instruct officers to undertake a period of consultation of 6 weeks with all ward Councillors, local residents, owners and other interested groups within the proposed area and to report the outcome of the consultation to the Cabinet meeting in December 2010.**
- 3. Approve the revised eligibility criteria for the designation of Conservation Areas and Areas of Special Local Character included in Appendix 3.**

**Reasons for decision**

As part of the Council's rolling review of the Borough's Conservation Areas, and following a request for designation, Cabinet agreed the officers' re-assessment of Cheney Street and proposed its inclusion within Eastcote Village Conservation Area. Before making a final decision, Cabinet agreed a period of six weeks for public consultation.

**Alternative options considered and rejected.**

Cabinet could have not agreed to Cheney Street's inclusion, which potentially could have compromised the quality of designated areas within the Borough and consistency with current guidance.

**Officers to action:**

Nairita Chakraborty and Sarah Harper,  
Planning, Environment and Community Services

**180. PAN-LONDON EMERGENCY PLANNING ARRANGEMENTS - AMENDMENT TO THE GOLD RESOLUTION AND PROCEDURES FOR MUTUAL AID**

**RESOLVED:**

**That the Cabinet, on behalf of the London Borough of Hillingdon:**

- 1. Adopt the Addendum to the Gold Resolution in Appendix A**
- 2. Agree the Memorandum of Understanding for Mutual Aid in Appendix B**

### **Reason for decision**

Cabinet agreed the adoption of the amended Gold Resolution and Memorandum of Understanding for Mutual Aid which would establish on a London-wide basis a clear, updated and consistent framework for London boroughs to use when responding to potentially pan-London emergency situations.

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

The critical decision was the Addendum to the Gold Resolution. If Cabinet had not adopted the Addendum, in a pan-London emergency it could have frustrated London local authority efforts to work effectively together (only if all other London boroughs had passed the Addendum bar Hillingdon).

### **Officer to action:**

Mark Braddock, Deputy Chief Executive's Office

## **181. REVISIONS TO CHAPTER 4 'EDUCATIONAL FACILITIES' OF THE PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Notes the comments received during the consultation period;**
- 2. Approves the amendments made to the consultation draft Chapter 4 'Educational Facilities' of the Planning Obligations Supplementary Planning Document as set out in paragraphs 17 and 22 of this Cabinet report;**
- 3. Adopts the revised Chapter 4 'Educational Facilities' of the Planning Obligations Supplementary Planning Document for the purposes of development management;**
- 4. Grants delegated authority to the Corporate Directors of Planning, Environment and Community Services and Education and Children's Services, in consultation with the Cabinet Members for Planning and Transportation and Education and Children's Services, to approve any minor amendments or corrections of a factual nature, to Chapter 4 'Educational Facilities' of the Planning Obligations Supplementary Planning Document before it is formally published, and also to make any further revisions, if required as a result of any relevant revisions to GLA or Hillingdon population projections affecting child yields.**

### **Reasons for decision**

Cabinet had previously agreed that Chapter 4 'Educational Contributions' of the adopted Planning Obligations Supplementary Planning Document (July 2008), which contained child-yield statistics based on 2001 Census data, should be updated and issued for public consultation. Cabinet noted that the proposed revisions to Chapter 4 took account of the increase in child yields, to ensure that the scale of contributions sought from planning obligations for educational facilities from new development would be appropriate. Cabinet therefore adopted the revised document.

**Alternative options considered and rejected.**

Cabinet could have decided not to adopt the document, which would have restricted the Council's ability to ensure that the scale of contributions sought from planning obligations for educational facilities from new development was appropriate.

**Officers to action:**

James Gleave – Planning, Environment & Community Services  
Terry Brennan - Education and Children's Services

**182. COMMON LONDON PERMIT SCHEME FOR THE MANAGEMENT OF STREET WORKS AND ROAD WORKS**

**RESOLVED:**

**That the Cabinet approves the adoption of the Common London Permit Scheme (LoPS) by the Council as part of an overall review of the management of street works and road works in Hillingdon.**

**Reasons for decision**

Cabinet noted that the scheme had already been implemented in many London Boroughs and that whilst it did not have a statutory obligation to adopt the scheme, after an assessment by officers it would give the Council more power and resources to control 'street works' carried out by utility companies (and other organisations wishing to carry out street works).

**Alternative options considered and rejected**

Cabinet could have deferred the adoption of the Scheme or continued to operate under existing legislation.

**Officer to action:**

James Birch, Planning, Environment and Community Services

**183. MONITORING - MONTH 4 2010/11 REVENUE AND CAPITAL MONITORING**

**RESOLVED:**

#### **That Cabinet:**

- 1. Note the forecast budget position for revenue and capital as at Month 4.**
- 2. Note the treasury update at Appendix B.**
- 3. Approves the virement of £874k released funds for the Primary Capital Programme from E&CS to the Major Construction Team in PECS.**
- 4. Approves the £252k increase in Section 106 capital budget in PECS to include recently allocated schemes.**
- 5. Approve the virement of £160k from HRA Pipeline Sites Phase 1 to HRA Extra Care Sites Phase 1 (Triscott House)**
- 6. Rescinds its decision dated 26 June 2010 to award a 3-year contract to Network Design & Support Limited at a total cost of £629k for the supply of the Novell licences for ICT Directory Services, File Hosting and Email also for the support and maintenance of this infrastructure for 3 years.**
- 7. Endorses the action being taken to prepare the corporate grants programme for 2011/12 as set out in the report.**
- 8. Agree to the appointment of interim staff at a cost of £318k as set out in Appendix C which are all funded from ringfenced DoH grant.**
- 9. Instruct the Director of Planning, Environment and Community Services to approve all non-emergency highways revenue expenditure in agreement with the Leader of the Council.**

#### **Reasons for Decision**

The reason for the monitoring recommendation was to ensure the Council achieved its budgetary objectives. The report informed Cabinet of the latest forecast revenue and capital position for the current year 2010/11, including work being undertaken on the corporate grants budget. Cabinet also agreed some changes to capital budgets, interim appointments and approved some virements.

In addition, Cabinet agreed to rescind the award of a 3-year contract to Network Design & Support Limited for ICT Directory Services, File Hosting and Email services due to the increased need for savings in the council's ICT Department.

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

None.

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

Paul Whaymand, Finance and Resources

#### **184. MONITORING - QUARTERLY PLANNING OBLIGATIONS FINANCIAL 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

## **185. BUILDING CONTROL - THE BUILDING (LOCAL AUTHORITY CHARGING) REGULATIONS 2010**

### **RESOLVED:**

#### **The Cabinet:**

- 1. Agrees to the Replacement Scheme as outlined at Appendix A;**
- 2. Agrees that the Replacement Scheme and any subsequent amendments to the Replacement Scheme be included in the authority's annual schedule of fees and charges.**

### **Reasons for decision**

Cabinet noted that The Building (Local Authority Charges) Regulations 2010 came into force on the 1<sup>st</sup> April 2010 and provided the legal framework for the setting of any new charging scheme in order to recover costs for carrying out Building Control functions. Cabinet therefore adopted the Replacement Scheme to allow the Council to continue charging for the Building Control applications.

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

If Cabinet had not adopted the scheme it would have removed the Council's right to charge for Building Control functions.

### **Officer to action:**

Ian Inniss, Planning, Environment and Community Services

**186. EXTENSION OF THE AGREEMENT FOR ARCHITECTURAL AND COST PLANNING SERVICES FOR THE REFURBISHMENT AND EXPANSION OF LIBRARIES**

**RESOLVED:**

**That Cabinet agrees to extend the contractual arrangements with Mackenzie Wheeler and Gleeds for a further two years to deliver the libraries refurbishment and enhancement programme.**

**Reasons for decision**

Cabinet was pleased with the branding and design of its Library buildings as part of its pioneering Library refurbishment programme. Cabinet therefore agreed the continued use of both Mackenzie Wheeler (Architect) and Gleeds (Quantity Surveyor) to ensure Phase 3 works complement those already completed in the first two phases of the programme.

**Alternative options considered and rejected**

Cabinet could have not extended the current agreements and re-tendered for the services, however Cabinet recognised the expertise and knowledge gained by both companies involved in this key project.

**Officers to action:**

Alan Dalton & Mohamed Bhimani, Planning, Environment 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).*

**187. WEST LONDON HOME CARE FRAMEWORK AGREEMENT**

**RESOLVED:**

**That Cabinet:**

- 1. Approve the council's use of the West London Alliance Homecare Framework Agreement via an access agreement with Hammersmith & Fulham and each selected provider we wish to purchase services from.**
- 2. Approve that officers offer a contract to OLM (along with other west London boroughs) to carry out limited professional re-negotiation of a**

**number of high value specialist residential contracts, where this will be financially beneficial to the council.**

**Reasons for decision**

Cabinet noted that individual members of the West London Alliance would have to seek their own authority's approval to use the Framework Agreement via the access agreement and therefore approved Hillingdon's participation.

**Alternative options considered and rejected**

Cabinet could have decided not to enter into the framework agreement for accessing home care services. However, it agreed that the financial advantage of doing so were clearly in the Council's interests.

**Officer to action:**

Paul Feven, Adult Social Care, Health and Housing

**Exempt Information**

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**188. TEENAGE PARENTS SERVICES - AWARD OF CONTRACT**

**RESOLVED:**

**That Cabinet notes the report and agree the award of contract to Look Ahead Housing and Care Limited for a new building-based service for 12 teenage / young parents plus 5 units of floating support for £283,848 for 3 years.**

**Reasons for decision**

Cabinet noted that the contracts for existing teenage parent housing-related support services in the Borough were coming to an end and therefore agreed to continue with a replacement service.

**Alternative options considered and rejected**

Cabinet could have decommissioned the services, but this could have left vulnerable residents without support.

**Officer to action:**

### **Exempt Information**

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## **189. APPOINTMENT OF CONSULTANTS IN SUPPORT OF A PLANNING APPLICATION AND DESIGN FOR THE RUISLIP HIGH SCHOOL ADDITIONAL FORM OF ENTRY AND SIXTH FORM CENTRE**

### **RESOLVED:**

**1) That the Cabinet authorises the appointment of a multi-disciplinary team of consultants to deliver architectural, quantity surveying/cost consultancy, M&E and structural consultancy, CDM coordinator and surveys to enable the submission of a detailed planning application and the subsequent development of the Ruislip High School sixth form of entry and Sixth Form Centre to completion as follows;**

<b>a)</b>	<b>Scott Brownrigg</b>	<b>Architects &amp; Contract Administrator</b>	<b>£98,000</b>
<b>b)</b>	<b>Thompson Cole</b>	<b>Quantity Surveyor</b>	<b>£21,240</b>
<b>c)</b>	<b>Hunters</b>	<b>CDM Coordinator</b>	<b>£ 5,000</b>
<b>d)</b>	<b>Surveys, testing, planning application</b>		<b>£10,000</b>

**2) That Cabinet notes that approval to use S106 to fund the costs should be sought.**

### **Reason for decision**

Cabinet agreed to the appointments above for the development of the design up to the submission of a detailed planning application, the development of the designs to enable tenders for the work to be obtained from suitably qualified contractors and the subsequent completion of the project.

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

Cabinet could have not appointed these professional consultants which would have delayed the project and potentially incur additional costs.

### **Officer to action:**

Bill King, Planning, Environment and Community Services

### **Exempt Information**

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## **190. SOUTH RUISLIP LIBRARY SITE**

### **RESOLVED:**

**That the Cabinet authorises:**

- 1. The award of a Building Contract for the construction of a new library, adult education premises and ten apartments on Site A to Rydon Construction. Building Contract figure to be under the current budget figure of £3,147, 534.**
- 2. Officers to conclude an analysis of received construction tender on Site B with Rydon Construction to arrive at a construction cost for developing site B, which is to be reported to Cabinet in due course for a decision.**
- 3. That Site B be market tested to ascertain the current market value of Site B.**

### **Reason for decision**

Cabinet approved the most economically advantageous tender to award a building contract to develop Site A and agreed a market test to ascertain the value of Site B in pursuance of the Councils objective to build upon this site a new Library and Adult Education Premises.

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

Cabinet could have not approved the contract or market testing which would have delayed the project.

### **Officers to action:**

Eileen Nicholson, Planning, Environment and Community Services

### **Exempt Information**

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*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.*

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The meeting closed at 7:40pm

### **IMPORTANT INFORMATION**

#### **DECISION AUTHORITY**

These Cabinet decisions were not called-in by the Executive Scrutiny Committee and therefore come into effect 5pm Thursday 30<sup>th</sup> September 2010.

#### **Changes to proposed decisions:**

Officers should note that the Cabinet added a new recommendation 9 to Item 10 (minute 183) in respect of authorisation for highways revenue expenditure.

## PETITIONS TO THE COUNCIL

<b>Cabinet Member</b>	Councillor Ray Puddifoot
<b>Cabinet Portfolio</b>	Leader of the Council
<b>Officer Contact</b>	Nikki Stubbs, Deputy Chief Executive's Office
<b>Papers with report</b>	Appendix A: Petition Scheme

## HEADLINE INFORMATION

<b>Purpose of report</b>	By 15 December 2010, all councils are required (under the Local Democracy, Economic Development and Construction Act 2009) to have a Petition Scheme in place for their residents, which covers electronic petitions as well as paper petitions. This scheme must be formally approved by the Council before it comes into force. The report gives details of the proposals for implementing a revised Petition Scheme in Hillingdon to meet the new requirements as detailed in the Act, widening the way we handle petitions on behalf of Hillingdon residents.
<b>Contribution to our plans and strategies</b>	The Council's Petition Scheme is a prime example of how Elected Members seek to put residents at the heart of everything the Council does.
<b>Financial Cost</b>	As the electronic petitioning facility is already available within existing software, there are no direct financial implications to the recommendations other than the time and training required by officers to use the system, which are anticipated to be minimal. As this is a new burden on councils the Government have agreed to provide a grant through the Area Based Grant, although the actual level of funding is yet to be confirmed. Ongoing funding will then be added into the Revenue Support Grant.
<b>Relevant Policy Overview Committee</b>	Corporate Services and Partnerships
<b>Ward(s) affected</b>	All

## RECOMMENDATION

**That Cabinet considers the Petition Scheme (Appendix A) and recommends it to full Council for adoption as part of the Constitution.**

## INFORMATION

The *Local Democracy, Economic Development and Construction Act 2009* placed a duty on principal local authorities to provide a facility for those who live, work or study in the Borough to submit petitions in hard copy format by 15 June 2010 and electronically by 15 December 2010, and to produce and publish a Petition Scheme. It also brought in some new requirements for the Council to hear petitions.

Following consultation with the Leader and relevant Cabinet Members, this report to Cabinet sets out a new Petition Scheme which, subject to Cabinet's agreement, will form part of the Constitution and be recommended to Council on 4 November 2010.

### Current Petition Process

Members will be aware that the Council has benefited from an effective paper petition procedure that was established in May 2002. Thousands of residents from across the Borough participate each year in this transparent, democratic process of signing petitions, which continues year-on-year to receive high praise. For example in 2009/10, 100% of residents attending were satisfied with the procedures for Petition Hearings and 95% were satisfied with the way the Petition Hearing was held.

This interaction with residents is very important in showcasing not only the Council but the important work Hillingdon's Elected Councillors do. Democratic Services seeks to provide the best possible experience for residents before, during and after they attend such meetings to participate in democratic processes.

In Hillingdon, the paper petitioning process requires 20 signatures from Borough residents (each of which must provide their name, address and signature) for it to be classed as a valid petition. For action to be taken on a petition, the subject matter must be in relation to something over which the Council has control or over which it has some influence. Over the last three years, the number of paper petitions received has been fairly stable:

<b>PETITIONS RECEIVED</b>	<b>2009/2010</b>	<b>2008/2009</b>	<b>2007/2008</b>	<b>2006/2007</b>
<b>Cabinet Member</b>	106	94	107	94
<b>Planning</b>	166	148	173	145
<b>Licensing</b>	9	1	2	2
<b>TOTALS</b>	<b>281</b>	<b>243</b>	<b>285</b>	<b>243</b>

It is not anticipated that the introduction of electronic petitioning will dramatically increase the total number of petitions received by the Council. As such, it is proposed that the threshold at which electronic petitions are to be considered valid is also set at 20.

### Current Petition Categories

There are currently three main categories of petition received by the Council which are classed as 'Ordinary Petitions':

1. Cabinet Member petitions;
2. petitions regarding planning applications; and
3. petitions regarding licensing applications.

These categories are explained in more detail in the Petition Scheme appended to this report.

### **Proposals for Electronic Petitions**

In terms of the move to electronic petitioning, Democratic Services is prepared and has previously invested in the technology capable of implementing this new requirement using the *modern.gov* software.

The *Local Democracy, Economic Development and Construction Act 2009* specifies that a council's electronic petitioning facility must have a moderation feature to ensure that all electronic petitions can be vetted before they go live. It should be noted that *modern.gov* includes a moderation facility and enables officers to communicate with the lead petitioner (and, if required, those who have signed the electronic petition) and keeps a log of this communication.

The pre-petitioning phase is unique to electronic petitions and is the time between the petitions being submitted for publication on the website and the Council's decision to make them available for signature. The existence of this initial step means that petition organisers can be assisted with the wording of their petitions and, where possible, made aware of alternative options for resolving the issue. This early notice of the topics of forthcoming petitions will also help officers by enabling them to better monitor and coordinate the response process.

As well as defining when an electronic petition can start, the Council will have the option to define the default and maximum electronic petition duration. It is proposed that the maximum duration of an electronic petition be set as three months.

### **New Petition Requirements of the Act**

The Act requires that all councils produce, publicise and comply with a scheme for handling both paper and electronic petitions (the draft Scheme is attached at Appendix A). Councils must also ensure that notification of all petitions (even those that are deemed invalid) is published on the councils' website, unless the authority considers that it would be inappropriate to do so. *modern.gov* (the software that will be used by Democratic Services to facilitate electronic petitioning) is being updated by the provider so that details of all paper petitions received by the Council can be included on the system and published on the website. Furthermore, all petitions should be deemed valid if they contain the specified number of valid signatories who live, work or study in the Borough.

In addition to having an Ordinary Petition process (which at Hillingdon covers Cabinet Member petitions, planning petitions and licensing petitions), the Act stipulates that councils are required to consider two other types of petition:

1. **Petitions requiring Council debate** – petitions containing the names, addresses and signatures of 2,500 people will be debated by the full Council.
2. **Petitions to hold Council employees to account** – petitions which call for evidence from a senior Council employee must have 1,250 signatures to trigger that action.

## Petitions requiring Council debate

Where a petition is:

- signed by a specified number of people who live, work or study in the Borough;
- not a petition which requires an officer to be called to account by the Council; and
- requesting a debate;

the petition should be considered by Councillors at a full Council meeting. As the guidance has suggested that the number of people required for this type of petition be set at 1% of the Borough population, it is recommended that the threshold be set at 2,500 signatories and that only those aged over 18 can sign such petitions.

## Petitions to hold Council employees to account

A petition can be signed by 1,250 people who live, work or study in the Borough (the guidance suggests 0.5% of the population) to require that a relevant officer of the Council be called to account at a public meeting of the authority (Policy Overview and Scrutiny Committee meeting). It should be noted that any such petition must give grounds for the request which must relate to the discharge of functions for which the specified officer is responsible. As there is a requirement for statutory chief officers, non-statutory chief officers and the head of paid service to be amongst those officers that can be called to account, it is recommended that only the following officers be included in those that can be asked to give evidence at such a meeting:

- Chief Executive / Head of Paid Service
- Monitoring Officer (or any officer fulfilling the statutory role)
- Section 151 Officer (or any officer fulfilling the statutory role)
- Deputy Chief Executive
- Director of Planning, Environment and Community Services
- Director of Adult Social Care, Health and Housing
- Director of Education and Children's Services
- Director of Finance and Business Services

For the purposes of addressing the concerns raised in the petition, the Committee could decide that it would be more appropriate for an alternative officer to give evidence at the meeting other than the one named in the petition. Once the relevant officer has given evidence at the public meeting, the Committee is required to forward a report or recommendations to the Council as well as to the petition organiser.

## **Petition Signature Thresholds**

The proposed thresholds for the three types of petitions can be summarised as follows:

<b>Type of petition (including e-petitions)</b>	<b>Recommended guidance - % of population</b>	<b>No of valid signatures required</b>
Ordinary petitions	N/A	20*
Petitions requiring Council debate	1%	2,500*
Petitions to hold Council employees to account	0.5%	1,250*

*\* Members may wish to amend one or more of these thresholds*

Members do have some flexibility in determining thresholds, whilst bearing in mind the guidance above in terms of percentages.

## **Review of Petition Procedures**

It is proposed that the electronic petitioning facility be reviewed approximately three months after the system has gone live. This will give officers the opportunity to look at what has gone well and where improvements need to be made. A review of the new petition requirements will take place after they have been used for the first time.

## **Constitutional Changes Required**

It should be noted that, in order to make access to the process and scheme as simple as possible, it is proposed that current detailed references to the Ordinary petitioning process be deleted from the Council's Constitution and replaced with the attached Petition Scheme (Appendix A). This Scheme would form a new section of the Constitution under Part 4 of the Constitution, Rules of Procedure K. Minor additional wording will also need to be inserted into the Constitution:

- Information relating to Petitions requiring debate at Council will need to be inserted into Article 4 (Full Council) and also the Council's Procedure Rules (Schedule A of the Constitution).
- Information relating to petitions requesting that an employee be held to account will be included in the generic Policy Overview and Scrutiny Terms of Reference found within the Procedure Rules (Schedule E of the Constitution).

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## **Financial Implications**

The costs associated with facilitating an electronic petition facility will be met from within existing budgets as the electronic petitioning facility is already available within existing software. However, Democratic Services staff will need to spend some time learning to use the new facility, which may result in training costs which are anticipated to be minimal.

It should be noted that, under the new burdens principle, central Government will meet the costs of the new burdens associated with the petitions duty. It is expected that the national cost to the public sector of responding to local petitions will be approximately £4.7 million per year, decreasing over time. These costs arise from increased work for council officers, time at Council meetings and Overview and Scrutiny Committees and set up costs for electronic petitions.

The Department of Communities and Local Government (DCLG) has advised that local authorities will each receive a grant for 2010/2011 which will vary by local authority, depending on the local population. Although the figures for each Council have not yet been finalised, Hillingdon is likely to receive the grant at the end of September/beginning of October 2010 which will be paid through the Area Based Grant Allowance. It is anticipated that funding for future years will be incorporated into the Revenue Support Grant.

### **Reasons for recommendation**

To inform Cabinet of legislation that becomes law with effect from 15 December 2010 requiring the Council to have in place an electronic petition scheme with the aim of strengthening local democracy.

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

Whilst Cabinet may consider amending the recommended Petition Scheme, it is a statutory requirement to recommend the adoption of a scheme.

### **Comments of Policy Overview Committees**

None at this stage, though the Committees will be given a new role in relation to Petitions as outlined in this report.

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

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

The Council needs to fulfil the legal requirement to have a Petition Scheme in place for their residents, which covers electronic petitions as well as paper petitions, by 15 December 2010. By providing facilities for residents to submit electronic petitions, the Council is increasing the ways in which residents can be involved in the democratic process.

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

Members will be made aware of the new petition rules and how e-petitioning will work. There has and will also be consultation with ICT and internal testing of the system using Council staff.

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## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and is satisfied that the costs associated with the electronic petition facility will be met from existing budgets as this facility is already available within existing software. However, it should be noted that there may be training costs associated with this new facility which are anticipated to be minimal.

The Department of Communities and Local Government (DCLG) has advised that local authorities will each receive a grant for 2010/2011 which will be paid through the Area Based Grant Allowance. It is anticipated that funding for future years will be incorporated into the Revenue Support Grant.

## **Legal**

As stated in the report the Local Democracy, Economic Development & Construction Act 2009 requires the Council to make and publicise a scheme for the consideration by the Council of both written & electronic petition. The proposals contained in this report comply with the legislation and because these changes will require changes to the Council's Constitution, the Petition Scheme must be adopted by Full Council.

There has been recent guidance from the Department of Communities and Local Government, stating that Councils need only apply the 'minimum' requirements of the Act, which is what is being proposed in this report.

## **BACKGROUND PAPERS**

Local Democracy, Economic Development and Construction Act 2009

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# HILLINGDON

LONDON

## PETITION SCHEME

### Our Promise

Hillingdon Council has a well established petition process that enjoys high resident participation and satisfaction. Democratic Services co-ordinates the Council's petition process and we promise to:

- **Value all petitions** – residents' views are important to us
  - **Give friendly advice** – how to best pursue the issue that residents have
  - **Make it easy** – lots of ways to submit a petition to us
  - **Keep you informed** – update the petition organiser about a petition's progress
  - **Let you have your say** – enable residents to speak to and directly influence Council decision-makers
- 

### Petitions Overview

In accordance with the *Local Democracy, Economic Development and Construction Act 2009*, the petition process allows members of the public to have direct influence on the decision making process and to raise concerns that are important to them. All petitions sent or presented to the Council will receive a written acknowledgement within five working days of receipt. This acknowledgement will set out what the Council plans to do with the petition and when the petition organiser can expect to hear from us again. We will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition. More than one petition can be received on a particular issue, whether for or against that issue.

There shall be a presumption that petitions are publicly viewable documents. With regard to paper petitions, the signature of each signatory will be deleted from the public copy but the name of each person who signed a petition will be viewable on request at the Civic Centre (except in exceptional circumstances, as decided by the Head of Democratic Services). If a petitioner wishes for their name and address to be withheld, then they must include such a request in writing with the petition for consideration by the Head of Democratic Services.

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### What is a petition?

Petitions can be either paper or electronic. For the purposes of this scheme, the Council will treat as a petition anything which identifies itself as a petition, or which a reasonable person would regard as a petition, and which is signed by the appropriate qualifying persons. For practical purposes, the Council has set a requirement for at least 20 valid signatories before it is treated as a valid petition. In the case of paper petitions, a valid signature will be classed as the name, address and signature of an individual that lives, works or studies in the Borough (duplicate signatories will not be counted). For electronic

petitions, a valid signature will be classed as the name, address and email address of an individual that lives, works or studies in the Borough.

Where a communication contains less than 20 signatures, it will be treated as a corporate complaint or service request, whichever is appropriate, and will be passed to the appropriate department for a response. The appropriate Ward Councillors will also be notified of these petitions. If deemed appropriate by the Head of Democratic Services, a paper petition and an electronic petition that are on the same subject from the same petition organiser may be combined and the lead petitioner will be advised accordingly.

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### **Who can submit a petition?**

Anyone who lives, works or studies in the Borough, including under 18s, can sign or organise an electronic or paper petition, except for petitions requiring a full Council debate where only signatures of those over 18 years of age will be accepted.

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### **Who should you send a paper petition to?**

The Democratic Services section is responsible for receiving, managing and reporting all petitions sent to the authority. Paper petitions can be sent to:

Head of Democratic Services  
London Borough of Hillingdon  
Civic Centre  
High Street  
Uxbridge  
Middlesex UB8 1UW

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### **How will the Council respond to petitions?**

The Council's response to a petition will depend on what the petition asks for and how many people have signed it, but may include one or more of the following:

- Taking the action requested in the petition
- Considering the petition at a Council meeting
- Holding an inquiry into the matter
- Undertaking research into the matter
- Considering the petition at a Petition Hearing with the relevant Cabinet Member
- Carrying out a consultation
- Holding an informal meeting with the petition organiser
- Referring the petition for consideration by one of the Council's overview and scrutiny committees
- Writing to the petition organiser setting out our views about the request in the petition

In addition to these steps, the Council will consider all the specific actions it can potentially take with regard to the issues highlighted in a petition.

If a petition is about something over which the Council has no direct control (for example the local railway or hospital), we may make representations on behalf of the community to the relevant body where appropriate. The Council works with a large number of local

partners and, where possible, we will work with these partners to respond to a petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then we will write to the petition organiser setting out the reasons. More information is available on the services for which the Council is responsible on our website at <http://www.hillingdon.gov.uk/>.

If a petition is about something that a different Council is responsible for, we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event, the Council will always notify the petition organiser of the action we have taken.

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## **What are the guidelines for submitting a petition?**

Before submitting a petition, petitioners are advised to first check with their Ward Councillors or with the Council to see if the Council is already acting on the concerns and whether the Council is the most appropriate body to receive the petition (sometimes it may be more appropriate to send the petition to another public body).

Petitions submitted to the Council must include a clear and concise statement covering the subject of the petition and should also state what action the petitioners wish the Council to take. At least 20 of the signatories to a petition will be validated by comparing the signatures, addresses or email addresses with records held by the Council.

Petitions should be accompanied by contact details for the petition organiser (including an address and, where possible, a contact telephone number and/or email address). This is the person that we will contact to explain how the petition will be responded to. The contact details of the petition organiser will not be placed on the website. If a paper petition does not identify a petition organiser, we will normally only contact the first person on the petition.

If the petition is electronic, it must be made using the Council's electronic petitioning facility available on the Council's website ([www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)) and must include each petitioner's name, address and email address.

### Electronic Petitions

Electronic petitions must follow the same guidelines as paper petitions and be submitted through the Council's website ([www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)). The petition organiser will need to decide how long they want their petition to be open for signatories. Most petitions will run for a few weeks but the petition organiser can choose a shorter or longer timeframe, up to a maximum of 3 months.

When an electronic petition is created, it may take up to 10 working days before it is published on the Council's website. This is because we will need to check the content of the petition before it is made available for signature. If we feel that we cannot publish a petition, we will contact the petition organiser within this period to explain why. The petition organiser will then be given the opportunity to change and resubmit the petition. If this is not done within 15 working days of our contact, details of the petition and the reasons why it was not accepted will be published on the Council's website with other rejected petitions.

When a petitioner signs an electronic petition, they will be asked to provide their name, address and a valid email address. Once this information has been validated, the petitioner's signature will be added to the petition. People visiting the electronic petition on the Council's website will be able to see the petitioners' names on the list of signatories but not their contact details.

### Election Period

Due to restrictions imposed in the period immediately before any election or referendum, the Council may need to deal with petitions differently. If this is the case, we will contact the petition organiser to explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, we will contact to the petition organiser to explain the reasons.

### Petitions which will not be reported

In the following circumstances, petitions will not be accepted:

- Petitions will not normally be considered if they are received within six months of another petition having already been considered by the authority on the same matter.
- Petitions will not be accepted if, in the opinion of the Head of Democratic Services they are vexatious, abusive or otherwise inappropriate or do not relate to a matter which is the responsibility of the authority, or over which the authority has some influence.
- Statutory petitions or petitions where there is already an existing right of appeal or a separate complaints procedure, e.g., staffing, disciplinary or grievance matters.
- Petitions will not be accepted if they require the disclosure of exempt or confidential information.

If a petition is deemed unacceptable, the petition organiser will be contacted with an explanation.

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### **What will the Council do when it receives my petition?**

Whether paper or electronic, a written acknowledgement will be sent to the petition organiser within five working days of receiving the petition. This acknowledgement will let the petition organiser know what we plan to do with the petition and when they can expect to hear from us again. Details of those petitions received will be available on the Council's website, except in cases where this would be inappropriate.

In addition, when an electronic petition has closed for signature, a petition acknowledgement and response will be emailed to everyone who has signed the petition and has elected to receive this information. This information will also be available on the Council's website.

If we can do what a petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition organiser will be asked if they are satisfied with the outcome and whether they would like to withdraw their petition. If the petition has enough signatures to trigger a Council debate (see below), or a senior officer giving evidence, then the acknowledgment will confirm this and tell the petition organiser when

and where the meeting will take place. If the petition needs more investigation, we will tell the petition organiser what steps we plan to take.

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## **What types of petition are there?**

There are three types of petition:

1. Ordinary Petitions – these must contain the names, addresses and signatures of 20 or more petitioners. Valid ordinary petitions fall into three categories:
  - a. Cabinet Member Petitions
  - b. Planning Petitions
  - c. Licensing Petitions
2. Petitions requiring Council debate – petitions containing the names, addresses and signatures of 2,500 people will be debated by the full Council.
3. Petitions to hold Council employees to account – petitions which call for evidence from a senior Council employee must have 1,250 signatures to trigger that action.

### 1. Ordinary Petitions

Valid petitions must contain at least 20 signatories and will trigger a course of action to be taken. Please note that petitions which raise issues of alleged Member misconduct will be taken as complaints arising under the Local Government Act 2000 and, where appropriate, will be reported to the Council's Standards Committee.

#### 1a. Cabinet Member Petitions

In the vast majority of cases, valid petitions will be considered by the relevant Cabinet Member at a Petition Hearing where s/he will decide what action (if any) will be taken.

A valid petition will entitle the petitioners to have their petition considered by the relevant Cabinet Member at a Petition Hearing to argue their case or promote a particular issue. Such petitions will be accompanied by an officers' report indicating the issue to be raised, the Council's powers and responsibilities for the issue raised and the options for action.

The petitioner organiser of each petition, or their representative, may address the Petition Hearing for up to 5 minutes and may answer questions from Cabinet Member for a further 3 minutes. Ward Councillors will also be permitted to speak for up to 3 minutes on each petition relating to their Ward. Extending these time limits is at the discretion of the Cabinet Member.

Where a petition has already been heard by the Cabinet Member and a decision has been made, repeat petitions advocating the same, or similar, action will not be allowed for a period of 6 months, except in exceptional circumstances as determined by the relevant Cabinet Member. Petitions may only be heard by the Cabinet Member on matters under the control of the Council as determined by the Head of Democratic Services on receipt. Where the Head of Democratic Services does not accept a petition, advice will be given to the petitioner on the best way to deal with their petition.

Where a petition has fewer than 20 signatures, a relevant Ward Councillor can request that the relevant Cabinet Member consider the petition at a Petition Hearing. The decision as to whether or not a petition with less than 20 signatures is considered at a Petition Hearing will rest with the relevant Cabinet Member.

Where a petition organiser meets a Cabinet Member at a Petition Hearing, either by right or where the Cabinet Member has agreed to meet them, the following procedures shall apply:

- A written report from officers must be published at least 5 clear working days before the meeting;
- The meeting shall normally take place at the Civic Centre, unless the Cabinet Member decides otherwise;
- The meeting shall be open to the public and press (subject to the Access to Information Act rules);
- The meeting shall be attended by officers from the appropriate Service Group and by a representative of Democratic Services;
- The appropriate Ward Councillors shall be informed of the date and time of the meeting and may attend and have the right to speak at the meeting for up to 3 minutes;
- The petition organiser or their nominee, where they have been either invited to attend by the Cabinet Member or where they have the right to attend, shall have the right to speak about the matter raised in the petition for a maximum of 5 minutes and the Cabinet Member may ask them questions about the petition. This time limit may be extended with the consent of the Cabinet Member;
- The Cabinet Member shall either announce their decision once they have heard the petitioner (and this decision shall be recorded and published), or they may decide that they wish to consider the matter and make a decision at a later date. Where the Cabinet Member decides to make a decision at a later date, the Member shall inform the Head of Democratic Services as soon as they have made a decision and this shall be recorded and published. There shall be no further right for a petition organiser to meet with the Cabinet Member; and
- The petition organiser will be informed of the decision in writing and where the decision is to refer this to the Cabinet or to a Cabinet Committee or to an Overview and Scrutiny Committee, the petition organiser will be kept informed of progress in considering the matter.

The relevant Cabinet Member has the power to decide whether they wish the petition to be heard at a Cabinet meeting for decision instead of being considered at a Petition Hearing. Petitions with 20 or more signatures may be presented to the Cabinet for decision where so decided by the Cabinet Member holding the appropriate portfolio relating to the matter raised in the petition. Such petitions shall be accompanied by an officers' report indicating the issue to be raised, the Council's powers and responsibilities in relation to the issue raised and the options for action. One representative of any petition may address the Cabinet for up to 5 minutes and may answer questions from Cabinet Members for a further 3 minutes.

### 1b. Planning Petitions

If a petition contains 20 or more signatories and is in relation to a planning application, the application will be considered at a Planning Committee meeting and the petitioner organiser (or their representative) will be invited to attend and speak for up to five minutes in relation to that matter at the meeting at which the application will be considered. The applicant (or their agent) will also get the opportunity to speak for five minutes where a valid petition has been accepted by the Council in relation to their application. Ward Councillors will be permitted to speak for up to three minutes in relation to an application if they have notified their intention to do so in advance to the Committee Chairman.

Members of the Committee will also be able to ask questions of the petitioners for up to three minutes. Notification of the intention to speak and the name of the speaker must be supplied to the Head of Democratic Services at least 24 hours before the meeting. Time limits may be extended by the decision of the Committee.

All petitions in relation to Planning Committees should be received by the Head of Democratic Services no later than 48 hours prior to the meeting. Discretion to allow petitions after this deadline can only be approved by the Chairman of the relevant Planning Committee.

If the organiser of a petition requests permission to address a second or subsequent meeting which is to consider the issue which gives rise to their petition, a decision on the request shall be made by the Chairman.

### 1c. Licensing Petitions

In the case of a Licensing Committee or Licensing Sub-Committee meeting, petitions may only be submitted to the Licensing Authority in advance of the meeting as relevant representations. At a meeting where a hearing is taking place, time limits will apply which allow all parties<sup>1</sup> an equal maximum period of time in which to exercise speaking rights.

If the organisers of a petition request permission to address a second or subsequent meeting which is to consider the issue which gives rise to their petition, a decision on the request shall be made by the Chairman.

### 2. Petitions requiring Council debate

If a petition contains more than 2,500 signatures of people aged over 18 years of age, it will be debated by the Council (unless it is a petition asking for a senior Council officer to give evidence at a public meeting). This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. In any event, petitions requiring Council debate must be received at least 10 working days before the date of the meeting.

The petition organiser (or their representative) will be given five minutes to present the petition at the meeting and the petition will then be debated by Members. The petition organiser will not be able to take part in the debate with Members. A maximum of two petitions will be allocated for discussions at any one Council meeting. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the Council's Executive<sup>2</sup> is required to make

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<sup>1</sup> *An interested party, as defined under the Licensing 2003 Act, is anyone who is directly affected by activity at the licensed premises in question, such as:*

- *A person living in the vicinity of the premises in question*
- *A body representing persons living in the vicinity of the premises in question, e.g. a Residents Association.*
- *A person involved in a business in the vicinity*
- *A body representing persons involved in such business e.g. Trade Association.*

*Other parties include the applicant and responsible authorities, e.g. Police.*

<sup>2</sup> *The Executive is also known as the Cabinet*

the final decision, the Council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website.

### 3. Petitions to hold Council employees to account

A petition may ask for a relevant accountable employee to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, a petition may ask a relevant accountable employee to explain progress on an issue, or to explain the advice given to Elected Members to enable them to make a particular decision. These petitions must relate to an employee's role and not their personal circumstances or character. If a petition contains at least 1,250 signatures, the relevant accountable employee will give evidence at the next appropriate public meeting of the relevant Overview and Scrutiny Committee<sup>3</sup>

(<http://modgov.hillingdon.gov.uk/mgListCommittees.aspx?bcr=1>) providing the petition has been received at least 10 working days before this meeting. Senior officers that can be called to give evidence are as follows:

- Chief Executive / Head of Paid Service
- Monitoring Officer (or any officer fulfilling the statutory role)
- Section 151 Officer (or any officer fulfilling the statutory role)
- Deputy Chief Executive
- Director of Planning, Environment and Community Services
- Director of Adult Social Care, Health and Housing
- Director of Education and Children's Services
- Director of Finance and Business Services

It should be noted that the Committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance, if the named officer has changed jobs or does not hold a senior position.

The Committee may also decide to call the Member with special responsibilities to attend the meeting. Although Committee Members will ask the questions at this meeting, the petition organiser (or their representative) will be able to ask up to three questions within an allocated 15 minutes. These questions must relate directly to the content of the petition. Questions from the petition organiser or nominated person must be submitted in writing to the Democratic Services section at least ten working days before the meeting. A written acknowledgement from the Council will be sent within five working days of receipt. Questions which are considered by the Head of Democratic Services to be vexatious, abusive, inappropriate, or that require the disclosure of exempt or confidential information, will not be considered.

After the meeting, the Committee will submit a report to the Cabinet (for consideration at the next Cabinet meeting) or to the relevant portfolio holder (as a Cabinet Member Decision). The petition organiser will be sent a copy of this report.

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<sup>3</sup> At Hillingdon, there are 4 Policy Overview Committees (POCs) and 2 Scrutiny Committees: Corporate Services & Partnerships POC, Education & Children's Services POC; Executive Scrutiny Committee; External Services Scrutiny Committee; Residents' & Environmental Services POC; and Social Services, Health & Housing POC. These Committees comprise Councillors who are responsible for scrutinising the work of the Council – in other words, they have the power to hold the Council's decision makers to account.

## Petitions requesting a referendum

For further information on the submission of petitions to the Council requesting a referendum, please contact the Democratic Services Team at [democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk) or by calling 01895 250470.

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### **What can I do if I feel my petition has not been dealt with properly?**

If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the relevant Council Overview and Scrutiny Committee review the steps that the Council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review, if the petition organiser gives a short written explanation addressed to the Petitions Officer of the reasons why the Council's response is not considered to be adequate. This request must be made within 20 working days of being notified of the authority's decision on the petition.

The relevant Committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. If the Committee determines that the petition has not been dealt with properly, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Council's Executive and arranging for the matter to be considered at a meeting of the Council. As well as being forwarded to the petition organiser, the results of the review will be published on the Council's website (unless it is considered inappropriate to do so).

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### **Is there anything else I can do to have my say?**

As a Council, we try to identify and solve problems at an early stage. We are committed to receiving feedback as this helps us to develop and review services. We recognise that petitions are just one way in which people can let us know about their concerns. Other ways that people can have their say include:

- Making a complaint using the Council's Complaints System (<http://www.hillingdon.gov.uk/index.jsp?articleid=5881>)
  - Contacting your local Councillor (<http://modgov.hillingdon.gov.uk/mgMemberIndex.aspx>)
  - Contacting your local MP (<http://www.hillingdon.gov.uk/index.jsp?articleid=18212>)
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## **STREET SCENE ENFORCEMENT IMPROVEMENTS**

<b>Cabinet Members</b>	Councillor Keith Burrows Councillor Sandra Jenkins
<b>Cabinet Portfolios</b>	Planning and Transportation Environment
<b>Officer Contact</b>	Bill Hickson, David Frost, Planning, Environment and Community Services
Papers with report	<p><b>Appendix 1a:</b> - Distribution of free printed literature in designated areas of Uxbridge, Brunel University and Hayes location plans.</p> <p><b>Appendix 1b:</b> - Conditions of consent to distribute free printed literature in designated areas.</p> <p><b>Appendix 2a:</b> - Community Event Street Trading Application and Guidance.</p> <p><b>Appendix 2b:</b> - amended Street Trading Licence Terms and Conditions</p> <p><b>Appendix 3a:</b> - Guidance To Organising A Street Party or Fete (issued by Secretary of State for Communities and Local Government)</p> <p><b>Appendix 3b:</b> - Local Guidance To Organising A Street Party or Fete In Hillingdon</p>

## **HEADLINE INFORMATION**

<b>Purpose of report</b>	<p>This Report comprises three sections:</p> <ol style="list-style-type: none"> <li>1. Approval in principle is sought for the introduction of controls and regulations regarding the distribution of free printed matter in designated areas of the borough under section 94B and Schedule 3A of the Environmental Protection Act 1990, and the advertisement of the details of the controls proposed as required by the Act. The designated areas would cover Uxbridge town centre (including Uxbridge College and RAF Uxbridge site), Brunel University and Hayes town centre.</li> <li>2. Approval in principle is sought for amendments to Street Trading Licence Terms and Conditions to accommodate “light touch” applications for street trading at community events. If so approved, it outlines proposals to undertake consultation, as required under the above Act, regarding the details concerning how these controls may be introduced.</li> <li>3. Approval is sought for the publishing of local guidance for organising a street party or fete in Hillingdon.</li> </ol>
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<b>Contribution to our plans and strategies</b>	This report contributes to the Council's priority of a Clean and Attractive Borough and a Safe Borough.
<b>Financial Cost</b>	<ol style="list-style-type: none"> <li>1. Schedule 3A of this Act authorises principal litter authorities to charge a fee for issuing a consent to distribute free printed matter. The amount of this fee is to be determined by the Council but must be reasonable to cover the costs of operation and enforcement. The fee may not include potential clean-up costs.</li> <li>2. There are no further financial costs proposed at this time.</li> <li>3. There are no further financial costs proposed at this time.</li> </ol>
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services
<b>Ward(s) affected</b>	All Wards

## RECOMMENDATIONS

That Cabinet approves:

- 1 The introduction of controls and regulations concerning the distribution of free printed matter in designated areas of the borough (as detailed in Appendix 1).
- 2 The carrying out of public consultation concerning amendments to the Street Trading Licence Terms and Conditions relating to "light touch" street trading applications for community events (as detailed in Appendix 2b)
- 3 The local guidance to assist in the organisation of a street party or fete in Hillingdon (listed in Appendix 3b) be issued to all interested residents and organisations, and Cabinet agrees that any future minor amendments to the above be approved by the Corporate Director of Planning, Environment & Community Services in consultation with the Leader of the Council.

## INFORMATION

The proposals are aimed at ensuring proper control of activity taking place in public space in Hillingdon.

### Alternative options considered / risk management

To not put forward these proposals and have less control over the street scene of the borough.

### Supporting Information

#### 1. Distribution of Free printed matter

The distribution of free printed literature can create blight on our public spaces. Often, the leaflets and other printed materials that are handed out are dropped by recipients as litter. This

mostly occurs within a short distance of the point of distribution. These flyers are not always collected by the distributor, thus creating an increased level of litter.

Current littering legislation enables the authorised officers to serve a Fixed Penalty Notice on those who drop litter; however the Council currently does not have powers to control distribution activities.

Powers under section 94B read in conjunction with Schedule 3A of the Environmental Protection Act 1990 enables the Council as a principal litter authority to designate certain streets and/or areas of land within the London Borough of Hillingdon where the distribution of free printed literature is prohibited without prior consent and under set conditions. These areas, in essence, must be land which the Council is responsible for. It is proposed that the following areas of land be designated as shown in Appendix 1a:

- Uxbridge Town Centre (including RAF Uxbridge site)
- Brunel University
- Hayes Town Centre

In order to implement this legislation, a 3 stage process needs to be followed which involves:

1. Advertising and Consultation of the Council's intention to amend the manner in which free literature may be distributed in areas specified in the notice;
2. Consideration of any responses received during the consultation or as a result of the advertising;
3. Notifying and advertising the final decision with regard to the proposals.

Items 2 and 3 above will be the subject of a further cabinet report which will outline the outcome of the consultation and present Cabinet with an opportunity to make a final decision with regard to the proposals.

#### Consultation on the proposal

Initial letters of support for measures to control the distribution of free printed matter have been received from the Town Centre Manager, the Uxbridge Station Flower Sellers and Brunel University. However, the Chairman of Hayes Town Partnership, having consulted Ward Councillors and the local MP, feels that Hayes does not experience anything like the problems in Uxbridge and does not recommend the need to include Hayes on this occasion.

Whilst at this early stage Hayes Town is being proposed for inclusion within this scheme, Cabinet will wish to consider the initial responses and decide which areas to include in the consultation. Naturally, all views will be carefully considered as part of the wider consultation process which will be reported back to Cabinet for a final decision.

In addition to the required wider public consultation, officers will continue to consult with the above organisations / individuals stated above as required and also:

- The Metropolitan Police
- Hillingdon Chamber of Trade and Commerce
- Ward Councillors (in all areas where controls are proposed)
- Uxbridge Town Centre Management
- Uxbridge College

Consultation documents will also be available via the Councils web pages. Cabinet are advised that if adopted, the Council is entitled to charge a reasonable fee for the distribution of free literature. This fee may take into account consultation and administration costs for the scheme.

Members may also wish to note that charitable and party political material is specifically excluded from the national legislation surrounding the distribution of free literature.

## **2. Amendment of Street Trading Licence Terms and Conditions**

New Street Trading Licence Terms and Conditions under the London Local Authorities Act 1990 ("The Act") were approved by the Leader of the Council acting in consultation with the Head of Democratic Services in January 2010. The amendments were implemented on 26 February 2010. However, organisers of community events such as Ruislip Manor Fun Day, Northwood Hills Fun Day and Eastcote Christmas Event have asked for a "lighter touch" application process to be introduced for street traders seeking approval to sell goods on the highway as part of such short term events. These traders are often "cottage industry" or very small business and as such frequently have difficulties providing some of the supporting documentation required with applications from large full time traders.

It is being recommended that the application process be made simpler for community events with the need for certain documentation excluded – as set out in the Appendix. If approved by Cabinet, such applications for street trading at Community Events would still continue to be heard by a Licensing Sub-Committee for determination.

Despite the nature of the minor amendment it is still necessary under Section 27 of the Act to undertake consultation with interested parties prior to implementation. Consequently it is proposed to further amend the terms and conditions of the licences to enable minor amendments to be approved by the Corporate Director of Planning, Environment & Community Services acting in consultation with The Leader.

In order to implement the above amendments, Section 27 of the Act requires that a public consultation is carried out with traders seeking their comments on the proposed amendments. These comments will be the subject of a further cabinet report which will outline the outcome of the consultation and present Cabinet with an opportunity to make a final decision with regard to these proposals.

The consultation into the amended terms and conditions for street trading at Community Events is intended to begin immediately should approval be granted.

All street traders currently licensed by the Council, and other named persons including the Metropolitan Police and Transport for London will be consulted. The consultation documents will also be advertised on the Council website, the Uxbridge Leader and London Gazette.

## **3 Local Guidance on Organising a Street Party or fete in Hillingdon**

Street parties and fetes are a traditional part of community life. In 2012 it will be Her Majesty the Queen's Diamond Jubilee celebrating her 60 years on the throne, including an extra bank holiday. Coupled with the London 2010 Olympic Games, there is an expectation that Hillingdon residents will wish to celebrate the forthcoming months and years in style.

The Department for Communities and Local Government (CLG) has recently issued its own general guidance but it is imprecise in relation to matters such as insurance, road closure, risk assessments etc. (Appendix 3a).

To clarify any uncertainties in the CLG document, local guidance specific for this borough has been drawn up to help residents organise their street party and gain any necessary approvals. (Please see Appendix 3b).

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

None at this stage

### **Financial Implications**

**1**

It is proposed that a charge of £25.63 (current one day pitch street trading fee) shall be applied to each application for consent. This unit cost is to provide for initial promotion costs of advertising the new regulation of this activity, the staff costs of receiving, checking, and responding to each application, plus the staff costs of any enforcement action following on from any failure to comply with the regulations. Each consent will cover a period of 8 hours, after which, the applicant will need to reapply. Each application can be made for one designated area only. Additional permissions for other designated areas shall be charged at £25.63

**2**

There are no identified financial implications at this stage.

**3**

There are no identified financial implications at this stage.

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

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

**1** Reducing litter will help to keep the Borough clean and attractive. It seeks to regulate the distribution of free printed materials in certain areas. Anyone wishing to distribute will be required to apply to London Borough of Hillingdon for a permit. Authorised distributors would be required to display the permit, take responsibility for ensuring any discarded literature is removed and will not be allowed to distribute matter that encourages illegal or irresponsible behaviour or advertise illegal activities thus contributing to a safe Borough.

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

Recommendations 1 and 2 require public consultation prior to any decision being made by Cabinet. This report seeks permission to begin the process of public consultation.

No consultation is required with regards to recommendation 3

### **CORPORATE IMPLICATIONS**

#### **Corporate Finance**

Corporate Finance has reviewed this report and is satisfied that the proposed charge of £25.63 applied to each application will cover the costs of processing the application. It is also satisfied that there are no additional financial implications at this stage.

## **Legal**

This report was drafted in consultation with the Council's Legal Services section and all legal considerations have been incorporated into the body of the report.

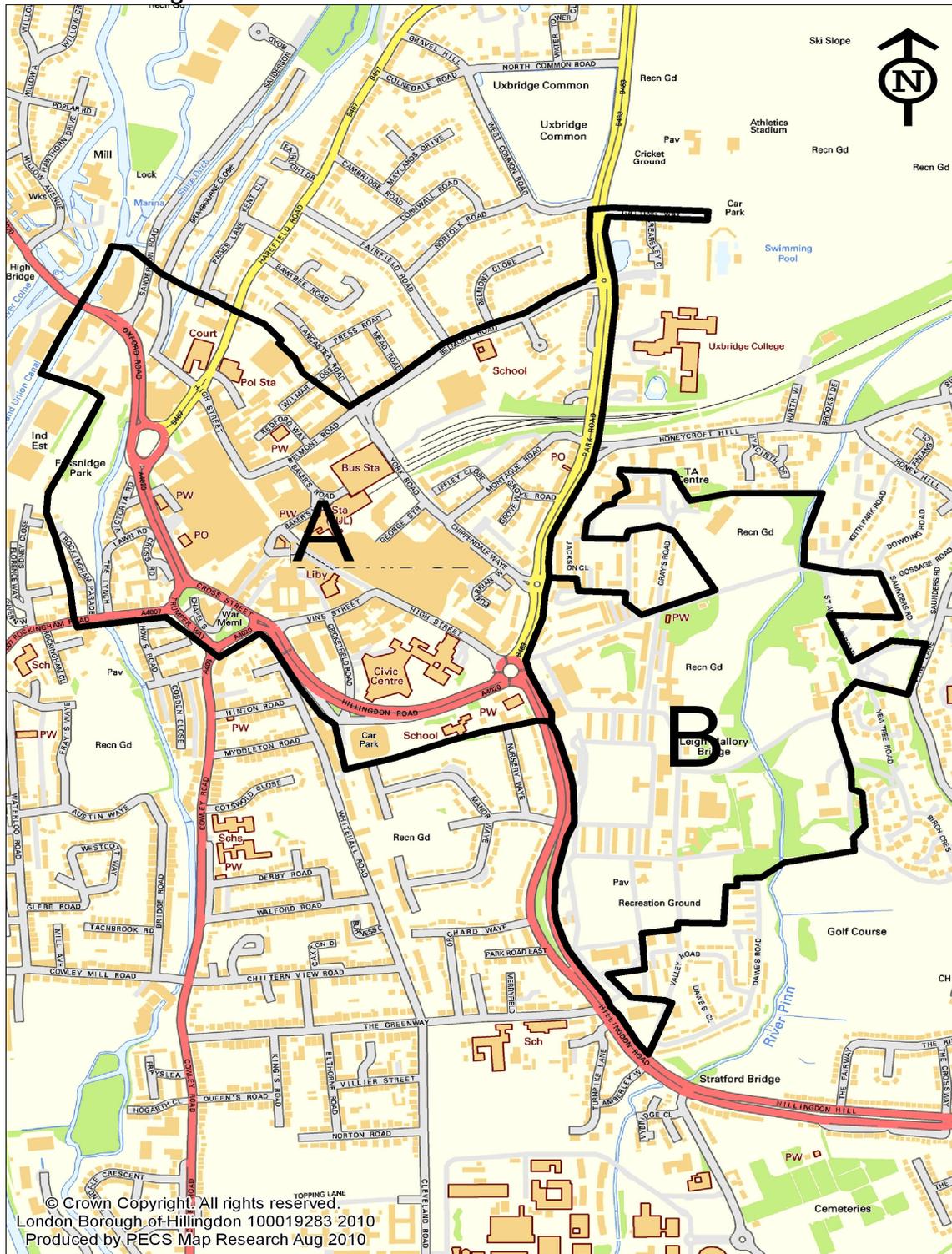
### **BACKGROUND PAPERS**

1. Letter from the Town Centre Manager – 31<sup>st</sup> August 2010
2. Letter from long standing trader in Uxbridge Town Centre dated 24<sup>th</sup> January 2010
3. Letter from Brunel University received 2<sup>nd</sup> August 2010
4. Email from Chairman of Hayes Town Centre Partnership

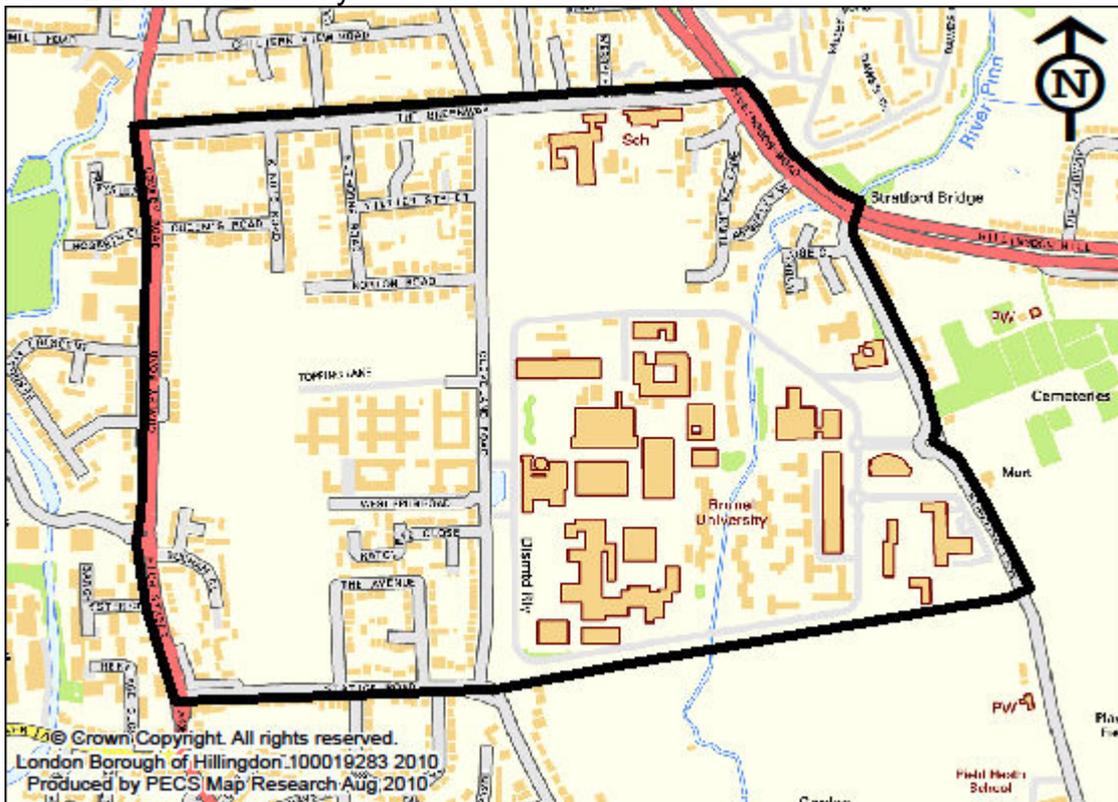
# Appendix 1a

## Distribution of free printed literature designated areas of Uxbridge and Hayes location plans.

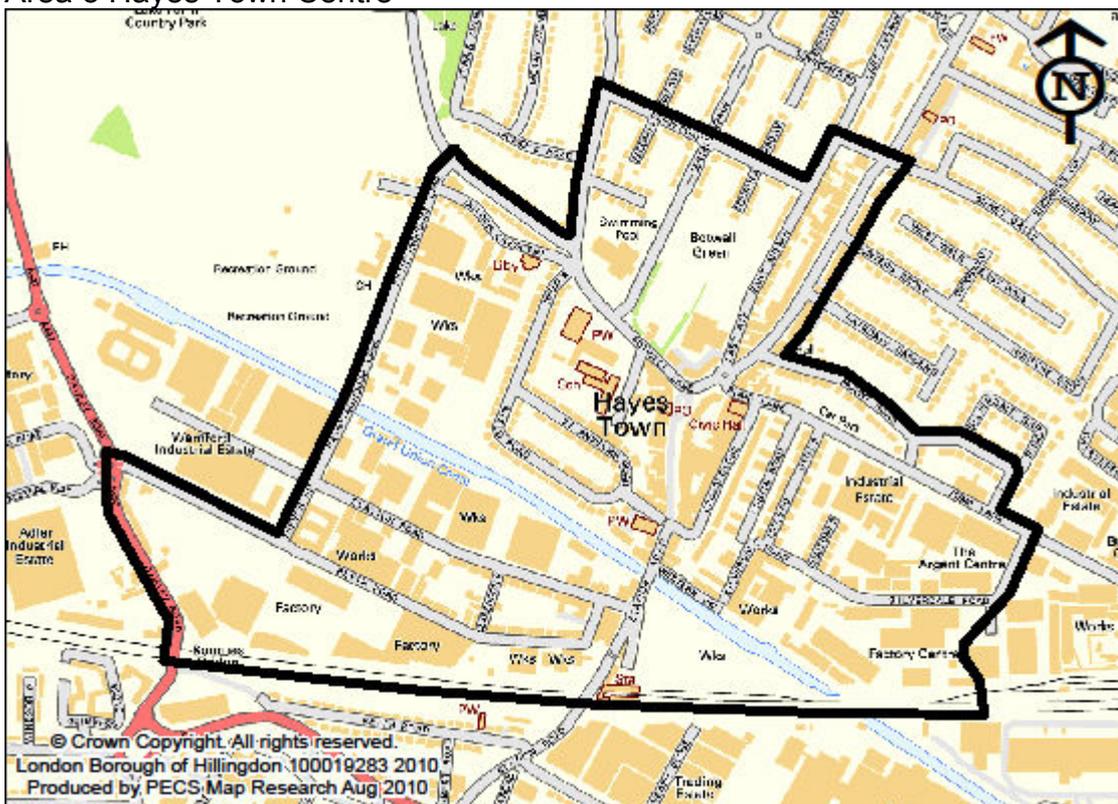
### Area 1 Uxbridge Town Centre



### Area 2 Brunel University



### Area 3 Hayes Town Centre





# HILLINGDON

## LONDON

### **DISTRIBUTION OF PRINTED MATTER CONSENT TERMS AND CONDITIONS**

**Distribution of Printed Matter Regulations**

Effective from XX 2010

**Made by the London Borough of Hillingdon**

Pursuant to Environmental Protection Act 1990 section 94B

Schedule 3A

The Consents and Conditions came into force on XXXXX 2010.

## 1. DEFINITIONS

In the Consents and Conditions, unless the context otherwise requires, the following expressions shall have the following meanings:

- 1.1 “**Act**” means Environmental Protection Act 1990 section 94B Schedule 3A
- 1.2 “**Authorised Officer**” means an officer of the Street Scene Enforcement Team duly authorised as required by the Act.
- 1.3 “**Charity**” has the meaning of the Charities Act 1993, where the printed matter relates to or is intended for the benefit of the charity.
- 1.4 “**Consent**” means permission granted by the Council to distribute free literature in a designated area.
- 1.5 “**Distribution**” means to give it out, or offer or make it available to, members of the public and includes placing it on or affixing it to vehicles, but does not include putting it inside a building or letterbox.
- 1.6 “**Designated Land**” means (a) relevant land of the authority; (b) all or part of any relevant highway for which the authority is responsible; or (c) both (see attached plans showing designated land).
- 1.7 “**Fee**” means the cost of obtaining consent from the Council.
- 1.8 “**Free**” means if distributed without charge to the persons to whom it is distributed.
- 1.9 “**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.
- 1.10 “**Licensed Street Entertainer**” means any person who is registered and licensed by the Council as a Street Entertainer under Part V of the Act
- 1.11 “**Literature**” includes advertising, promotional or other such printed matter or materials.
- 1.12 “**Litter**” has the meaning of material discarded as a result of the distribution of free literature.
- 1.13 “**Principal Litter Authority**” means The Council of the London Borough of Hillingdon.
- 1.14 “**Regulations**” refers to the contents of this document.
- 1.15 “**The Council**” means the London Borough of Hillingdon.

## CONDITIONS APPLICABLE TO ALL CONSENTS DISTRIBUTION OF PRINTED MATTER

- 2.1 Distributors wishing to hand out free literature within restricted areas shall be restricted to two distributors per event to minimise the impact on the local environment and the defacement of the designated areas.
- 2.2 Distributing companies shall only delegate two distributors to distribute their literature in a designated area, on the approved date and between the approved times.
- 2.3 Consent cannot be granted if:
  - The applicant is unsuitable by reason of misconduct;

- The applicant has within the previous five years been convicted of any offence under London Local Authorities Act 1994 section 4 (seizure of literature where no consent has been granted);
  - Consent has already been given to distribute literature in the area and at the time applied for;
  - There is a risk of danger or unreasonable inconvenience to users of highways
- 2.4 Distributions shall only take place between the hours of 07:00 hours and 15:00 hours and shall take place for no more than three hours during this period, either continuously or intermittently.
- 2.5 No consent will be given for the distribution of the following types of literature:
- Racist, sexist or offensive material or literature encouraging criminal behaviour.
  - Literature that promotes the irresponsible use of alcohol (e.g. 'happy-hour advertisements, 'money-off' offers).
  - The Council need not give consent where it is considered that the proposed distribution of free literature is likely to lead to the defacement of the designated area.
- 2.6 All staff engaged in the distribution of free literature shall be in possession of a current consent that has been issued by the Council whilst undertaking or supporting distribution activities.
- 2.7 All staff engaged in the distribution of free literature shall produce, on demand of an Authorised Officer, their consent to distribute within the area they are operating.
- 2.8 No free literature shall be left at any place on the Highway to facilitate the general public to take the literature at their discretion unless by prior agreement by the Council.
- 2.9 All literature shall bear the name and address of the consent holder who is responsible for the distributing the literature unless an agreement has been reached prior to distribution with the Council as part of the application process.
- 2.10 All staff distributing free literature should clear the area (within 25 meters of the allotted point) at the end of the distribution period of all dropped literature and remove the literature for correct disposal. Every effort should be made to recycle all dropped literature.
- 2.11 All staff distributing free literature should remove, at any time, any literature from the Public Highway on demand of an authorised Officer where it is safe to do so.
- 2.12 Consent may be revoked if any of the above conditions are contravened.
- 2.13 Distributors/consent holders should ensure that staff employed in the distribution of free literature have not received a fixed penalty notice under the Environmental Protection Act 1990 section 88 (littering) or Environmental Protection Act 1990 Schedule 3A (unauthorised distribution of free literature). The consent holder may face cancellation of their consent if they do not comply with this requirement.
- 2.14 Consent shall not be given to an applicant that has been subject to prosecution under Environmental Protection Act 1990 section 88 (littering) or Environmental Protection Act 1990 Schedule 3A.
- 2.15 Applications for consent must not be made less than fourteen days prior to the proposed date that distribution is to take place.
- 2.16 Any distributions carried out whilst an application is being processed shall be treated as having no consent to distribute within the area.

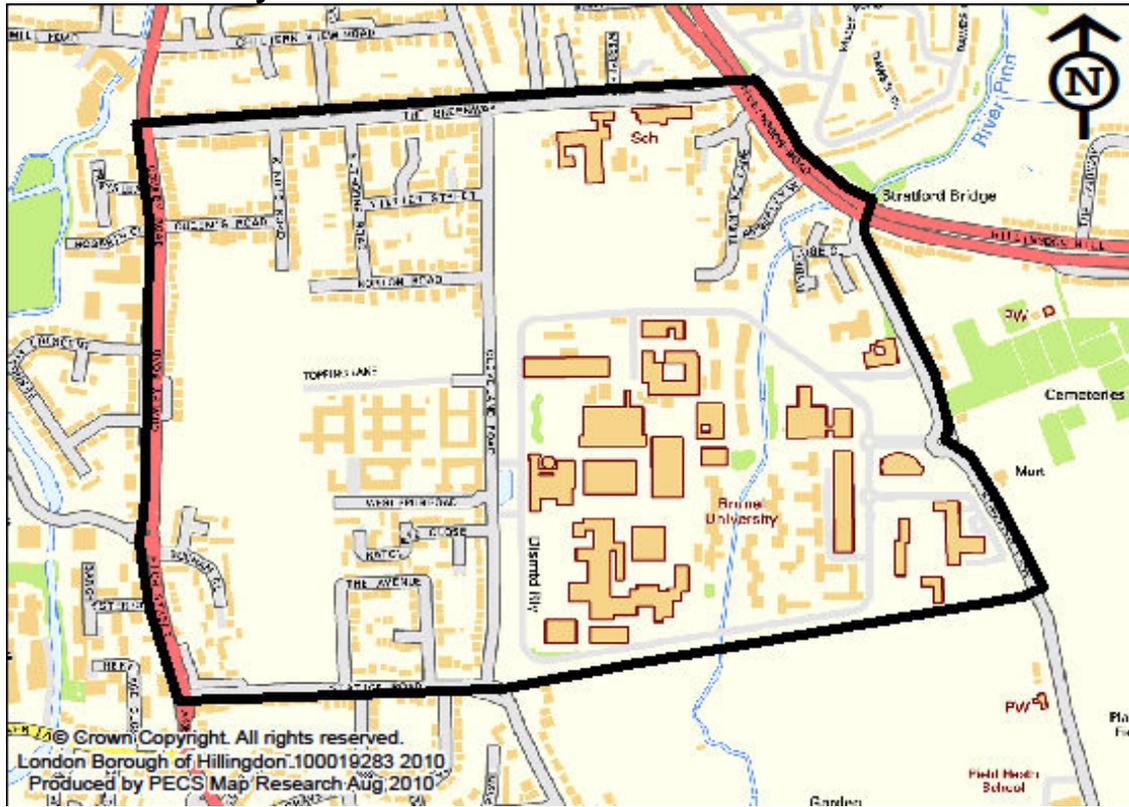
2.17 Consent will only be granted to one distributor in each designated area on each day.

### **Informatives**

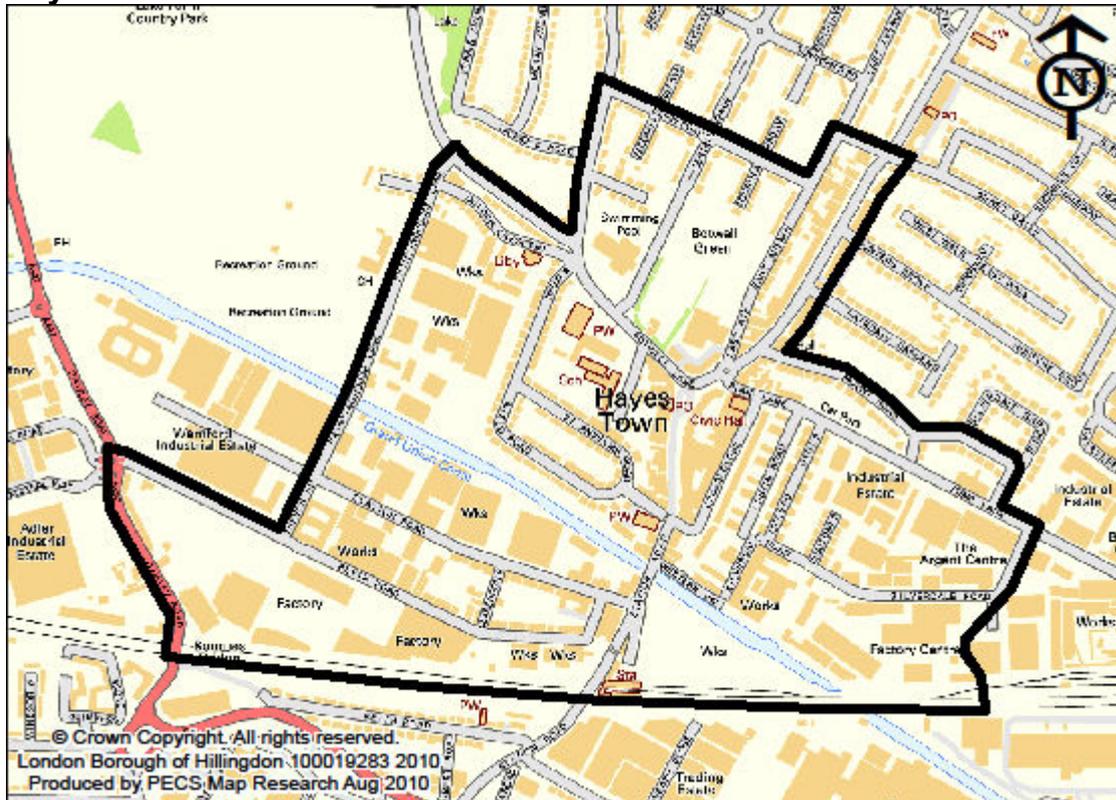
- Applications may be delayed beyond fourteen days should information is not supplied as required on the application form or where the fee is not submitted.
- It is expected that all literature promoting alcohol shall display a responsible drinking strap line
- It is expected that all literature promoting gambling does not contravene the Councils Gambling Policy

# DESIGNATED AREAS

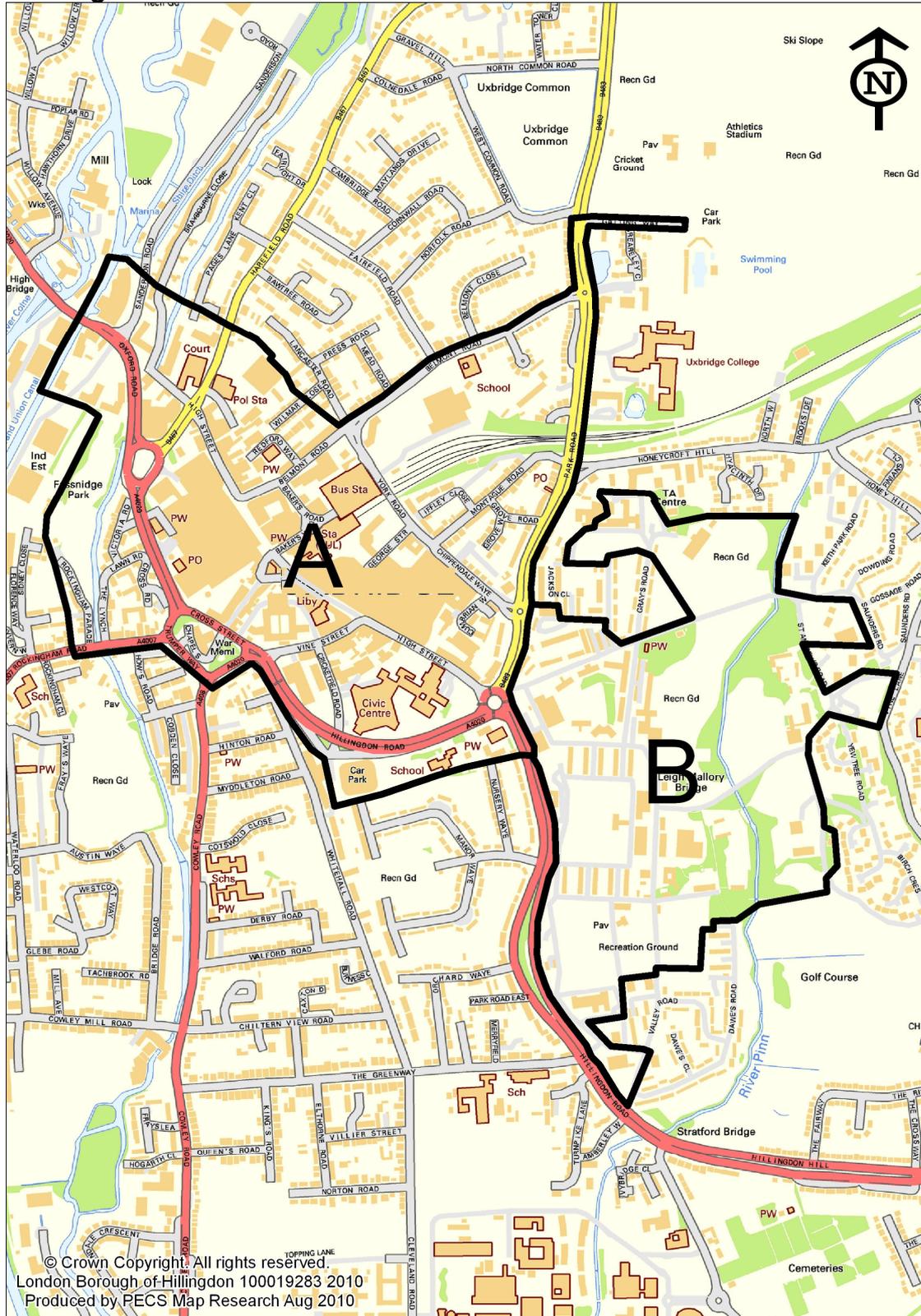
## Brunel University



## Hayes Town Centre



# Uxbridge Town Centre



**Appendix 2a**

Community Event Street Trading Application and Guidance.



**Street Scene Enforcement Team**

Civic Centre, 4W/05, High Street, Uxbridge, Middlesex UB8 1UW

Tel: 01895 556920 Fax: 01895 277082

Email: [sset@hillington.gov.uk](mailto:sset@hillington.gov.uk)

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

**APPLICATION FOR A COMMUNITY EVENT  
TRADING LICENCE**

London Local Authorities Act 1990 (as amended)

**APPLICANT'S DETAILS** Please print clearly

Full Name	Title	First Name	
		Surname	
Business Name			
Business Address			
		Post Code	
Home Address			
		Post Code	
Telephone Number(s) (Home & Business)			
	Email		

**ASSISTANT DETAILS (if applicable)** Please print clearly

Full Name	Title	First Name	
		Surname	
Home Address			
		Post Code	
Telephone Number(s)			

**OTHER INFORMATION** Please print clearly

Trading Location\*  
(Attach a plan if possible)

Pitch size\* (if possible)  (Attach photos of display/unit – if possible)

Commodities, Articles,  
Services Offered for Sale\*

Public Liability\*  
Insurance Company  
(Attach copy of Policy)  Policy Number

Days of Trading\*

Times of Trading\* 

From	<input type="text"/>	To	<input type="text"/>
------	----------------------	----	----------------------

**DOCUMENTATION**

The following documents must be submitted with this application (see guidance below):

- 1. Photographs\*
- 2. Licence application fee\*
- 3. Evidence of £2m Public Liability Insurance Cover\*
- 4. Photos of pitch display\* if possible
- 5. Plan/area layout if possible \*

\* See [www.hillingdon.gov.uk/streetscene](http://www.hillingdon.gov.uk/streetscene) & Guidance Notes for Making a Community Event Trading Licence for further guidance included with this application

I confirm that I have read the Guidance Notes for Submitting a Community Event Trading Licence application and that the information I have provided is correct and I understand that if any of it is false I may be prosecuted and any Trading Licence issued to me may be cancelled.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_



# HILLINGDON

LONDON

## Guidance Notes for Submitting a Community Event Trading Licence

### 1. General principles

- a. The Licensing Sub-Committee will determine all applications for Community Event Trading Licences.
- b. Any display or sale of goods or services within seven metres from the public Highway will require a licence.

### 2. Application process

- |        |  |
|--------|--|
| Step 1 | Application received by Street Scene Enforcement Team<br>(no later than 5 (five) working days ahead of the planned event). |
| Step 2 | Confirmation of Sub-Committee meeting date.  |
| Step 3 | Licence Sub-Committee meets.   |
| Step 4 | Licence issued to trader.  |

### 3. What is asked for

- a. Trading location: description of location where trading is to take place (e.g.: land adjacent to Kings' Arms, Public House, Alpha Street, Hillingdon).
- b. Commodities, Articles, Services offered for sale: commodities are goods that are being sold for sale (e.g.: fruit & vegetables, clothing, luggage). Remember that some commodities are not allowed to be displayed and/or sold under a street trading licence (e.g.: phone cards, cars, pets).
- c. Public Liability Insurance Company: covers any awards of damages given to a member of the public because of an injury or damage to their property caused by you or your business. It also covers any related legal fees, costs and expenses as well as costs of hospital treatment (including ambulance costs) that the NHS may claim from you. All licences will require a valid Public Liability Insurance Policy that runs for the full term of the licence.
- d. Days of trading (e.g.: Monday to Saturday).
- e. Times of trading (e.g.: 0900 – 1900).

#### **4. What should you provide**

- f. Licence application fee: the full fee must be included with the application and can be paid in the following methods: cash, cheque, credit or debit card. Please refer to the fees and charges table for the correct fee (Table of Fees is available for reference).
- g. Details of the display and map/area layout, give details of how the display will be constructed. (Remember that the display must be a safe and secure structure that will adequately support the items on display)
- h. Photographs: to apply for a licence, the applicant and any assistants should submit two passport-sized photographs as part of their application (this may be done electronically).

The photographs should be:

Colour photographs

Recent (Must have been taken in the last three months)

45 millimetres (mm) high x 35 millimetres (mm) wide

Taken against off-white, cream or light grey plain background so that your features are clearly distinguishable against the background.

The name of the person shown should be written on the back of each photograph.

- i. Evidence of £2m Public Liability Insurance Cover: (please refer to the section – What is asked for (c))

#### **5. Disposal of waste - obligations at the event**

All traders have a duty to ensure that all waste generated as part of their trading activities is stored and disposed of in a responsible manner by ensuring there is no wind blown litter and waste is contained during the event. At the end of your trading activities at the event, your waste should be taken to a Civic Amenity site that accepts trade waste for disposal, a receipt should be obtained to show this transfer.

For further information see: [www.hillingdon.gov.uk/streetscene](http://www.hillingdon.gov.uk/streetscene)

**Appendix 2b**

Amended Street Trading Licence Terms and Conditions (amendments shown in **red bold**)



# HILLINGDON

LONDON

## STREET TRADING

### LICENCE TERMS AND CONDITIONS

Street Trading Regulations  
Effective from 26 February 2010 (**amended xxxxxxxx 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 enforcement officer 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 **“Community Event” means a short term event such as a “fun day” organised by community representatives to raise the profile and accessibility of local businesses.**
- 1.9 **“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.
- 1.10 **“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.
- 1.11 **“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;
- 1.12 **“Licensed Street Trader”** means any person who is licensed for a Street Trading under Part III of the Act
- 1.13 **“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.
- 1.14 **“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.
- 1.15 **“Premises”** means any land, building or part of a building and includes any commercial premises adjacent to a Licensed Street Trading Pitch.

- 1.16 **“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.
- 1.17 **“Pitch Limits”** means the authorised ground markings defining the area within which a Street Trading Receptacle is to be contained.
- 1.18 **“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.
- 1.19 **“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.
- 1.20 **“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.
- 1.21 **“Regulations”** refers to the contents of this document.
- 1.22 **“Shop Front Trading”** refers to a licence which permits the display of shop goods on a street in a manner permitted by the Act.
- 1.23 **“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.
- 1.24 **“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
- 1.25 **“Street Trading”** shall have the meaning described in Section 21 (1) of the Act.
- 1.26 **“Street Trading Licence”** refers to a Permanent or Temporary Licence, Shop Front Licence and or Tables and Chairs Licence granted under the Act.
- 1.27 **“Tables and Chairs Licence”** refers to a licence authorising the placement of tables and chairs on a street.
- 1.28 **“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.
- 1.29 **“The Council”** means the London Borough of Hillingdon.
- 1.30 **“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

**2.4 *These regulations may be amended by the Director of Planning, Environment and Community Services, acting in consultation with the Leader of the London Borough of Hillingdon, where circumstances require minor changes to be introduced.***

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 Council 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 passport, with Work Permit if non European citizen**, 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.
- 2.3 *All applications for short term Community Events requiring Shop Front, Table and Chairs and Pitch Licences should be made to the Council using the specific application form for such purpose.***
- 3.4 *All applications for Community Event street trading licence must be received by the Council no later than 5 working days ahead of the planned event.***
- 3.5 *The following documents are not required to support an application for a Community Event street trading licence only:***
  - 3.5.1 *Valid passport.***
  - 3.5.2 *Proof of home and business address.***
  - 3.5.3 *National insurance number.***

**3.5.4 Commercial trade waste agreement.**

**3.5.5 Proof of ownership or other right to occupy premises.**

- 3.6. A licence fee is payable to the Council 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.
- 3.7. All applications for the grant, renewal or variation of a Street Trading Licence will be determined by the Licensing Committee or its Sub-Committee. A meeting with the applicant or Trader will be held by an Authorised Officer prior to a determination being made by the Licensing Committee or its Sub-Committee.
- 3.8. Any applicant for a Street Trading Licence to sell foodstuffs must at the time of application present to the Council 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.
- 3.9. 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.
- 3.10. 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 Council 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 by the Licensing Committee 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 Council 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 for example, public emergency or health and safety concerns

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 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 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 Council before a Street Trading Licence will be granted or renewed. Failure to produce insurance certificates when requested by an Authorised Officer 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 Council 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 Council 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 Council with two passport size photographs of themselves; a copy of a **valid passport with Work Permit if non European citizen**, 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 Authorised 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 and where appropriate reported to the Licensing Committee. Should any such allegations be found to be without basis of fact or to have been made in a malicious or disingenuous manner, then Section 28(1)(d) of the London Local Authorities Act 1990 (as amended) empowers the Licensing Committee to consider the revocation of the Street Trading Licence.. Additionally, the Licensing

Committee may consider the revocation of a Street Trading Licence in situations involving the offering of bribes or inducements or any fraudulent acts.

## 17. PAYMENT OF CHARGES

- 17.1. A Trader shall pay all charges in connection with Street Trading to the Council, 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 Council 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 Council which reserves the right to conduct a home visit to confirm occupancy.

## 19. LICENCE REVOCATION / VARIATION

- 19.1. The Licensing Committee will hear all applications for the revocation, variation, or suspension of a Street Trading Licence in the event that a Trader significantly or persistently breaches such a 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 traders do not enjoy a statutory right of appeal to the Registrations and Appeals Committee against a decision to vary, revoke or not to grant a Temporary Licence. A temporary trader may instead apply for the judicial review of such a decision.
- 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 by the Licensing Committee 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 Council 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 Council as to his ill-health.Permanent Licence Traders will be required to produce evidence relating to the relevant category for consideration by the Licensing Committee 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 Council:
  - 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 Council 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 Council:
  - 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 (12 inches) 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.

**Appendix 3a**

Guide to Organising a Street Party or Fete issued by Secretary of State for Communities and Local Government



# Your guide to organising a street party or fete

Foreword by Eric Pickles

Secretary of State for Communities and Local Government

Street parties and fetes are a traditional part of community life; they are a simple way for us to get to know our neighbours and meet members of our community. We want to make it easier for you to hold these sorts of local events, without having to plough through mountains of forms and red tape. So we have produced this simple step by step guide to how to hold a community event in your local area. It includes one simple form for you to use to let your local authority know about your plans, so you can get on with the real work of organising a fun event.

Good luck.

*Eric Pickles*

## What sort of events does this apply to?

This is about the sort of street parties and fetes that groups of residents get together to arrange for their neighbours. The main differences between a small street party and fetes and larger public events are listed below:

### Street parties and fetes:

For residents/neighbours only  
Publicity only to residents  
No licences normally necessary if music incidental and no selling is involved  
No formal risk assessment needed  
Self-organised

### Larger public events:

Anyone can attend  
External publicity (such as in newspapers)  
Licence usually needed  
Insurance needed  
Risk assessment common  
Professional/skilled organisers

Organising small, private street parties and fetes is very simple and generally does not include activities that need a licence, such as selling alcohol or providing certain types of entertainment. If you want to have a pay bar or intend to provide entertainment to the wider public, or charge to raise money for your event, you will need a Temporary Event Notice which is a type of temporary licence and costs £21. Similarly, larger public events attracting more people will require a different process. If you need a Temporary Events Notice or would like to hold a larger public event, please contact your council for further information and advice.

## It's that simple

If you would like to hold a street party or fete, you can use the form below to let your council know about your plans. Alternatively you could go to your council's website to see if they have their own form.

The number one tip for holding a party is to plan early, think about what you want to achieve and get in touch with your council at least 4-6 weeks in advance. A good first point of contact will be your council's events or communities team.

More helpful tips, advice and support for organising a successful event can be found on the Streets Alive website [www.streetparty.org.uk](http://www.streetparty.org.uk) and The Big Lunch website [www.thebiglunch.com](http://www.thebiglunch.com). Do check them out, they're great.





# Celebrating your community

Application form for a street party or a small community event  
**Road closure for residential or neighbourhood street parties**

Name of person:

Organisation (if applicable):

Contact address (incl. postcode):

Telephone number (daytime):

Telephone number (evening):

Email address:

Name of road(s) to be closed:

Date and time of road closure

If you plan to close only a section of the road(s), where will the closure begin and end?

From:

To:

Give a brief list of properties affected. This means any property, residential or commercial, which is located on or accessed only by the road(s) you wish to close – e.g. Cedar Close numbers 1-20 and numbers 21-98

Are any of the roads to be closed used by through traffic?

YES/NO?

If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.

Are you planning on closing a road that is part of a bus route?

YES/NO?

If yes, you will need to consult the bus company and attach a copy of their response.





Will access for emergency vehicles (if required) be readily available at all times?

YES/NO?

If no, you will need to discuss this with your council and emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.

How will people know the road has been closed off - have you thought about barriers/diversion signs needed?

If yes, can you say what you will be doing?

If no, you can speak to your council or Streets Alive ([www.streetparty.org.uk](http://www.streetparty.org.uk)) who will be able to help you with street signs.

Have most residents agreed to this neighbourhood/community event?

YES/NO?

The council will want to ensure most people are happy with this event, so if there are any objections you should let them know. They may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end (you may want to finish by 9pm to minimise noise).

If you are planning a road closure you will also need to consult businesses in the wider area that may be affected. Have you already consulted about the road closure?

YES/NO?

If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent:

## What happens next?

Send your form to your local council (in a two-tier authority this will be the borough or district council).

The council will look at what you are proposing, will process your application for road closure and will let you know if there is anything else you need to consider.

We hope this guidance has made things easier for you. Good luck with your event.





Will access for emergency vehicles (if required) be readily available at all times?

YES/NO?

If no, you will need to discuss this with your council and emergency services. In the interest of safety we highly recommend that roads are accessible for all emergency vehicles.

How will people know the road has been closed off - have you thought about barriers/diversion signs needed?

If yes, can you say what you will be doing?

If no, you can speak to your council or Streets Alive ([www.streetparty.org.uk](http://www.streetparty.org.uk)) who will be able to help you with street signs.

Have most residents agreed to this neighbourhood/community event?

YES/NO?

The council will want to ensure most people are happy with this event, so if there are any objections you should let them know. They may be able to help you resolve any objections. It is worth remembering that not everyone will be able to participate so let everyone know what time the party will start and end (you may want to finish by 9pm to minimise noise).

If you are planning a road closure you will also need to consult businesses in the wider area that may be affected. Have you already consulted about the road closure?

YES/NO?

If yes, please attach a copy of your consultation invitation/notice and confirm the date it was sent:

## What happens next?

Send your form to your local council (in a two-tier authority this will be the borough or district council).

The council will look at what you are proposing, will process your application for road closure and will let you know if there is anything else you need to consider.

We hope this guidance has made things easier for you. Good luck with your event.





## FAQS and checklist

### Q. Do we need insurance cover?

A. Most local authorities do not ask for public liability insurance cover for a small residential street party. But where you or your council think insurance would be a good idea you might find it helpful to go on Streets Alive ([www.streetparty.org.uk](http://www.streetparty.org.uk)) and The Big Lunch website ([www.thebiglunch.com](http://www.thebiglunch.com)) for further advice. Quotes for insurance start from as little as £50. The costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs.

### Q. Do I need to do a risk assessment?

A. Most local authorities do not ask for a risk plan for small street parties, but you may wish to think about how you can minimise things going wrong and have a back up plan, for example - what would you do if there was bad weather? Can you use plastic plates and cups rather than glass? Have you made sure an adult is in charge of the barbeque etc.

### Q. We're serving alcoholic drinks - do we need an alcohol licence?

A. No, licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence. If you did want to sell alcohol, you will need to contact your council for a Temporary Events Notice form. This form costs £21.

### Q. We're playing music - do we need an entertainment licence?

A. No - if your street party is a private party for residents and the music is not advertised in advance to attract people, and you're not making money then there is no need for a licence for your music, whether it's live or recorded.

### Q. Do we need a permit to serve food?

A. No - as a private party, you do not need a licence under the Licensing Act 2003 to sell food (unless you wanted to only sell hot food and drink after 11pm). Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one another. This is also a good way to bring different groups of people together.

### Q. We're having a tombola/raffle - do we need permission?

A. Probably not. If the tombola/raffle tickets are sold on the day and the prizes are not worth more than £500 in total then it will be exempt from gambling regulations (however, if tickets are sold in advance of the event, you will need a lottery registration but do speak to your council first). Any proceeds from the tombola/raffle must go to a good cause such as charity or even covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask people for donations.

### Q. Do we need to clean up afterwards?

A. Yes, you will need to clean up after your street party. It's your street, your party, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling.



## Appendix 3b

### Local Guidance to Organising a Street Party or Fete



HILLINGDON  
LONDON

#### Street Scene Enforcement Team

Civic Centre, 4W/05, High Street, Uxbridge, Middx UB81UW

Tel: 01895 556920 Fax: 01895 277082

Email: [sset@hillingdon.gov.uk](mailto:sset@hillingdon.gov.uk)

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

# YOUR GUIDE TO ORGANISING A STREET PARTY OR FETE ON THE HIGHWAY

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## Introduction

Street parties and fetes are a traditional part of community life; they are a simple way for us to get to know our neighbours and meet members of our community. Eric Pickles, Secretary of State for Communities and Local Government, has produced a simple step by step guide to how to hold a community event and this document is complementary to the general guidance.

## What sort of events does this apply to?

Street parties and fetes that groups of residents get together to arrange with their neighbours. The main differences between a small street party and fetes and larger public events are listed below:

### Street parties and fetes:

- For residents/neighbours only
- Publicity only to residents
- No licences normally necessary if music incidental and no selling is involved
- No formal risk assessment needed
- Self-organised

### Larger public events:

- Anyone can attend
- External publicity
- Licence usually needed
- Insurance needed
- Risk assessment common
- Professional/skilled organisers

**Organising small, private street parties and fetes is very simple and generally does not include activities that need a licence, such as selling alcohol or providing certain types of entertainment. If you want to have a pay bar or intend to provide entertainment to the wider public, or charge to raise money for your event, you will need to provide a Temporary Event Notice. For further information please contact our Licensing Service on 01895 277 433 or email [licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk).**

Please use the form below if you would like to hold a street party or fete. More helpful tips, advice and support for organising a successful event, particularly relating to Insurance, can be found on the Streets Alive website [www.streetparty.org.uk](http://www.streetparty.org.uk) and The Big Lunch website [www.thebiglunch.com](http://www.thebiglunch.com).



HILLINGDON  
LONDON

## APPLICATION FOR PERMISSION TO HOLD A STREET PARTY OR FETE ON THE HIGHWAY

**This application should be lodged at least ten (10) days prior to the street party/fete before any consideration can be made.**

I hereby apply for permission from the London Borough of Hillingdon under Highways Act 1990 section 155 to use a part of the highway to organise a street party/fete:

Applicant \_\_\_\_\_

Organisation \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_

Tel No. \_\_\_\_\_

Email \_\_\_\_\_

Location of street party/fete \_\_\_\_\_

Date of street party/fete \_\_\_\_\_

Between the hours of \_\_\_\_\_ and \_\_\_\_\_

### PLEASE NOTE THERE IS NO FEE FOR THE ISSUE OF THIS PERMIT

#### If you intend to:

- close a section of the road(s) used by through traffic or part of a bus route;
- use barriers/diversion signs to indicate that a road has been closed off.

You will need to apply for a Temporary Closure Order to the Traffic Management Team. For information please contact 01895 277 557 or email [roadnetworkmanagement@hillingsdon.gov.uk](mailto:roadnetworkmanagement@hillingsdon.gov.uk)

#### If your activities will involve:

- selling alcohol and/or
- regulated entertainment (live music; plays; performances of dance etc)

You will need to submit a Temporary Event Notice to the Licensing Service. For information please contact 01895 277 433 or email [licensing@hillingsdon.gov.uk](mailto:licensing@hillingsdon.gov.uk)

- gambling activities (ie: tombolas, lotteries/raffles etc) are subject to registration by the Licensing Service. For information please contact 01895 277 433 or email [licensing@hillingsdon.gov.uk](mailto:licensing@hillingsdon.gov.uk)

**PLEASE ENCLOSE A COPY OF YOUR PUBLIC LIABILITY INSURANCE FOR £2,000,000.**

I AGREE TO ABIDE BY THE CONDITIONS AS STATED BELOW:

- (1) Fire paths and entrances to premises must be kept clear at all times
- (2) There must be no unnecessary obstruction to pedestrians.
- (3) If congestion becomes too great, due to the number of people, or on the directions of a police officer, the operation will cease, and not recommence until the congestion has been cleared, or the permission of the police officer has been given.
- (4) No advertising boards shall be used - either standing independently or affixed to trees, lamp posts or any other such structure

**INDEMNITY CLAUSE – this must be completed**

*I will on behalf of \_\_\_\_\_, accept the conditions provided and indemnify and keep indemnified the Council of the London Borough of Hillingdon from, and against, all legal liability in respect of loss, damage, actions, claims, proceedings, suits, demands, costs, damages and expenses in respect of any injury to, or the deaths of any person, damage to any property movable or immovable, the infringements or disturbance of any rights, easement or privilege or otherwise by reason of, or arising in any way directly or indirectly, out of the granting by the Council of the London Borough of Hillingdon of a permit to organise a street party or fete on the highway at the location entered on the application form, or any relevant activities. I will effect or cause to be effected the necessary third party public liability insurance to cover this indemnity. The minimum limit of indemnity, afforded by such policy or policies of insurance, shall be TWO MILLION POUNDS (£2,000,000).*

**I enclose a copy of the Insurance Policy covering this indemnity and agree to the conditions, which apply to this application.**

SIGNATURE \_\_\_\_\_

NAME (IN CAPITALS) \_\_\_\_\_

POSITION IN ORGANISATION \_\_\_\_\_  
(IN CAPITALS)

CONTACT TELEPHONE NO. \_\_\_\_\_

DATE \_\_\_\_\_

SHOULD YOU NEED ADVICE PLEASE CONTACT US ON 01895 556920

## FAQS AND CHECKLIST

### **Q. Do we need insurance cover?**

A. Yes, public liability insurance is necessary and a copy will need to be provided. You may find it helpful to go on Streets Alive ([www.streetparty.org.uk](http://www.streetparty.org.uk)) and the Big Lunch website ([www.thebiglunch.com](http://www.thebiglunch.com)) for further information. Quotes for insurance start as little as £50. The costs may be split between residents, or you could hold a raffle or ask for donations to cover the costs.

### **Q. Do I need to do a risk assessment?**

A. We do not ask for a risk plan for small parties, however you may wish to think about how you can minimise things going wrong and have a back up plan, for example – what would you do if there was bad weather? Have you made sure an adult is in charge of the barbeque? Have you ensured that free unobstructed access to fire, police and other emergency services is provided at all times?

### **Q. We intend to close a section of the highway. What do I need to do?**

A. You will need to contact Traffic Management Service on 01895 277 557 or email [roadnetworkmanagement@hillingdon.gov.uk](mailto:roadnetworkmanagement@hillingdon.gov.uk) to apply for a Temporary Closure Order.

### **Q. We are serving alcoholic drinks. Do we need an alcohol licence?**

A. No. Licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence. If you did want to sell alcohol, you will need to contact Licensing Service on 01895 277 433 or email [licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk) for a Temporary Events Notice application form. TEN applications cost £21.

### **Q. We are playing music. Do we need an entertainment licence?**

A. No – if your street party is a private party for residents and the music is not advertised in advance to attract people, and you are not making money then there is no need for a licence for music, whether it's live or recorded.

### **Q. Do we need a licence to serve free food?**

A. No – as a private party, you don't need a licence to serve free food. Remember you can always ask your neighbours to bake a cake, make a sandwich or bring food to share with one other. This is also a good way to bring different groups of people together.

### **Q. Do we need a licence to sell food?**

A. Yes – if you wanted to sell food, you will need to contact the Street Scene Enforcement Team on 01895 556920 or email [sset@hillingdon.gov.uk](mailto:sset@hillingdon.gov.uk) to apply for a Street Trading Event Licence. In addition, if you wanted to sell hot food and drinks after 11pm, you will also need to contact the Licensing Service on 01895 277 433 or email [licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk) for a Temporary Events Notice application form.

### **Q. We are having a tombola/raffle – do we need permission?**

A. Probably not. If the tombola/raffle tickets are sold on the day and the prices are not worth more than £500 in total, then it will be exempt from gambling regulations; however, if tickets are sold in advance of the event, you will need to contact the Licensing Service on 01895

277 433 or email [licensing@hillington.gov.uk](mailto:licensing@hillington.gov.uk) for further advice. Any proceeds from the tombola/raffle must go to a good cause such as charity or even covering the cost of your party. Alternatively, if you did want to raise some money for your local church or charity, you can always ask people for donations.

**Q. Do we need to clean up afterwards?**

A. Yes, you will need to clean up after your street party. It's your street, your party, so keep your local area clean and tidy. Let people know in advance what time the party will finish and have a section set aside for bin bags and recycling.

## **LOCAL IMPLEMENTATION PLAN 2011/12 FUNDING SUBMISSION TO TRANSPORT FOR LONDON (TfL)**

<b>Cabinet Member</b>	Councillor Keith Burrows
<b>Cabinet Portfolio</b>	Planning and Transportation
<b>Officer Contact</b>	Bob Castelijm / Jales Tippell, Planning, Environment and Community Services
<b>Papers with report</b>	Appendix 1 LIP Submission

### **HEADLINE INFORMATION**

<b>Purpose of report</b>	This report sets out the basis of the Local Implementation Plan (LIP) funding submission for 2011/12 to Transport for London (TfL). The LIP funding submission document will request funding from TfL based on a set allocation for capital expenditure on transport in 2011/12. The submission document also indicates the bid for two subsequent years 2012/13 and 2014/15. Cabinet approval is being sought on the LIP funding submission document, attached as Appendix 1 to this report.
<b>Contribution to our plans and strategies</b>	<ul style="list-style-type: none"> <li>• Hillingdon Partners Sustainable Community Strategy;</li> <li>• Council Plan;</li> <li>• Local Implementation Plan</li> <li>• Borough Transport Strategy</li> <li>• Air Quality Action Plan</li> <li>• Emerging Local Development Framework</li> <li>• Sports/leisure and health strategies</li> </ul>
<b>Financial Cost</b>	Failure to submit the LIP reporting and funding submission to TfL by the due date could put at risk a vital source of funding to the value of £3.9m for the Borough's transport projects and initiatives. This report is a submission to TfL for transport funding for 2011/12. When the Mayor announces the agreed settlement later this financial year, it will form part of the Council's Capital Programme for 2011/12.
<b>Relevant Policy Overview Committee</b>	Residents' and Environmental Services Policy Overview Committee
<b>Ward(s) affected</b>	All

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## **RECOMMENDATIONS**

### **That Cabinet:**

- 1. approves the Local Implementation Plan funding submission for 2011-2012 to Transport for London as attached in the Appendix to the report.**
  - 2. authorises the Director of Planning, Environment and Community Services in conjunction with the Cabinet Member for Planning and Transportation to approve the final details of Local Implementation Plan schemes.**
- 

## **INFORMATION**

### **Reasons for recommendation**

The LIP funding submission is an essential process for procuring external funding for transportation projects and initiatives. The recommendation seeks Cabinet approval to submit the LIP funding bid in compliance with TfL requirements. TfL requires this year's submission to be made by the 8 October 2010. However TfL has agreed a discretionary extension of time for Hillingdon until 15<sup>th</sup> October 2010 due to its Cabinet meeting dates. When the Mayor announces the settlement later this financial year, it will form part of the Council's Capital Programme for 2011/12.

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

Not to submit a funding submission to TfL, which has a high risk associated with it as many of the approved LIP proposals would not be delivered. Key areas for improvements to road safety, the highway network, accessibility and public transport would not be achieved, with a significant impact on the residents and businesses in the Borough.

Members may revise the bids within TfL's total allocations for the Corridors, Neighbourhood and Smarter Travel allocations respectively. Such revisions will incur delays which TfL may not accept.

Members will have an opportunity to submit bid variation requests during the course of the financial year 2011-12. Such variations will enable the Council to revise its requests for bid allocations, thereby maximising responsiveness to local circumstances.

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

None at this stage.

## Supporting Information

1. Hillingdon's LIP bid (see Appendix 1) sets out how the Council proposes to secure transport improvements within the borough in line with the Mayor's Transport Strategy (MTS) and provides details on projects, proposals and programmes through to 2012. The LIP submission takes full account of the revised TfL funding programme requirements issued on 11 May 2010. At this stage, the LIP bid requires summary narratives for the schemes and indicative costings, which are to be finalised by officers and converted into various submission formats as prescribed by TfL. This approach, which was introduced by TfL last year maximises local decision-making by providing flexibility for variation of fund allocation between schemes. Officers are recommending that the Cabinet Member for Planning and Transportation be authorised to approve such variations within the spirit of the LIP submission as and when the need arises.

2. The LIP funding submission reflects both the borough's transportation priorities as identified in the approved Local Implementation Plan, which was approved in February 2007 and the Mayor's Transport Strategy published in May 2010. It has been developed in light of the resources to be made available by the Mayor of London, much of which is supported by national transportation guidance and programmes. The funding submission and resource allocation process is now based on a formulaic approach and boroughs with the most successful implementation and achievement record are likely to attract a higher proportion of funds in future years. It is important that approved schemes are implemented on time and within budget.

3. In accordance with TfL guidelines, the LIP bid submission document has been broken down into three categories for Corridors & Neighbourhoods, Smarter Travel and Highway Maintenance. The bid proposals as shown in Appendix 1.

4. The LIP submission for 2011-2012 is for the first year of the new Local Implementation Plan (LIP2) currently being prepared for public consultation in the new year. It builds upon last year's interim bid and the Mayor's subsequent new Transport Strategy for LIP2. TfL have stated that LIP2 schemes will require a more holistic multi-modal approach providing a balanced solution for all modes of travel with a focus on efficient design and management.

5. The Mayor is committed to specific local transport interventions, which address the following:

- i) Implementation of more shared space and simplified streetscape projects including de-cluttering, removing unnecessary street furniture i.e. guard railing and lines and improved streetscape design
- ii) Corridors & Neighbourhoods, Smarter Travel and Highways Maintenance programmes
- iii) Increased provision for sustainable travel option i.e walking and cycling specifically cycle parking and supporting cycle hire, cycle highways and cycle hubs
- iv) Support for Electric Vehicles, including new changing points
- v) Reducing unnecessary traffic signals

vii) Avoiding use of road humps

6. TfL also require high profile outputs to be specifically stated for cycle schemes, electric vehicle charging points, cycle parking, cleaner local authority fleets and better streets.

7 In order to implement transport improvements, TfL announced the annual settlement for each borough in May 2010. Hillingdon's allocation for 2011/2012 is shown in the table below.

<b>Programme</b> [*£1,000]	<b>Formula funding allocation</b>
<b>Maintenance</b>	£733,000
<b>Corridors &amp; Neighbourhoods</b>	£2,590,000
<b>Smarter Travel</b>	£489,000
<b>Area Based Schemes</b>	Bidding process in line with guidance
<b>Local transport funding</b>	£100,000
<b>Total Excluding Maintenance</b>	£3,080,000
<b>TOTAL</b>	<b>£3,912,000</b>

7. TfL is expecting Major Scheme (formerly called Area Based Schemes) bids for single schemes using TfL's so called 'Step Approach' focusing on new projects wherever possible. Major Scheme bids provide an important opportunity to increase Hillingdon's funding allocation over and above the allocations granted through the Corridor & Neighbourhood, Smarter Travel and Highway Maintenance allocations.

8. The 'Step Approach' refers to TfL releasing funding for Major Scheme once a borough has reached the criteria outlined by TfL i.e. funding will be released for feasibility, detailed design, consultation, and implementation etc. The funding is not therefore released as a total sum at the beginning of the project unlike for Corridors & Neighbourhoods, Smarter Travel and Highway Maintenance.

9. In addition, TfL has allocated £100,000 per borough for use on local transport projects of their choice, although they have stated that a significant proportion of this should be allocated towards the preparation of a borough transport strategy, including evidence gathering and modelling.

### **2011/12 Funding Submission**

10. Hillingdon's LIP submission fully complies with the aspirations set out in the Mayor's Transport Strategy as issued in May 2010. It actively addresses technologies such as electric vehicles to actively help tackle climate change, air quality and noise. It emphasises the need for orbital connectivity, supports economic development in Outer London, including Hillingdon's metropolitan and district town centres, population growth and changes in age composition.

11. Officers are currently discussing a draft Step 2 funding application with TfL to fund a Major Scheme bid to enhance Yiewsley/West Drayton town centre, aimed at improving accessibility for residents, businesses and transport users of all modes and improving the public realm. This project builds upon works implemented in 2010 and officers will continue to liaise with relevant members and TfL officer when working up the business case for further proposals.

12. Officers propose to develop further Major Scheme bids for the following town centres to be phased over the next three years:

- Hayes
- Ruislip Manor

13. Members should note that proposals for Major Schemes are dealt with outside this annual funding submission and applications for funding will be invited probably during 2012.

14. Officers are exploring a number of opportunities for match funding, which will add value to the schemes funded by TfL.

15. The LIP actively refers to the Sustainable Modes of Travel Strategy (SMoTS), which will be updated as soon as new TfL guidance is issued. The Strategy contains a statement of the authority's overall vision, objectives and work programme for improving accessibility to schools. It includes schemes to help deliver benefits to the environment, health and enhanced child safety. In particular it promotes sustainable travel to pupils, parents and staff. including initiatives such as Walking Buses, Walk on Wednesdays and Cycle Training. The SMoTS brings together all transport in respect of schools in the borough and includes the School Travel Plan programme. Engineering measures supporting the SMoTS form a substantial component of the LIP bid.

### **Sub Regional Partnerships**

16. The Sub Regional Partnerships provide a strategic alliance for geographically grouped London Boroughs particularly for significant transport projects and cross boundary issues. TfL will no longer fund the sub regional partnerships separately from the Borough LIP process for individual projects. It is proposed that Hillingdon continues committing funds to the WestTrans partnership for the following projects:

- Corridors and Neighbourhoods Category: WestTrans HGV Initiatives (South Ruislip station bridge signage improvements, HGV Routing project, West London Freight Quality Partnership. West Drayton/Yiewsley town centre Freight Study)
- Smarter Travel Category: WestTrans Travel Plan (support for voluntary business travel plans and freight and service delivery plans, a back-up service for development control travel plans).

### **Financial Implications**

17. This report is a submission to TfL for transport funding for 2011/12 and forms the basis for the Council's funding submission of capital and revenue resources for a

range of transportation related projects. The funding submission is based upon the borough's priorities and it has been developed in the light of the resources likely to be made available by the Mayor of London.

18. The funding submission and resource allocation process is increasingly competitive and the boroughs with the most successful implementation and achievement record are likely to attract a higher proportion of funds in future years. It is therefore important that proposal and bids are well founded and realistic, and that approved schemes are implemented on time and within budget. When the Mayor announces the settlement later this financial year, it will form part of the Council's Capital Programme for 2011/12.

19. The Council's submission for 2011/12 totals £3,180,000 (excluding £733,000 for highway maintenance), compared with an allocation of £3,407,000 in 2010/11 and £3,510,000 in 2009/10 (both excluding highway maintenance). Further funding may be available of up to £2.4m for the Major Scheme in Yiewsley / West Drayton.

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

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

The effect of the proposed recommendation will enable TfL to consider the release of funds for transport schemes within the London Borough of Hillingdon enabling local residents and businesses to benefit from noticeable improvements in road safety, the highway network, accessibility and public transport, walking and school travel plan initiatives.

Stronger emphasis is put on increasing safety and security with an emphasis on encouraging active travel which will improve health and well-being.

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

Public consultation will also take place with regard to the implementation of specific schemes during 2011-12, once the allocations have been formally agreed.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

This report is a submission to TfL for transport funding for 2011/12. Corporate Finance has reviewed this report and is satisfied that the financial implications properly reflect the direct resource implications for the Council.

Transport for London have announced in advance the level of funding available to each borough, and are requesting bids up to these values to provide comfort that the allocation will be fully utilised in accordance with the Mayor of London's local transport priorities. The majority of funding provided through the Local Implementation Plan allocations for 2011/12 is for capital expenditure, and the draft capital programme for 2011/12 and beyond will be adjusted to reflect the level of funding announced. It should be noted that failure to submit the LIP funding

submission by the due date could put at risk the funding to the value of £3.9m for the Borough's transport projects and initiatives.

### **Corporate Landlord**

The Corporate Landlord has reviewed this report and there are no property implications.

### **Legal**

Section 142 of the Greater London Authority Act 1999 ("the Act) requires that the Mayor shall prepare and publish a 'transport strategy' containing policies for the promotion and encouragement of safe, integrated, efficient and economic transport facilities and services to, from and within Greater London. In exercising any function a London borough council, is to have regard to the strategy.

In accordance with section 145 of the Act, the Council must prepare a plan known as a local implementation plan ("LIP"), and in doing so shall comply with the relevant consultation requirements. The actual LIP and shall include a timetable for implementation of the different proposals identified in the plan, and the date by which all proposals contained in the plan shall be implemented. The monitoring and implementation of the strategy, is carried out by Transport for London for the Mayor under the provisions of the Act.

### **BACKGROUND PAPERS**

London Borough of Hillingdon, Local Implementation Plan, February 2007  
LIP Guidance for 2011/12 (Transition year), issued by TfL in May 2010  
Mayor's Transport Strategy May 2010

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**APPENDIX 1: Annual LIP Spending Submission 2011 to 2014**

<b>Corridors and Neighbourhoods</b>					
<b>Location</b>	<b>Description of Proposal</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>Comments</b>
<b>1. Improving public realm</b>					
1) Town Centres	Introduction of pedestrian sign posting scheme modelled on type introduced in central London. The scheme will consist of a combination of maps in large and medium size format at strategic locations supplemented by finger posts or similar to key destinations, initially in Uxbridge and West Drayton town centres	60	60	60	TfL and LB Hillingdon have been liaising on introducing a pedestrian sign posting scheme 'Legible London' to improve way finding for pedestrians in Uxbridge and West Drayton in 2010-12 with a view to rolling it out to other town centres thereafter. New Way finding will be ready in time for numerous visitors during Olympics 2012. Initial stakeholder consultation through the Uxbridge Initiative and Area-wide Travel Plan Partnership have been extremely positive.
2) District Centres	Introduction of minor public realm and parking schemes initially in Ruislip Manor and Northwood Hills	50	50	50	Development of town centre improvement initiatives such as widening carriageways, improving pedestrian crossing and parking arrangements, in consultation with local businesses.
3) Local Shopping Parades	Rationalisation of street furniture arrangements and de-cluttering and consideration where possible of stop and shop parking arrangements to create a better shopping environment and improved turnover for local businesses. Public realm improvements could include installation of benches, improved pavements, better bus stop arrangements and upgraded lighting.	50	50	50	Measures to improve viability and vitality of local parades in response to issues raised during stakeholder liaison meetings with the Mobility Forum in particular. Dellfield Parade (South Uxbridge) improvements will be used as a model to roll out to other parades e.g. Merriman's Corner, Harlington Road (petition heard by Cabinet Member in May 2010) and New Peachey Lane near Paddington Packet Boat Lane.
<b>Total</b>		<b>160</b>	<b>160</b>	<b>160</b>	

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
<b>2. Interchanges</b>					
1) Uxbridge	Provide borough wide real time information to promote Uxbridge as a gateway to the borough and west London building upon the scheme currently being implemented in Bakers Road.	10	10	10	Better public understanding of potential to link Uxbridge with 1) Central Line at West Ruislip, 2) Heathrow Airport (Bus & Coach Station), 3) Great Western Main Line, 4) Significant town centres in the neighbouring counties
2) Hayes	Support and complement Cross Rail to implement some initial schemes to develop the town centre and interchange in preparation of a major scheme application to be submitted to TfL at the next bidding opportunity (2012). This will build upon Cross Rail's Urban Design Study and help to market and promote activities to develop significant vacant / derelict sites in the area, especially in Blyth Road	60	60	60	Measures will support the Hayes Town Partnership and 1) achieve an improved interchange 2) create an attractive arrival experience 3) attract investment in the area. 4) enable collection of automated traffic count data at Hayes By Pass/North Hyde Road to determine the contribution of road traffic to air pollution levels with a view to demonstrate that the Cross Rail scheme is helping to improve local air quality. Hayes Town Centre Partnership is working with Cross Rail and LB Hillingdon to develop an urban design study for the immediate station area focused on a creating better pedestrian access to the station.
3) Eastcote	Complete Eastcote Station Access project	5	0	0	Post scheme review to ensure that the scheme has created an attractive arrival experience including any subsequent measures required.
4) South Ruislip	Upgrade public realm including rationalisation and improved street furniture and enhanced pedestrian routes to station and convert under-used footway space possibly into cycle parking facility	0	50	0	Proposals to enhance the arrival experience at this key interchange between London underground and Chiltern Railway. Further to this, to help model traffic congestion problems in the area, it is proposed to use an automatic traffic count data along the whole of West End Road, South Ruislip, to provide robust evidence to support measures proposed.

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
5) Ruislip Gardens	Upgrade the public realm including the area under the bridge to provide better pavements, lighting and improvements visual amenity.	0	0	20	Development of proposals to enhance the public realm on the approaches to South Ruislip Station. This would include consideration of better lighting, improved pedestrian routes and more attractive materials. The area under the bridge has been identified to be of particular concern by local residents.
6) Grand Union Canal Dawley Road / Rigby Lane £58,900	<ul style="list-style-type: none"> <li>1) £43,900 Improvements along the Grand Union Canal between Dawley Road and Rigby Lane (including resurfacing of footpath and alteration of the mooring area ramp). Length = 300m, width = 2.6m, area = 780m2 @ £50/m2 • 2) £15,000 Improve existing informal ramp to Rigby Lane once increased demand from the south has been created by redevelopment. New design to include signposting and local information. Bituminous surface on general fill base is assumed</li> </ul>	59		59	The scheme will essentially form a continuation of improvements along the Grand Union Canal from east to north-west and result in improved conditions for walking and cycling along the Grand Union Canal towpath, an 18.8km entirely off-highway route (Greenway). The measures will include step-free access; wayfinding information at entry points; and barriers to prevent motorcycle use. The Biking Borough Report (April 2010) will be taken into account, along with practical constraints. Dawley Road - Rigby Lane measures will 1) provide all year round attractive and comfortable conditions for walking and cycling, 2) improve access to potential new developments and Stockley Park (S106 funding will be sought for specific access improvements)

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
<p>7) Grand Union Canal Horton Bridge Road / West Drayton Interchange £143,590</p>	<p>• 1) £50,000 Interchange design upgrade (Indicative sketch attached) to make best use of existing traffic signal proposals at the Horton Road / High Street junction to create link between GUC and High Street • 2) £2,400 Introduce signposting, local information and a bin at the GUC / Horton Road access. 4 fingers assumed @ £200/finger + £300/post + £25/ped priority sign = £1,125. Bin, £150 (Broxap) • 3) £90,090 Resurface the towpath between Horton Bridge Road and High Street. Length = 630m, width = 2.6m (may not be achievable throughout), area = 1638m2 @ £50/m2 • 4) £100 Add antiskid surfacing to surface covers within the vicinity of West Drayton Station • 5) £1,000 Remove all barriers along section of route and make good where appropriate</p>	41	103		<p>Measures will build upon Hayes - West Drayton High Street major scheme being implemented. Interchange upgrade was identified through a comprehensive review and study (RISP) with key stakeholders. The scheme will 1) create an attractive and direct link between the route and Yiewsley town centre and will increase the route's prominence within the town centre. 2) provide information on the route alignment and surrounding area 3) provide a comfortable all weather surface along the towpath 4) reduce the potential for cycle slip accidents in wet weather 5) provide a barrier free route</p>

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
8) Grand Union Canal High Street – Trout Road £73,480	<ul style="list-style-type: none"> <li>• 1) £500 Remove the existing accesses near to St Matthew's C of E Primary School and plant hedge.</li> <li>• 2) £1,725 Formalise existing informal access by introducing a barrier (£600) and signposting. 4 fingers assumed @ £200/finger + £300/post + £25/ped priority sign = £1,125 • 3) £15,000 Convert the Trout Road stepped access to a ramp and introduce signposting and local information. 4 fingers assumed @ £200/finger + £300/post + £25/ped priority sign = £1,125. Bituminous surface on general fill base assumed • 4) £55,055 Resurface the towpath between High Street and Trout Road. Length = 385m, width = 2.6m (may not be achievable throughout), area = 1001m2 @ £50/m2 • 5) £1,200 Introduce motorcycle barriers on the towpath at High Street and Trout Road bridges to minimise the impact of motorcycle on the towpath. Barriers could be temporary installations and monitored for effectiveness</li> </ul>		33	41	<p>Measures will build upon the major scheme being implemented in Yiewsley - West Drayton High Street. Existing stepped access will be replaced by a formal step free access on an existing desire line for pedestrians and cyclists. A comfortable all weather surface will be provided along the towpath whilst reducing the impact of illegal motorcycle use along the towpath to a minimum</p>

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
<p>9) Grand Union Canal Oxford Road Interchange £237,130</p>	<p>• 1) £201,630 Widen and resurface the towpath between Cowley Mill Road and Oxford Road (high priority). Length = 1410m, width = 2.6m, area = 666m<sup>2</sup> @ £50/m<sup>2</sup> • 2) £4,500 Introduce signposting and local information at the Rockingham Road and Oxford Road accesses. 4 fingers assumed @ £200/finger + £300/post + £25/ped priority sign = £1,125 • 3) £30,000 Create a new access north of Oxford Road • 4) £1,000 Remove all barriers along section of route and make good where appropriate</p>		68	134	<p>Measures will provide an attractive interchange at a key location, making best use of the adjacent pub and open space; creating a comfortable and all weather surface for pedestrians and cyclists; providing local and route information for pedestrians and cyclists using the route; and creating an attractive step free access for pedestrians and cyclists</p>

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
10) Grand Union Canal Gates and unauthorised access overhaul £6,750;	<ul style="list-style-type: none"> <li>• 1) Station Road to Printing House Lane: £600 Introduce barrier at top of Printing House Lane ramp and £550 Introduce staggered guard rail and a bin at the bottom of Printing House Lane ramp. Guard rail, £200/m @ 2m, Bin, £150 assumed (Broxap);</li> <li>• 2) Printing House Lane to Dawley Road: £1,000 Remove all barriers along section of route and make good where appropriate; • 3) Rigby Lane to Stockley Road: £1,000 Remove all barriers along section of route and make good where appropriate; • 5) Stockley Road – Iron Bridge Road – Horton Bridge Road: £1,000 Remove all barriers along section of route and make good where appropriate; • 6) Trout Road to Packet Boat Lane: £1000 Remove all barriers along section of route and make good where appropriate; 07/01 Packet Boat Lane to Benbow Way: £1,000 Remove all barriers along section of route and make good where appropriate; • 7) Benbow Way to Iver Lane: £600 Replace existing wooden barrier at Iver Lane with an additional barrier added south of the recreation ground to reduce illegal motorcycle use along the towpath</li> </ul>	175	324	331	7 Access will be reviewed as soon as schemes above have been implemented to adjust gates as necessary at all locations so that the route will have adequate control at all access points whilst effectively ensuring good access along the canal itself
<b>Total</b>		<b>175</b>	<b>324</b>	<b>331</b>	

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
<b>3. North -South Sustainable Transport Corridors</b>					
1) Bus accessibility on north - south corridor	Improve bus accessibility for older and disabled passengers to promote better use of public transport and better efficiency of north - south services.	20	0	0	In conjunction with London Buses and residents groups, to implement improvements at priority junctions.
2) B466 High Road (Ickenham) / B467 Swakeleys Road priority junction	Continue to work with TfL and its suppliers to introduce measures to complement junction priority works.	0	50	10	Await completion of pedestrian crossing upgrade to a signalised crossing on Long Lane / B477 junction and propose further measures for B466 complementing this upgrade. Further to this, in order to address traffic congestion problems it is proposed to use automatic traffic count data at Swakeleys Road junction with A40 to provide robust evidence to support measures proposed.
3) B4180 Duck's Hill/Bury Street - High Street (Ruislip) - B466 Eastcote Road - High Road Ickenham / West Ruislip Station - B457 Swakeleys Road A437 - Long Lane (whole length south of A40)	Work with TfL and its suppliers towards modal change and carbon footprint reduction using pilot information technology	0	30	100	TfL has identified the A40 as the most heavily congested and unreliable radial corridor in London. The Council will work closely with TfL to smooth traffic and develop improved links to the A40 and associated destinations so that measures will bring benefits to both residents and commuters. Supplementary measures will be considered for improved bus journey times and reliability following the TfL pilot scheme in the A40 area. Opportunities will be explored to divert cyclists from the A437 main carriageway on to the existing shopping parade service road to provide easier access to the shopping facilities. Further to identify and assist the modelling of traffic congestion problems it is proposed to use Automatic Traffic Count along the whole of Long Lane to provide robust evidence to support measures proposed.

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
4) A437 Long Lane / Freezeland Way / Sweetcroft Lane & A437 Long Lane - Hercies Road	Build upon previous proposal in 2010/11 to change zebra crossing to a puffin crossing. Measures are to include an upgrade to the public realm with measures for a two way shared use path, U2 bus stops and shelter, signalling upgrade and Advanced Stop Lines	62	10	0	The measures will improve pedestrian safety and also improve access to U2 bus service e.g. bus stops and a shelter in response to a request from a local user.
<b>Total</b>		<b>82</b>	<b>90</b>	<b>110</b>	
<b>4. East - West Sustainable Transport Corridors A4020</b>					
1) East-West A4020 Park Road (Uxbridge Road)	1) Improve crossing facility between bus stops on opposite sides of A4020 near Park Road, Hayes	130	20		Measures to improve pedestrian access - in particular for vulnerable groups including older people - who wish to gain safe and convenient access to the 427 and 607 bus services on the A4020 Uxbridge Road. A petition was heard by the Cabinet Member for Planning & Transportation in June 2010.
2) East West A4020 Green Way (Hillingdon)	2) Improve pedestrian road safety at junction of A4020 Hillingdon Hill and Greenway	95			Proposed measures are a direct response to representations made by very large secondary school and local residents. Existing footpaths and central island provision cannot cope with the volume of school children at PM school times. Petition has been submitted and is likely to be heard by Cabinet Member for Planning & Transportation in final quarter of 2010-11. The need for a second pedestrian crossing needs to be assessed as no pedestrian crossing is provided on the A4020 west arm of the Kingston Lane junction whilst numerous pedestrians have been observed to cross informally raising safety concerns.

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
3) East West A4020 future schemes	3) Prioritise future schemes to enhance the East West corridor to support local shopping parades, improve road safety and smooth traffic		250	250	Public realm improvements are to be considered in the following shopping parades: 1) Hayes End, 2) Hillingdon Village, 3) 641-693 Uxbridge Road, Wood End, 4) 124-152 Uxbridge Road, Hayes, 5) Crescent Parade, Hillingdon. The measures could include improved arrangements for parking, deliveries, pedestrian crossing and bus stops. Proposals could include de-cluttering, improved lighting, improved pavements and a better and safer shopping environment.
<b>Total</b>		<b>225</b>	<b>270</b>	<b>250</b>	
<b>5. School safety measures</b>					
1) Beanesfield Primary: Queens Walk, South Ruislip	To introduce measures to address traffic calming such as a pedestrian crossing in Queens Walk	0	0	35	Proposed crossing will act as a traffic calming measure and remove obstructive parking in the immediate school environment
2) Frithwood Primary: Carew Road, Northwood	To introduce measures to address traffic calming and road safety such as a raised crossing and improved lighting	125	0	0	Measures will improve road safety and encourage pupils, parents and staff to walk school as outlined in School Travel Plan
3) Glebe Primary: Sussex Road, Ickenham	To introduce measures to address traffic calming such as a raised crossing on Sussex Road.	55	0	0	Measures will improve road safety and encourage pupils, parents and staff to walk school as outlined in School Travel Plan.
4) Harefield Academy: Northwood Way, Harefield	Extend traffic calming measures from village c+B46centre to Academy	0	0	100	Measures will provide a safe area around the school on roads currently subject to speeding and rat running.

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Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
5) Harlington Community & Pinkwell Primary: Pinkwell Lane	Continuing further phase on streetscape overhaul with new raised crossings, bus stop relocation, parking bays and traffic regulations. Measures will include traffic calming in Pinkwell Lane and improved layout of Station Road and Dawley Road to enhance pedestrian access to the school.	150	150	0	Work has already started to improve safety in the immediate school environment at the most critical locations in Pinkwell Lane. Further measures are proposed in response to compelling requests from the bus operator, schools and local residents to improve both safety and bus service reliability currently hampered by numerous obstructions, especially at school times. Measures will improve road safety and encourage pupils, parents and staff to walk school as outlined in two School Travel Plans.
6) Harlyn Primary: Tolcarne Drive, Pinner	To introduce measures to address traffic calming such as a raised crossing on Tolcarne Drive.	55	0	0	Measures will improve road safety and encourage pupils, parents and staff to walk school as outlined in School Travel Plan.
7) Heathrow Primary: Harmondsworth Lane / Sipson	To introduce measures to address traffic calming such as a pedestrian crossing and 20mph zone on Harmondsworth Lane	0	0	100	Measures will provide a safe area around the school on local roads currently subject to speeding and rat running.
8) Hermitage Primary: Belmont Road, Uxbridge	To introduce measures to address traffic calming such as a pedestrian crossing on Belmont Road	0	125	0	Measures are appropriate for this busy road with a number of instances of speeding vehicles mounting the pavements near the school.
9) Hillingdon Primary: Nickels Avenue, Hillingdon	To introduce measures to address traffic calming such as a pedestrian crossing on Harlington Road	50	0	0	Measures will improve safety and encourage pupils parents, staff and local residents to walk.
10) Longmead Primary: Laurel Lane, West Drayton	To introduce measures to address traffic calming such as a pedestrian crossing on Laurel Lane	0	35	0	Pedestrian crossing adjacent to school gates will reduce the need for parking outside the school.

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Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
11) Northwood College: Maxwell Road, Northwood	To introduce measures to address road safety concerns such as Drop & Go in public car park and new gate and path construction	80	0	0	Outline design proposals have been prepared in close consultation with ward members and the college. The measures will improve access to school by enhancing conditions for walking to school
12) Ryefield Primary: Ryefield Avenue, Hillingdon	Extend 20mph zone to school area and include a pedestrian crossing on Ryefield Avenue	0	100	35	Measures will improve access to school by enhancing conditions for walking to school
13) Ruislip Gardens Primary: Stafford Road: Ruislip Gardens	To introduce measures to address traffic calming such as a pedestrian crossing on Stafford Road	0	0	35	Pedestrian crossing adjacent to school will reduce the need for parking outside the school
14) Ruislip High School: Sidmouth Drive, Ruislip	To introduce measures to address traffic calming such as a pedestrian crossing in Sidmouth Drive	0	0	35	Raised crossing adjacent to school gates will reduce the need for parking outside the school.
15) St John's School: Potters Street Hill, Pinner	To introduce measures to address traffic calming such as a pedestrian crossing on Hillside Road	0	0	35	Measures will improve safety and encourage pupils, staff and residents to walk to school as outlined in the School Travel Plan.
16) St Swithun Wells RC Primary: Hunters Hill, Ruislip	To introduce measures to address traffic calming such as a pedestrian crossing on East Mead	0	0	35	Measures will improve safety and encourage pupils, staff and residents to walk to school as outlined in the School Travel Plan.
17) Vyners: Warren Road, Uxbridge	To introduce traffic calming measures such as kerb build outs and footway widening. Residents have also suggested remedial works.	100	0	0	Measures will improve safety and encourage pupils, staff and residents to walk to school as outlined in the School Travel Plan.

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Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
18) Warrander Primary: Old Hatch Manor, Ruislip	To introduce measures to address traffic calming such as a pedestrian crossing on The Ridgeway. This will support works carried out in 2010/11 (pedestrian crossing at Willmill Hill).	35	0	0	Measures will improve safety and encourage pupils, staff and residents to walk to school as outlined in the School Travel Plan.
19) West Drayton Primary: Kingston Lane, West Drayton	To introduce measures to address traffic calming such as a pedestrian crossing on Station Road.	10	0	0	Measures will improve safety and encourage pupils, staff and residents to walk to school as outlined in School Travel Plan. The Council have secured S106 funding of £52K to deliver the scheme in 2012/13 and /or 2013/13. The £10k funding from TfL in 2011/12 is to carry out the feasibility stage.
20) Whitehall Primary School and Whitehall Junior School: Cowley Road	To introduce measures to address pedestrian safety issues such as a possible drop and go scheme within the school grounds off Whitehall Road	15	0	0	Measures will seek to achieve more active travel whilst facilitating access to a growing school.
21) Woodend Park Community: Judge Heath Lane	To introduce measures to address pedestrian safety issues such as kerb realignment, traffic signs and measures to create a prominent school access	0	0	10	Rat running traffic in the area has been growing considerably during recent years. Such pressures have been exacerbated by significant developments in the area and the significant growth in pupil numbers. The measures will encourage pupils, parents and staff to walk to school.

<b>Location</b>	<b>Description of Proposal</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>Comments</b>
22) Footpath improvements relating to Bishop Ramsey School, Hume Way	To improve the public footpath (R158) from Warrender Way to Myrtle Avenue.	13			The path is heavily used link by pupils of Bishop Ramsey School. The tarmac has become affected by tree root growth and wear, and large puddles of water form on the path.
23) Footpath improvements relating to Haydon School, Wiltshire Lane	To improve the public footpath (R54 and R55) from Chamberlain Way to Chamberlain Lane.	14.5			The path is used as link route by Haydon School pupils. The tarmac surface is eroding and breaking up and needs upgrading.
<b>Total</b>		<b>702.5</b>	<b>410</b>	<b>420</b>	

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
<b>6. Popular Destinations</b>					
1) Uxbridge Town Centre	<p>1) Uxbridge High Street, between Windsor Street and Vine Street: Introduce transport operated or time-programmed bollard to restrict access to traffic in pedestrian areas (£15k)</p> <p>2) Uxbridge Town Centre: Install accessible relief pen (dog toilet) for guide and assistance dogs (£25k)</p>	40			Measures will address issues associated with mobility impairments
2) Heathrow (A4-M4) Villages: Harmondsworth, Sipson, Harlington, Cranfield and Longford	To address the blight caused by Third Runway 3 proposal include a series of environmental enhancements in the Heathrow Village and surrounding area. This could include measures for pavement upgrade, benches and improvement to roads currently subject to HGVs routes and rat running	100	100	50	Hillingdon Council continues to work with the Heathrow Area Transport Forum to implement measures in the villages between the A4 and the M4 especially when taking into account the Government's recent third runway decision
3) Ruislip	<p>1) Ruislip Woods: Access audit to address numerous kissing gates and signing issues and part implementation (£25k)</p> <p>2) 'The Oaks' bus stop: Introduce audible system to announce bus services for visually impaired people (£10k)</p> <p>3) Ruislip to Eastcote, River Pinn towpath, Reinstate towpath off St. Martins Approach parallel to Park Avenue car park (£30k)</p> <p>4) Kings End Road, Ruislip: Eliminate excessive gradient on service road footpath (approximately 100m) to food superstore Churchfield, Eastcote Road, rectify problem</p>	90			Measures will address issues associated with mobility impairments

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
4) Eastcote	Field End Road, Eastcote (outside Changers wine bar): Introduce raised footway (Kassel kerb) to create accessible bus stop (£10k)		10		Measures will address issues associated with mobility impairments
5) Ickenham	1) Midcroft Road opposite Ickenham Road: Introduce pedestrian crossing opposite post office (£10k) 2) Ickenham Road (outside bakery): Reposition lamp column from centre of the footway to outer edge (£2k)		12		Measures will address issues associated with mobility impairments
6) West Drayton	Station Road / Harmondsworth Road junction area (West Drayton): Rationalise cycle route alignments to ensure safe interaction between pedestrians and cyclists (£50k)		50		Measures will address issues associated with mobility impairments

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
7) Borough-wide	<p>1) Barrier overhaul preventing anti-social motorcycle use whilst avoiding access restrictions for disabled and older people in alleyways (£25k/annum)</p> <p>2) Demand responsive installation of appropriate tactile paving on dropped kerbs (£25k/annum)</p> <p>3) Introduce contrast banding around street furniture, particularly litter bins, to ensure they can be seen by partially sighted people (£25k/annum)</p> <p>4) A-Z guide on door to door transport schemes for older and disabled people: Issue regular updates (£25k initially, 5 yearly thereafter)</p>	50	25	25	Measures will address issues associated with mobility impairments
8) Yiewsley - West Drayton Lavender Rise, Porters Way and Harmondsworth Road	To develop and implement schemes to improve the quality of life in the area whilst coping with existing and projected traffic flows. Measures include a series of Porters Way/Station Road area junction modifications and bus priority measures to reduce congestion along the High Street between Porters Way and Cowley Road	95	200	100	Measures will be designed so that existing and projected traffic flows can be accommodated on the principal road network taking into account 1) the Yiewsley - West Drayton High Street Scheme, 2) Stockley Park Phase 3, 3) NATS, and 4) School expansion in Harmondsworth Road area. The 222 bus service (connecting Uxbridge and Hounslow Metropolitan Town Centres) should benefit significantly and conditions will improve for people who walk and cycle, especially on school routes. The Yiewsley and West Drayton Town Centre Action Group local members, major employers and transport operators in the area appear very interested and committed to such an approach

<b>Location</b>	<b>Description of Proposal</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>Comments</b>
9) Further area-wide travel plan partnerships	To introduce public transport travel and journey planning information facilities and displays (building upon existing and new information technology including the TfL journey Planner and Countdown 2). Information will be provided in significant reception areas of public attractions including the Civic Centre, Public Libraries and Leisure Centres.	60	60	280	The new facilities will assist in enabling people to plan their journeys with real and current journey time information, thereby promoting public transport in the most constructive possible manner.
<b>Total</b>		<b>435</b>	<b>457</b>	<b>455</b>	

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
<b>7. Ongoing Borough-wide Initiatives</b>					
<b>1) Road safety improvement measures</b>					
1) Charville Lane, Langdale Drive & Grosvenor Avenue, Hayes End	To introduce measures to address road safety concerns	5	125	25	A petition was heard by the Cabinet Member for Planning & Transportation in November 2008, at which residents expressed concern about traffic speeds and volumes. Subsequent 24/7 surveys support the case for some traffic management measures. It is proposed to develop proposals in greater detail in 2011-12 and seek to consult and implement in 2012-14.
2) Cowley Road/Cowley Mill Road, Page 99	To introduce measures to address road safety concerns	5			Cowley Road has a relatively high road safety collision record, forms one of the Council's 'route alert' road signage schemes and carries high traffic flows. It is proposed to use Automatic Traffic Count along the Cowley Road to provide robust evidence to inform appropriate road safety improvement measures.
3) Green Lane Station Approach, Northwood	Post implementation audit of traffic signal controlled junction with pedestrian phasing	10			A new traffic signal controlled junction was introduced in 2009/10 as part of a comprehensive scheme for Green Lane. However there have been concerns about its impact on traffic congestion and doubts about acceptability to some road users. It is proposed to undertake a thorough audit and review including surveys and video evidence and consideration of further measures such as Pedestrian Countdown. Costs at this stage are for independent study only.

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Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
4) Long Lane/ Sweetcroft Lane/ Ryefield Avenue	Review of options for the introduction of a pedestrian phase in Ryefield Avenue		5		Following past representation from residents, the council and TfL signals jointly explored options to introduce a pedestrian phase in Ryefield Avenue adjacent to this busy junction. However modelling at the time indicated unacceptable queue lengths. Following the work to improve the crossing arrangements further north in Long Lane, planned for 2010-11, and modernisation of the Freezeland Way junction by TfL Signals in 2010, there may be an opportunity to look at improved linked signals at the Sweetcroft Lane junction. Study only envisaged at this stage.
5) Harlington Road/Judge Heath Lane, Lea	To introduce measures to address road safety concerns; conflicting movements at the junction; visibility and speed issues.	80			This Local Safety Scheme proposal was looked into in 2010/11. Funding is required to undertake consultation and based on the results of this, for implementation.
6) Kingshill Avenue/Lansbury Drive,	To introduce measures to address road safety concerns; particularly conflicts at the junction with visibility and speed issues.		50		This Local Safety Scheme proposal was looked into in 2010/11. Funding is required to undertake consultation and based on the results of this, for implementation.
7) St Andrews roundabout	To introduce measures to address road safety concerns; particularly poor lane discipline and conflicts on this major roundabout.	35			Vehicle conflicts and lane discipline are poor on the approaches to this major roundabout which lies at the junction of Park Road (Uxbridge) and Hillingdon Hill (A4020).
8) Bury Street/Ladygate Lane	To introduce measures to address road safety concerns; and desire for pedestrian crossing facility			70	Sight lines are restricted at this slightly skewed junction and traffic signals have been discounted on technical grounds. A zebra or similar crossing would need to be sited north of the junction of Bury Street and Ladygate Lane to benefit vulnerable road users including pupils of Whiteheath schools.

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
9) Eastcote Road/ Windmill Hill	To introduce measures to address road safety concerns; and particularly an improved layout of this large roundabout which forms a pedestrian route for school children and residents walking to Ruislip Manor LUL Station.	95			The existing roundabout suffers from inadequate vehicle deflection and poor pedestrian facilities. The proposed improvements would address these and provide benefits for a wide range of pedestrians including vulnerable groups.
10) Station Road/ Dawley Road/ Shepiston Lane, Hayes	To introduce measures to address road safety concerns; and particularly better pedestrian crossing arrangements and measures to reduce traffic speeds (including unauthorised HGV traffic).		90		Sight lines and vehicle speeds are an issue of concern and this site has been looked at due to a higher accident record. The measures would complement the work being developed in 2010-2012 for Pinkwell Lane, Hayes and would benefit pupils at the schools in that road as well as local people accessing the small parade of shops in Dawley Road immediately north of this junction.
11) Angus Drive/ The Fairway	To introduce measures to address road safety concerns; and particularly rationalised parking and an improved junction layout to reduce vehicle conflicts.	45			A petition was heard by the Cabinet Member for Planning & Transportation in March 2009, asking for improved road safety and parking arrangements. A scheme has been developed in outline, subject to funding.
12) Green Lane, Northwood (near The Glen)	To introduce measures to address road safety concerns; and particularly a request from vulnerable road users for a new zebra crossing	35	60		A petition has been presented by local members and residents in July 2010 which asked for a safer means of crossing Green Lane near the Glen. Potential to extend Green Lane 20mph zone in 2012/13.

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
13) Clifton Gardens, Hillingdon	To introduce measures to address road safety concerns; including pedestrian safety.		35		Measures to improve road safety and reduce problems associated with this dead end road which also serves as public access for Abbotsfield and Swakeleys Schools. This will complement the proposal for Abbotsfield and Swakeleys listed in 'Pedestrian corridors to and from school' for a pedestrian crossing in Long Lane to assist pedestrian safety to and from the school.
14) Borough-wide schemes	Other accident remedial schemes	90	35	305	The delivery programme is tailored to a total value of accident remedial schemes is £400k per annum in line with our historic accident analysis, implementation strategy and expenditure profile. The shortlist of accident remedial schemes will be incorporated within wider schemes wherever such initiatives are being developed.
Total Road Safety Improvements		400	400	400	

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
<b>2) Parking Management Schemes and associated measures</b>					
1) Residents parking schemes	To progress residents parking schemes at: 1) West Drayton/Viewsley 2) West Ruislip 3) Hayes 4) Ickenham 5) Northwood Hills 6) Eastcote 7) Cowley 8) Hillingdon Hospital 9) Ruislip Gardens 10) South Ruislip 11) Harefield 12) Ruislip Manor 13) Oak Farm Estate 14) Hillingdon Hill	50	50	50	Parking schemes will be rolled out across the borough in response to local issues and public concerns
2) "Stop and Shop" Parking Schemes	To progress 'stop and shop' schemes at: 1) Violet Avenue 2) Merrymens Corner 3) Hayes End Drive 4) The Parade, High Rd, Cowley 5) Brakspear Road North 6) Dawley Parade	30	45	30	Stop and Shop Parking schemes will be rolled out across the town centres and shopping parades in the borough in response to local issues and concerns from businesses and residents

<b>Location</b>	<b>Description of Proposal</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>Comments</b>
3) Rationalisation of resident parking in narrow residential streets	To introduce measures to address road safety concerns; and in particular schemes to address the problems of footway parking and conflicts in narrow streets including 1) Craig Drive 2) Perry Close, 3) Central Avenue, 4) Wytleaf Close and 5) St David's Close	65	95	95	Measures will address road safety concerns associated with footway parking and narrow streets as practical solutions to a key and growing issue of concern to residents, with a high level of petitions. Work proposed in 2011/12 will deliver schemes petitioned for in 2010. Further schemes are expected to be developed in response to public demand over the remainder of the LIP period.
Total Parking Management		145	190	175	
<b>3) Bus accessibility improvement measures</b>					
1) Dawley Road near Botwell Lane 104	Replacement of former temporary bus stop with new stop, together with safer pedestrian access	80			A temporary bus stop in Dawley Road was removed by TfL in 2010 following concerns from local elected members. However there remains a clear demand from local residents for a safe means of accessing bus services here. Work has already been undertaken in 2010 to identify a suitable location and access arrangements with input from police and London Buses.
2). Other measures under development	Improved access to and from bus services identified through audit and studies largely completed in 2010.	30	125	125	Following a meeting in May 2010, TfL, London Buses and council officers have begun to identify a comprehensive programme of works following site audits
Total Buss Accessibility Improvements		110	125	125	
<b>4) Public footpath improvements</b>					

<b>Location</b>	<b>Description of Proposal</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>Comments</b>
1) London Outer Orbital Loop	Improve public footpath (U65) at River Colne: Iver Lane to Cowley Mill Road.	17.5			The route forms part of one of the Hillingdon sections of the London Loop (London Outer Orbital Path). A section of the route has suffered from illegal motorbike use. Measures include re-landscaping and definition with appropriate surface.
2) Frays River	Improve public footpath (U56 and 57) at Frays River from Braybourne Close northwards to the South Bucks borough boundary.		34.5		The route is an important link into the surrounding countryside, Grand Union Canal and Denham countryside park for residents of Uxbridge. Sections of the route are suffering from river bank erosion and surface erosion. Measures include improving and laying an appropriate surface.
3) Yeading Valley	Improve public footpath (U73) from Charville Lane to Sharvel Lane.		13.5		The route has historical significance and provides an important off road link between Hillingdon and Ealing and into the surrounding Yeading Valley countryside. There has been severe surface erosion of the route and there are muddy conditions. Measures include general improvements and laying of an appropriate surface.
4) Ancient Highway to Ruislip Woods	Improve Jackets Lane – Ancient Highway (U73) from Jackets Lane to Northwood Road.		14		The route has historical significance and provides an important off road link for recreational users into Ruislip Woods National Nature Reserve. Severe erosion of one section of surface, which is now revealing hard core base. Measures include general improvements and laying of an appropriate surface.
5) Bridleway improvements	Improve public bridleways (R190 and R189) from Copse Wood, Ruislip Woods National Nature Reserve - Ducks Hill Road to public bridleway R65.			52	The bridleway suffers from erosion of the surfaces and muddy conditions. Measures include general improvements and lay appropriate surface.

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
6) Northwood Hills footpath	Improve public footpath (R48) from Wiltshire Lane to Haste Hill Golf Course.			10	The path serves as a link into a surrounding network of footpaths onto Haste Hill Golf Course and Ruislip Woods National Nature Reserve. The path is suffering from surface erosion which has led to gulying of surface and water/aggregate run off.
Total Footpath Improvements		17.5	62	62	
<b>5) Congestion Reduction</b>					
Major transport infrastructure proposals	The measures will include a) Minor transport modelling to justify/defend proposals prepared by third parties including High Speed Rail 2 Company, Cross Rail, Airtrack and BAA b) Contribution to Heathrow Flight Ban Study from the Icelandic Ash Cloud on road traffic levels accessing Heathrow Air. This is to be led by TfL and GLA.	30	30	30	The measures will provide a robust set of data to determine future decision making on proposals for High Speed Rail 2 Company, Cross Rail, Airtrack and BAA and traffic associated with Heathrow Airport.
<b>6) Freight Management</b>					
	WestTrans support and HGVS Route Signposting	63	33	33	The measures have been submitted as part of WestTrans partnership work, joint-funded by West London boroughs

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
7) Emissions Monitoring & Modelling	<p>NOx, PM10 and CO2 emission simulation through tailor-made simulation software to monitor environmental effects of LIP2 from implementation initiatives including the following:</p> <ol style="list-style-type: none"> <li>1) Area-wide travel plans</li> <li>2) Sustainable N-S Corridor</li> <li>3) Free parking for Electric Vehicles at 25+ locations</li> <li>4) Possible feasibility assessment for provision of hydrogen infrastructure (champion to be identified, scheme to be developed)</li> <li>5) Champion, development and application of sustainable checklist to quantify emission reduction benefits of transport schemes</li> <li>6) Identification and monitoring of target user groups, using techniques including website development</li> </ol>	30	30	30	<p>Projects and monitoring will be carried out as part of Hillingdon Council's commitment to 40% CO2 reduction target by 2015. Hillingdon is a pilot borough to monitor its carbon footprint and actively develop the necessary software and monitor the effect of dedicated projects to maximise effective reduction. TfL is supporting software development and good practice promotion involving CO2 footprint monitoring software developed in 2010 to develop active linkages with area-wide travel plan initiatives.</p>

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
<b>8) Environmental Area Noise Studies</b>					
	Heathrow Airport Area Aircraft Noise Monitoring (Borough obligation under EU's environmental noise directive to control and reduce environmental noise)	15	15	15	Hillingdon is one of the worst affected London boroughs for road traffic noise. Our local road traffic noise action plan is to mitigate high road traffic noise levels affecting residential properties by achieving reductions in outdoor road traffic noise levels. Previous LIP funding has been used to carry out initial work in preparing the action plan, and to pay for some road re-surfacing with low noise material. It is important that we are able to use LIP funding to continue with these road traffic noise initiatives.
	<b>Total (Ongoing Borough Initiatives)</b>	<b>810.5</b>	<b>885</b>	<b>870</b>	
	<b>GRAND SUB-TOTAL Corridors and Neighbourhoods</b>	<b>2590</b>	<b>2596</b>	<b>2596</b>	
	<b>TFL ALLOCATION</b>	<b>2590</b>	<b>2596</b>	<b>2596</b>	
	<b>Difference between Allocation and Grand Sub-Total Corridors and Neighbourhoods</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Smarter Travel</b>					
	<b>1. School Travel Awareness Programme, including Monitoring and Review</b>				
	1) Walk on Wednesday	55	55	55	55 WoW runs in the majority of the boroughs primary schools reducing the number of cars.
	2) Prizes for Promotions	10	10	10	Prizes encourage greater participation in competitions.
	3) Resources for competitions and events	30	30	30	Building upon successful "Mapping in Action", "Feet First" "Wheelee Great Treasure Trails".
	4) Transition upgrade packs	55	55	55	Upgrade assists pupils transition from primary to secondary school
	5) Autumn School Conference to promote School Travel Plans	15	15	15	Conference is effective in strengthening constructive partnership.

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
	6) Small grants to purchase materials for implementing travel plans	40	40	40	Funds to purchase badges, pedometers, compasses etc for teaching.
	7) Grants for completing reviews and rewrites of school travel plans	40	40	40	Completed School Travel Plans assist in securing grants
	8) Feasibility work by borough engineers for schemes	20	20	20	Outline design budget to enable bidding and liaison.
	9) Signing and marking, waiting restrictions around schools and safety fencing	20	20	20	Budget for small engineering measures outside schools demonstrating commitment to working in partnership.
<b>Total</b>		<b>285</b>	<b>285</b>	<b>285</b>	
<b>2. Road Safety Education</b>					
<b>Borough-wide Road Safety Education</b>					
	1) The Road Safety Partnership Forum	2	2	2	For the development of the group re support and resource materials such as promotional pens, printing costs for leaflets or hire costs for event venues
	2) Campaigns	7	7	7	For advertising and promoting, and the cost of supporting some of the campaigns, with resource materials
	3) Theatre in Education	5	5	5	One tour of theatre in education for primary or secondary sector schools
	4) Student Road Safety Officers	1	1	1	Funding for initiatives by the students to promote the scheme. This may incur printing and advertising costs for poster competitions
	5) Junior Road Safety Officers Material	9	9	9	Resource materials for 80 Junior Road Safety Officers in schools and accident analysis support

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
	6) Moving On programme	3	3	3	3 Resource booklet for all year 6 & 7 students in the boroughs primary and secondary schools
	7) Young Drivers programme	3	3	3	3 Resources available to run a programme of schools education and driver workshops to reduce the level of casualties to 17 – 25 year olds drivers
	8) Walking Programme	7	7	7	Budget to facilitate the training of all year 3 children, and on request years 2 and 4 children in practical pedestrian training through casual employees working directly with the schools
	9) Cycling Programme Bikeability	70	70	70	Budget to continue to support the programme where 1750 children are trained to this national recognised standard
Page 110	10) Adult Cycle Training	20	20	20	Budget to continue to support the training of borough residents with up to 4 hours provided by the borough's appointed training provider.
<b>Total</b>		<b>127</b>	<b>127</b>	<b>127</b>	
<b>3. Borough Wide Modal Change Promotion</b>					
1) Borough-wide Travel Plan Monitoring	External workplace Travel Plan Monitoring	20	20	20	Results will enable impact assessment on Council-wide carbon footprint reduction
2) Electric Vehicles	Electric vehicle scheme modelled on the type introduced in central London	27	27	27	TfL and LB Hillingdon have been liaising on converting existing charging points to comply with London-wide standards and increase number of charging points in the borough
3) Active Travel promotional events	To promote Party in the Park and organise Try Cycling, Led-rides, Dr Bike at work place events	30	30	30	The measures will continue successful annual events to promote sustainable transport options

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
Total		77	77	77	
<b>GRAND SUB-TOTAL Smarter Travel</b>		<b>489</b>	<b>489</b>	<b>489</b>	
<b>TfL ALLOCATION</b>		<b>489</b>	<b>489</b>	<b>489</b>	
<b>Difference between Allocation and Grand Sub-Total Smarter</b>		<b>0</b>	<b>0</b>	<b>0</b>	

**£100k for Local Transport Projects**

1) Dawlish Drive, Ruislip	Lady Bankes Infant & Junior: Traffic calming measures including raised crossing and formalisation of informal one-way operation	50	0	0	Implement design as agreed with stakeholders
2) Kingshill Avenue, Hayes	Hayes Park Primary: To introduce measures to address pedestrian safety concerns, such as pedestrian crossing in Kingshill Avenue in the locality of Bradenham Road and Frogmore Avenue; speed and parking restrictions.	50	0	0	The measures will improve pedestrian safety and encourage pupils, parents and staff to walk to school, as outlined in the School Travel Plan.
3) Local Transport future schemes	Details to be agreed in 2011/12	0	100	100	Specific schemes will be identified and agreed in 2011/12.
<b>Total</b>		<b>100</b>	<b>100</b>	<b>100</b>	

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
<b>Major Schemes</b>					
1) Yiewsley/ West Drayton High Street	Package of measures to upgrade the shopping environment	£2.4m			Scheme will assist in regenerating the area, reduce the vacancy rate, improve shopping environment and safety
2) Hayes Bus/Train Interchange, Hayes Town Centre Semi-Pedestrianised Scheme, Station Road eastside footway.	Package of measures to upgrade the town centre environment		£2.0m	£2.5m	Measures will include footway realignment, construction of new public realm, possibly partnership-led building construction works, construction of canal towpath / highway interchange, dedicated pedestrian/cycle facilities, delivery access provision. It is proposed to extend the project to Coldharbour Lane between Pump Lane and Minet Drive as a second phase.
3) Buslip Manor	Package of measures to increase the vitality and viability of the local shopping centre		£1.0m	£2.2m	The scheme is to increase the vitality and viability of the local shopping centre by upgrading the environment in a holistic manner and to address issues raised by shoppers, pedestrians, school representatives local residents and other stakeholders.
<b>Total</b>		<b>£2.4m</b>	<b>£3.0m</b>	<b>£3.7m</b>	

**Maintenance - Principal Road Renewal**

1) Duck's Hill Road	A4180 from Drakes Drive to Northgate	153	0	0	Undertaking these works will improve the Borough's Principal Road Network to ensure that roads are in a safe condition for all roads users
2) Rickmansworth Road	A404 from Green Lane to Murray Road	250	0	0	
3) West End Road	A4180 from Grosvenor Vale to Wood Lane	130	0	0	
4) West End Road	A4180 from Bridge Water to Sidmouth Drive	200	0	0	

Location	Description of Proposal	2011-12	2012-13	2013-14	Comments
5) Future Principle Road Renewal schemes	Specific projects are to be confirmed in 2011/12		800	800	
<b>GRAND SUB-TOTAL 3</b>		<b>733</b>	<b>800</b>	<b>800</b>	
<b>TfL ALLOCATION</b>		733	unknown	unknown	
<b>Difference between Allocation and Grand Sub-Total 2</b>		0	unknown	unknown	

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## **THE SINGLE CONVERSATION - DRAFT BOROUGH INVESTMENT PLAN**

<b>Cabinet Member</b>	Councillor Phillip Corthorne
<b>Cabinet Portfolio</b>	Social Service, Health and Housing
<b>Officer Contact</b>	Marcia Gillings, Adult Social Care Health & Housing
<b>Papers with report</b>	Appendix 1 – The Draft Borough Investment Plan for Hillingdon 2009/10 – 2013/14 <b>(circulated separately from agenda)</b>

### **HEADLINE INFORMATION**

<b>Purpose of report</b>	The report explains the new business process the Homes and Communities Agency (HCA) has introduced for engaging with local authorities and presents a draft Borough Investment Plan (BIP) which is a key requirement for that process. Approval of the draft BIP is sought for the purposes of pursuing inward investment to Hillingdon by the HCA and its partner agencies.
<b>Contribution to our plans and strategies</b>	The Borough Investment Plan document derives its priorities from the Sustainable Community Strategy, the Housing Strategy, the draft Core Strategy of the LDF, the Economic Development Strategy and the Local Area Agreement. It contributes to delivering their key objectives.
<b>Financial Cost</b>	Costs associated with production of the BIP are covered by existing revenue budgets.
<b>Relevant Policy Overview Committee</b>	Social Service, Health and Housing
<b>Ward(s) affected</b>	All

### **RECOMMENDATIONS:**

That Cabinet:

1. Approve the draft Borough Investment Plan for Hillingdon for the purposes of engagement with the Homes and Communities Agency to support the case for inward investment to Hillingdon.
2. Delegate authority to the Director of Adult Social Care, Health and Housing for overseeing the future development of the draft Borough Investment Plan for Hillingdon, approving the Local Investment Agreement and, if required, the Devolved Delivery Agreement.
3. Delegate authority to the Director of Adult Social Care Health and Housing to agree, in conjunction with the Cabinet Member for Social Services Health and Housing, amendments to details as required.

## **INFORMATION**

### **Reasons for recommendation**

Production of the draft Borough Investment Plan (BIP) and the council's endorsement of it is the most important stage in engaging with the Homes and Communities Agency (HCA) and its Single Conversation business process. It will assist in helping to continue to secure funding and other support from the HCA and its partner agencies. This in turn will help Hillingdon achieve strategic objectives and benefit Hillingdon residents.

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

If the council did not engage with the Single Conversation process, the BIP would not be required. There is no statutory requirement to produce a BIP. When the HCA requested the preparation of BIPs at the beginning of 2010, there was an expectation that all local authorities would co-operate. By July the draft BIP was nearly complete following internal consultation and several meetings with the HCA. However, following a national evaluation of the process commissioned by the HCA, the Housing Minister, Grant Snapps wrote to councils in July 2010 advising that the production of BIPs was voluntary and that councils need only prepare them where they felt it was worthwhile for them.

Officers recommend continued engagement as the HCA invests substantial amounts of funding in the borough for affordable housing; £55.7 million was allocated in 2009/10. The remit of the HCA is wider than affordable housing and includes funding and support for regeneration activities. The case for investment in Hillingdon will need to be stronger than ever, as spending cuts mean there will be up to 40% less funding available during the next Comprehensive Spending Review period starting in April 2010.

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

The POC has not considered this report at the time of writing.

### **Supporting Information**

- 1 The HCA is the principal funder of affordable homes in Hillingdon. In 2009/10 they allocated £55.7m of grant in the borough, mainly to housing associations but £8m was directly to the council for its own programme of developing surplus or derelict sites on housing estates (referred to as the HRA Pipeline programme).
- 2 The HCA has introduced a new process for engaging with local authorities called the Single Conversation. This process is aimed at building a relationship with a local authority and gaining understanding of their overall place-making priorities. In London, local authorities' plans are being considered in relation to their sub-region and London as a whole. Once the HCA have a thorough understanding of all the local authorities' priorities in London, and their capacity to deliver, they will be able to decide where to allocate scarce resources to achieve the optimum impact for both the local authority and the region.
- 3 This new business process is a reflection of the wider role of the HCA following merger with English Partnerships. They are now able to provide funding not just for affordable housing but also for regeneration schemes and can provide advisory and some funding support using other delivery tools such as joint venturing, master planning and supporting development of Supplementary Planning Documents, forward-funding infrastructure

delivery, PFI Credits and for capacity building and place-making. However, it should be noted that the majority of funding available will be for affordable housing.

- 4 To support the case for continued funding and support from the HCA, local authorities are being asked to prepare Local Investment Plans. In London these are called Borough Investment Plans (BIPs), which should bring together a local authority's key investment schemes and proposals into one document with priorities clearly identified. The HCA guidance state that these priorities are expected to be derived from key documents such as the Sustainable Community Strategy, the Local Development Framework, the Housing Strategy, the Economic Development Strategy and the Local Area Agreement. It is expected that the BIP will develop over time and be subject to periodic review.
- 5 The HCA will be assessing BIPs in conjunction with the Greater London Authority (GLA) for fit with their criteria. When BIPs have been signed off, the HCA will negotiate and enter into a Local Investment Agreement with each local authority. This will be an agreement to provide funding for a selection of schemes that meet regional and national ambitions. The Local Investment Agreement will be the "action plan" which accompanies the Borough Investment Plan.
- 6 The GLA will take over the HCA's functions in London starting from April 2012 and will be responsible for allocating former HCA funding. However, from April 2011 there will be close working arrangements between the HCA and GLA in London. The BIP will therefore need to have alignment with the Mayor's strategies and policies. In addition, the GLA and London Councils have launched a consultation on whether local authorities are interested in further devolution by taking on the responsibility for devolved budgets for housing and regeneration investment. The BIP would be important in assisting decisions about budget allocations. Authorities taking part would sign up to a Devolved Delivery Agreement which differ from Local Investment Agreements in that there would be greater programme management responsibilities involved with managing their own budgets. London Councils support the devolved budget proposal and are encouraging all Boroughs to take part although it will not be compulsory.
- 7 The BIP is intended to convey a strong statement of the council's priorities and support the case for funding in the borough. Thus it will help the HCA to make its decisions by providing background and context and demonstrating how Hillingdon contributes to the development and prosperity of the West London sub-region and London as a whole. Through the BIP and Single Conversation liaison meetings, the HCA will become familiar with our local priorities.
- 8 Officers are working to a timetable set by the HCA. HCA officers have said they wish to sign off the documents following approval by Cabinet, with the aim of having the Investment Agreement in place by 1<sup>st</sup> April 2011, ready for the new Comprehensive Spending Review period.
- 9 The draft of Hillingdon's BIP is circulated seperately attached as Appendix 1. Most detail is derived from existing published council strategies along with information from the emerging draft Core Strategy of the Local Development Framework which has been approved by Cabinet and is now out for public consultation. The current Sustainable Community Strategy provides the main framework for the document and the themes of People, Place and Prosperity are mirrored in the BIP.
10. It is proposed that the annual reviewing and refreshing of the LIP is overseen by the Director of the Department involving the Prosperous Borough Steering Group, the group

of senior officers with links to the Local Strategic Partnership. During 2010 -11 the LIP will be undergoing further refinement and there needs to be a process to ensure that the HCA has an “approved” reference document as a starting point for the next stage involving the Local Investment Agreement and the Devolved Delivery Agreement. The process will start with Cabinet approval but regular amendments are likely to be needed as projects and priorities change. Therefore, it is proposed that the Cabinet delegate authority to the Director to approve the annual refreshing of the BIP and to approve the Local Investment Agreement and Devolved Delivery Agreement which will follow HCA acceptance of the BIP. It is proposed that the Cabinet delegate authority to the Director of Adult Social Care, Health and Housing to agree, in conjunction with the Cabinet Member for Social Services Health and Housing, amendments to details if these are required more frequently than the meetings of the Prosperous Borough Steering Group.

## **Financial Implications**

The council needs to maximise inward investment primarily to enable the supply of housing of all tenures in the borough and to help meet the shortage in affordable housing. Given its wider regeneration role, the HCA could also provide resources to support wider regeneration and economic development activities. Engaging in the Single Conversation process and producing the BIP will help to achieve this.

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

If the recommendations are approved, officers will continue engagement with the HCA’s Single Conversation process and go on to develop the Local Investment Agreement and Devolved Delivery Agreement. This will provide an indication of the amount of funding and resources that the HCA would be prepared to invest in Hillingdon over the next Comprehensive Review Period starting from April 2011. This in turn will help to achieve the objectives of the Sustainable Communities Strategy.

## **Consultation Carried Out or Required**

The draft BIP has been circulated to the council’s housing association partners. An early draft was placed on the Hillingdon Partners website for comment and also presented to the Prosperous Steering Borough Group. Senior Officers in Adult Social Care Health and Housing, (HICMT) approved an early draft. Comments were sought from key officers of the council including those who made contributions. The comments have been incorporated in the document. There have also been a number of liaison meetings with the HCA which have shaped the contents.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

Corporate Finance has reviewed this report and is satisfied that the costs associated with the production of the Borough Investment Plan (BIP) will be contained within existing budgets. Engaging with the Homes and Community Agency and its Single Conversion business process and the production of the BIP, will help to secure and maximize inward investment in the Borough for affordable housing and potentially wider regeneration projects. Individual projects with direct financial implications will be reported to cabinet for approval.

## Legal

The Homes and Community Agency (“HCA”) was formed on 1 December 2008 through the transfer of the functions and assets of English Partnerships; the investment functions of the Housing Corporation; a number of delivery programmes from the Department for Communities and Local Government and the transfer of the Academy for Sustainable Communities.

The statutory objects of the HCA, are as listed in the Housing and Regeneration Act 2008, namely to;

- Improved the supply and quality of housing in England;
- Secure the regeneration or development of land or infrastructure in England;
- Support in other ways the creation , regeneration or development of communities in England or their continued well-being;
- Contribute to the achievement of sustainable development and good design in England, with a view to meeting the needs of people living in England.

There are no specific legal implications for this report which seeks to approve the draft Borough Investment Plan (“BIP”) for the purpose of engagement with the HCA. As mentioned, the production of a BIP in association with the HCA is a non-statutory requirement. No specific difficulties with the draft BIP and ongoing negotiations with HCA been brought to the attention of Legal Services.

In terms of recommendation B above, the legal department should be consulted on the precise terms of the Local Investment Agreement and Devolved Delivery Agreement, and any other legal issues in connections with these agreements should be expeditiously brought to the attention of Legal Services.

## Corporate Landlord

The report relates to arrangements for external funding for affordable housing and regeneration, therefore comments for the report were sought from corporate property. However, they contributed to the contents of the BIP and were consulted on an earlier draft.

## BACKGROUND PAPERS

All on [www.Hillingdon.gov.uk](http://www.Hillingdon.gov.uk)

Hillingdon Partners Sustainable Community Strategy 2008 - 2018

Hillingdon Profile 2008

Hillingdon’s Housing Strategy 2007 – 2010

Hillingdon Joint Strategic Needs Assessment 2009 – 2014, 2010 refresh

Sustain, Prosper, Renew; The Hillingdon Approach to Regeneration 2010 – 2015; Preparing for the Upturn

Building Schools for 21<sup>st</sup> Century; Strategy for Change Part 1, April 2009

Comprehensive Area Assessment, 2009 (Audit Commission)

A Vision for 2026 – Local Development Framework Core Strategy Consultation Draft June 2010

**DRAFT BOROUGH INVESTMENT PLAN  
(CIRCULATED SEPERATELY FROM MAIN AGENDA)**

## LOCAL LAND CHARGES

Removal of the Statutory Charge applied through Local Authorities (England) (Charges for Property Searches) Regulations 2008 and implementation of Charges for Assisted Searches through Environmental Information Regulations 2004

<b>Cabinet Members</b>	Councillor Keith Burrows & Councillor Jonathan Bianco
<b>Cabinet Portfolios</b>	Planning & Transportation & Finance and Business Services
<b>Officer Contact</b>	Ian Inniss, Planning, Environment and Community Services
<b>Papers with report</b>	Appendices 1&2
<b>Purpose of report</b>	Further to the Government's announcement of the suspension of Home Information Packs and the removal of charges for personal searches to Access to the Local Land Charge Register, Cabinet are asked to approve the removal of fee charges to allow personal searchers access to the Local Land Charge Register and to implement a charging structure for assisted searches
<b>Contribution to our plans and strategies</b>	Local Land Charges contribute towards the following plans & strategies: <ul style="list-style-type: none"> <li>• A Borough of Learning &amp; Culture;</li> <li>• A Safe Borough;</li> <li>• A Clean and Attractive Borough;</li> <li>• A Borough with Improving Health, Housing and Social Care;</li> <li>• A borough where opportunities are open to all;</li> <li>• Achieving value for money;</li> <li>• Strengthening planning and performance; and</li> <li>• Building a culture of success.</li> </ul>
<b>Financial Cost</b>	The removal of the £22 for Personal searches will result in a loss of income for 2010/11 of an estimated £85,000 (full year impact £145,000). The introduction of fees for assisted personal searches is estimated to generate income of £41,000 (full year impact £80,000), reducing the pressure to £44,000 (full year impact £65,000).
<b>Relevant Policy Overview Committee</b>	Residents' & Environmental Services
<b>Ward(s) affected</b>	All

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## RECOMMENDATIONS:

### The Cabinet:

- a. Approve the removal of the £22 charge to personal searchers for access to the Local Land Charges Register, and
  - b. Note that Home Information Packs have been suspended from 21<sup>st</sup> May 2010.
  - c. Agrees to the proposed assisted search charging structure in Appendix 2;
- 

## INFORMATION

### 2. Reason for recommendation

To come in line with legislation and agree cost recovery charges for assisted searches in line with Environmental Information Regulations.

#### a. Alternative options considered / risk management

Cabinet could agree to the removal of the £22 charge and not apply charges for assisted searches through the Environmental Information Regulations 2004.

This would mean all costs would need to be supported by the general fund. This is not recommended.

#### Comments of Policy Overview Committee

None at this stage

### 3. Supporting Information

The Local Land Charges (Amendment) Rules 2010 were made on 12<sup>th</sup> July 2010 and came into force on 17<sup>th</sup> August 2010. These new rules remove the statutory £22 charge for a Personal Search of the Local Land Charge Register and were effective from 17<sup>th</sup> August 2010.

The memorandum to the Statutory Instrument also states that a Personal Search of the Local Land Charges Register should be free in accordance with the Environmental Information Regulations 2004.

Department for Environment, Food and Rural Affairs (DEFRA) wrote to all Local Authority Chief Executives on 27<sup>th</sup> July 2010 advising of the change to legislation and also advising that the £22 charge should be removed with immediate effect. The letter also indicated that refunds may be due going back to January 2005 when the Environmental Information Regulations came into effect. This matter is referred to in the regular budget monitoring reports to Cabinet.

The Environmental Information Regulations 2004 give a right of inspection, free of charge, of the Local Land Charges Register and all other environmental information held by the authority. Charges can be applied for an assisted search. This is where officer's expert advice is sought or the information is to be sent by post or electronically.

#### **4. Financial Implications**

Property search fees are reviewed annually and agreed by Cabinet each February for commencement from 1<sup>st</sup> April. For 2010/11, Cabinet agreed to a significant reduction in property search fees, setting official search fees on a cost recovery basis, in order to provide good value for existing and prospective residents and to be competitive and attempt to regain market share. The Cabinet also agreed to set personal search fees at their statutory level of £22.

The suspension of HIP's and the revocation of the statutory £22 charge for personal searches will almost certainly impact on the ability of the Local Land Charges Service to achieve its budgeted fee income for 2010/11. The revocation of the statutory £22 could cost the Council around £85,000 in lost income. In addition there may be a requirement to make refunds in respect of personal search fees as far back as 2005.

Whilst income in the first half of the year has been encouraging a further impact of these recent changes could be a further swing of market share to the private sector if they are able to reduce their fees still further by passing on the £22 fee saving to their clients. It is currently estimated that there could be a demand for the assisted searches at a level of at least half of the activity levels of the personal searches. This would generate income of £41,000.

This would leave a forecast budget pressure on Local Land Charges for 2010/11 of £44,000, however the service will look at what action it can take to mitigate this pressure, for example by marketing its official property search products. The estimated pressure for 2011/12 is £145,000. If the activity levels are sustained, then the income from assisted searches should reduce the pressure to £65k.

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

##### **5. What will be the effect of the recommendations?**

There is minimal impact to residents as this is already a chargeable service.

#### **CORPORATE IMPLICATIONS**

##### **6. Corporate Finance**

Corporate Finance has reviewed the report and confirms their agreement to the financial implications as stated.

## **7. Legal**

The Local Land Charges (Amendment) Rules (the Rules) 2010 were made on 12<sup>th</sup> July 2010 and came into force on 17<sup>th</sup> August 2010. The amendment removes the statutory charge of £22 for a Personal Search of the Local Land Charges Register. In any event, the Environmental Information Regulations 2004 (EIR) provides that access to environmental information must be made available free of charge.

Guidance issued by the Information Commissioner's Office (ICO) in July 2009 concluded that the majority of information contained in property records held by local authorities was likely to fall within the category of environmental information as defined by the EIR. Therefore on this basis the Ministry of Justice (MOJ) have recently concluded that the same principles should apply to information on the local land charges register, hence the introduction of the amendment to the Rules.

Ministry Of Justice and Department for Environment, Food and Rural Affairs have also advised that local authorities should stop charging with immediate effect. The Local Government Association and Local Land Charges Institute have endorsed this approach.

## **8. Corporate Landlord**

None.

## **9. BACKGROUND PAPERS**

1. Statutory Instrument 2008 No. 3248 HOUSING ENGLAND The Local Authorities (England) (Charges for Property Searches) Regulations 2008.
2. The Local Land Charges (Amendment) Rules 2010
3. DEFRA letter to Chief Executives dated 27<sup>th</sup> July 2010

## STATUTORY INSTRUMENTS

2010 No. 1812

## LAND CHARGES, ENGLAND

## The Local Land Charges (Amendment) Rules 2010

*Made ---12th July 2010**Laid before Parliament**27th July 2010**Coming into force in accordance with rule 1*

The Lord Chancellor, in exercise of the power conferred by section 14 of the Local Land Charges Act 1975(a) and with the concurrence of the Treasury, makes the following Rules:

**Citation and commencement**

1. These Rules may be cited as the Local Land Charges (Amendment) Rules 2010 and come into force 21 days after the date they are laid before Parliament.

**Amendment to the Local Land Charges Rules 1977**

2. In Schedule 3 (fees) to the Local Land Charges Rules 1977(b), item 5 (personal search in the whole or in part of the register) is omitted.

Signed on the authority of the Lord Chancellor

*J Djanogly* Parliamentary Under Secretary of State 8th July 2010 Ministry of Justice

(a) 1975, c.76. Section 14 was amended by section 158 of the Local Government and Housing Act 1989 (c.42) and by section 15(1) of, and paragraphs 82 and 85(1) of Part 1 of Schedule 4 to, the Constitutional Reform Act 2005 (c.4).

(b) S.I. 1977/985. Schedule 3 was substituted in its entirety by SI 2003/2502, and item 5 of Schedule 3 was amended by SI 2009/2494.

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*Status: This is the original version (as it was originally made). UK Statutory Instruments are not carried in their revised form on this site.*

**EXPLANATORY NOTE**

*(This note is not part of the Rules)*

These Rules amend the Local Land Charges Rules 1977 (SI 1977/985) by removing from Schedule 3 (fees) the whole of the entry for item 5 (personal search in the whole or in part of the register in respect of one parcel of land or, where the search extends to more than one parcel, those parcels). The fee is incompatible with the Environmental Information Regulations 2004(c) which implement Council Directive 2003/4/EC(d) on public access to environmental information.

(c) S.I. 2004/3391.

(d) O.J. No L 41, 14.2.2003, p 26.

**Proposed Cost Recovery Fees for Assisted Searches**

Description of Charges	Charges (£)
Assisted Search LLC Register Only	22
Assisted Search LLC Register Only (additional parcels of land (each))	1
Assisted Common Land Search	15
Assisted Compiling CON29R	32
Assisted Compiling CON29O	18.50

Charges have been calculated on a cost recovery basis. This includes administrative, database costs, maintenance costs, postal and electronic delivery costs.

LLC1 - is information kept on the council Statutory register which includes Planning Application, Tree Preservation Orders, Planning Enforcement Notices, Planning Articles, Conservation Areas, Listed Buildings, Section 106, Part 2 Recovering Money public Health Notices, Pest Control, Highways Act 1980, Light obstruction notice, Council House Sales etc, Housing Grants Approval and Grants paid etc.

CON29R – Required questions which have been determined by the Law Society which include: Decisions and Pending Applications, Planning Designations and Proposals, Roads, Land Required for Public Purposes, Land to be Acquired for Road Works, Drainage agreements and consents, Nearby Road Schemes, Nearby Railway Schemes, Traffic Schemes, Outstanding Notices, Contravention of Building Regulations, Notices, Orders, Directions and Proceedings under Planning Acts, Conservation Areas, Compulsory Purchase, Contaminated Land and Radon Gas.

CON29O – Optional questions which have been determined by the Law Society which include: Road Proposals By Private Bodies, Public Footpaths or Byways, Advertisements (Entries in the register), Completion Notices (Planning & Building Control), Parks and Countryside (areas of outstanding natural beauty), Pipelines, Houses in Multiple Occupation, Noise Abatement, Urban Development Areas, Enterprise Zones, Inner Urban Improvement Areas, Simplified Planning Zones, Land Maintenance Notices, Mineral Consultation Areas, Hazardous Substance Consents, Environmental and Pollution Notices, Food Safety Notices, Hedgerow Notices, Common Land, Town and Village Greens.

## **COUNCIL BUDGET - MONTH 5 2010/11 REVENUE AND CAPITAL MONITORING**

<b>Cabinet Member</b>	Councillor Jonathan Bianco
<b>Cabinet Portfolio</b>	Finance and Business Services
<b>Report Author</b>	Paul Whaymand/Christopher Neale, Finance and Resources
<b>Papers with report</b>	None

### **HEADLINE INFORMATION**

<b>Purpose of report</b>	<p>The report sets out the council's overall 2010/11 revenue &amp; capital position, as forecast at the end of Month 5 (August). The in year revenue position is forecast as being £560k more net expenditure than budgeted on normal activities and a £1,425k pressure on exceptional items, an overall adverse movement of £180k on Month 4.</p> <p>Total forecast capital expenditure for the year is estimated to be £89,907k (Month 4, £95,132k), £17,231k less than the latest budget.</p>
<b>Contribution to our plans and strategies</b>	Achieving value for money is an important element of the Council Plan for 2010/11.
<b>Financial Cost</b>	N/A
<b>Relevant Policy Overview Committee</b>	Corporate Services and Partnerships
<b>Ward(s) affected</b>	All

### **RECOMMENDATIONS**

That Cabinet:

1. Note the forecast budget position for revenue and capital as at Month 5.
2. Note the treasury update at Appendix B.
3. Approves the virement of £45k funds from Chrysalis to the Fassnidge Park adiZone project and the addition of £78.5k grant and £25k of S106 to the Capital programme for the Fassnidge Park adiZone project
4. Approves the addition of £254k insurance receipt and £10k revenue contributions to the Capital Programme for the Hillingdon Cemetery and Chapel
5. Agree to the appointment of interim staff at a cost of £153k as set out in Appendix C.

## **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 2010/11.
2. Recommendations 3 to 4 are required to formally approve changes to capital budgets as a result of changes in external funding or to approve virements in capital budgets between Groups. Recommendation 3 provides the formal approval to set up a budget for the Fasnidge Park AdiZone project which is being funded from a combination of Chrysalis funding, external grant and S106 contributions. Recommendation 4 provides formal approval to set up a capital budget for Hillingdon Cemetery and Chapel for the rectification of fire damage which is to be funded from the insurance receipt and a small revenue contribution.

### **Alternative options considered**

3. There are no other options proposed for consideration.

## **SUMMARY**

### **A) Revenue**

4. The in year revenue monitoring position as at Month 5 (August) shows that forecast net expenditure for the year 2010/11 is £1,985k more than the budget (£560k on normal activities and £1,425k on exceptional items), an adverse movement of £180k on Month 4.
5. The demographic pressure on Older Peoples Services (£2,108k) is the most significant pressure contributing to the net overspend on normal activities. The main reason for the £1,425k pressure on exceptional items is the impact of the Government's announcement on local government in-year grant reductions for 2010/11. The cuts notified are in Area Based Grant (£1.3m), Housing and Planning Delivery Grant (£0.1m), LAA Reward Grant (£1.8m) and LABGI (£0.4m). The net impact of the reductions in grant on the Council's current year budget is £3.6m.
6. An in-year recovery plan is being developed that is seeking to recover at least £2m of the £3.6m through permanently reducing expenditure in areas previously funded by the grants being reduced or through accelerating BID efficiency proposals. The remaining £1.6m will be targeted through one-off measures including lobbying Treasury officials on allowing the Council flexibility in the capital/revenue split on the reduced LAA reward grant. This would improve the revenue position in the current year by around £800k.
7. The budget position on contingency has improved by £13k in the last month due to a £23k improvement in the asylum position netted down by an adverse movement of £10k on Development Control.
8. Capital financing costs are projected to underspend by £1m due to budgets set aside in advance for schools capital financing and other priority projects which will not be needed in this financial year.
9. The balances brought forward at 31st March 2010 were £17,745k. £1,500k of this sum was applied in support of the 2010/11 budget as part of the budget strategy agreed at Council Tax setting. The forecast balances as at 31st March 2011 are £14,451k as a result of the budgeted drawdown from balances (-£1,500k), the forecast in-year overspend (-£1,985k) and the transfer from earmarked reserves (+£191k).

10. In addition to the £14,451k of general balances the Council has £746k of balances earmarked for Building Schools for the 21<sup>st</sup> Century brought forward from last year. The Government has announced that the funding for Building Schools Programmes across the whole country is being withdrawn. The Council was already in the process of winding down costs associated with this programme. Around £200k has been spent so far this year. The balance of funds not spent will be transferred to general reserves and will be used to support financing costs for the Primary Capital Programme.

## **B) Capital**

11. Total forecast capital expenditure for the year is estimated to be £89,907k (Month 4, £95,132k), £17,231k less than the latest budget. This represents a £5,602k reduction in the forecast outturn position.

12. The reduction in the outturn forecast is primarily due to rephasing of works into 2011/12 on the following projects, HRA Pipeline Phase 1 (£500k), Triscott House (£1,000k), South Ruislip Development (£1,633k) and New Year's Green Lane Civic Amenity Site (£1,916k).

13. The current projection for General Fund capital receipts based on sites agreed for disposal is £5,935k. This is £2,660k less than that assumed in the 2010/11 budget (£8,595k). There are in addition £1,900k of receipts forecast for the HRA.

14. A number of grants including Surestart (Children's Centres and Early Years) and Playbuilder are being reviewed by central government. The results of these reviews are anticipated in the coming month. The Government review is looking at cutting expenditure where there are not commitments already in place.

## A) Revenue

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

**Table 1**

2010/11 Original Budget	Budget Changes		2010/11 (As at Month 5)		% Var of budget	Variances (+ adv/- fav)		
			Current Budget	Forecast		Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4
			£'000	£'000		£'000	£'000	£'000
223,425	9,341	Directorates Budgets on normal activities	232,767	234,327	1%	+1,560	+1,380	+180
-27,731	-9,342	Corporate Budgets on normal activities	-37,073	-38,073	3%	-1,000	-1,000	0
<b>195,694</b>	<b>0</b>	<b>Sub-total Normal Activities</b>	<b>195,694</b>	<b>196,254</b>	<b>0%</b>	<b>+560</b>	<b>+380</b>	<b>+180</b>
		<b>Exceptional items:</b>						
		Central govt grant cuts		3,600		+3,600	+3,600	0
		In-year recovery savings		-2,000		-2,000	-2,000	0
		Team bonus underspend		-175		-175	-175	0
<b>0</b>	<b>0</b>	<b>Sub-Total</b>	<b>0</b>	<b>1,425</b>		<b>+1,425</b>	<b>+1,425</b>	<b>0</b>
<b>195,694</b>	<b>0</b>	<b>Total net expenditure</b>	<b>195,694</b>	<b>197,679</b>	<b>1%</b>	<b>1,985</b>	<b>1,805</b>	<b>180</b>
<b>-194,194</b>	<b>0</b>	<b>Budget Requirement</b>	<b>-194,194</b>	<b>-194,194</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>1,500</b>	<b>0</b>	<b>Net total</b>	<b>1,500</b>	<b>3,485</b>		<b>1,985</b>	<b>1,805</b>	<b>180</b>
-17,745		Balances b/f 1/4/010	-17,745	-17,745		0	0	0
0		Transfer from earmarked reserves		-191		-191	-191	0
<b>-16,245</b>	<b>0</b>	<b>Balances c/f 31/3/11</b>	<b>-16,245</b>	<b>-14,451</b>		<b>+1,794</b>	<b>+1,614</b>	<b>+180</b>

## Directorates' Forecast Expenditure Month 5

16. 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**

2010/11 Original Budget	Budget changes	2010/11 Current Budget (as at Month 5)	Directorate		2010/11 Forecast (as at Month 5)	% Var of budget	Variances (+ adv/- fav)		
							Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4
£'000	£'000	£'000			£'000		£'000	£'000	£'000
279,115	1,004	280,120	Adult Social Care, Health & Housing	Exp	283,898	1%	+3,778	+3,371	+407
-185,595	-3,366	-188,961		Inc	-190,146	1%	-1,185	-1,185	0
<b>93,521</b>	<b>-2,362</b>	<b>91,159</b>		<b>Total</b>	<b>93,752</b>	<b>3%</b>	<b>+2,593</b>	<b>+2,186</b>	<b>+407</b>
98,326	-18,272	80,054	Planning, Environment & Community Services	Exp	79,954	0%	-100	+81	-181
-49,523	13,390	-36,132		Inc	-35,511	-2%	+621	+431	+190
<b>48,804</b>	<b>-4,882</b>	<b>43,922</b>		<b>Total</b>	<b>44,443</b>	<b>1%</b>	<b>+521</b>	<b>+512</b>	<b>+9</b>
313,819	18,244	332,064	Education & Children's Services	Exp	332,064	0%	0	0	0
-261,246	-5,291	-266,537		Inc	-266,537	0%	0	0	0
<b>52,573</b>	<b>12,954</b>	<b>65,527</b>		<b>Total</b>	<b>65,527</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
28,759	19,604	48,363	Central Services	Exp	47,629	-2%	-734	-169	-565
-12,792	-15,972	-28,764		Inc	-28,253	-2%	+511	+169	+342
<b>15,967</b>	<b>3,632</b>	<b>19,599</b>		<b>Total</b>	<b>19,376</b>	<b>-1%</b>	<b>-223</b>	<b>0</b>	<b>-223</b>
10,760	0	10,760	Developments Contingency Growth to be allocated		9,729	-10%	-1,031	-1,018	-13
1,800	0	1,800			1,500	-17%	-300	-300	0
<b>223,425</b>	<b>9,341</b>	<b>232,767</b>	<b>Sub-Total Normal Activities</b>		<b>234,327</b>	<b>1%</b>	<b>+1,560</b>	<b>+1,380</b>	<b>+180</b>

17. **Adult Social Care, Health & Housing** are projecting a **pressure of £2,593k (£407k adverse)** as at Month 5. The adverse movement is solely due to a £300k adverse movement on Older Peoples Service demographic pressures and £107k relating to additional Mental Health placements. The department is reporting an adverse position of £2,593k on a £280m gross budget. This is consistent with the activity seen in the last quarter of 2009/10 around Older People (£2,108k pressure) and Mental Health services (£358k pressure). Action is being taken to try and mitigate these pressures. This forecast excludes sums provided for in contingency for Transitional Children (£2,300k), Mental Health Services (£450k), Homelessness (£800k) and for Older Peoples Services (£800k) held in contingency.

18. **Planning, Environment & Community Services** are projecting a **pressure of £521k (£9k adverse)** as at Month 5. The small adverse movement and the most significant ongoing pressures of £506k relate to the corporate landlord service. Within the service there is a pressure on income streams from commercial properties (£166k), a shortfall of £72k on income from the hire of the Middlesex Suite and a shortfall of £81k from schools buy back of Facilities Management services. The property pressures also include a cost pressure (£28k) due to maintaining and keeping secure surplus properties prior to their disposal. There are also pressures forecast in Harlington Road Depot (£159k), offset by forecast overachievement of income within Trade Waste (£65k) and Civic Amenity sites (£35k). There are pressures in the Arts and Libraries services offset by salary cost savings in Community Safety. Leisure

services are predicting a £60k adverse variance primarily due to the impact of the late opening of Botwell. Other pressures are on Development Control (£130k), Golf (£262k), Waste Disposal Levy (£1,758k), Recycling services (£150k), Highways Maintenance (£500k) and Vehicle Fuel costs (£80k) which are all provided for within contingency.

19. **Education & Children's Services** are forecasting a **nil variance (no change)** as at Month 5. This excludes the pressure on asylum and Exhausted All Appeal cases which are being treated as contingency items. As at Month 5 the pressure of £1,210k on asylum is now in line with the contingency provision (£23k improvement). Although the group is forecasting a break even position there are pressures that need containing. There is an estimated pressure of up to £500k due to potential redundancies which are currently in the consultation process at Northwood, Mellow Lane and Hedgewood schools. There are also a reported pressure within SEN transport which is expected to be absorbed through the forthcoming review and re-negotiation of contracts.

20. **Central Services** are forecasting a **£223k underspend (£223k favourable)** as at Month 5. Finance & Business Services are projecting an underspend of £4k, a favourable movement of £250k on the Month 4 projection. This improvement is mainly due to the financial outcomes of the various BID workstreams affecting Finance and Business Services having now been fully assessed and incorporated into the projected outturn for the current year. The Deputy Chief Exec's office is now forecasting a £219k underspend (£141k improvement). The net improvement is primarily due to the incorporation of projected underspends on Members Allowances (£45k) and Voluntary Sector Grants (£55k) where the budgetary provisions are in excess of projected commitments. There are also pressures on Building Control (£225k), Land Charges (£774k) income and the Self Insurance fund (£420k) which are all provided for within contingency. The Building Control fees for the first 3 months of 2010/11 are down by 5% on the same period in 2009/10, and 14% below the 3 year average.

**Development & Risk Contingency: £1,031k underspend (£13k favourable)**

21. £10,760k of potential calls on the Development & Risk Contingency were identified as part of the budget setting process for 2010/11 held in the base budget. Table 3 shows the amounts that have been allocated or earmarked as at Month 5.

**Table 3**

<b>Development and Risk Contingency</b>	<b>2010/11 Budget</b>	<b>Agreed</b>	<b>Forecast as needed</b>	<b>Variance (+adv / - fav)</b>
<i>2010/11 allocations:</i>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Total net contingency at start of the year</b>	<b>10,760</b>			
<b>Commitments:</b>				
General Contingency	1,000		0	-1,000
Increase in Transitional Children due to Demographic Changes	2,300		2,300	0
Social Care Pressures (Adults & Childrens)	800		800	0
Homelessness Budget - Reduction in DWP Funding	800		800	0
Increase in Mental Health Packages due to Demographic Changes	450		450	0
Waste Disposal Levy	1,528		1,528	0
Highways Maintenance (Recovery from Snow and Ice)	500		500	0
Cost Pressures on Recycling Service	150		150	0
Vehicle Fuel Monitoring Pressure	80		80	0
Asylum non-EAA monitoring pressure	850		244	-606
Asylum Exhausted All Appeals	360		966	+606
Self insurance fund	420		420	0
Local Development Framework (LDF) legal & consultancy fees	100		100	0
Local Land Charges Income (volume pressures)	715		774	+59
Development Control Income	310		130	-180
Building Control Income	135		225	+90
Golf Courses Income	262		262	0
<b>Total net contingency</b>	<b>10,760</b>		<b>+9,729</b>	<b>-1,031</b>

22. A large proportion of the total contingency is expected to be required in full however the assumption that the £1m general contingency will not be drawn down has resulted in an overall underspend of £1,018k on the contingency budget.

23. The forecast asylum spend is £1,210k (£23k favourable) is now in line with the net sum provided for within contingency (£1,210k). The underspend on the non EAA element of Asylum contingency (£244k) is due to assuming the favourable agreement reached with the UKBA in 2009/10 for indirect costs will continue going forward. The current forecast in Exhausted all Appeals cases (£966k) is due to the costs of ineligible (£892k) and naturalised clients (£74k).

24. Within ASCH&H the contingency items in relation to Transitional Children, Mental Health and homelessness are forecast to be needed in full at this stage of the year.

25. Pressures related to the economic downturn continue to be budgeted for within contingency. Development control income is forecast as a gross pressure of £130k (£10k adverse), £180k

less than provided for within contingency, due to an upward trend in 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 an adverse variance of £59k on a gross pressure of £774k. The forecast for building control income is a gross pressure of £225k, £90k above that provided for within contingency based on a reduction in income of 5% from the same period in 2009/10.

26. A sum of £80k has also been included in the contingency to cover fuel pressures. At this stage given the level of volatility in the market, it is considered prudent to forecast that the totality of this sum will be required.

27. In addition there is a forecast pressure of £420k for the self insurance fund, £150k for the Recycling service, £500k for Highways winter maintenance, £100k for the Local Development Framework costs £100k and £262k on Golf income, all of which are expected to be required in full at this stage.

**Priority Growth: £300k Underspend (no change)**

28. £1m was included in the 2010/11 budget for priority growth and £800k for HIP Initiatives (including £300k for waste & recycling projects).

29. In addition to the new budgeted amounts there was £205k of unspent priority growth from 2009/10 carried forward in earmarked balances to potentially fund one-off priority growth in 2010/11. £14k of this sum is likely to be spent on a playground at Hillingdon hospital. The remaining balance (£191k) is being transferred back to general reserves.

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

**Table 4**

<b>Priority Growth</b>	<b>2010/11 Budget</b>	<b>Agreed draw downs</b>	<b>Commitments</b>	<b>Unallocated</b>
<i>2010/11 Unallocated Priority Growth at start of the year</i>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>HIP Initiatives New budget:</b>	800			
<b>Agreed:</b>				
Recycling initiatives				
Heritage		135		
Environmental projects		144		
<b>HIP Initiatives unallocated balance</b>	<b>800</b>	<b>280</b>	<b>220</b>	<b>300</b>
<b>Unallocated non specific growth</b>	<b>1,000</b>			
<b>Balance of unallocated growth</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
<b>Total</b>	<b>1,800</b>	<b>280</b>	<b>0</b>	<b>1,300</b>

31. HIP Steering group have approved £280k of allocations so far this year from the HIP revenue contingency. Some approved projects are now being deemed as capital in nature, Ruislip Lido rain shelters (£33.5k), Little Britain Lakes toilet facilities (£55.3k), Little Britain Lakes CCTV & lighting (£44.1k), Eastcote House Dovecote (£150k) and are being funded from the Environmental Assets capital budget.

32. The expected further commitments of £300k on Waste and Energy will now not require HIP funding as it is likely that they can be contained within base budgets so the monitoring position assumes that this will not be spent.
33. There is an estimated £220k remaining from the HIP initiatives budget and £1m of unallocated non-specific priority growth budget. The Month 5 forecast assumes that remaining £220k HIP initiatives budget and the £1m priority growth budgets will be spent in full.

**Corporate Budgets' Forecasts: £1,000k underspend (no change)**

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

**Table 5**

2010/11 Original Budget	Budget Changes	2010/11 Current Budget (as at Month 5)	Corporate Budgets	2010/11 Forecast Outturn (as at Month 5)	Variances (+ adv/- fav)		
					Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4
					£'000	£'000	£'000
-2,564	2,164	-400	Unallocated savings	-400	0	0	0
10,109	-42	10,067	Financing Costs	9,067	-1,000	-1,000	0
			FRS 17 Pension				
9,161	0	9,161	Adjustment	9,161	0	0	0
-23,535	-11,181	-34,716	Asset Management A/c	-34,716	0	0	0
-20,901	-283	-21,184	Corporate Govt Grants	-21,184	0	0	0
<b>-27,731</b>	<b>-9,342</b>	<b>-37,073</b>	<b>Corporate Budgets</b>	<b>-38,073</b>	<b>-1,000</b>	<b>-1,000</b>	<b>0</b>

35. Financing costs show a forecast underspend of £1,000k at Month 5. This is due to £1,000k being set aside for capital financing for schools or other priority projects which is not likely to be needed in 2010/11.
36. Debt financing and investment income are at this stage of the year forecast to be in line with the budget. A summary of treasury management activity is attached at Appendix B.

## B) Capital

### Background

37. The revised budget for Month 5 is now £107,138k, an increase of £337k from Month 4, the table below shows the breakdown of this change by service area.

38. The increase in budget is due to £10k of additional TfL funding, £78k of grant funding and £25k of S106 funding for the adiZone project and £264k of additional insurance and £10k of additional revenue contributions for the works at Hillingdon Chapel and Cemetery.

Group	Original 2010/11 Budget	Month 4	Budget Changes	Month 5
	£'000	£'000	£'000	£'000
Education & Children's Services	27,241	28,154	-874	27,280
Planning, Environment and Community Services		26,678	113	26,791
Planning & Community Services	13,869	0	0	0
Major Construction Projects	15,215	20,087	1,138	21,225
Adult Social Care, Health & Housing	4,960	4,853	0	4,853
Environment & Consumer Protection	7,908	0	0	0
Finance & Resources	3,468	1,572	0	1,572
Deputy Chief Executive	1,825	300	0	300
Partners	670	755	0	755
Contingency	2,000	2,000	0	2,000
<b>Total</b>	<b>77,156</b>	<b>84,399</b>	<b>377</b>	<b>84,776</b>
HRA	22,568	22,362	0	22,362
<b>Total</b>	<b>99,724</b>	<b>106,761</b>	<b>377</b>	<b>107,138</b>

## Current Year Expenditure

39. Table 6 shows the actual spend to date and the projected outturn for 2010/11.

**Table 6**

Groups	Original Budget	Revised Budget	Capital Spend Month 5	Actual Spend % of Revised Budget	Forecast outturn	Variance (Forecast)
	£'000	£'000	£'000	%	£'000	£'000
Adult Social Care, Health & Housing	4,960	4,853	1,036	21%	4,436	-417
Education & Children's Services	27,241	27,280	4,045	15%	24,187	-3,093
Planning, Environment and Community Services	25,392	26,791	1,897	7%	19,137	-7,654
Finance & Resources	1,378	1,572	352	22%	1,572	0
Deputy Chief Executive	300	300	62	21%	300	0
Major Construction Projects	15,215	21,225	5,769	27%	18,894	-2,331
Partners - LAA Reward Grant	670	755	0	0%	749	-6
<b>Group Total</b>	<b>75,156</b>	<b>82,776</b>	<b>13,161</b>	<b>16%</b>	<b>69,275</b>	<b>-13,501</b>
Recovery from Contingency					0	0
Programme Contingency	1,500	1,500	0	0%	0	-1,500
Contingency	500	500	0	0%	0	-500
<b>Contingency Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>-2,000</b>
HRA	22,568	22,362	2,734	12%	20,632	-1,730
<b>Total</b>	<b>99,724</b>	<b>107,138</b>	<b>15,895</b>	<b>15%</b>	<b>89,907</b>	<b>-17,231</b>

40. The Capital Programme budget is projecting an underspend of £17,231k as at month 5 (Month 4, £11,629k). There are a number of projects forecasting an overspend, however it is anticipated that overall, these pressures can be managed within the capital programme budget within each directorate.

41. Actual spend of £15,895k shown above includes the school returns for the first quarter.

42. The schemes with pressures of £3,023k in 2010/11 (£3,165k over the life of the projects) are shown in table 7 below.

**Table 7**

Scheme	Funding	Revised Budget	Actual Spend (incl accruals)	Forecast Outturn (Month 5)	Variance 2010/11	Total Project Variance
		£'000	£'000	£'000	£'000	£'000
Manor Farm	Council	0	1	257	+257	+257
Hillingdon Sport & Leisure Centre	Council	1,266	362	1,537	+271	+271
Botwell Green Leisure Development	Council	627	1,651	2,897	+2,270	+2,567
Farm Barns	Council	250	0	280	+30	-125
Childrens Centres Phase 2	Grant	626	276	816	+190	+190
Property Enhancements Programme Contingency	Council	0	5	5	+5	+5
<b>Total</b>		<b>2,769</b>	<b>2,295</b>	<b>5,792</b>	<b>+3,023</b>	<b>+3,165</b>

43. Botwell Green Leisure Development. The current forecast for 2010/11 is an overspend of £2,270k in 2010/11 and £297k retention in 2011/12. The total forecast overspend on the whole contract is between £2,104k and £2,914k. This is subject to further discussions with the

contractor. The overspend is due to changes made in the design of the project, leading to additional costs which were not included at the tender stage.

44. The £80k overspend previously reported on Triscott House has been addressed through a virement from the HRA Pipeline projects as noted in Month 4 monitoring.

### **Current Year Financing**

45. Table 8 shows the financing of both the budget and the expected outturn.

**Table 8**

2010/11	Unsupported £'000	Capital Receipts £'000	HRA Capital Receipts £'000	Supported £'000	Grants £'000	HRA (inc MRA) £'000	Section 106 and other contributions £'000	Total Capital Programme £'000
Revised budget								
2010/11	29,847	8,595	452	4,036	47,616	13,954	2,638	107,138
Outturn 2010/11	21,228	5,935	452	2,961	44,339	12,869	2,123	89,907

46. The level of unsupported borrowing forecast as at Month 5 is £21,228k (Month 4 £24,952k), £8,619k lower than the revised budget. The change from Month 4 is primarily due to the rephasing of a number of major schemes planned to be funded from borrowing into 2011/12.

47. The £8,595k budgeted level of capital receipts for 2010/11 is currently anticipated to not be fully achieved. The revised estimated level of receipts is £5,935k for General Fund and £1,900k receipts for the HRA.

48. The supported borrowing forecast has decreased by £914k from £1,075k to £2,961k. As with the unsupported borrowing this is caused by projects being rephased into 2011/12.

## **CORPORATE CONSULTATIONS CARRIED OUT**

### **Financial Implications**

49. The financial implications are contained in the body of the report.

## **CORPORATE IMPLICATIONS**

### **Corporate Finance**

50. This is a Corporate Finance report.

### **Legal**

51. There are no legal implications arising from this report.

## **BACKGROUND PAPERS**

52. Monitoring report submissions from Groups.

## APPENDIX A – Detailed Group Forecasts

### Adult Social Care, Health and Housing (ASCH&H)

Revenue: **£2,593k Pressure (£407k adverse)**

1. The ASCH&H budgets are predominantly demand led and significantly affected by external pressures such as demographic trends which require robust and positive management. The pattern of demand for the current year continues to be closely scrutinised as during the latter part of 2009/10 there was an unusual adverse pattern across a range of service areas.
2. In summary the department is reporting an adverse position of £2,593k on a £277m gross budget; this is an adverse movement of £407k from the month 4 position due to a £300k adverse movement in Older Peoples demographic pressures and £107k in relation to additional Mental Health placements. The forecast is consistent with the activity seen in the last quarter of 2009/10 around Older People and Mental Health services.
3. The department manages a range of expenditure pressures evident in the forecasting which result from the national economic situation. Officers are taking action to offset these pressures such as reviewing the cost of care packages, restricting expenditure including holding some vacancies and accelerating savings proposals where possible. Officers will continue to formulate actions to mitigate and reverse this pressure although it is too early to predict whether this will be successful and result in a balanced departmental position at year end.

Services		2010/11 (As at Month 5)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4
		£'000	£'000		£'000	£'000	£'000
Older Peoples Services	<i>Exp</i>	39,338	42,599	8%	+3,261	+2,962	+300
	<i>Inc</i>	-8,153	-9,307	14%	-1,154	-1,154	0
	<b>Total</b>	<b>31,185</b>	<b>33,292</b>	<b>7%</b>	<b>+2,107</b>	<b>+1,808</b>	<b>+300</b>
Physical & Sensory Disability Services	<i>Exp</i>	9,287	9,218	-1%	-69	-69	0
	<i>Inc</i>	-881	-892	1%	-11	-11	0
	<b>Total</b>	<b>8,406</b>	<b>8,326</b>	<b>-1%</b>	<b>-80</b>	<b>-80</b>	<b>0</b>
Learning Disability Services	<i>Exp</i>	31,481	31,481	0%	0	0	0
	<i>Inc</i>	-12,242	-12,242	0%	0	0	0
	<b>Total</b>	<b>19,239</b>	<b>19,239</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Mental Health Services	<i>Exp</i>	5,763	6,228	8%	+465	+358	+107
	<i>Inc</i>	-402	-402	0%	0	0	0
	<b>Total</b>	<b>5,361</b>	<b>5,826</b>	<b>9%</b>	<b>+465</b>	<b>+358</b>	<b>+107</b>
Housing Benefits	<i>Exp</i>	137,821	137,821	0%	0	0	0
	<i>Inc</i>	-	-134,694	0%	0	0	0
	<b>Total</b>	<b>3,127</b>	<b>3,127</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Housing Needs Services	<i>Exp</i>	28,062	28,162	0%	+100	+100	0
	<i>Inc</i>	-25,367	-25,367	0%	0	0	0
	<b>Total</b>	<b>2,695</b>	<b>2,795</b>	<b>4%</b>	<b>+100</b>	<b>+100</b>	<b>0</b>
ASCH&H Other Service	<i>Exp</i>	25,096	25,117	0%	+21	+21	0
	<i>Inc</i>	-3,950	-3,970	1%	-20	-20	0
	<b>Total</b>	<b>21,146</b>	<b>21,147</b>	<b>0%</b>	<b>+1</b>	<b>+1</b>	<b>0</b>
<b>Total Expenditure</b>		<b>276,848</b>	<b>280,626</b>	<b>1%</b>	<b>+3,778</b>	<b>+3,372</b>	<b>+407</b>
<b>Total Income</b>		<b>185,689</b>	<b>-186,874</b>	<b>1%</b>	<b>-1,185</b>	<b>-1,185</b>	<b>0</b>
<b>ASCH&amp;H Total</b>		<b>91,159</b>	<b>93,752</b>	<b>3%</b>	<b>+2,593</b>	<b>+2,187</b>	<b>+407</b>

**Older People Services: £2,108k adverse (£300k adverse)**

4. This service is currently forecasting a £2,108k adverse position due to the ongoing effect of residential and nursing placements made in the last quarter of 2009/10 as reported at the time. This forecast also assumes that the £760k can be drawn down from the Earmarked Reserve held for Older People Services reducing the pressure from £2,683k to £2,108k as reported in this forecast.
5. Officers continue to take mitigating action to manage down this unprecedented increase which is further complicated by a slowing down in the number of clients no longer requiring a service; it is though considered unlikely that this service will deliver a balanced outturn position at year end. Discussions with other London Boroughs indicate that this is not a trend unique to LBH.

**Physical Disabilities: £80k favourable (no change)**

6. This service is currently forecasting a small underspend which is primarily due a smaller net increase in residential care weeks for quarter 1 than expected.

**Learning Disability: Nil variance (no change)**

7. This service is currently forecasting a balanced outturn which assumes that the £2,295k corporate contingency held for transitional children is received thereby reducing the pressure from £2,295k to nil as reported in this forecast. This forecast also assumes that the rate of transfer from Children to Adult services is in line with current expectations.

**Mental Health: £465k adverse (£107k adverse)**

8. The adverse movement is as a result of 5 additional residential placements resulting in an adverse pressure of £465k. This adverse position reflects the ongoing effect of residential and nursing placements made during 2009/10 as reported last year; it is considered unlikely that this service will deliver a balanced outturn position
9. This forecast also assumes that the £1,250k corporate contingency held for Mental Health Services is received reducing the pressure from £1,715k to £465k as reported in this forecast.
10. The month 2 report referred to a challenge regarding ordinary residence relating to 12 clients currently charged to other authorities and can confirm that a referral to the Secretary of State for a decision has been made. This is on-going and a future report will confirm the decision once known, in the meantime the current forecast excludes this risk.

**Housing Benefits: Nil variance (no change)**

11. This service is currently forecasting a balanced outturn on a gross budget of £138m.
12. The Housing Benefit budget, as reported last year experienced increased benefit uptake which is indicating a pressure for 2010/11 although at this stage management are forecasting a break even position due to mitigating actions being undertaken.

**Housing Need Services: £100k adverse (no change)**

13. This adverse position is due to difficulties in procuring appropriate housing units for homeless families as planned. This has resulted in additional pressures in temporary accommodation and Bed & Breakfast budgets. The forecast assumes that the £0.8m corporate contingency held for this Service is received thereby reducing the pressure from £0.8m to £100k as reported in this forecast.

14. There is also an emerging pressure of £250k as a result of possible slippage in delivery of an MTFE savings item although officers are undertaking mitigating actions to counter this slippage.

15. In addition, the forecast also doesn't include £140k of redundancy costs that have been incurred as part of the Housing Needs restructuring in line with the new corporate operating model. The forecast assumes this will be met from corporate balances.

**Other ASCH&H Services: Nil variance (no change)**

16. This service is currently forecasting outturn to be on budget.

**Housing HRA**

17. This service is currently forecasting a favourable outturn of £143k, a marginal improvement from the Month 4 position, see table below:

Division of Service		Current Budget £000	Forecast £000	% Var of budget	Variance (as at Month 5) £000	Variance (as at Month 4) £000	Change from Month 4 £000
HH Ltd: General and Special Services	Expenditure	+13,071	+13,071	0%	0	0	0
HH Ltd: Repairs Services	Expenditure	+11,068	+11,068	0%	0	0	0
LBH: General and Special Services	Expenditure	+2,416	+2,399	-1%	-17	-10	-7
LBH: Repairs Services	Expenditure	-215	-215	0%	0	0	0
Other Expenditure	Expenditure	+25,100	+24,974	-1%	-126	-117	-9
Income	Income	-53,330	-53,330	0%	0	0	0
<b>In Year (Surplus) / Deficit</b>	<b>Total</b>	<b>-1,890</b>	<b>-2,033</b>	<b>-8%</b>	<b>-143</b>	<b>-127</b>	<b>-16</b>

18. The overall favourable variance is mainly due to a reduction in the consolidated rate of interest thereby reducing the cost of HRA debt.

## Planning Environment and Community Services (PECS) Month 5

### Revenue: £521k Pressure (£9k adverse)

- At Month 5, the Group is forecasting an adverse variance of £521k representing an adverse movement of £9k on the month 4 position. The forecast variances are expressed net of any contingency provisions, which are detailed within the report.

Services		2010/11 (As at Month 5)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4
		£'000	£'000		£'000	£'000	£'000
Corporate Landlord	<i>Exp</i>	19,223	19,253	0%	+30	+36	-6
	<i>Inc</i>	-13,278	-12,802	-4%	+476	+461	+15
	<b>Total</b>	<b>5,945</b>	<b>6,451</b>	<b>9%</b>	<b>+506</b>	<b>+497</b>	<b>+9</b>
Public Safety & Environment	<i>Exp</i>	23,367	23,422	0%	+55	+55	0
	<i>Inc</i>	-2,633	-2,733	4%	-100	-100	0
	<b>Total</b>	<b>20,734</b>	<b>20,689</b>	<b>0%</b>	<b>-45</b>	<b>-45</b>	<b>0</b>
Sports, Culture & Leisure	<i>Exp</i>	18,423	18,413	0%	-10	-10	0
	<i>Inc</i>	-5,335	-5,265	-1%	+70	+70	0
	<b>Total</b>	<b>13,088</b>	<b>13,148</b>	<b>0%</b>	<b>+60</b>	<b>+60</b>	<b>0</b>
Planning, Trading Standards & Environmental Protection	<i>Exp</i>	5,681	5,681	0%	0	0	0
	<i>Inc</i>	-2,294	-2,294	0%	0	0	0
	<b>Total</b>	<b>3,388</b>	<b>3,388</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transportation & Planning Policy	<i>Exp</i>	13,359	13,184	-1%	-175	0	-175
	<i>Inc</i>	-12,592	-12,417	-1%	+175	0	+175
	<b>Total</b>	<b>768</b>	<b>768</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditure</b>		<b>80,054</b>	<b>79,954</b>	<b>0%</b>	<b>-100</b>	<b>+81</b>	<b>-181</b>
<b>Total Income</b>		<b>-36,132</b>	<b>-35,511</b>	<b>-2%</b>	<b>+621</b>	<b>+431</b>	<b>+190</b>
<b>Total PE&amp;CS</b>		<b>43,922</b>	<b>44,443</b>	<b>1%</b>	<b>+521</b>	<b>+512</b>	<b>+9</b>

### Contingent Items: Gross Pressure £2,150k (£10k adverse)

- The Council's 2010/11 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. The Waste Disposal Levy was formally set by West London Waste Authority at the end of January 2010. The contingency contains the last two years increases in the levy, and the gross pressure reflects the actual requirement based on the levy notification received in February 2010.
- The Planning income streams were identified as exceptional items last year. This was due to the downturn in the economy which had severely impacted the housing market and has continued to depress these income streams. The Authority's 2010/11 contingent budget contains provision for these affected income streams. The net position after the application of the contingency is shown in the table below.

Division of Service	Gross Pressure	Gross Pressure	Movement Month 4 to 5	Contingency	Net Pressure
	Month 5	Month 4			
Waste Disposal Levy	1,528	1,528	0	1,528	0
Recycling Services	150	150	0	150	0
Vehicle Fuel	80	80	0	80	0
Development Control	130	120	10	310	-180
Golf	262	262	0	262	0
<b>P&amp;CS – Total</b>	<b>2,150</b>	<b>2,140</b>	<b>10</b>	<b>2,330</b>	<b>-180</b>

4. The forecast for Development Control income is a gross pressure of £130k, the net position after the application of the contingency is a favourable variance of £180k.
5. The forecast position for Development Control Income has fallen marginally from Month 4. Minor and Other applications have both shown positive trends over the last quarter of 2009/10 and this has initially continued in the first 3 months of 2010/11 but has fallen back in the last 2 months. Minor applications are at 85% (month 2 100%) of the 4 years average, and Other applications are at 91% (month 2 92%) of the 4 year average.
6. The forecast position for Vehicle Fuel Pressure remains the same and is for full usage of the £80k contingency.
7. The bulk diesel purchase price continues to be relatively stable having averaged around 98p per litre for the first five months of the year. The industry commentators still point to an underlying upward trend, but the predictions of a 4p rise in prices towards the end of August failed to materialise, due to a fall in the price of oil and wholesale cost of diesel.
8. The forecast position at month 5 continues to be full usage of the contingency provision. However this position does not allow for any sustained price rise from the current levels. Given the planned increases in duty and potential increases over the remainder of the year there is considered to be a risk of a pressure on the contingency of around £40k. Given the difficulty in predicting price movements as shown in August, a formal variance is not being reported at this time.

**Corporate Landlord: £506k pressure (£9k adverse)**

9. The service is reporting a series of ongoing pressures that total £506k. These are listed below.
  - There is an ongoing pressure on income streams from commercial properties of £166k, due to a number of vacant tenancies in the Warnford Industrial Estate (£136k – including anticipated debt write-offs which have been increased by a further £15k from the month 4 position), 192 High Street, where premises have remained vacant (£16k) and a vacant unit in the Uxbridge Market (£14k). There is a proposal to let one of the vacant units at Warnford currently being considered, but if approved this will not provide any financial benefit until 2011/12.

- There is a projected shortfall of £72k on income from the hire of the Middlesex Suite, due a general slow down in demand set against a challenging income target.
- There is an anticipated shortfall of £81k on income from schools buy back of Facilities Management (FM) services, due to schools opting to procure services directly rather than through the FM Team. In order to try and address this position efforts continue to be made to raise awareness of the service offer, including activities such as visits to schools.
- There is a pressure of £28k on the cost of maintaining and keeping secure surplus properties prior to their disposal.
- There is a pressure on the Harlington Road depot of £159k. This chiefly relates to a reduction in the intensity of usage. This is due to 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. Some initial options have been identified in terms of revisions to current occupancy arrangements and income generation possibilities are also being examined, in order to mitigate this adverse position.

**Public Safety & Environment: £45k favourable (no change)**

**Waste Services: £10k favourable (no change)**

- 10. Street Cleansing:** An adverse expenditure variance of £90k continues to be forecast. The pressure relates to the activity required to maintain service standards. Management of the service continues to be focused on examining options to reduce the pressure without impacting on service levels.
- 11. Recycling Costs:** At month 5 the forecast remains full utilisation of the available £150k contingency. There continues to be a positive trend in recycling rates which generates pressures on the variable elements of the budget, particularly Gate Fees and recycling bags. The household recycling rate has been consistently above the 2009/10 level for the first four months of 2010/11. Income trends for recyclable materials are similar to last year, and the current levels of green garden waste are just slightly below the tonnages collected in 2009/10.
- 12. Waste Disposal:** The gross pressure of £1,528k reflects that the increase in the 2009/10 and 2010/11 waste levy that has now been confirmed by West London Waste Authority (WLWA) and is currently held in contingency. The Section 52(9) budget was reset for the new financial year as part of the Levy process and reflects the reduced tonnages experienced during 2009/10. At the end of August the tonnages being monitored are showing a marginal decrease of 4% on the 2009/10 levels.
- 13. Trade Waste:** A favourable income variance of £65k continues to be forecast, with business remaining consistent. The levels of aged debt continue to be closely monitored with write-offs only undertaken as a measure of last resort, and anticipated as being covered within the existing bad debt provision.
- 14. Civic Amenity Sites:** A favourable income variance of £35k continues to be forecast on the basis of the favourable prices for recovery of metal-based materials This income stream will continue to be closely monitored as the year progresses, given that metal prices have been highly volatile particularly over the last two years.

**Community Safety: £35k Underspend (no change)**

- 15.** The underspend represents savings on staffing due to maternity and sabbatical leave (£8k), and a saving on the Police ASB team, due to a favourable variance on pay costs (£27k).

**Sports Culture and Leisure: £60k Pressure (no change)**

**Arts Service: Nil Variance (no change)**

16. There is a pressure on income of £10k, which will be compensated for from Arts expenditure budgets.

**Leisure: £60k Pressure (no change)**

17. The service is reporting a £71k pressure due to the impact of the late opening of Botwell on the GLL management fee together with the associated delay in closing Hayes Pool, and a £9k pressure resulting from the need to pay security costs to undertake enforcement at car parks. This is being mitigated to a limited extent by savings in other budgets to achieve a net £60k pressure.

18. The Golf budgets were set to match the contracted income levels from Mack Trading, the contingency of £262k was set on the basis of the difference between the original budgeted income from Golf prior to the current arrangements. This budget is still required and will need to be allocated to the service, to ensure a balanced position.

**Transportation & Planning Policy: Nil variance**

**Off-Street Parking: Nil variance**

19. The reduced levels of Car Park income experienced during 2009/10 have continued into the first 2010/11, with the economic climate considered to be a significant factor. The income variance reflects a forecast based on trends to date. In order to achieve a nil variance it is being assumed that management action can be undertaken to reduce expenditure that will be sufficient to offset the anticipated income reduction.

## Education and Children Services (E&CS)

### Revenue: Nil variance (No change)

1. The Group is projecting a nil variance as at Month 5 for the 2010/11 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 5 are summarised in the following table:

Services		2010/11 (As at Month 5)	2010/11 (As at Month 5)	% Var of budget	Variances (+ adv/- fav)		
					Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4
		£'000	£'000		£'000	£'000	£'000
Resource, Policy & Performance	<i>Exp</i>	4,460	4,460	0%	0	0	0
	<i>Inc</i>	-2,389	-2,389	0%	0	0	0
	<b>Total</b>	<b>2,071</b>	<b>2,071</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
ECS Central Budget	<i>Exp</i>	18,994	18,994	0%	0	0	0
	<i>Inc</i>	-3,545	-3,545	0%	0	0	0
	<b>Total</b>	<b>15,449</b>	<b>15,449</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Learning & School Effectiveness Service	<i>Exp</i>	18,997	18,997	0%	0	0	0
	<i>Inc</i>	-13,293	-13,293	0%	0	0	0
	<b>Total</b>	<b>5,704</b>	<b>5,704</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Director's, Youth & Connexions	<i>Exp</i>	9,126	9,126	0%	0	0	0
	<i>Inc</i>	-913	-913	0%	0	0	0
	<b>Total</b>	<b>8,213</b>	<b>8,213</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Children & Families		39,425	39,540	1%	+115	+115	0
		-5,889	-6,004	1%	-115	-115	0
	<b>Total</b>	<b>33,536</b>	<b>33,536</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Asylum Services	<i>Exp</i>	14,490	9,939	-31%	-4,551	-4,551	0
	<i>Inc</i>	-13,936	-8,175	41%	+5,761	+5,784	-23
	<b>Total</b>	<b>554</b>	<b>1,764</b>	<b>10%</b>	<b>+1,210</b>	<b>+1,233</b>	<b>-23</b>
<b>Total Exp</b>	<b>Exp</b>	<b>105,492</b>	<b>101,056</b>	<b>4%</b>	<b>-4,436</b>	<b>-4,436</b>	<b>0</b>
<b>Total Inc</b>	<b>Inc</b>	<b>-39,965</b>	<b>-34,319</b>	<b>14%</b>	<b>+5,646</b>	<b>+5,669</b>	<b>-23</b>
<b>Sub-Total Normal Activities</b>		<b>65,527</b>	<b>66,737</b>	<b>2%</b>	<b>+1,210</b>	<b>+1,233</b>	<b>-23</b>

### 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 2010-11 would be carried forward into 2011-12 and would have no effect on the General Fund.

**Learning & School Effectiveness: Nil variance (No change)**

5. An emerging issue is an estimated pressure in excess of £500k due to a whole round of redundancies which are currently in the consultation process at Northwood, Mellow Lane and Hedgewood schools.

**Children and Families: Nil variance (No change)**

6. The Children & Families is projecting a break even position as at Month 5.
7. There has been an increase in the reported pressure within SEN transport in respect of new routes and fuel costs of £150k. This increase has been offset by savings generated through the re-tendering of routes. Therefore the previously reported pressure of £316k remains an issue. In the previous financial years, this pressure has been offset by one off savings in other areas within the service.

**Asylum Service £1,210k (£23k Improvement)**

8. The Asylum service is reporting a budget pressure of £1,210k in the 2010/11 financial year, a £23k improvement on Month. The pressure is due to the ongoing demand for the service and the continued under-funding by the Government.
9. The previously reported pressure for both Exhausted All Appeals and ineligible clients of £892k and Naturalised clients of £74k remains same.
10. The service has been working on reducing indirect costs due to the limits on the amount of expenditure that can be recovered by grant.

## Central Services

### Revenue: £223k underspend (£223k improvement)

1. The forecast position for the central services revenue budget as at month 5 is an underspend of £223k, an improvement of £223k from the month 4 projections.

Service		2010/11 (As at Month 5)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 5)	Variance (As at Month 4)	Change from Month 4
		£'000	£'000		£'000	£'000	£'000
Deputy Chief Executive's Office	<i>Exp</i>	11,322	10,974	-3%	-348	-208	-140
	<i>Inc</i>	-3,517	-3,388	-4%	+129	+130	-1
	<b>Total</b>	<b>7,805</b>	<b>7,586</b>	<b>-3%</b>	<b>-219</b>	<b>-78</b>	<b>-141</b>
Finance & Business Services	<i>Exp</i>	37,041	36,655	-1%	-386	-21	-365
	<i>Inc</i>	-25,247	-24,865	-2%	+382	+267	+115
	<b>Total</b>	<b>11,794</b>	<b>11,790</b>	<b>0%</b>	<b>-4</b>	<b>+246</b>	<b>-250</b>
Recovery plan savings	<i>Exp</i>		0	0%	0	-168	+168
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>-168</b>	<b>+168</b>
<b>Total Exp</b>	<i>Exp</i>	<b>48,363</b>	<b>47,629</b>	<b>-2%</b>	<b>-734</b>	<b>-397</b>	<b>-337</b>
<b>Total Inc</b>	<i>Inc</i>	<b>-28,764</b>	<b>-28,253</b>	<b>-2%</b>	<b>+511</b>	<b>+397</b>	<b>+114</b>
<b>Group total</b>	<b>Total</b>	<b>19,599</b>	<b>19,376</b>	<b>-3%</b>	<b>-223</b>	<b>0</b>	<b>-223</b>

### Finance & Business Services: £4k underspend (£250k improvement)

2. The Finance & Business Services Directorate budgets are projecting an underspend of £4k, an improvement of £250k from the month 4 projections. This comprises of a projected underspend of £386k on expenditure budgets (an improvement of £365k on the month 4 projections), due to the financial outcomes of the various BID workstreams affecting Finance and Business Services having now been fully assessed and incorporated into the projected outturn for the current year.
3. The underspend of £386k on expenditure is due to, an underspend of £536k on salary budgets across the Department (£87k in Accounting Services, £308k in Passenger Services, £73k in Building Control and £68k in ICT), where posts are being held vacant as part of the BID Workstreams, and an underspend of £40k on the cost of Audit fees, due to the cessation of the CAA Audit. This is netted down by an overspend of £170k on ICT Licence and software payments and an overspend of £20k on Fleet maintenance costs.
4. The shortfall of £382k in income streams relates to an under recovery of £400k on Passenger Services and Fleet Management Income and an under recovery of £65k on Building Control Income, netted down by surplus income from Bereavement services of £50k, and one off income from external sources totalling £33k

### Deputy Chief Executive's Office: £219k underspend (£141k improvement)

5. The Deputy Chief Executive's Office budgets are projecting an underspend of £219k in month 5, an improvement of £141k on the month 4 projections, of which there is a projected underspend of £348k on expenditure budgets (an improvement of £140k on the month 4 projections), due to a the incorporation of projected underspends on Members Allowances and Voluntary Sector Grants where the budgetary provisions are in excess of projected commitments.
6. The underspend of £348k on expenditure budgets relates to a number of variances as follows:

- An underspend of £209k on staffing costs across the service, primarily due to a number of vacant posts that exist, as each post is being reviewed and held vacant pending the outcomes of the BID Workstreams.
- An underspend of £55k on the Voluntary Sector Grants budget, where the grants budget is £55k in excess of the grants that have been awarded.
- An underspend of £45k on Members' Allowances where the budget provision is £45k in excess of the projected cost for Special Responsibility allowances for the current administration.
- An underspend of £39k on the cost of printing in the Communications team.

7. The shortfall of £129k on income streams relates to a number of budgets as follows:

- A projected shortfall of £128k in Legal services relating to services provided to Hillingdon Homes. An action plan is being put in place to mitigate this, although due to the timing of some of the proposed action, it is unlikely that this will fully cover the shortfall in this year.
- Under-recovery of income from the Hillingdon Business forum and Uxbridge Town Centre of £12k.
- A shortfall of £9k on the buy back of Payroll services by schools, where three schools have decided not to renew their contract this year.
- An over recovery of £20k from schools purchasing the Occupational Health Service.

#### **Recovery Plan Savings:**

8. Both Senior Management teams have put in place a range of options to address the relevant variances within their department, all of these have now been implemented and built into the base budget, which has removed the target in month 5, thus reducing the target from month 4 by £168k.

#### **Contingency Items**

9. The Corporate Contingency holds a number of budgets relating to exceptional items linked to the downturn in the economy which had severely impacted the housing market and has continued to depress a number of income streams. The net position after the application of the contingency is shown in the table below.

Contingent Item	Gross Pressure	Gross Pressure	Movement Month 4 to 5	Contingency	Net Pressure
	Month 5 £'000	Month 4 £'000		£'000	£'000
Building Control	225	225	0	135	+90
Land Charges (volume pressures)	774	774	0	715	+59
Self Insurance Fund	420	420	0	420	0
<b>Total</b>	<b>1,419</b>	<b>1,419</b>	<b>0</b>	<b>1,270</b>	<b>+149</b>

#### **Building Control Income: £225k Gross Pressure (no change)**

10. The forecast for Building Control income is a gross pressure of £225k. The fees for the first 5 months of 2010/11 are down by 5% on the same period in 2009/10, and 14% below the 3 year average.

**Land charges: £774k Gross Pressure (no change)**

11. Land charge income has moved to a cost recovery basis due to statutory changes in regulations enacted in December 2008. The figures also include the forecast relating to the impact of the recent Ministry of Justice (MOJ) decision to revoke the charging of a fee for personal searches, which relates to guidance previously issued from the Information Commission Office (ICO). The guidance proposed 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. The instruction from the MOJ came into force on 17<sup>th</sup> August, and will be backdated to when the Environment Information Regulations came into force in January 2005. The part year effect of not being able to charge for personal searches in 2010/11 is a pressure of £85k (the full year effect equating to £145k). A detailed assessment of the financial impact of the requirement to apply the legislation back to January 2005, is currently being undertaken.

**Self Insurance Fund: £420k Gross Pressure (no change)**

12. The Corporate Risk Contingency holds a budget of £420k to cover the costs of insurance claims, where the Council is liable for the excess, which currently stands at £100k. Based on current projections this contingency sum will be fully required to cover the costs of the excess payments made in 2010/11.

**Capital Programme: £17,231k Underspend (£5,602k improvement)**

53. The Capital Programme is reporting an underspend of £17,231k (£11,629k Month 4).

54. Expenditure for the whole capital programme is £15,895k which equates to 15% of the revised programme. Further detail is provided below for each individual department.

Groups	Original Budget	Revised Budget	Capital Spend Month 5	Actual Spend % of Revised Budget	Forecast outturn	Variance (Forecast)
	£'000	£'000	£'000	%	£'000	£'000
Adult Social Care, Health & Housing	4,960	4,853	1,036	21%	4,436	-417
Education & Children's Services	27,241	27,280	4,045	15%	24,187	-3,093
Planning, Environment and Community Services	25,392	26,791	1,897	7%	19,137	-7,654
Finance & Resources	1,378	1,572	352	22%	1,572	0
Deputy Chief Executive	300	300	62	21%	300	0
Major Construction Projects	15,215	21,225	5,769	27%	18,894	-2,331
Partners - LAA Reward Grant	670	755	0	0%	749	-6
<b>Group Total</b>	<b>75,156</b>	<b>82,776</b>	<b>13,161</b>	<b>16%</b>	<b>69,275</b>	<b>-13,501</b>
Recovery from Contingency					0	0
Programme Contingency	1,500	1,500	0	0%	0	-1,500
Contingency	500	500	0	0%	0	-500
<b>Contingency Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>-2,000</b>
HRA	22,568	22,362	2,734	12%	20,632	-1,730
<b>Total</b>	<b>99,724</b>	<b>107,138</b>	<b>15,895</b>	<b>15%</b>	<b>89,907</b>	<b>-17,231</b>

**Adult Social Care, Health and Housing (ASCH&H)**

**HRA: £1,730k Underspend (£1,500k improvement)**

55. A summary of the programme for HRA is shown below :

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 5	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
Capital Works	10,000	9,746	Y	1,550	16%	9,746	0
HRA - New Build - HRA Pipeline Sites Phase 1	7,508	7,348	Y	758	10%	6,848	-500
HRA - New Build - Extra Care Sites Phase 1 (Triscott House)	3,430	3,590	Y	330	9%	2,510	-1,080
Cash Incentive Scheme	150	150	Y	0	0%	0	-150
HRA - Estates Improvements	1,280	1,502	Y	96	6%	1,502	0
Other Projects	200	0	N	0		0	0
Townfield Community Centre	0	26	Y	0	0%	26	0
<b>HRA – Total</b>	<b>22,568</b>	<b>22,362</b>		<b>2,734</b>	<b>12%</b>	<b>20,632</b>	<b>-1,730</b>

56. The outturn of HRA is £20,632k out of a revised budget of £22,362k.

57. The £500k underspend on Phase 1 of the HRA Pipeline Sites is due to delays resulting from issues at one site causing works to slip into 2011/12. There is a potential pressure of £65k on design costs in 2011/12 which is currently being investigated.

58. The £1,080k underspend reported on Triscott House new build project is based on a revised profile of expenditure from the contractor. The project is still expected to complete on budget to the original timetable of September 2011.

**Adult Social Care, Health and Housing: £417k Underspend (£387k improvement)**

59. 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 5	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
<b>100% Grant Funded</b>							
PSRSG for WL Empty Property Grant	1,100	1,100	Part	229	21%	900	-200
Mental Health – Mead House	114	250	Y	92	37%	250	0
<b>ASC,H&amp;H (Non HRA – 100% Grant Funded) – Total</b>	<b>1,214</b>	<b>1,350</b>		<b>321</b>	<b>24%</b>	<b>1,150</b>	<b>-200</b>
<b>Non-Grant Funded</b>							
Disabled Facilities Grants	3,000	2,823	Y	442	16%	2,636	-187
Private Sector Renewal Grants	450	450	Y	67	15%	420	-30
Colne Park Caravan Sites	296	230	Y	206	90%	230	0
<b>ASC,H&amp;H (Non HRA – Non Grant Funded) – Total</b>	<b>3,746</b>	<b>3,503</b>		<b>715</b>	<b>20%</b>	<b>3,286</b>	<b>-217</b>
<b>ASC,H&amp;H – Total</b>	<b>4,960</b>	<b>4,853</b>		<b>1,036</b>	<b>21%</b>	<b>4,436</b>	<b>-417</b>

60. The outturn position of ASCH&H is £4,823k out of a revised budget of £4,853k.

61. It is anticipated that the Empty Property Grant funding will be reduced by £200k during October so 2010 spending on this scheme has been curtailed.

62. As a result of the Council's financial situation a review of cases has slowed down referrals for the Disabled Facilities Grant, reducing the outturn forecast and council borrowing in the current year by £187k.

## Education and Children's Services: £2,932k Underspend (£161k improvement)

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 5	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
<b>100% Grant/Externally Funded</b>							
Early Years Foundation Stage – Surestart	1,169	1,379	0	21	2%	1,379	0
Extended Schools	251	485	Part	307	63%	485	0
Formula Capital Devolved to Schools	3,876	3,207	N/A	359*	21%	2,245	-962
Guru Nanak - Expansion 2010	5,710	6,843	Y	1,439	21%	6,843	0
Pathfinder (Playgrounds)	598	598	Part	338	57%	598	0
Pinkwell	0	189	Y	0	0%	189	0
Primary School Expansions Phase I	1,942	258	Part	300*	0%	258	0
Primary School Expansions Phase II	5,150	5,150	N	0	0%	5,150	0
Rosedale College - S106 only	0	26	N	0	0%	26	0
School travel Plans	0	127	Y	16	13%	86	-41
Schools Kitchens	4,928	4,346	Part	1,048	24%	4,346	0
Specialist Schools	0	12	Y	2	17%	12	0
Surestart - AHDC short breaks	365	55	Y	4	7%	55	0
Vehicle Workshops - West Drayton Young Peoples Centre	0	40	N/A	0	0%	40	0
Investment in Young People's Facilities	167	84	Part	0	0%	84	0
Island U - Virtual School Project	0	60	N	0	0%	60	0
<b>Total 100% Grant/Externally Funded</b>	<b>24,156</b>	<b>22,859</b>	<b>0</b>	<b>3,834</b>	<b>224%</b>	<b>21,856</b>	<b>-1,003</b>
<b>Non Grant Funded</b>							
Expansion Haydon	0	14	Y	0	0%	14	0
Urgent Building Condition Projects (Modernisation)	1,985	2,837	Part	46	2%	1,986	-851
School Places Provision (Basic Needs)	0	92	Part	0	0%	92	0
Building Schools for the 21st Century	1,000	1,000	0	0	0%	0	-1,000
Schools Access Programme	100	478	Part	72	15%	239	-239
<b>Total 100% Non Grant Funded</b>	<b>3,085</b>	<b>4,421</b>		<b>118</b>	<b>3%</b>	<b>2,331</b>	<b>-2,090</b>
<b>E&amp;CS – Total</b>	<b>27,241</b>	<b>27,280</b>		<b>3,952</b>	<b>14%</b>	<b>24,187</b>	<b>-3,093</b>

63. The outturn position of E&CS is £24,187k (Month 4 £25,222k) out of a budget of £27,280k (Month 2 £28,895k).

64. The forecast outturn for the Schools Access Programme has been reduced by £161k reflecting the lower than anticipated level of uptake from Schools and resulting in the underspend of £239k.

**Planning, Environment and Community Services: £7,654k Underspend (£1,617k improvement)**

Capital Schemes 2009/10	Original Budget	Revised Budget	Budget Released	Capital Spend Month 5	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
<b>100% Grant/Externally Funded</b>							
S106/S278 Schemes	0	361	Part	99	27%	361	0
Safer Stronger Communities Fund	50	50	N	43	86%	50	0
Botwell Multi Use Games Area	100	242	Part	228	94%	242	0
BSP funded by Transport for London	4,000	3,585	Part	0	0%	3,585	0
<b>Total 100% Grant/Externally Funded</b>	<b>4,150</b>	<b>4,238</b>		<b>370</b>	<b>9%</b>	<b>4,238</b>	<b>0</b>
<b>Non Grant Funded</b>							<b>0</b>
South Ruislip Development	4,661	4,661	Part	25	1%	2,100	-2,561
Highgrove Pool Phase II	4,100	4,100	Part	0	0%	550	-3,550
Hayes End Library Development	2,600	2,600	N	0	0%	800	-1,800
Winston Churchill Hall Refurbishment	430	430	Y	0	0%	430	0
Manor Farm Stables Development	371	451	N	0	0%	451	0
Willow Tree Centre	300	300	N	0	0%	300	0
William Byrd Pool	250	250	N	0	0%	250	0
North Hillingdon Adult Education Centre Roof Replacement	155	155	Part	0	0%	155	0
Manor Farm	0	0	Y	1		257	257
Property Enhancements Programme	500	500	N	10	2%	495	-5
Property Enhancements Programme Contingency	0	0	N	5		5	5
Youth Offending Team consolidation into Link 1A / cashiers	0	30	Y	9	30%	30	0
Civic Centre Security Improvements	0	107	Y	46	43%	107	0
Civic Centre Enhancements	1,590	1,590	Part	24	2%	1,590	0
Libraries Refurbishment	622	1,037	Y	332	32%	1,037	0
Harmondsworth Dog Free Mini Football Area	0	5	Y	0	0%	5	0
Ruislip Lido Toilets	0	100	Y	11	11%	100	0
CCTV Programme	230	230	N	0	0%	230	0
Chrysalis Programme	1,000	955	Y	15	2%	955	0
Town Centre Initiative	525	525	N	90	17%	525	0
Highways Improvements	1,100	1,100	Part	935	85%	1,100	0
Highways Localities Programme	258	258	N	0	0%	258	0
Road Safety	250	250	Part	0	0%	250	0
Street Lighting	300	300	Part	24	8%	300	0
Environmental Assets	2,000	2,000	N	0	0%	2,000	0
Fassnidge Park adiZone	0	148	N	0	0%	148	0
Purchase of Vehicles	0	471	Y	0	0%	471	0
<b>Total Non Grant Funded</b>	<b>21,242</b>	<b>22,553</b>		<b>1,527</b>	<b>7%</b>	<b>14,899</b>	<b>-7,654</b>
<b>PE&amp;CS – Total</b>	<b>25,392</b>	<b>26,791</b>		<b>1,897</b>	<b>7%</b>	<b>19,137</b>	<b>-7,654</b>

65. The forecast outturn position of PECS is £19,137k out of a budget of £26,791k

66. The South Ruislip Development is projecting to underspend by £2,561k (increase of £1,633k from £928k in Month 4) in the current year due to additional rephasing into 2011/12. The planned date for completion remains July 2011.

## Major Construction Projects: £2,331k underspend in 2010/11 (£1,937k favourable)

Capital Schemes 2009/10	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 5 £' 000	Actual % of Revised Budget %	Forecast Outturn 2010/11 £' 000	Forecast Outturn 2011/12 £' 000	Forecast Variance 2010/11 £' 000	Forecast Variance Total Project £' 000
<b>Planning, Environment and Community Services</b>								
Arundel Road Development HIP	3,018	Part	0	0%	18	0	-3,000	-3,000
Botwell Green (including Gymnastics Centre )	627	Y	1,651	263%	2,897	297	+2,270	+2,567
Boxing Club	0	N/A	0	No Budget	0	0	0	0
Brookfield – Second Floor	15	Y	1	7%	15	0	0	0
Farm Barns	250	Y	0	0%	280	0	+30	-125
Hillingdon Cemetery & Chapel - Insurance work	264	Insurance	0	No Budget	264	2,073	0	0
Hillingdon Sports and Leisure Centre	1,266	Y	362	29%	1,537	0	+271	+271
Minet Cycle Club	349	Part	237	68%	339	10	-10	0
New Years Green Lane Civic Amenity Site	3,973	Part	85	2%	1,900	2,073	-2,073	0
Queensmead Fitness Centre Refurbishment	28	Y	21	75%	28	0	0	0
<b>Education and Children's Services – 100% Grant/Externally Funded</b>								
Children's Centres – Phase 2	626	Y	276	44%	816	0	+190	+190
Children's Centres – Phase 3	3,243	Y	1,013	31%	3,243	0	0	0
Longmead - Laurel Lane	1,612	Y	892	55%	1,612	0	0	0
Merrifields fit out for short breaks	375	Y	263	70%	370	5	-5	0
Pinkwell New Classrooms	20	0	0	0%	20	0	0	0
Pinkwell School Hall	478	Y	301	63%	478	0	0	0
<b>Education and Children's Services – Non Grant Funded</b>								
Glebe Primary School	31	Y	0	0%	31	0	0	0
Heathrow Primary	18	Y	1	6%	18	0	0	0
New Young People's Centre	1,726	Y	584	34%	1,726	0	0	0
Primary Capital Programme (6 Schools)	1,684	Y	0	0%	1,684	0	0	0
Ruislip High School - Original Build	273	Y	50	18%	273	0	0	0
Targeted Capital - Oak Farm	388	Y	0	0%	388	0	0	0
Targeted Capital - Uxbridge High	32	Y	2	6%	32	0	0	0
<b>Council Wide</b>								
Project QS support	79	N	30	38%	75	0	-4	-4
Major Construction Project Fees	850	0	0	0%	850	0	0	0
<b>Major Construction Projects – Total</b>	<b>21,225</b>	<b>0</b>	<b>5,769</b>	<b>27%</b>	<b>18,894</b>	<b>4,458</b>	<b>-2,331</b>	<b>-101</b>

67. The outturn position of MCP is £18,894k out of a budget of £21,225k.

68. The forecast profile for New Year's Green Lane has been revised this month to reflect the delay in commencing works, the project is still planned to complete in 2011/12. £2,073k of costs has been rephased into 2011/12.

69. The Ruislip High School Sixth Form Expansion scheduled for 2011/12 is estimated to require £150k for consultants to progress the scheme in the current year. S106 funding has been

identified and should this applied to the scheme it will be possible to commence the project in 2010/11 at no additional cost to the council.

**Central Services: £Nil Variance (Nil Variance)**

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 5 £' 000	Actual % of Revised Budget %	Forecast Outturn £' 000	Forecast Variance £' 000
Leader's Initiative	300	300	Part	62	21%	300	0
<b>DCE – Total</b>	<b>300</b>	<b>300</b>		<b>62</b>	<b>21%</b>	<b>300</b>	<b>0</b>
ICT Asset Management Strategy	1,378	1,572	Part	352	22%	1,572	0
<b>F&amp;R – Total</b>	<b>1,378</b>	<b>1,572</b>		<b>352</b>	<b>22%</b>	<b>1,572</b>	<b>0</b>
<b>Central Services - Total</b>	<b>1,678</b>	<b>1,872</b>		<b>414</b>	<b>22%</b>	<b>1,872</b>	<b>0</b>

70. There has been no change to the final outturn position of Central Services, remaining at £1,872k out of a revised budget of £1,872k.

**Partners: £6k favourable (Nil Variance)**

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 5 £' 000	Actual % of Revised Budget %	Forecast Outturn £' 000	Forecast Variance £' 000
LAA Reward Grant Share to Primary Care Trust	335	335	0	0	0%	333	-2
LAA Reward Grant Share to Community Safety Partnership	140	140	0	0	0%	140	0
LAA Reward Grant Share to BAA & Uxbridge College	130	130	0	0	0%	128	-2
LAA Reward Grant Share to Ground Work Trust	65	65	0	0	0%	63	-2
LAA Reward Grant Share to HAVS	0	85	0	0	0%	85	0
<b>Partners - Total</b>	<b>670</b>	<b>755</b>		<b>0</b>	<b>0%</b>	<b>749</b>	<b>-6</b>

71. There has been no change to the final outturn position for grants to partners, remaining at £749k out of a revised budget of £755k.

**Capital Contingency: £2,000k underspend (Nil Variance)**

Capital Schemes 2009/10	Original Budget £' 000	Revised Budget £' 000	Capital Spend Month 5 £' 000	Actual Spend % of Revised Budget %	Forecast Outturn £' 000	Variance £' 000
Purchase of Vehicles	1,500	1,500	0	0%	0	-1,500
General Contingency	500	500	0	100%	0	-500
<b>Contingency - Total</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>100%</b>	<b>0</b>	<b>-2,000</b>

72. The contingency is not currently forecasting any outturn due to the underspend in the main capital programme enabling overspends to be contained in the directorates or total programme.

## **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 August 2010.
2. As at 31<sup>st</sup> August 2010 the Council's portfolio of deposits and debt were 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: 0.87%**

	<b>Actual £m</b>	<b>Actual %</b>	<b>Bench- mark %</b>
Up to 1 Month	14.5	30.79	65.00
1-2 Months	9.0	19.11	15.00
2-3 Months	5.0	10.62	10.00
3-6 Months	2.7	5.73	5.00
6-9 Months	2.0	4.25	5.00
9-12 Months	0.0	0.00	0.00
<b>Subtotal</b>	<b>33.2</b>	<b>70.50</b>	<b>100</b>
Unpaid Maturities	13.9	29.50	0.00
<b>Total</b>	<b>47.1</b>	<b>100</b>	<b>100</b>

3. With the exception of the unpaid Icelandic investments, deposits are held with UK institutions, which hold at a minimum, a Fitch AA- long-term credit rating.
4. Deposits are currently held with the following institutions; Henderson MMF, HSBC MMF, Invesco MMF, Royal Bank of Scotland, Standard Life MMF, Barclays Bank, Lloyds TSB Banking Group and Nationwide BS.
5. During August, fixed-term deposits matured in line with cash flow requirements. Cash movements throughout the month resulted in a net outflow from instant access accounts and a reduced balance at month end.

### **Outstanding Debt - Average Interest Rate on Debt: 3.57%**

	<b>Actual £m</b>	<b>Actual %</b>
PWLB	120.9	71.7
Long-Term Market	48.0	28.3
Temporary	0.0	0.0
<b>Total</b>	<b>168.9</b>	<b>100</b>

6. Short term borrowing totalling £1m was taken and repaid during August. There were no early debt repayments or rescheduling opportunities during the month.

### **Prudential Indicators**

7. There were no breaches of the prudential indicators during August.

## Ongoing Strategy

8. The current strategy is to place all surplus cash in instant access accounts and if required place short-term fixed deposits to ensure funds are available to meet September's payment obligations. It has been identified there is a possibility that temporary short-term borrowing may be required during September.
9. During August the PWLB rates remained low and premiums stayed high. It therefore remained financially unviable to rescheduling debt.

## APPENDIX C

### Retaining of agency for Adult Social Care, Health, and Housing Services.

2 contract workers have been employed to undertake a range of duties to support the Commissioning Team including re-tendering of LD contracts and commissioning of the new Extra Care service. These posts are Joint Commissioning Team Manager (Post 1) and Joint Commissioning Manager Learning Disability Services (Post 2). Although the cost of each of these posts will exceed £50k in 2010/11 they are funded by vacancies held in the Contracts and Commissioning Teams pending the outcome of the common operating model. Post 1 will continue until the end of October 2010 and Post 2 will continue for the rest of this Financial Year.

The table below sets out the costs for these posts:

<b>Roles</b>	<b>Cost</b>
	£000's
Post 1	69
Post 2	84
<b>Total</b>	<b>153</b>

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