



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 18
NOVEMBER 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

Councillors in the Cabinet:

Ray Puddifoot (Chairman)
Leader of the Council

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

Jonathan Bianco
Finance, Property & Business Services

Keith Burrows
Planning, Transportation & Recycling

Philip Corthorne
Social Services, Health & Housing

Henry Higgins
Culture, Sport & Leisure

Douglas Mills
Improvement, Partnerships & Community Safety

Scott Seaman-Digby
Co-ordination & Central Services

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Contact:
Mark Braddock
Tel: 01895 250470
Fax: 01895 277373
Email: mbraddock@hillington.gov.uk

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



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Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting held on 14th October 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 Determination of Statutory Proposals to enlarge the premises at 7 Primary Schools in the Borough (Cllr Simmonds) 13 - 62
- 6 External Services Scrutiny Committee - Major review report from the Health Inequalities Working Group of the effect of overcrowding on educational attainment and children's development (Cllr Simmonds and Corthorne) 63 - 106
- 7 Hillingdon Local Development Framework: Pre-submission Draft Core Strategy (Cllr Burrows) 107 - 114
- 8 Older People's Plan 2008 - 2011 Quarter 2 update (Cllrs Corthorne and Puddifoot) 115 - 132
- 9 Disabled People's Plan 2009 - 2012 update (Cllr Corthorne) 133 - 150
- 10 Draft West London Waste Plan: Proposed Sites and Policies Consultation Document (Cllr Burrows) 151 - 156
- 11 Hillingdon Voluntary Sector Compact (Cllr Mills) 157 - 162
- 12 Designation of Gatehill Farm Estate, Northwood as a Conservation Area (Cllr Burrows) 163 - 178
- 13 Monthly Budget Monitoring Report (Cllr Bianco)

REPORT TO FOLLOW

Cabinet Reports - Part 2 (Private and Not for Publication)

14	Contract for the construction of buildings at Brookside, William Byrd, Grange Park, Colham Manor, Cranford Park and Whitehall schools to provide an additional form of entry at each school under the primary school capital programme (Cllrs Bianco and Simmonds)	179 - 186
15	Howletts Lane Respite Unit for Disabled Children (Cllr Simmonds)	187 - 198
16	Investment in the West Drayton RAF site - allocation of balances from 20 year leasing scheme between Hillingdon Council and Catalyst Housing Group (Cllr Corthorne)	199 - 204
17	Mental Health Floating Support - award of contract (Cllr Corthorne and Seaman-Digby)	205 - 212
18	Acceptance of tender for term contract road signage (Cllr Burrows and Seaman-Digby)	213 - 220
19	Tender approval for a four year CCTV framework agreement including completion of the Civic Centre Security Improvements Project (Cllrs Mills and Seaman-Digby)	221 - 226
20	Voluntary Sector Leases (Cllr Bianco)	227 - 236
21	Phase 3 Libraries Refurbishment Programme (Cllr Higgins)	237 - 252
22	Former Honeycroft Day Centre, Honeycroft Hill, Uxbridge (Cllr Bianco)	253 - 258
23	The Grange, Pine Place, Hayes (Cllr Bianco)	259 - 264
24	44 Lowlands Road, Eastcote (Cllr Bianco)	265 - 272

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.

25 Any other items the Chairman agrees are relevant or urgent

Minutes

Cabinet

Thursday, 14 October 2010

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



Published on: 14 October 2010

Come into effect on: 21 October 2010

Cabinet Members Present:

Ray Puddifoot (Chairman)

Jonathan Bianco

Keith Burrows

Philip Corthorne

Henry Higgins

Sandra Jenkins

Douglas Mills

Scott Seaman-Digby

Members also Present:

George Cooper

Judith Cooper

Brian Crowe

Judy Kelly

Mo Khursheed

Edward Lavery

Mary O'Connor

John Riley

Anita MacDonald

191. APOLOGIES FOR ABSENCE

Cllr David Simmonds sent his apologies.

192. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Cllr Douglas Mills declared a personal interest on item 10 recommendation 6 (as a local resident) and on item 12 (as a previous employee of one of the companies mentioned in the report). He remained in the room during discussion on the items.

Cllr Ray Puddifoot declared a personal interest on item 10 recommendations 6 due to his relation to the Chairman of High Speed Two. He remained in the room during discussion on the item.

193. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING HELD ON 9 SEPTEMBER 2010

The minutes were approved.

194. 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.

195. PETITIONS TO THE COUNCIL

RESOLVED

That Cabinet recommends the Petition Scheme, as amended, to full Council for adoption as part of the Constitution.

Reasons for recommendation

Cabinet noted that by 15 December 2010, all councils were required (under the Local Democracy, Economic Development and Construction Act 2009) to have a Petition Scheme in place for their residents, which covered electronic petitions as well as paper petitions. Cabinet endorsed the proposals for implementing a revised Petition Scheme in Hillingdon to meet the new requirements as detailed in the Act, which subject to full Council approval will widen the way the Council handles petitions on behalf of Hillingdon residents.

Cabinet suggested a small amendment in relation to petitions to second or subsequent planning and licensing sub-committee meetings.

Alternative options considered and rejected

Cabinet could have considered amending the Petition Scheme further.

Officer to action:

Nikki Stubbs, Deputy Chief Executive's Office

196. STREET SCENE ENFORCEMENT IMPROVEMENTS

RESOLVED:

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) and that until the consultation is complete the Leader in conjunction with the Corporate Director of PE&CS will look at the fees to be levied to**

locally based Community Groups for street trading applications and agree an appropriate charge;

- 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.**

Reason for decision

Cabinet approved proposals aimed at ensuring proper control of activity taking place in public space in Hillingdon, particularly Town Centres. The aim of which was to make such areas more pleasant for residents.

Alternative options considered and rejected

Cabinet could have decided not to put forward these proposals and have less control over the street scene of the Borough.

Officers to action:

Bill Hickson, David Frost, Planning, Environment and Community Services

197. LOCAL IMPLEMENTATION PLAN 2011/12 FUNDING - SUBMISSION TO TRANSPORT FOR LONDON

RESOLVED:

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.**

Reason for decision

Cabinet approved the Local Implementation Plan bid in compliance with Transport for London requirements. Cabinet noted that when the Mayor of London announces the settlement later this financial year, the successful projects within the Plan will form part of the Council's Capital Programme for 2011/12.

Alternative options considered and rejected.

Cabinet could have decided not to submit a funding submission to TfL, which would have meant that many of the transport proposals benefiting the Borough would not be delivered.

Officers to action:

Bob Castelijns / Jales Tippell, Planning, Environment and Community Services

198. THE SINGLE CONVERSATION - BOROUGH INVESTMENT PLAN

RESOLVED:

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 in conjunction with the Cabinet Member for Social Services, 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 Members for Social Services Health and Housing and Improvement, Partnerships and Community Safety, amendments to details as required.**

Reasons for decision

Cabinet approved the draft Borough Investment Plan (BIP) which would assist the Council in helping to continue to secure funding and other support from the Homes and Communities Agency and its partner agencies. This in turn would help Hillingdon achieve strategic housing objectives benefiting residents.

Alternative options considered and rejected

The Cabinet could have decided not to submit a BIP, but realised that continued engagement with the Homes and Communities Agency had already invested substantial amounts of funding in the borough for affordable housing, with £55.7 million allocated in 2009/10.

Officer to action:

Marcia Gillings, Adult Social Care Health & Housing

199. LOCAL LAND CHARGES

RESOLVED:

The Cabinet:

- 1. Approve the removal of the £22 charge to personal searchers for access to the Local Land Charges Register, and**
- 2. Note that Home Information Packs have been suspended from 21st May 2010.**
- 3. Agrees to the proposed assisted search charging structure in Appendix 2.**

Reason for decision

Cabinet agreed the removal of the charge to personal searchers to come in line with legislation and agreed cost recovery charges for assisted searches in line with Environmental Information Regulations.

Alternative options considered and rejected.

None.

Officer to action:

Ian Inniss, Planning, Environment and Community Services

200. COUNCIL BUDGET - MONTH 5 2010/11 REVENUE AND CAPITAL MONITORING

RESOLVED:

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.**
- 6. Agree a new fund of initially £20k for professional advice on the High Speed 2 project currently out for public consultation; for it to be funded from the budget surplus from the former Building Schools for the Future Scheme and; any that expenditure be agreed by the Director of Planning, Environment and Community Services in consultation with the Leader.**

Reasons for decision

Cabinet monitored the Council's budgetary objectives and was informed of the latest forecast revenue and capital position for the current year 2010/11.

Cabinet also approved changes to capital budgets as a result of changes in external funding; approved virements in capital budgets between Groups; agreed to set up a budget for the Fassnidge Park AdiZone project; approved a capital budget for Hillingdon Cemetery and Chapel for the rectification of fire damage and finally approved a new fund for professional advice in relation to the High Speed 2 project.

Alternative options considered

None.

Officers to action:

Paul Whaymand/Christopher Neale, Finance and Resources

201. FRAMEWORK AGREEMENT FOR THE SUPPLY OF OFFICE STATIONERY, EDUCATIONAL SUPPLIES, BULK AND OFFICE PAPER, ELECTRONIC OFFICE SUPPLIES AND OFFICE EQUIPMENT

RESOLVED:

That Cabinet:

- 1. Approve the use of the London Contracts and Supplies Group (LCSG) framework agreement for the supply of the Council's office stationery and educational supplies, bulk and office paper, electronic office supplies and office equipment for the period to 31st March 2014 and;**
- 2. Instruct the Director of Finance and Resources that a stored stationery audit and initial ordering embargo process is developed by Corporate Procurement to reduce existing stocks of stored stationery and minimise initial ordering patterns; that this process be agreed in conjunction with the Cabinet Member for Co-ordination and Central Services prior to implementation.**

Reason for decision

Cabinet agreed to access the LCSG framework agreement which would ensure the Council benefited from competitive pricing for various office supplies and provide value for money to our residents.

Alternative options considered and rejected

The Cabinet could have decided not to seek more competitively priced supplies or could have agreed for the Council to undertake its own tender exercise.

Officer to action:

Janice Abbs, Finance and Business 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.

202. INSURANCE TENDER 2010

RESOLVED:

That Cabinet approve the awarding of the insurance contracts for a period of up to five years from 1st December 2010, as follows:-

- 1. Property, liability, motor and personal accident to Risk Management Partners**
- 2. Engineering to Royal Sun Alliance**

Reasons for decision

Cabinet noted that the current insurance programme was last tendered in 2005 and that the Council needed to have insurance in place to provide financial stability or it would bear all of the financial risk from claims that would otherwise be insured. Cabinet accepted the tenders that represented the most economically advantageous terms.

Alternative options considered and rejected

None.

Officers to action:

Steve Wilkins/Simone Batchelor, Finance and Business Services

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203. NEW LOW COST HOMEOWNERSHIP HOUSING AT GILBERT ROAD, HAREFIELD

RESOLVED:

That Cabinet agrees:

- 1. to the development of the Gilbert Road site for 5 two bedroom houses for Low Cost Home Ownership.**
- 2. that Officers accept the £190,000 of funding that is on offer from the Homes and Communities Agency (HCA) to pay for part of the scheme costs.**
- 3. the addition of this Gilbert Road project to the 2010/11 Capital Programme at a cost of £637,910 to be financed from £190,000 of HCA grant and £447,910 of HRA capital receipts or, subject to the Leader's agreement by prudential borrowing if necessary;**
- 4. to award the new build contract to Apollo Group PLC at a contract sum of £537,235**

Reason for decision

Cabinet agreed to move forward with a housing project to help local people get onto the property ladder and also improve an underused garage site that had been the subject of problems facing local residents such as anti-social behaviour. Cabinet agreed the tender that represented best value.

Alternative options considered and rejected

Cabinet could have left the site underused.

Officer to action:

Mazhar Ali, Adult Social Care, Health and Housing

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204. SPECIALIST HOUSING FOR PEOPLE WITH LEARNING DISABILITY AT 27 HORTON ROAD AND ASCOTT COURT

RESOLVED:

That Cabinet:

- 1. agrees to include the Horton Road project as a substitute site in Round 1 of the government's New Build Challenge Fund programme which received Cabinet approval on 15 October 2009.**
- 2. approves the development of the Horton Road site to provide an additional residential unit for a person with learning difficulties;**
- 3. approves the development of the Ascott Court site to provide additional homes for people with learning disabilities and add this scheme to the Council's capital programme 2010/11 in the sum of £201,931 to be financed by a mixture of HCA grant, HRA capital receipts, HRA balances and prudential borrowing.**
- 4. approves officers to go out to tender for the required works to both sites;**
- 5. approves authorises the Director of Adult Social Care, Health and Housing, in consultation with the Cabinet Member for Social Services, Health and Housing to accept the tender and award the works contract to Thomas Sinden Ltd to carry out the required works to both sites on a total scheme budget of £288,227.**
- 6. approves officers to instruct Calford Seaden Ltd to act as Employers Agent for both sites.**

Reason for decision

Cabinet agreed to proceed with the development of two sites to provide homes for people with learning disabilities, which would enable vulnerable service users to move from institutional (and high cost) forms of accommodation, such as residential care, to live independently.

Alternative options considered and rejected

Cabinet could have taken no action, which would have left the sites unused and would have caused a shortfall in the homes needed for people with learning disabilities.

Officer to action:

Mark Hall, Adult Social Care, Health and Housing

Exempt Information

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205. HIGHGROVE POOL PHASE II REFURBISHMENT - APPOINTMENT OF AN INTEGRATED PROJECT MANAGEMENT AND DESIGN TEAM

RESOLVED:

That Cabinet agrees to MACE being appointed as the Consultant to deliver Project Management and Full Design Team Services subject to full and final agreement of the terms of engagement with the London Borough of Hillingdon Standard Terms and Conditions.

Reason for decision

Cabinet endorsed the phase II refurbishment of Highgrove Pool which formed part of the Council's aim to develop of an extensive range of first class sports & leisure facilities for the Borough. Cabinet therefore agreed the necessary consultants required to progress the construction project.

Alternative options considered and rejected

Cabinet could have decided not to proceed with the phase II refurbishment of Highgrove Pool or defer the refurbishment programme.

Officers to action:

Mohamed Bhimani / Norman Benn, Planning Environment and Community Services

Exempt Information

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206. DEANESFIELD CHILDREN'S CENTRE

RESOLVED:

That Cabinet:-

- 1. Agrees to go ahead with building Deanesfield children's centre and early years centre on the basis that there is grant funding available for £919,000, (conditional on the Council achieving £919,000 worth of value build costs, fees etc) by 31st March 2011. However, if less value is achieved the Council will fund the shortfall.**
- 2. Agree that the Leader and Cabinet Member for Finance and Business Services in conjunction with the Director for Planning, Environment & Community Services can make a decision on the award of tender on receipt of the relevant information.**
- 3. Note that the Capital Release for the project will need to be approved along with the tender return approval to allow the project to start as required.**

Reasons for decision

Cabinet agreed to proceed with the building of Deanesfield Children's Centre as the Council would have been at risk of losing the Government grant to fund the project if the necessary authorisations were not given.

Alternative options considered and rejected

Cabinet could have decided not to progress the Centre.

Officer to action:

Boe Williams-Obasi, Planning, Environment and Community Services

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Special 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. The Chairman of the Corporate Services and Partnerships Policy Overview Committee also agreed that

this item be considered in accordance with the special urgency rules set out in the Constitution.

The meeting closed at 7:35pm

IMPORTANT INFORMATION

DECISION AUTHORITY

In accordance with the rules set out in the Constitution, the call-in period has been waived on item 16 (minute 206) so that this decision takes immediate effect.

The remainder of the Cabinet's decisions were not called-in by the Executive Scrutiny Committee and therefore come into effect 5pm Thursday 21st October 2010 after the call-in period expires.

Changes to proposed decisions:

Officers should note that the Cabinet amended recommendations and thereby agreed revised decisions on the following items:

Item 5 (minute 195), Item 6 (minute 196), Item 8 (minute 198), Item 10 (minute 200) and Item 11 (minute 201).

STATUTORY CONSULTATION TO ENLARGE THE PREMISES AT 7 PRIMARY SCHOOLS

Cabinet Member	Councillor David Simmonds
Cabinet Portfolio	Education & Children's Services
Officer Contact	Terry Brennan, Education and Children's Services
Papers with report	Appendix 1 - Consultation Summary Appendix 2 - Reference to research on school size & standards Appendix 3 - Hillingdon Births Appendix 4 - Complete Proposals (due to size circulated separately to Cabinet, Executive Scrutiny, Chief Officers only. Copies available for public inspection and in Group Offices)

HEADLINE INFORMATION

Purpose of report	To conditionally approve statutory proposals to enlarge the premises at 7 primary schools (Phase 1 of primary school expansions).
Contribution to our plans and strategies	Development and improvement of education in our schools (Council Plan 2007/10)
Financial Cost	£13.2m indicative costs included in the report
Relevant Policy Overview Committee	Education & Children's Services Policy Overview Committee
Ward(s) affected	All wards south of the A40

RECOMMENDATIONS

That Cabinet:

1. Conditionally approves the statutory proposals to enlarge the premises at:-

- a. Brookside Primary School
- b. Grange Park Infant School and Grange Park Junior School (linked proposals)
- c. William Byrd Primary School
- d. Cranford Park Primary School
- e. Whitehall Infant School and Whitehall Junior School (linked proposals)

2. Subject to the following conditions for each proposal being met by 15th April 2011:-

- (a) that the Office of the Schools Adjudicator approves a variation to the school's published admission number for September 2011; and
- (b) that the relevant admissions authority determines a higher published admission number for September 2012; and
- (c) that the necessary planning permissions are granted.

INFORMATION

Reasons for recommendation

Legislation came into force in September 2009, separating the processes of enlarging school premises and increasing school admission numbers. Statutory proposals to enlarge school premises are presented here. The council has finished consulting stakeholders on proposals to enlarge the premises of Brookside Primary School, Cranford Park Primary School, Grange Park Infant and Junior Schools, Whitehall Infant and Junior Schools, and William Byrd Primary School.

No objections have been received to the proposals for Brookside Primary School, Grange Park Infant and Junior Schools, and William Byrd Primary School. These proposals are therefore not contentious.

Objections have been received to the proposal for Cranford Park Primary School, and the linked proposals for Whitehall Infant and Junior Schools. Whilst taking note of each concern made, the Local Authority considers that each point can be addressed. Most importantly, no new options have emerged during the consultation that were not considered before drawing up the proposals. The Local Authority strongly believes that the proposals as put forward remain the best solution for the Local Authority to provide sufficient primary school places in time to meet growing demand in the Uxbridge and Hayes Cranford areas.

When considering each of the statutory proposals, the Cabinet must follow statutory guidance from the Department for Education by considering some key issues. The key issues are set out in paragraph 3 of this report. The decision options available to the Cabinet, as set out in school organisation regulations are to:

- (a) Reject each proposal
- (b) Approve each proposal
- (c) Approve each proposal with a modification (e.g. modify the proposed implementation date)
- (d) Approve each proposal subject to meeting specific conditions (e.g. planning permission)

The linked proposals for Infant and Junior schools (the Grange Park and Whitehall pairs of schools) must be determined together with one single decision covering both the Infant and Junior school.

All of the proposals are dependent upon future events, and therefore any approvals must be conditional. Planning permissions will be required for each proposal. Permission is required from the Office of the Schools Adjudicator to vary published admission numbers for September 2011 (because those numbers have already been published). Permission is required from the relevant admissions authorities to determine higher published admission numbers for September 2012 (the Schools Admissions Code states that these must be determined by April 15th 2011). The Local Authority is the admissions authority for all of these proposals, except Grange Park Infant and Junior Schools which as foundation schools are their own admissions authority.

For these reasons, officers recommend option (d) above for each proposal. If the council cannot make a decision on each proposal within 2 months of the consultation period ending (i.e. by December 6th 2010) then each undetermined proposal will be referred to the Office of the Schools Adjudicator for a decision.

Alternative options considered / risk management

The decision options set out above follow statutory school organisation regulations.

If any of the proposals are rejected, there is a risk that the council could fail in its statutory duty to provide sufficient school places. To ensure sufficient places, officers would need to look again at alternative solutions and report back to Cabinet by spring 2011.

Comments of Policy Overview Committee(s)

None at this stage.

SUPPORTING INFORMATION

1. Reasons for proposals

1.1 The reasons for proposing the permanent expansion of several primary schools were set out in a report to Cabinet in May 2010. Phase 1 school expansions will address long term pressure for primary school places already beginning from September 2010. Whilst temporary arrangements are in place for September 2010, statutory consultation with all key stakeholders is necessary before enlarging school premises to accommodate children beyond 2011.

2. Consultation

2.1 The Local Authority conducted the first phase of statutory consultations between June 11th 2010 and July 12th 2010. This included a meeting between council officers and the joint Governing Bodies of Whitehall Infant and Junior Schools on June 22nd 2010.

2.2 In August 2010, the Cabinet Member for Education and Children's Services considered the views expressed, and decided to proceed with further consultation through the publication of proposals in statutory notices. Notices were published and distributed on Wednesday 8th September 2010, with the statutory representation period concluding on Wednesday 6th October 2010.

2.3 In summary, the response to the whole consultation and representation period was as follows:

- **Brookside Primary School:** no responses were received. However a complaint was made at the outset that consultation material, particularly letters to be issued to parents, was not available in languages other than English. The Local Authority informed the school of the council's policy on translating material. The Local Authority also supplied the school with an additional information sheet, to be distributed at the school's own discretion, which could inform parents of the availability of a translation service. No further response was received. This proposal is therefore not contentious.
- **Grange Park Infant and Junior Schools** (linked proposals): no responses were received. These linked proposals are therefore not contentious.
- **William Byrd Primary School:** no responses were received. This proposal is therefore not contentious.

- **Cranford Park Primary School:** there were 3 individual responses containing a variety of concerns. A summary of the responses and the Local Authority's considerations are given in **Appendix 1** (Consultation Summary) of this report.
- **Whitehall Infant and Junior Schools** (linked proposals): there were 97 responses of which 8 expressed clear support, and a further 6 expressed some support but with concerns. All other responses expressed objections, including several specific points made by the governing bodies of both schools. The responses included 3 petitions containing a total of 631 signatories. A summary of the responses and the Local Authority's considerations are given in **Appendix 1** (Consultation Summary) of this report.

Petition Hearings

2.4 During the initial consultation period, three separate petitions were received containing 631 signatures objecting to the proposals for Whitehall Infant and Junior Schools. The Cabinet Member for Education and Children's Services agreed to meet with the petitioners to hear and consider their points of view before the council made any final decision on the proposals.

2.5 On November 8th 2010, the Cabinet Member for Education & Children's Services held a meeting with 3 petition groups who expressed opposition to the Whitehall schools proposals, and this meeting gave the petitioners an opportunity to elaborate on their views before final decisions are taken by the council. The points made by the petitioners are addressed within Table 3 of **Appendix 1** (Consultation Summary).

3. Duty of the Decision Maker

3.1 As set out in school organisation regulations, the Decision Maker for local school organisation proposals is the Local Authority. When considering each school organisation proposal, the Local Authority must follow statutory guidance in considering some key issues, which are:

- *A System Shaped by Parents, and Diversity*

3.2 The Local Authority has a duty to secure diversity in the provision of schools and to increase opportunities for parental choice when planning the provision of schools. The Uxbridge area already has diversity of provision with local Catholic and Church of England primary schools. The Hayes area already has diversity of provision with local Catholic, Church of England, and Sikh primary schools. Further diversity in these areas may come about through competitions for new schools. At present the likelihood of new schools is dependent on several factors and appears to be several years away, and this has been a key factor in deciding that the expansion of these schools offers the best solution to providing local school places in the required timescale.

- *Standards*

3.3 The Local Authority should be satisfied that proposals will contribute to raising local standards and improved attainment for children and young people, and the Local Authority should pay particular attention to the effects on groups that tend to under perform. Fundamentally, these goals can only be achieved if there are sufficient local school places for children to attend, and this is the reason for the proposals. Research published by the National Foundation for Educational Research has found no apparent link between school size and attainment so there is no obvious reason why schools' standards should be affected.

- *Every Child Matters*

3.4 The Local Authority should consider how proposals will help every child and young person achieve their potential in accordance with the ECM principles. Again, fundamentally these goals can only be achieved if there are sufficient local school places for children to attend, and this is the reason for the proposals.

- *Equal Opportunities Issues*

3.5 The Local Authority should consider whether there are discrimination issues that could arise from the proposed changes. There will be no issues, as the proposals will provide school places for each local community regardless of sex, race, religion or belief, or disability.

- *Need for Places*

3.6 The Local Authority should consider whether there is a fundamental need for the expansion and should consider the evidence for this. The Local Authority is proposing these school expansions based on clear evidence of increasing demand. This evidence has been gathered from the Office for National Statistics (ONS); the Greater London Authority (GLA); the local Primary Care Trust (PCT); the monitoring of local housing activity; and actual school applications.

3.7 The evidence overwhelmingly supports the fundamental need for more school places in the Hayes and Uxbridge areas. Births have risen, confirmed by ONS data, which means more children will require local school places in future. Net migration into the borough has rapidly increased since 2008, also confirmed by ONS data, and this is increasing school demand now. A significant number of new housing developments are likely to have contributed to the growing local demand for schools, and several more large developments are expected. Temporary school expansions have already been necessary in several regions of the borough for this school year. The growing demand for primary school places is not just a local issue; it is affecting most of Hillingdon, most London boroughs, and several regions of the country.

- *Travel and Accessibility*

3.8 The Local Authority should be satisfied that accessibility planning has been properly taken into account, that journey times would not be extended, and that consideration has been given to sustainable travel.

3.9 The proposed new school facilities will comply with disability regulations. The anticipated increase in demand will come from more local families, and the proposals will prevent excessive travel to other areas of the borough that may have school vacancies. The Council has been working with, and will continue working with schools to consider sustainable travel patterns through tools such as School Travel Plans, which can help reduce car journeys and the consequent impacts on the highway network. A Transport Statement or Transport Assessment is also something that would be prepared to support the planning applications for each proposal.

- *Land and Capital*

3.10 The Local Authority should be satisfied that the land and capital required to implement the proposals are definitely available and this should include confirmation of funding. For Local

Authority proposals, the confirmation of funding should come from an authorised person within the Local Authority.

3.11 Land is available. Brookside, Cranford Park, William Byrd, and Whitehall Infant and Junior Schools are all community schools and are council assets. The Grange Park schools are foundation schools and the proposals have been published with the full agreement and co-operation of the foundation Governing Body.

3.12 Capital is available as the Local Authority has made clear in publishing its own proposals. Confirmation of the funding is given in the Finance sections of this report.

- *School Playing Fields*

3.13 The Local Authority should be satisfied that the proposals will meet the required standards for school premises, including the minimum areas for team games, as set out in the Education (School Premises) Regulations 1999. If the minimum requirements cannot be met, then the proposers are required to seek Secretary of State agreement in principle to relax the regulations.

3.14 The Local Authority proposals will meet the required minimum standards for premises and playing fields. In some cases, this will require Multi-Use Games Areas (MUGAs) and access to nearby off-site playing fields.

- *Special Educational Needs*

3.15 The Local Authority is not proposing any changes to SEN provision with any of the statutory proposals presented in this report, therefore the Special Educational Needs Improvement Test is not applicable.

- *Views of Interested Parties*

3.16 The Local Authority should consider the views of all those affected by the proposals or anyone who has an interest in them. This includes objections made during the representation period once statutory proposals have been published. Statutory guidance stipulates that the Local Authority should give the greatest weight to any representations from stakeholders likely to be directly affected.

3.17 This report does carefully consider all views expressed during the whole consultation process, including the views of petitioners at the meeting held on November 8th 2010. The Local Authority feels that all of the concerns and points of objection can be addressed now, or will be addressed at the planning application stages. The views and concerns, including those explicitly expressed by petitioners and the governing bodies of Whitehall Infant and Junior Schools, are set out in **Appendix 1**.

- *Complete Proposals*

3.18 There is a statutory requirement to include with this report the Complete Proposals documents for each proposal. These statutory documents set out the reasons for the proposals and include details of consultation held prior to the recent statutory representation period. The Complete Proposals for each school are contained in **Appendix 4 (circulated separately)** to this report.

4. Conclusions

4.1 Whilst carefully considering and addressing each point made, the Local Authority still believes that each proposal offers the best solution to providing sufficient local school places in the required timescales. Significantly, no new options have emerged during the consultation process that had not been considered before drawing up the proposals.

4.2 For the Whitehall Infant and Junior Schools, several alternative options had already been considered before making these proposals, and further details are given in the appropriate section of **Appendix 1** (Consultation Summary). If the proposals presented here are rejected, alternative proposals will need to be reconsidered in order to ensure sufficient school places in the required timescale.

Financial Implications

The indicative costs for each proposal were prepared by Major Construction Projects and were contained within the Complete Proposals documents for each school. In summary these indicative costs are:

- Brookside Primary School = £2.44m
- Grange Park Infant School and Grange Park Junior School (linked proposals) = £2.52m
- William Byrd Primary School = £2.63m
- Cranford Park Primary School = £2.83m
- Whitehall Infant School and Whitehall Junior School (linked proposals) = £2.78m

Funding for this first Phase and subsequent Phases would need to come from several council funding streams including Basic Need (Annual Formulaic Capital); Section 106; Primary Capital Programme funding; and Modernisation (Formulaic Capital).

At this stage, individual local authorities' capital allocations are not known beyond 2010/11. Primary Capital Programme funding is confirmed as £6.271m in 2010/11. Formulaic capital for school places (Basic Need) is £2.6m in 2010/11. The balance of funding for this phase will come from Section 106 contributions and other council capital funding streams,

Further reports to Cabinet will be necessary in future in order to seek funding approval for specific programmes of work.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The recommendations will, subject to conditions being met, provide necessary school places for local residents. The expansion of local schools is necessary to meet the growing demand for primary school places resulting from changes to London migration patterns and increased birth rates.

Consultation Required

For these Phase 1 primary school expansions, this concludes the required statutory consultation to enlarge school premises. Additional consultation on varying each school's admission number is a separate process to be conducted through the Office of the Schools Adjudicator and the local Admissions Forum. Additionally, local consultations will be necessary

in order to obtain planning permission to implement these proposals. For those reasons, conditional approval is recommended for each proposal.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate finance has reviewed this report and confirms that there are sufficient budgetary resources to finance Phase 1 of the PCP programme. The council has received specific PCP grant of £10.063m for the years 2009/10 to 2010/11. In addition to this, there are other sources of ECS capital finance, including the application of appropriate S106 contributions, which can be deployed to enable the authority to begin to expand its school asset base so as to fulfil its statutory duty to provide sufficient primary school places.

The amounts noted above form part of the council's capital budget for 2010/11, and hence will not adversely impact the revenue account in future years over and above that already provided through the MTFF process.

Legal

Hillingdon Council has various duties under the Education Act 1996 to:

- Secure efficient and sufficient schools to meet the needs of the local population in view of the pupils' different ages, abilities and aptitudes.
- Promote high standards.
- Ensure fair access to opportunity for education and training.
- Promote the fulfilment of learning potential.
- Secure diversity in the provision of schools, increasing opportunities for parental choice as well as considering parental representations having regard to any guidance.

The Education and Inspection Act 2006 gives Hillingdon Council powers to alter and enlarge existing school premises which have the effect of increasing the number of pupils for which accommodation can be provided. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) provide that where a Local Education Authority is bringing forward statutory proposals (under s.19 of the Education and Inspections Act 2006) to expand a school then it must consult interested parties, and in so doing, must have regard to the Secretary of State's guidance on "Expanding a Maintained Mainstream School by Enlarging or adding a Sixth Form".

Once the consultation process has been completed then Cabinet has the power under the Constitution to determine school organisation proposals where objections have been received, and the Cabinet Member has the delegated power to make that determination if there are no objections.

The consultation process and subsequent decisions of the local authority must have regard to equality and anti discrimination legislation.

The Equality Act 2010 is now in force to protect people from discrimination on the basis of protected characteristics. The relevant protected characteristics for local authorities are: disability, race, religion or belief, and sex.

In line with the court decision of R (on the application of Chavda and others) v Harrow Council 2007 decision makers must give due regard to the 2010 Act and to guidance especially when considering disability issues.

Decision makers are referred to non statutory guidance by the Equality Human Rights Commission for public sectors which as a matter of good practice should be considered. Guidance can be found at:

<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-duties>

Corporate Landlord

The Interim Head of Corporate Landlord has been closely involved in discussions regarding the location, design, and procurement of the schemes required for school expansion, and supports the recommendations set out in the report.

Relevant Service Groups

No other service areas should be affected by these recommendations.

BACKGROUND PAPERS

- Minutes of Petition Hearing held on 8th November 2010
- DfE Guidance on "Expanding a Maintained Mainstream School":
<http://www.dcsf.gov.uk/schoolorg/guidance.cfm?id=5>

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1. Brookside Primary School

1.1 No objections were received to the proposals to enlarge the premises of Brookside Primary School. This proposal is therefore not contentious.

2. Grange Park Infant and Junior Schools

2.1 No objections were received to the linked proposals to enlarge the premises of Grange Park Infant and Junior Schools. These proposals are therefore not contentious.

3. William Byrd Primary School

3.1 No objections were received to the proposals to enlarge the premises of William Byrd Primary School. This proposal is therefore not contentious.

4. Cranford Park Primary School

4.1 There were 3 individual objections to the proposals to enlarge the premises of Cranford Park Primary School. Each objection made several specific points on similar themes which can be grouped together. Table 1 below provides the Local Authority's response to each general theme of objection for the Cranford Park Primary School proposals.

Table 1:
Concerns of parents and residents for Cranford Park Primary School

Theme	Point Of Objection / Concern	Local Authority Response
General	Not in favour of proposal	The Local Authority has a statutory duty to provide sufficient school places for its residents, and a robust detailed analysis has identified a need for more primary school places in the vicinity of the chosen schools. The chosen schools offer the best solution available to the Local Authority to provide sufficient school places in the required timescale.
Staffing	Concerns of recruiting satisfactory teachers in times of shortage / increased pressure on current teachers	Currently there are no recruitment issues with regards to teachers being recruited for the start of the forthcoming academic year, and none expected for school year 2011/12, although recruitment does become more difficult during the course of the school year. One area that is sometimes difficult to recruit for is Early Years. Nevertheless there should be no additional pressures caused by the lack of satisfactory teachers as supply is currently fulfilling demand.
School Standards	Reputation & standards would be put at risk	There is no conclusive evidence, nationally or internationally, that firmly supports the view that school standards are affected by school size,

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		and additional information on this is provided in Appendix 2.
Planning	Increased traffic and pedestrian congestion around the school gates	Any traffic and congestion issues will be addressed by the Local Planning Authority at the planning application stage, which will follow after the Hillingdon Council has decided whether or not to proceed with the proposals.
Consultation Process	Delayed communication of proposals from school	The Local Authority issued consultation letters to schools on June 11th 2010 which allowed for 4 weeks of consultation. Letters addressed to parents were included and were to be circulated by the school to parents.
	Decision already made	The Local Authority has set out proposals for school expansion, but the final decision on the proposals must follow statutory consultations with all key stakeholders whereby all views will be taken into account. No final decisions have yet been made. Certain bodies (specified in school organisation regulations) will have the right to appeal to the Schools Adjudicator against any final decision taken by the council.
School Facilities	Lack of sufficient dining & catering facilities, staggered lunch break	For the suitability and sufficiency of school facilities, the Local Authority will refer to national school building standards when formulating the specific detail of the expansion proposals.
	Outdoor play space already congested / H&S issues	For play and recreation areas, the Local Authority will refer to national school building standards and Health & Safety regulations when formulating the specific detail of the expansion proposals.
	Reduce nursery places to allow expansion	The Local Authority also has a statutory duty to commission sufficient nursery school places for children reaching age 4 during the school year. Although the private sector provides some nursery provision in Hillingdon, the evidence is now clear that there will be increased demand for this service area in Hillingdon's maintained schools, so it would not be appropriate to use nursery accommodation for older children.
	Premises already extended with Portacabins	The Local Authority will look at school sites as a whole when formulating robust long term plans for the expansion of school premises. This may include the replacement of portacabins in the long term, although in the short term it is envisaged that some additional portacabin type structures may be necessary until more permanent structures are erected.

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	Use unoccupied rooms in the school rather than building new classrooms	The Local Authority has considered this already, and some under-utilised rooms will indeed be used as classrooms in the short term, if the proposals are approved. However, there will be an insufficient number of rooms within the school to sustain higher pupil numbers in the long term.
Chosen School	Build a school on RAF Uxbridge or elsewhere which is central or another site / school. Is there a future impact on secondary schools?	It is unlikely that additional places in central Uxbridge would serve the rising demand in the Cranford area. The Local Authority is undertaking a review of potential new school sites as well as negotiating a potential new school within the RAF Uxbridge site. However the level of expected demand for school places will require both new schools and expansions. The Local Authority can confirm that in future years, the pressure affecting primary schools will also mean that more secondary school places will be required.
	Most Hillingdon schools are 2fe / Cranford Park is already one of the largest in the borough.	Of Hillingdon's current 65 primary schools, 32 schools are of 2 forms of entry or less, while 33 schools are already greater than 2 forms of entry. Cranford Park is currently a 3-form entry school and the proposal is to expand the school to 4-forms of entry. There are already 6 schools of 4-forms of entry size. There is no conclusive evidence, nationally or internationally, that firmly supports the view that school standards are affected by school size. Additional information on this is contained in Appendix 2 .

5. Whitehall Infant & Junior School Schools Objections

5.1 There has been a robust opposition to the Local Authority's proposals at both the initial consultation stage and at the representation stage following the publication of proposals. In total there were 97 responses, with 8 clearly supportive and a further 6 expressing some support but with concerns. All of the rest were objections. The responses included 3 petitions and several specific points made by the governing bodies of both schools. The 3 petitions contained a total of 631 signatories.

5.2 Local Authority's response to all points are set out in sections below to comprehensively address the concerns raised by parents and residents; the joint Governing Bodies; and petitioners.

Objections by parents and local residents

5.3 Table 2 below provides the Local Authority's response to each general theme of objection from residents and parents.

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Table 2:
Concerns of parents and residents for Whitehall Infant and Junior Schools

Theme	Point Of Objection / Concern	Local Authority Response
General	Not in favour of proposal	The Local Authority has a statutory duty to provide sufficient school places for its residents, and a robust detailed analysis has identified a need for more primary school places in the vicinity of the chosen schools. The chosen schools offer the best solution available to the Local Authority to provide sufficient school places in the required timescale.
	Adverse effects on centenary celebrations	The Local Authority will work closely with the schools to ensure that, if the proposals are approved, any necessary building works are scheduled to cause the minimum possible amount of disruption to the school's celebrations.
	Affordability, considering the economic climate	The Local Authority has given assurance that sufficient funds are available for the proposals. Further details are given in the Finance sections of the main report.
School Standards	Reputation & standards are already good / or would be put at risk	There is no conclusive evidence, nationally or internationally, that firmly supports the view that school standards are affected by school size. Additional information on this is contained in Appendix 2 .
	Reduced level of one to one time with educator / supervision / quality of support to SEN children would diminish	With an increased number of pupils the schools would receive extra budget provision and therefore the quality of provision of support services should not diminish.
	Create imbalance / increased number of children with English as a second language / quality of support to children with English as a	There is no conclusive indication as to whether the proportion of children requiring additional language support would increase. However the trend within the borough and in London as a whole would suggest that it is a possibility. Nevertheless with an increased number of pupils, the schools would receive extra budget provision and therefore the quality of provision of support services should not diminish.

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	second language would diminish	
	Increase cost of educating each child e.g., teaching staff / teaching assistants / support staff	There is no conclusive evidence that larger schools generate increased costs per pupil, and the accepted wisdom is that larger facilities tend to generate better economies of scale. This is often a factor determined by how individual schools are managed. An increased pupil intake will attract more funding on a per pupil basis and it is therefore envisaged that a school expansion would not be detrimental in terms of costs per pupil.
	Contradicts LBH Amalgamation Policy / OFSTED inspection findings about 4FE schools	The Local Authority's Amalgamation Policy does not recommend against 4FE schools. It is not clear which OFSTED findings are referred to but Hillingdon does already have several viable 4FE schools, whilst research indicates no clear link between school size and standards. Additional information on this is contained in Appendix 2 .
	Would result in a larger & more impersonal school, thus affect children / school and wider community adversely	The Local Authority acknowledges that in this set of circumstances, a larger school may present more potential for impersonal relationships. However, the Local Authority also believes that such an environment can be avoided through the continuance of good relationships, excellent teaching, and involvement with parents and the local community.
Demand Analysis And Chosen School	Demand analysis is incorrect or misleading / disagree that places are needed in Uxbridge or in the Uxbridge-West Drayton corridor / presumption that RAF Uxbridge is the cause of demand.	A detailed analysis by the Local Authority in summer and autumn 2009 concluded that a significant number of primary school places would be required due to a sudden shift in migration patterns and a substantial increase in births. The evidence that has emerged since then strongly supports the Local Authority's conclusions that at least 19 forms of entry are required in school year 2012/13, and that several forms of entry will be required before then. Applications for September 2010 Reception confirmed the forecast pressure for school year 2010/11. Demographic data released by the GLA and ONS in spring 2010 now confirms the Local Authority's earlier indication of long-term sustained pressure for school places. In fact, since the 2009 analysis evidence is now emerging that migration pressure continues to worsen and births continue to rise, which could mean that future school place requirements may rise further.

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		<p>With regard to the previous number of primary school places along the Uxbridge-West Drayton corridor, the decline in available places from 2005 to 2009 reflected the removal of surplus capacity at several primary schools (including the Whitehall schools) in order to make more efficient use of resources. As demand has turned upwards, these places now need to be re-instated subject to appropriate consultations. Places previously removed at Longmead Primary School have already been re-instated. The Local Authority is proposing the re-instatement of places at Colham Manor Primary School and the Whitehall schools in this region. Additionally, previously removed places at Ryefield Primary School are being re-instated on a temporary basis subject to further review.</p>
		<p>With regard to the predicted demand for Reception places within the Uxbridge-West Drayton corridor (School Planning Areas 6,7,10,13 and 14) the Local Authority's 2009 analysis predicted 1,034 Reception children for September 2010. By July 8th 2010 the total Reception offers for all schools within these areas totalled 1,032 - therefore achieving 99.8% of the predicted figure at that point in time. Future demand predictions are now supported by births data released by the ONS and population projections supplied by both the GLA and ONS.</p>
		<p>With regard to whether the expected demand for places around Uxbridge by school year 2012/2013 is related to the RAF Uxbridge development, the Local Authority can confirm that this is not the case. The expected demand by school year 2012/13 reflects the substantial increase in local births in calendar year 2008, plus the impact of some new housing developments already constructed. The impact of RAF Uxbridge has been phased into pupil forecasts on a gradual basis from 2013 to 2020, with few units expected to be complete by 2013. The long term need for the Uxbridge area has now been identified as 4-forms of entry when the full impact of RAF Uxbridge is included, for which the Local Authority hopes to secure a 3-form entry school within the RAF Uxbridge site. To aid understanding of the underlying school places pressure around the Uxbridge area, please refer to the recorded ward births attached</p>

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		as Appendix 3.
	Put pressure on other smaller schools nearby / increase imbalance between local schools as already take pupils outside of catchment area	No schools have a defined catchment area. For strategic planning purposes, the Whitehall schools are expected to take most of their pupils living within Primary Planning Area 6 which consists of the Uxbridge North, Uxbridge South, and Brunel wards. However in practice, anyone can apply to attend any school, and families further afield may still want a school place, particularly if they have a sibling in attendance. There will be no imbalance because all other local schools are expected to be full, as is the case already at Hermitage Primary School, St. Mary's RC Primary School, and St. Andrews CE Primary School.
	Expansion of catchment area would mean less children will be able to walk to school	No schools have a defined catchment area and it depends on local demographics and school popularity. Rather than increased travelling, as local demand increases it is more likely that the opposite will happen, with schools filling from smaller areas. One of the main objectives of the proposals is to provide sufficient local school places in order to prevent increased travelling distances to schools further away that may have some capacity. The council runs an initiative to encourage walking (or cycling) to schools and the Whitehall schools do participate in this programme.
	Build a school on RAF Uxbridge or elsewhere which is central or another site / school	The Local Authority is undertaking a review of potential new school sites as well as negotiating a potential new school within the RAF Uxbridge site. At this stage there are no potential school sites within central Uxbridge whilst the earliest that the council can expect delivery of a new school within RAF Uxbridge is 2013 - and only then if several external factors are expediently resolved. However the level of expected demand for school places will require both new schools and expansions. The long term need in Uxbridge is now identified as 4-forms of entry with pressure beginning from September 2011.
	The council has been slow to acknowledge and manage the need for extra school places, thus resulting in temporary places and late	The council has recognised for several years a need for additional primary school places around Uxbridge and has worked with the MoD to try and provide a large school at the RAF Uxbridge site. However, the need for new places has come sooner than anticipated because of a sudden reversal in migration patterns (impacting now) and a larger than expected rise in births (to impact from 2012). Neither factor was

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	consultations	successfully predicted by professional demographers. The emergence of the migration factor in 2009 has indeed left a short time for preparing plans and consultations, and temporary places across Hillingdon this year have been unavoidable.
	What are the implications for secondary schools?	Rising demand for primary school places will impact upon secondary schools several years later, and the council is also in the process of assessing this impact.
Consultation Process	Lack of consultation with the school and detailed accommodation plans	So far there has been a dialogue with the Whitehall schools since autumn 2009 in an effort to jointly prepare robust proposals for school expansion. Proposals have now been prepared by the Local Authority, although the Governing Bodies have raised some concerns. The intention is for the Local Authority to work with the Governing Bodies in a constructive way to jointly formulate the specific details of accommodation required at both schools.
	Lack of consultation prior to letters with parents e.g. detail limited or misleading	The Local Authority issued consultation letters to schools on June 11th 2010 which allowed for 4 weeks of consultation. Letters addressed to parents were included and were to be circulated by the school to parents. Letters included a detailed summary of the reasons why additional school places are required.
	Decision already made / undemocratic process	No decision has been made yet. The council has published proposals and, as required by law, given stakeholders opportunities to respond. This report contains all points made during the consultation process, including the views of petitioners expressed at a meeting on November 8th. Decisions will be taken by the full Cabinet of Hillingdon Council after considering the evidence. If the council decides to conditionally approve the proposals, the governing bodies will have the right of appeal.
School Facilities	Classroom sizes currently insufficient and would worsen with additional pupils	Any new and additional classrooms will be designed and built with regard to the latest national school building standards and regulations. Old classrooms may not meet modern area recommendations, but the building guidance (Building Bulletin 99) is aimed at new build projects and is non-statutory.
	Hall / ICT suite / cookery suite / music & dance studio / washing & toilet facilities	For the suitability and sufficiency of school facilities, the Local Authority will refer to national school building standards when formulating the specific detail of the expansion proposals.

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	/ would be put under pressure and pupil learning would be limited.	
	Disruption to learning caused by building work	If the proposals to expand the school are approved, any disruption during the building phase will be kept to a minimum. Ideally it would be preferable to undertake most building work during school breaks, but the schedule of work will depend upon other approval processes (such as planning permission) with the fundamental key milestone of delivering additional school places in time.
	Lack of sufficient dining & catering facilities, staggered lunch break	For the suitability and sufficiency of school facilities, the Local Authority will refer to national school building standards when formulating the specific detail of the expansion proposals.
	Loss of already limited outdoor play space due to new buildings & building of extended services	For outdoor play space, the Local Authority will refer to national school building standards and statutory playing field regulations when formulating the specific detail of the expansion proposals.
	Extra cost of equipping new classrooms not taken into consideration	This cost will be taken into consideration.
	Less extra-curricular activities & clubs	In some cases, schools have taken the opportunity to make effective alternative use of class room accommodation (e.g. for extended service provision) if it was not currently needed for classrooms. Accommodation planning will be sensitive to schools' individual circumstances. However, it will not always be possible for such dedicated use to continue, especially where similar facilities cannot be made available to other schools
	MUGA impractical e.g. further from toilets and where would play equipment go?	The proposed MUGA would allow intensive use and is in that sense practical. Its location has been discussed with the schools. The management of play equipment is an issue for the school, but additional storage space is part of the proposals.
Planning	Loss of natural	Any local environment issues will be addressed

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Issues	habitat 'The Grove' e.g. newts etc.	by the Local Planning Authority at the planning application stage, which will follow after the council has decided whether or not to proceed with the proposals.
	Insufficient parking facilities & extra congestion etc. / including pedestrian traffic and single site entrance	Any traffic and congestion issues will be addressed by the Local Planning Authority at the planning application stage, which will follow after the council has decided whether or not to proceed with the proposals.
	Upkeep of 'un-adopted' roads	Any local roads or amenity issues will be addressed by the Local Planning Authority at the planning application stage, which will follow after the council has decided whether or not to proceed with the proposals.
	Disruption to residents caused by building / children's centre / lack of privacy / overlooked	The Local Authority will be sensitive to local residents when conducting the actual building works. These proposals are completely separate from the proposals for a Children's Centre. Privacy concerns can be addressed at the planning application stage.
	Increased risk of accidents due to extra congestion (H&S).	The proposals take into consideration the congestion issue and alternative exist may form part of the final proposals.
	Pressure on public transport routes & infrastructure	Transport assessments will be required as part of the planning application process. The proposals will only progress if planning permission is granted.

Concerns raised by the joint Governing Bodies of Whitehall Infant and Junior Schools, June 2010

5.4 A series of specific concerns were raised by the joint Governing Bodies at a meeting held on June 22nd 2010. The Local Authority's response to this series of questions is presented below:

- *Reasons why the Whitehall schools have been proposed for expansion*

5.4.1 A combination of rising birth rates and migration means that the council now needs at least 19 (and probably more) additional forms of entry in primary schools between now and 2014. Exceptional demand arising from recession factors has increased demand in 2009 and for September 2010 but the main reason for additional places is demographic change. The scale of required school places means that all primary schools need to be assessed for expansion potential. The council is also looking at alternatives (e.g. new school sites). However, the timescale by which places are needed and the availability of new sites mean that a large programme of

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expansion of existing schools is needed in all areas of the borough. Within this programme, expansion of more schools to four forms of entry is considered necessary. In the first phase proposals, Cranford Park and Grange Park schools are also being asked to expand to four forms of entry.

5.4.2 In planning additional places, the council has to consider meeting local needs and, in particular, the avoidance of excessive home to school journey times for young children. If the council does not have sufficient capacity in each local area, this would lead to some children having to travel a considerable distance for a school place. This may not be feasible for all parents and could have detrimental effects in relation to attendance and the ability of children and their families to access extended services. The council also has to take into account that some children will not be able to access some local schools because of the different admissions criteria applying to different types of school. Even if pupils travelled to schools further away, this would not be a sustainable solution as demand for places grows in those areas.

5.4.3 The projected long-term need for places in the school place planning area including the Whitehall schools is now four forms of entry. Only approximately half of this demand relates to the development of the RAF Uxbridge site. The council is putting considerable effort into securing new provision at the RAF Uxbridge site but the maximum that the proposed school site can accommodate is three forms of entry. At present, it is not known when this provision will be available but two forms of entry will be needed locally for September 2012. Therefore at least one permanent and at least one temporary expansion will be needed by then. With regard to a suggestion about using Uxbridge High School, under current school area guidance the Uxbridge High School site is not large enough to support a primary school.

5.4.4 Of the other schools serving the Uxbridge area, two are voluntary aided schools and discussions with the diocesan authorities have indicated there is no long term potential for expansion at either St. Mary's RC Primary School or St. Andrews CE Primary School. One other school, Hermitage Primary School, is located on a small site that would not comfortably support a permanent expansion to two forms of entry. In contrast, the Whitehall schools were previously functioning as 4 forms of entry schools for a number of years until 2005.

○ *Concerns regarding change of ethos & standards*

5.4.5 Expansion is a change for any school and the council understands the concerns with regards to maintaining the ethos of the schools. However, the change would be more gradual in that one additional class would enter the school each year, and the new admission number would work through the year groups incrementally. The council also believes that it is possible to maintain a 'small school feel' within a larger school, though it may entail different ways of organising. The council would look at whether there are any ways in which the related building development can support maintaining a small school feel.

5.4.6 With regard to size and standards, there are examples of successful four forms of entry schools in Hillingdon. Additionally, all-through three forms of entry primary schools (ages 4 to 11) are already larger than either of the Whitehall schools would be following an expansion to four forms of entry. Whilst the council

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acknowledges the challenges and changes that expansion to four forms of entry would bring, the council does not believe that the size inherently compromises standards and safeguarding. The council would support schools that are expanding as much as possible to safeguard standards.

○ Accommodation Issues & Funding

5.4.7 In some cases, schools have taken the opportunity to make effective alternative use of class room accommodation (e.g. for extended service provision) if it was not currently needed for classrooms. Accommodation planning will be sensitive to schools' individual circumstances. However, it will not always be possible for such dedicated use to continue, especially where similar facilities cannot be made available to other schools.

5.4.8 At present, Primary Capital funding has been earmarked to support the first phase of expansions but this is only part of the larger programme and the council's Cabinet is aware of the financial implications. Depending on existing accommodation, some expansion projects will require more capital investment than others. Schemes will be developed in consultation with schools. Details of proposed investment would be included in the formal statutory proposals.

5.4.9 In terms of meeting accommodation needs for expanded schools, consideration has been given to capacity for essential services, such as school meals and kitchen facilities. With regard to play areas, the dynamics of the site will change as infants now require some soft play, social, informal and habitat areas (all green space). However as a confined site, the council will consider adding some form of multi use games area (MUGA, which will double-up as play areas). It is also envisaged that any existing garden spaces could be retained, or relocated if necessary.

○ Pedestrian safety

5.4.10 Concerns have been raised about potential health and safety issues at the school's entry point on Cowley Road. This will be considered by the Local Planning Authority at the planning application stage, and any recommendations acted upon.

Specific points of objections made by the Governing Bodies, October 2010

5.5 During the statutory notice representation period the joint Governing Bodies submitted a 19-page letter of objection with a series of specific points, some of which echo themes raised earlier either by the governing bodies or by other stakeholders. The Local Authority's response to each specific point made is set out in Table 3 below.

Petition Hearing

5.6 On November 8th 2010, the Cabinet Member for Education & Children's Services held a meeting with 3 petition groups who expressed opposition to the Whitehall schools proposals, and this meeting gave the petitioners an opportunity to elaborate on their views before final decisions are taken by the council. The points made by the petitioners are also addressed within Table 3 below.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

Governing Bodies' Letter References	SPECIFIC POINTS	LOCAL AUTHORITY RESPONSE
Main Letter 1.1 - 1.3	The Department for Education Guide on Expanding a Maintained mainstream school states that stakeholders views should be taken into consideration and the Decision Maker (the council) should consider a variety of prescribed criteria before making a decision.	The Local Authority has carefully considered various options for meeting the long term demand for school places in the Uxbridge area. The expansion of the Whitehall schools remains the best option. However, this is a decision for elected members to make, and before doing so they will indeed have regard to the statutory guidance issued by the Department for Education. All views expressed during the consultation process will be presented to the elected members to allow them to make a fully informed decision.
2.1	Problems experienced after temporary expansion	
	GENERAL: WIS was contacted by the LA in March 2009 and requested that WIS take an additional 30 children in September 2009 as an emergency measure as there was a severe shortage of reception places in the LA. WIS agreed to temporarily increase its admissions from 90 to 120 reception children under condition that the LA resolve the issue as it could not take an additional form of entry in September 2010.	Since temporary arrangements were made for September 2009, the Local Authority has indeed explored other avenues to provide local school places for September 2010. The LA has so far avoided a 4th form of entry at Whitehall for September 2010, despite widespread pressure for places. However going forward, additional local school places will be required from September 2011 and the Whitehall proposals offer the best solution.
	REFURBISHMENT: Refurbishing a classroom which had previously been used as a store and small group room to accommodate the additional reception class. There are no sink facilities in the class and no nearby toilets leading to many (preventable) accidents during the year. A permanent increase in numbers will mean this classroom will have to be used again. The refurbished reception classroom does not meet	In the latest capacity assessment the school identified this as a classroom. The school has the required amount of toilets, although access from this classroom could be better. None of the existing reception classrooms meet BB99 guidelines but this guidance is non-statutory and is not retrospective, it provides recommendations for new build.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	BB99 Guidelines.	
	<p>PUPIL DROP-OFF/PICK-UP POINTS: There have been significant problems getting all of the parents and children into and out of the school and classrooms at the beginning and end of every day, despite creating an extra entrance.</p>	The new proposals will divide access into the school between two major access points from two different roads which will considerably reduce the congestion now centred on the one major access point in Cowley Road.
	<p>CATERING / DINING: Lunchtimes were (and continue to be) particularly difficult trying to get 120 4-year old children through lunch without them feeling rushed but ensuring they eat their food. The current dining facilities are inadequate for this number of children. Other WIS children also suffer as queuing times have increased, choice becomes restricted and the food often cold for those at the end of the queue.</p>	Dining in for all infants and PE is a problem. The expansion proposals will provide the school with the means to address this issue.
	<p>LOSS OF EXTERNAL PLAY AREA: Since September 2010 the 120-children year group has moved into Year 1. The main play area is significantly more crowded with more small injuries occurring. If expansion goes ahead, one third of the existing play space is going to be taken up by the proposed Infant extension, further exacerbating these problems</p>	The existing play area will be reduced if building work takes place. However, an extra 2,500 sq m will be provided by installing a 'multi use games area' (MUGA). As a rule of thumb, as long as 2 sq m per pupil is provided, this would be sufficient. More area will be provided under the LA proposals. We will however need to reallocate site areas between the schools inline with the guidance rather than try to retain the current demarcation lines.
	<p>LOSS OF EXTENDED SCHOOL ACTIVITIES: WIS has had to suspend all extended school activities (e.g. parenting classes, English for adults, which are important in enabling some parents to support their children's education) as there are no rooms to safely carry out these activities.</p>	The school only has to provide access to the extended services core offer. Services do not have to be directly delivered on the school site and they may signpost to other delivery partners and still satisfy the core offer requirements in the interim. In accommodation terms the school has had spare accommodation with they have used for extended services during the school day. The new buildings being proposed can still be used and could enhance extended school and community usage, although the timing of use and events may need to change.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	<p>PUPIL FUNDING: Despite promises made from March to August 2009, funding for the additional children was not received until September 2009 and the LA made no further contact with the school regarding further expansion until November 2009.</p>	<p>The authority recognised the need to fund the additional places at the school from September 2009-March 2010, but had to seek school forum approval to apply the Expanding Schools Factor retrospectively. This was agreed at the July 2009 meeting and the funding was released as planned in September 2009 when the school took on the additional form of entry.</p>
2.2	Whitehall functioning as 4fe schools	
	<p>WIS and WJS have never operated as 4fe schools and there was never a 'surplus' of places at WIS and WJS.</p>	<p>This is incorrect. The Whitehall schools began operating as 4 form entry schools from September 1996 following a decision taken by the council in February 1996. The pupil numbers referred to are correct, and the problem in filling all available places is the reason why the schools were allowed to fall back to 3 form entry schools. The decision to lower the schools' Published Admission Number of 120 places legally required a Public Notice, which was published in February 2004 and sent to the Schools Adjudicator. The schools remained as 4 form entry until September 2005</p> <p>Net Capacity surveys not only reflect a school's accommodation, but also a school's admission number and how a school uses accommodation to meet its admission number. Thus, the Net Capacity of Whitehall Infant School in 2004 (when still a 4 form entry school) was 346 places (close to the required 360 places) and the Net Capacity of Whitehall Junior School in 2004 (when still a 4 form entry school) was 430 places (short of the required 480 places). Most of the school accommodation that was present as 4 form entry schools remains in place. Value for money is an important consideration, and the availability of existing school accommodation is a key factor in concluding that the Whitehall schools offer the best solution to provide additional school places in the required timescale.</p>
	<p>There was only ever one year group of 110 that started at WIS as a 4fe in Reception in 1998. This year group got gradually smaller until in Year 6 in 2004 in WJS there were 96 children (run in 4 classes for educational reasons).</p>	
	<p>There have occasionally been year groups of more than 90 children in the past 10 years, but a single year group has never exceeded 98 (see above). There has never been an occasion when two or more year groups in either school exceeded 90 children.</p>	
	<p>Throughout the last 10 years there have never been more than 257 children in WIS (excluding Nursery) until 2009 when 120 children were taken into reception. The number of children in WIS in the last 2 years has been 293 and 297 respectively, which is above the 270 capacity as defined by the Net Capacity Survey.</p>	
	<p>Throughout the last 10 years, there have never been more than 336 children in the WJS, close to the 348 capacity as defined by the Net Capacity Survey.</p>	

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

2.3	Home School Travel	
	The Department for Education Guide on Expanding a Maintained mainstream school states in paragraph 4.36. that proposals should not have the effect of unreasonably extending journey times or increasing transport costs, or result in too many children being prevented from sustainable travel options.	The school expansions are focussed on those areas where there is population growth and there is going to be subsequent pressure on school places; in that regard the specific choice of schools for expansion is specifically addressing the school's statement. The distances it is envisaged children will travel to school (bearing in mind the Whitehall Schools are located in a relatively dense urban area) will not prevent sustainable travel patterns. The Council would work with the school to consider sustainable travel patterns through tools such as the school travel plan.
	The LA is not providing sufficient local school places and expanding WIS and WJS will make this situation worse. Because the 3 closest schools (all 1fe) are full, even more parents will walk past these schools on their way to WIS and WJS. The LA has not considered the effect of this proposal on home school travel and increased traffic and congestion which will occur.	The proposals are to provide sufficient local school places available to the whole community. The Whitehall schools are easily accessible from north Uxbridge, south Uxbridge, Cowley and Brunel and will offer school places to children regardless of any particular faith.
	Whitehall schools pupils live on average over 0.7 miles from the site (distances as the crow flies). There are 2 primary schools within half a mile of the Whitehall site, a further 2 schools within 1 mile and a further 6 within 2 miles.	In a dense urban area there is often overlap of people's addresses and the nearest school location. This in part can be because of historical factors such as a parents desire for children in the same family to attend the same school. Locally, there are 2 local faith schools with restricted in-take. The nearest community primary school is Hermitage Primary School in Belmont Road, north Uxbridge 1km away. The next nearest school in this school planning area is The Cowley St. Laurence Church of England School, 1.6km south of the Whitehall schools. The average travelling distance to the Whitehall schools is reasonable. The council is working with the Whitehall schools to develop a robust school travel plan.
	Over 25% of the children live more than one mile from the Whitehall site and go past at least one other school on their way to WIS and WJS.	
	Over 44% of children live further than half a mile away and live closer to or pass another LA or VA primary school but come to Whitehall Schools.	

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	Recent research from the Department of Transport showed that only 48% of 5-10 year old children walk to school with over 43% travelling by car. The report also states that since trips to school take place at around the same time each day, they have a major impact on levels of congestion in some areas. At the peak travel to school time of 8.45 am on weekdays during term time, two in ten (20 per cent) car trips by residents of urban areas were generated by the 'school run' in 2008 (Source: National Travel Survey 2008, Department for Transport). If numbers in WIS and WJS increase by 210 then 43% of these trips will be made by car which will generate more than 50 extra cars journeys to and from the Whitehall School sites twice every day.	It is inevitable that school expansion will generate more traffic. The Local Planning Authority will need to consider whether the impact of additional traffic has an adverse impact on the safe and efficient operation of the highway network. For many new developments it is possible to design mitigation schemes where junction improvements or new road markings address direct impacts on the highway network. The correct vehicle to consider such matters is either a Transport Statement or a Transport Assessment. Such a document would provide the evidence base to determine highway impacts and mitigation measures if required. The Transport Statement or Transport Assessment is something that would be prepared to support a planning application. School Travel Plans are also an important tool to reduce car journeys and the consequent impacts on the highway network.
2.4	Imbalance in current school provision in School Planning Area 6:	
	Whitehall Schools are already the biggest of the 5 schools in the planning area accounting for 3/8 of the total capacity. If WIS and WJS were increased to 4fe they will be one third bigger than St Mary's, St Andrews and Hermitage put together.	These are factual statements. The two local Voluntary Aided schools exist on small sites and provide a small number of places for their particular faith. Hermitage Primary School also exists on a small site. It would be difficult and costly to expand these schools permanently.
	Of the 9 1fe schools in LBH, one third are in planning area 6 (St Andrews, St Mary's and Hermitage). The other school in the planning area is a 2fe school (Cowley St Laurence).	
	WIS and WJS already have the largest proportion of free school meal children compared to the 3 closest schools (18.3% and 21.9% compared to 2.9%, 4.4% and 11.7% respectively; Source LBH 2010 census). The level of free school meals is often used as a deprivation index.	This is also a factual statement, but is selective and therefore misleading. The school with the highest % of free school meals within this school planning area is Cowley St-Laurence with 33.4% of children eligible for free school meals (source: LBH 2010 PLASC pupil census). The borough average for free school meals is 19.1%, so the Whitehall schools are around the average level.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	<p>WIS and WJS already have the highest number of casual admissions compared to the 3 closest schools (9.2% and 11.3% compared to 5.7%, 5.7% and 4.8% respectively; Source LBH 2010 census). This puts strain on the staff assimilating and incorporating new children.</p>	<p>This is also a factual statement, but is selective and therefore misleading. Another school in this school planning area is Cowley St. Laurence which had 10.5% of children casually admitted in 2009/10 (source: LBH 2010 PLASC pupil census). This is comparable (and falls between) the numbers for Whitehall Infant and Junior Schools. The borough average for casual admissions is 8.2%, so the Whitehall schools are slightly above the average level.</p>
	<p>WIS and WJS have high proportions of special needs children (29.6% and 20.7% compared to 13.1%, 17.0% and 34.2% respectively; Source LBH 2010 census).</p>	<p>The figures referred to by the schools are children with SEN but without a statement. Another school in this school planning area, Cowley St. Laurence, has a 28.2% incidence of non-statemented SEN, whilst the borough average for non-statemented SEN is 22.3%.</p> <p>The figures for statemented SEN at local schools shows that Whitehall Infant and Junior Schools has a lower proportion of statemented children (1.4% and 1.0% respectively) than Hermitage Primary School (1.5%) and St. Andrews CE Primary School (1.9%), and are comparable to Cowley St. Laurence Primary School (1.3%) and St. Mary's RC Primary School (1.0%). The borough average for statemented SEN is 1.5%. (source: LBH 2010 PLASC pupil census).</p>
	<p>Although the number of Ethnic minority children are comparable (66.4% and 56.5% compared to 40.4%, 59.3% and 51.5% respectively) the numbers of EAL children are much higher (47.7% and 40.8% compared to 21.2%, 6.5% and 31.9%; Source LBH 2010 census). Again this puts considerable strain on resources.</p>	<p>This is a factual statement. The proportion of children with EAL at Whitehall Infant and Junior Schools is higher than at other local schools, and is above the borough average of 39.3%. The reasons for this imbalance are not clear and would require further research.</p>

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

2.5	Contribution to raising local standards and adverse affects on children:	
	The LA has not considered how its proposals will affect the current and future children at the schools, and has not demonstrated how the proposed expansion will contribute to raising standards and improve the education of these children. The schools will have to teach groups of 30 in 'small group areas' (as defined by BB99 Guidelines).	Old school buildings do unfortunately have classrooms smaller than new build standards. BB99 guidance is not retrospective and it would not be expected, reasonable, or practical, to enlarge every school classroom. Nevertheless, school building projects do provide opportunities to look at and re-model school areas to meet modern standards, and it is possible that some school areas may be remodelled as proposals are progressed, subject to available funding and timescales.
	Making it harder for staff to form relationships with children and follow their progress throughout school.	There is no firm evidence for the assertion that relationships formed within a school should be detrimentally affected by school size.
	Making lunchtimes and playtimes much more crowded with large numbers of children in a constrained space, increasing the number of small accidents and behaviour problems.	The existing play area will be reduced if building work takes place. However, an extra 2,500 sq m will be provided by installing a 'multi use games area' (MUGA). As a rule of thumb, as long as 2 sq m per pupil is provided, this would be sufficient.
	Considerable disruption to children during building works which will last for more than one year, permanently taking away one third of existing play space and temporarily using approximately half of the field throughout the building works.	This will be discussed with builders and the two schools as the proposals are progressed and implemented. The Local Authority will aim to cause minimum disruption and make maximise use of any resources available to the school. There will be some disruption and a loss of some areas during construction. However, the proposals will provide approximately 2500m2 of play area which is a net gain.
	Overwhelming pressure on existing school facilities, including specialist teaching areas (ICT, Library etc), inadequate hall space and not being able to have whole school gatherings, lack of toilets and washrooms, etc...	Facilities concerns are addressed at sections 2.11 - 2.18 of this table.
	Increasing frustrations with parents trying to get their children to and from school through an overcrowded entrance with increased traffic levels.	This point is addressed section 2.3. of this table.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	The Department for Education Guide on Expanding a Maintained mainstream school states in paragraph 4.20 (about the decision stage) that the proposals should contribute to raising local standards of provision and lead to improved attainment etc.	In providing sufficient local school places in time, these criteria will clearly be met. There is no reason to believe that standards of provision and attainment will suffer, and in fact Appendix 2 points to published research which indicates no apparent link between school size and school standards.
	There has been no communication from the LA identifying the educational benefits of expanding WIS and WJS and the response in the Cabinet report is an opinion. The LA has not demonstrated that an expansion will contribute to the raising of local standards and its only justification for expansion is to provide additional places and not improve educational standards.	The Local Authority's response in the previous report is indeed an opinion. Importantly, it is an opinion supported by published research from the NFER. The schools are correct in stating that the proposals are only to provide additional places - that is the fundamental goal of the proposals. Once those places are provided, the Local Authority holds the opinion, supported by published research, that there is no clear link between school size and school standards and therefore there should be no good reason why standards cannot be maintained or improved.
	WIS and WJS have higher proportions of under-performing groups (FSM, SEN and EAL) compared to neighbouring schools. The LA has not considered this in its deliberations and (as far as we are aware) has not satisfied itself that the attainment gap will be narrowed.	This point is addressed section 2.4. above.
2.6	Alternative solutions:	
	The LA does not accept that the Whitehall schools are located on a small site (BB99 guidance defines the site as 'confined') site <i>that would not comfortably support a permanent expansion to 4 forms of entry.</i>	The Local Authority does consider that the Whitehall schools should be treated as a confined site, and if carefully managed with robust proposals are sufficiently large enough to support a 4 form of entry school under the existing school area guidelines. This can be achieved with the provision of a MUGA and with the provision of some nearby off-site playing fields. The Local Authority proposals contain the possibility of using fields along Whitehall Road within a few hundred yards of the schools. This possibility has been discussed with the council's Green Spaces officers and would require executive approval. It is also important to note that the definition of a confined site does not in itself preclude any further expansion, and allowances are typically made for schools sited in

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

		built up urban areas.
	There were no discussions on expansion with the local Voluntary Aided schools until June 2010 which was far too late and discussions should have taken place at a much earlier stage. This was reported by a senior LA Officer to the Whitehall Schools Joint governing body meeting in July 2010.	This is incorrect. The Local Authority's first discussion with VA authorities about growing primary school needs, including the Uxbridge area, was held at the Civic Centre in November 2009. As had been agreed with the governing bodies of Whitehall schools earlier in 2009, the Local Authority explored the possibility of expanding the VA schools in the Uxbridge area as alternatives to expanding Whitehall. The meeting referred to by the schools (June 2010) was a follow up meeting to discuss more possibilities at all VA schools across Hillingdon, and possibilities for the Uxbridge area were again explored with the same conclusions.
	It has long been recognised by the LA that Hermitage school is on a restricted site, and in the past the LA has investigated rebuilding this school on other sites including Hillingdon House Farm. Recent large LA developments have taken place on Hillingdon House Farm (swimming pool, running track) but rebuilding Hermitage as a 2fe or 3fe school was not considered. A new 2fe or 3fe school could still be built at this location which would solve the shortage of places problem.	The governing bodies refer to a long-held conclusion of the Local Authority that the Hermitage school site is tightly constrained and would be difficult to expand. With regard to re-locating the Hermitage school to a larger site, this would be something for the Corporate Landlord to consider. However it is clear, at this point in time, that there are no sites immediately available, should that option be considered. The most likely site for a new school or any relocated school remains RAF Uxbridge, and the earliest that the Local Authority could expect this to be ready is late 2013 - and even then, that is dependent upon some expedient external decisions. Therefore, there is an undetermined period during which additional school places need to be provided, and the Whitehall schools offer the best solutions for stable additional places.
	Identifying other land for a new school (e.g. land South of Pield Heath Lane, Court Park, Hillingdon House Farm or the Sandersons site.) which could be used to build another school or replace an existing 1fe school).	
	Placing a (temporary or permanent) primary school on the Uxbridge High School site. The Cabinet report said that 'With regard to a suggestion about using Uxbridge High School, under current school area guidance the Uxbridge High School site is not large enough to support a primary school'. The	

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	current Whitehall schools site is also under current school area guidance to support a bigger school, but expanding WIS and WJS has not been rejected.	
	Temporarily increasing the intake for one year only of neighbouring schools. WIS did this in September 2009 and this large year group is progressing and being managed through the school. If each neighbouring school took an additional 1fe in turn this would increase overall capacity by 120 over 4 years and give the LA time to find long-term solutions.	This would not be the Local Authority's preferred solution. It would offer a disruptive pattern of provision for a period of a few years, on the anticipation that a new school would definitely be available at a certain point in time. Even so, the level of demand expected to come through in 2012 and 2013 (when the delivery of a new school is unlikely) is such that other local schools might need to offer places <i>as well</i> as the Whitehall schools, rather than instead of.
	Bringing forward the building of a new school on RAF Uxbridge site. There are provisional plans for a 3fe school but these could be revised so the school is enlarged to a 4fe school.	This option of bringing forward the provision of a new 3fe school is being pursued as vigorously as possible, but the earliest that this seems achievable is at least 2013 - and even then, this is dependent upon various external factors.
		<p>At the Petition Hearing on November 8th, it was suggested that Uxbridge High School would now be willing to, and has capacity to, contain a primary school of 2 forms of entry.</p> <p>Until recently the Uxbridge High School site formed part of the council's Building Schools for the 21st Century programme, and had been earmarked for expansion. The BS21 programme has only recently been cancelled.</p> <p>If the proposals presented here are rejected, the Local Authority would need to investigate and consider this as a potential alternative. However, an initial assessment indicates that the site would require extensive MUGA areas to contain both a 2fe primary school and maintain its current admission number. This would also prevent the provision of additional secondary school places in the future, when the current primary school pressure reaches secondary schools. It would require a new statutory consultation process to change the school's age range and would be unlikely to</p>

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		offer a solution within the required timescale.
2.7	Working with the LA:	
	The LA does not work closely with WIS and WJS on building projects. There has been a very strained relationship between the schools and the LA over the Children's Centre development.	It should be understood that these proposals are completely separate to proposals for a Children's Centre.
	The LA submitted and obtained planning permission in July 2009 for a Children's Centre to be built on the school playing field without discussion or consultation with either school. After a great deal of effort the schools convinced the LA to change these plans but the schools are still not kept up to date with progress. The most recent example is that the schools were not informed that revised plans had been submitted in July 2010 and the item was on the August Planning Agenda.	Nevertheless, the school was involved in all aspects of the Children Centre design & location from the initial identification of the site. The school were involved in the initial application, when it was first raised by the school that they were unhappy with the scheme. A subsequent application was made which will be considered by the appropriate committee in November. Officers have attended governing body meetings to present the second ("B") scheme. The builders compound is an issue of logistics and should be agreed on site. The foot path can be located to suit the schools' requirements, and this has been confirmed to the Chair of Governors. The bin store will be a condition of planning. As to not being kept up to date, this is refuted by council officers as the chair of Governors attended the last planning committee to speak in support of the scheme at the request of officers.
	There are still unresolved issues linked to the Children's Centre (e.g. path to school, builder's compound, bin store etc). The schools are not kept up-to-date with changes to the plans or likely submission dates to the Planning Committee.	
	Unsuccessful attempts have been made to work with the LA to help reduce traffic and make access at the Whitehall site and entrance safer. School suggestions have included changing the road layout at front of school and opening the back gate to ease congestion at the front but the LA has given no practical assistance and offered no other solutions. The only concrete action taken by the LA was misguided and made things worse (putting a fence around the bus stop).	These concerns have been passed on to planning and highways officers and will be addressed at the planning application stage.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	<p>The LA has not considered that this is the worst time major building works can take place at the school. If the plans do go-ahead, the School will be a building site for the whole year of the centenary celebrations with one half of the field and one third of the hard play space being unavailable. This is because the LA will lay the foundations for the MUGA and then move the existing portable accommodation (which WIS has to continue to use) onto this MUGA base. The rest of the MUGA base will be used as a works compound with works vehicles driving up and down one side of the field.</p>	<p>This will be discussed with builders and the two schools as the proposals are progressed and implemented. The Local Authority will aim to cause minimum disruption and make maximum use of any resources available to the school. There will be some disruption and a loss of some areas during construction. However, the proposals will provide approximately 2500m² of play area which is a net gain.</p>
2.8	Lack of consultation over detailed accommodation plans	
	<p>Lack of consultation in several areas including not considering petitioners' views, wider issues e.g. pedestrian safety, congestion & traffic, local road network, local amenities, environmental issues.</p>	<p>The DfE regulations for consulting on school organisation proposals have been followed. All views are taken into account in this report, including petitioner's views. Planning issues are addressed as best as they can be at this stage and will be fully addressed, as appropriate, by officers at the planning application stage. If the proposals are approved, they will be on the condition of obtaining planning permission. These concerns are addressed in more details in sections 2.9 and 2.10.</p>
	<p>The LA has not consulted realistically and not taken the schools' views into account. There is a lack of ground and play space and both schools have suggested building on 2 levels but this has not been considered by the LA.</p>	<p>Both schools made a formal decision to oppose expansion and were made aware that due to the time scales involved, the development of proposals would have to continue. WIS was very cooperative and did participate in consultation at an early stage, whilst WJS took a different approach. The LA did present the proposed schemes to the schools for comment.</p>
	<p>In WJS there are areas which could be built above (onto a second level) or the existing 3-class block could be rebuilt on 2 levels and would be in keeping with the rest of the WJS building. This was rejected by the LA. In April 2009 the school was shown a</p>	<p>Building the proposed accommodation at WIS over two levels would not incur significant extra cost (minor extra circulation). However wherever possible, the LA tries to keep infant accommodation at ground floor level. The brief given to the design team suggested 2-storey might be considered, but the conclusion was to build a single</p>

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	new block on 2 levels containing 4 classrooms and one hall. Without consultation or discussion this design was changed to a single storey extension.	story structure, and this conclusion was in accord with the WIS commissioned feasibility study promoted by the school. The LA looked at both single and two story options for WJS. The conclusion was that to provide a viable 2-storey option would (a) require the demolition of three existing classrooms; (b) need the provision of temporary accommodation throughout the contract period; (c) extend the contract period; (d) cause disruption to the schools' service delivery over a longer period; and (e) require approximately 66% more funding than the single story option. If the proposed accommodation at both schools were to be built over 2-levels the Whitehall schools would still be considered as a confined site and be treated accordingly by the LA under the DfE key formulae.
2.9	Untimely consultation	
	DfE regulations state that the proposer should consider the views expressed before deciding to publish proposals, and that this was not done with regard to petitions. This goes against DfE advice and the council's standing orders.	No standing orders or school organisation regulations have been disregarded or breached. The general views of petitioners, as expressed in their written submissions, were included in the report made to the Cabinet Member in August 2010. The decision then taken by the Cabinet Member in August was to continue with further consultations (through a statutory publication and representation period). The petitioners were also allowed the opportunity to verbally present their views at a meeting on November 8th 2010, before this Cabinet meeting to determine the proposals. The views expressed at the Petition Hearing are contained in this report. As there have been objections to the proposals, the decision on the proposals must be taken by the full Cabinet and not the Cabinet Member.
	<p>The Department for Education Guide on Expanding a Maintained mainstream school Paragraph 1.6 states that</p> <ul style="list-style-type: none"> • At the end of the consultation the proposer should consider the views expressed during that period before reaching any final decision on whether to publish statutory proposals. <p>The Council Standing Orders relating to petitions says</p> <ul style="list-style-type: none"> • The Cabinet Member will consider the report (relating to the petition) at a meeting that will be held in public. The Council has rights for petitioners and as such you have the right to come along to the meeting to discuss the matter with the Cabinet 	

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	Member so that he is fully aware of your views before he makes a decision.'	
	Petitions with a total of 631 signatures were submitted on 11th July by WIS and WJS. None of the petitioners were contacted and no discussions took place before the Cabinet Member took the decision to publish statutory notices and proceed to the representation. This is against both the guidance published by The Department for Education and Council Standing Orders as an irrevocable decision has been taken without consultation.	
2.10	Lack of Consideration of wider issues	
	<p>The LA is not considering any of the wider issues involved in expanding the school and not looking holistically at the situation. The schools believe that these important issues must be addressed as part of this expansion proposal and solutions identified to these many difficult issues before responsibility for the decisions is passed onto another LA group (Planning Committee).</p> <p>Although it is accepted that only the Planning Authority can decide planning issues, many of the other issues need to be addressed and resolved prior to planning permission being submitted. If the LA does not give consideration to these issues and identifies solutions as part of these expansion proposals there is the risk that planning permission will not be granted and the issue of additional capacity will not be resolved or severely delayed.</p> <p>This demonstrates that the LA is not considering the</p>	<p>With respect to wider environmental and planning issues, the Council is mindful that the Environment Agency will require a sequential assessment to be undertaken. The Whitehall schools are not in a floodplain, not in a Conservation Area, do not have listed buildings, are not in or adjoining a nature reserve. Nonetheless a planning application will have to be determined on its own merits. Technical reports would need to be prepared to support the planning application (e.g. a Transport Statement or Transport Assessment would fully evaluate highway impact). The Council cannot pre-judge future planning applications. The practicality of school extensions, and ensuring they do not adversely impact on neighbours, is a matter for the appointed architect and then the Local Planning Authority. The Council could design a brief for the architects to minimise environmental impacts. If Cabinet approves the proposals at this stage, it must only do so on condition of obtaining planning permission. This indeed does introduce risk to the proposals, and this is true for all of the proposals presented here. Due to the timescale for providing sufficient school places, some decisions taken by the council will need to be taken at risk of the separate planning application process.</p>

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	wider issues for children, local residents and the wider school community and are only interested in providing additional spaces.	
	Heightening the problems with the local community as the site becomes more crowded with children and buildings.	
2.11	Alternative use of accommodation:	
	<p>BUILDING BULLETIN 99 SCHOOL AREAS GUIDELINES :</p> <p>With the changing curriculum (with inclusion, every child matters and extended schools, etc) any 'spare' spaces that may have existed are now used for other required and essential activities. It should be noted that: • WIS is considerably below the number and space used for 'Learning Resource Areas' recommended in BB99 for a 3fe school with a nursery (one space of 21sqm vs. recommended 62sqm) • WJS is only marginally above the 'Learning Resource Areas' spaces recommended for a 3fe (80sqm vs. 69sqm).</p>	<p>Whitehall Infant School is below BB99 recommended area guidelines for this type of space, and this is also true for approximately 40% of primary schools in the borough. Up to this point in time, how space has been utilised is a matter for the school and it should be noted that the school has had surplus spaces since falling to 3 forms of entry in 2005. Nevertheless, additional areas are proposed to make the school function effectively as 4 form entry and the school has been encouraged to participate in formulating the proposals to make the most effective use of space. For Whitehall Junior School, there is currently sufficient Learning Resource Area space to meet requirements for both a 3fe school, and the school has been encouraged to participate in formulating proposals to make the most effective use of space as a 4 form entry school.</p>
	Following the temporary expansion of WIS in September 2009, extended schools activities are not possible and have been suspended and the school could potentially be penalised by OFSTED.	The school only has to provide access to the extended services core offer. Services do not have to be directly delivered on the school site and they may signpost to other delivery partners and still satisfy the core offer requirements in the interim.
2.12	WJS classrooms:	
	The LA did not address nor answer the original point about current classrooms. BB99 guidelines recommend that the minimum class size of 49sqm to carry out many activities with a 30 children in a	The current guidance is non statutory and not retrospective (for old buildings) and unfortunately it would be impractical to address every instance, however all new accommodation will comply.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	class, including whole class teaching, group discussion; literacy, numeracy and other subjects; practical 3D and construction work; drawing, sketching and working with compliant materials; science, art and DT.	
	Six of 13 existing classrooms in the WJS are below this minimum space requirement for basic teaching and are classified in BB99 guidelines as 'Small Group Rooms'. These classrooms can neither accommodate nor be used for teaching groups of 30 children.	The Net Capacity details the current school accommodation and how it is used. Small classrooms by definition do not necessarily equate to small group rooms. Under the BB99 non-statutory guidelines and the Net Capacity formulae, the rooms referred to can comfortably accommodate 27/28 children each and would have been originally designed (under previous standards) for 30 children. These rooms are proposed to be reverted classrooms, but some additional space is also being provided within the LA proposals for the purpose of small group teaching.
	This situation is currently managed by the school as there are smaller year groups and there is currently one 'spare' classroom. After the proposed expansion there will be no 'spare' classrooms and all of these small group rooms will have to be used for class teaching.	As WJS already use these rooms for class teaching, and sets for part of the day, this can continue and additional space is being provided within the LA proposals for this purpose.
2.13	WJS hall(s):	
	There is currently one hall and one studio at WJS. To comply with BB99 guidelines it will be necessary to remove all equipment from the existing school hall to enable 480 children to be accommodated in one hall (although they will not be able to sit down at the same time). WJS recently 'borrowed' (small) Infant children and found that the main hall could only accommodate approximately 400 (very cramped and small) children.	Currently overall hall space within the Junior school meets the standards set out in BB99, when taking into account the Local Authority proposal of using a large space as a studio (currently used as an out-of-school club room). With regard to loose PE equipment stored around the hall, this could pose H&S risks in an active space and these needs to be managed by the school.
	The LA are proposing to build an external store for the hall equipment to make more space in WJS hall, however this store will take yet more play space, will	The new hall store is proposed at 14m ² internal space. If needed this could be increased and the impact on the playground would be minor.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	not be large enough for all of the equipment and will add considerably to the time taken to set-up and put away before and after each lesson.	
	<p>Section 2 of the BB99 guidelines states that</p> <ul style="list-style-type: none"> • In any primary school, the total area for halls and studios should include at least one hall or studio for every 200 pupil places. <p>After the proposed expansion the school will potentially have 480 pupils, however the LA is not proposing to add a 3rd hall for school use (even if there were space to put one) and is therefore not complying with regulations.</p>	The reference made (to non-statutory guidance) is an example of what hall space might be offered. In fact the BB99 worked examples set out other examples, indicating fewer halls with larger areas. The Local Authority's proposals will ensure that overall hall space will meet modern guidelines. For reference, the BB99 formulaic recommendations ($100+0.3N$ where $N = 480$ pupils when expanded) suggests overall hall space of 244m ² . The school currently has a large hall of 180m ² and the Local Authority proposes using another large space as a studio.
2.14	WIS toilets:	
	<p>The Education – school premises regulations 1999 relating to sanitary fittings require that schools should</p> <ul style="list-style-type: none"> • . . . contain a number of sanitary fittings which is at least equal to 10% of the Number of Pupils at the school who have not attained the age of 5 years and 5% of the Number of Pupils at the school who have attained that age. 	The project manager will work with the schools to ensure that the statutory requirements for sanitary fittings are met.
	<p>WIS does not have enough sanitary fittings. There are currently 24 toilets in WIS, 16 in the main school and 6 in the Nursery. Last year with 120 children in reception, there should have been 21 toilets in the main school (5 more than are currently provided). After expansion 24 toilets would be required to comply with legislation. The LA proposals provide a total of 18 sanitary fittings.</p>	Reference to the "main" building is misleading as two sets of toilets in other blocks have been ignored. According to the school capacity assessments and surveys, existing toilet units total 33 including those for staff. The LA proposals will provide a total of 37 units including staff. This would be above the minimum required amount.
	The Chair of Governors wrote to the Local Authority on 1st April 2010 and again as part of the original consultation in July seeking clarification of this issue but I have yet to receive a reply. We have also	The Local Authority had understood that the meeting held at the schools, with the governing bodies, on June 22nd 2009 appropriately discussed and recorded the concerns of the earlier letter. The concerns raised at that meeting were contained in the

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	asked without success for LA assistance in providing extra toilets in the Reception area.	report to the Cabinet Member in August, and they are again presented here for Cabinet to consider.
2.15	WIS washroom facilities:	
	The Education – school premises regulations 1999 relating to washrooms require that : • In the case of a school with pupils who have not attained the age of 5 years, at least one shower, bath or deep sink shall be provided for every 40 such pupils, the number of such pupils being rounded up to the nearest multiple of 40.	This point is acknowledged and will need to be addressed.
	One shower is currently available at WIS. With a reception intake of 120, plus 40fte nursery children 3 additional fittings will be required. The LA proposals do not provide additional such fittings and therefore not complying with legislation.	This point is acknowledged and will need to be addressed.
2.16	School fields and play space:	
	The Education – school premises regulations 1999 relating to playing fields require that • the minimum area for team games for a school of between 400 and 500 children who have attained the age of 8 is 20,000sqm.	The 12m2 difference (i.e. between the 26,163m2 and 26,151m2 measurements) is an acceptable and insignificant margin of error. The figure of 4,300m2 for the current buildings includes upper floor rooms and is therefore an incorrect measure, as only the buildings footprint should be subtracted. A MUGA is proposed. The LA proposals will provide in area terms; a total site area in excess of 32,000m2 (this includes the removal of 200m2 for the proposed children's centre); remote playing fields subject to executive approval, and counts the MUGA area twice as allowed for a confined site; a total building ground floor foot print no greater than 4,500m2, leaving net site area of approximately 28,400m2 which will be several hundred m2 over the minimum site requirements for a 4FE school.
	The LA has used the incorrect site area of 26,163sqm in all of its calculations for WIS and WJS. The LA has not deducted the 2,000sqm of school playing field which has been designated by the LA to build a Children's Centre. This area has been fenced off and has been unavailable to the school since the start of term in September 2010. In addition, the most recent net capacity surveys for WIS and WJS give the site as 26,151sqm, not 26,163sqm.	

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	For a 3fe junior school and 3fe infant school with a nursery BB99 requires a total site size of 24,560sqm. Using the reduced site size of 24,151sqm the Whitehall schools site is already a 'Confined site' lacking enough play space under BB99 guidelines. In addition, after subtracting the 4,300sqm of all current buildings the site is less than 20,000 which is the minimum required by the school premises 1999 regulations.	
	For a 3fe junior school and 3fe infant school with a nursery BB99 requires a total site size of 24,560sqm. Using the reduced site size of 24,151sqm the Whitehall schools site is already a 'Confined site' lacking enough play space under BB99 guidelines. In addition, after subtracting the 4,300sqm of all current buildings the site is less than 20,000 which is the minimum required by the school premises 1999 regulations.	
	BB99 guidelines recommend a total site area of 30,160sqm for a 4fe school with a nursery, which is 20% more than the current site. The only way the LA can comply with regulations is by providing 2x1,000sqm MUGAs which will take up over half of the field area leaving very little grassed area for the school or community.	
2.17	Replacement of existing equipment / facilities:	
	The LA has assured the schools on several occasions that it will relocate and / or replace any displaced equipment and facilities which result from the expansion, however there have been no discussions on what has to be replaced and how this will be achieved.	This point is acknowledged and where the equipment is relocated does need to be resolved as the proposals progress.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	Amongst the equipment that needs relocating are the assault course in WJS, the assault trail in WIS, the 'wagon' and other equipment in WIS playground. There are also numerous trees that will need to be replaced, the grove wildlife area relocated and the mound moved to make way for the MUGA. There is also the matter of the loss of 3-4 car parking spaces.	All of these requirements may or may not need to be relocated but do need to be addressed as the proposals progress, including the issue of parking spaces.
	The Whitehall site is already a 'confined' site (BB99 guidelines) and with all of the additional buildings and the MUGA which will occupy half of the existing field there will be major problems in finding areas to make good on the LA promises.	This point is addressed in section 2.16
2.18	Kitchen and dining facilities:	
	At the moment the Infant meals are prepared in the Junior Kitchen. The kitchen is currently inadequate and WJS has secured a grant to upgrade the kitchen however this project is on hold pending the result of the expansion proposals.	For these facilities, the LA proposals would meet the requirements for 4FE provision. The decision on the proposals will be taken at this meeting, although the governing bodies do have the right of appeal which could prolong the timescale.
	The LA is proposing to replace the existing kitchen which currently serves both the Infant and Junior School. To only service the Junior School and comply with regulations the replacement kitchen would need to be approximately 70sqm, which would take up additional play space and car parking bays. To serve the Junior and Infant Schools the kitchen would need to be a minimum of 84sqm, taking up even more play space and parking bays.	This point is acknowledged. Kitchen facilities of an appropriate size are included within the proposals.
	Because of the space requirements for new kitchens the Junior School may restrict the size of a new kitchen and refuse to prepare meals for WIS. This would mean that WIS would then require its own kitchen, requiring additional space and works by the LA. This has not been considered by the LA.	If the LA proposals are not approved, and WJS were not to provide pupils at WIS access to hot meals, this does not mean the LA would be required to provide WIS with a kitchen. There are other options that would be considered.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

2.19	Lack of sufficient capital funding.	
	The Department for Education Guide on Expanding a Maintained mainstream school states in paragraph 4.57, 4.59. that land and funding needs to be in place for proposals to be approved.	
	The LA has yet to identify where the funds to expand the schools is going to be found. The £73m figure reported is for school expansions are for Phase 1 and Phase 2 expansion projects. Currently £6.26 million over 3 years is allocated for phase 1 and £66.85m allocated for phase 2 (for expansion of schools by a further 19fe throughout the borough to be available in 2012). These costs were most recently reported to Cabinet in July 2010 and no changes were noted as part of the revenue and capital budget monitoring at the Cabinet meeting in September 2010.	These are Local Authority proposals and the Local Authority has confirmed that it will fund the schemes. More detail on the funding arrangements is given in the Finance sections of the main Cabinet report. Many authorities are facing increased requirements for school places due to increase in birth rates and the government is yet to advise on revised capital allocations, though additional allocations are expected in respect of sufficiency issues. Funding will come from a variety of sources, namely the Primary Capital Programme, but also potentially Section 106 funding held by the authority and any capital receipts. Essentially, PCP will not be the only funding source for these expansions. Other capital funds will need to be applied to these projects based on existing PCP allocations.
	The estimated costs of capital works required at the 7 schools in phase 1 as reported in the statutory proposals is £13.2m. This is over twice the budgeted figure. These proposals should not go ahead as funding for the projects has not been adequately identified as required by the Department for Education Guidance.	
2.20	Lack of forward planning:	
	The Department for Education Guide on Expanding a Maintained mainstream school states in paragraph 8 that:- "Currently, LAs must publish a Children and Young People's Plan (CYPP) as the single strategic overarching plan for all services affecting children and young people which also includes reference to	The current CYPP is a three year plan (2008-11). It was a statutory requirement to update the plans every three years; however this requirement has now been repealed by the government. Officers are in discussion with Council members on the possible production of a new plan or something similar.

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

	strategic planning for school places."	
	<p>The only reference to school places in the Hillingdon CYPP published in 2008 is on page 6, stating:</p> <ul style="list-style-type: none"> • 'A review of future projected demand for childcare indicated there are enough places overall but across all the age ranges there are shortages of places in Ickenham, Charville, Yeading and Pinkwell wards. There is a lack of childcare places for children of the age of 5-11 across the borough. This will become more apparent over the next three years as the population increases. There is likely to be a growing need for baby places across the borough given that the birth rate is above the national average.' 	<p>The CYPP is an overarching strategic document which outlines the strategic priorities. The operational detail is produced by individual teams more regularly. While the overarching plan has not been updated, the annual action plans have been refreshed to ensure development in service delivery. The reference made by the Governing Bodies only reflects the situation at the time the document was produced up to early 2008. Several school places reports have been produced since then, which have all identified the more widespread need for primary school places. These reports are routinely incorporated into service delivery plans.</p>
	<p>In the year before the plan was produced (2007/08) births in LBH increased significantly and have stayed at the higher level since. There was no mention of this in the CYPP and there has been no update of the plan to accommodate this increase. There have been significant housing developments in schools planning area 6 in the past 3-4 years however (as far as we are aware) until very recently the LA has carried out very little planning to accommodate the additional children.</p>	<p>This is incorrect. The surge in births in 2008 (400+ more children than the previous year) was not evident in PCT data in 2008 as it was occurring, and in fact was only confirmed by official ONS data in spring 2009. And at that point in time (spring 2009) the borough was also experiencing a sharp increase in net migration - a separate but equally important factor. The planning of school places is assessed every year as new data emerges, and plans are made accordingly. Housing developments are routinely included in local forecasts and in official forecasts produced by the GLA. Plans to accommodate new housing and rising births are (and have been) made several years in advance. Locally (in Uxbridge) the forward planning of places expected that the delivery of a 3-form entry school would provide sufficient places. This size of school would provide approximately 50% more places than the child-yield from the RAF Uxbridge site. However since mid-2009 there have been fundamental changes in circumstances across Hillingdon, with much higher births and sudden reversals in net migration trends. The problem of increasing net migration means school places are needed much earlier than previous expectations. This factor was</p>

Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

		picked up at the earliest possible time, and plans have been made accordingly. The proposals presented here to Cabinet are Phase 1 of the council's programme to deal with this rising demand (including from new housing).
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Table 3: Specific points made by the joint Governing Bodies of Whitehall Infant and Junior Schools or expressed at the Petition Hearing on November 8th 2010.

Appendix 2 - Reference to research on school size & standards

"THE STRUCTURE OF PRIMARY EDUCATION: England and other countries"

by Anna Riggall and Caroline Sharp (National Foundation for Educational Research, Copyright © University of Cambridge 2008).

6.2 The impact of school size on attainment

There is relatively little research evidence on the impact of school size on learning and teaching. One fairly recent study which considered the performance of pupils in schools with different characteristics (Spielhofer et al. 2002) found no evidence of a relationship between primary school size and pupil progress in Key Stage assessments, although this may have been influenced by the relatively small number of primary schools included in the analysis. In New Zealand, Harker (2005) conducted a similar study, examining the relationship between school size and pupil attainment. The author points out that most New Zealand primary schools would be considered 'small to medium' by international standards. The study found no evidence of a significant relationship between school size and academic attainment in primary schools.

Two other qualitative research studies have considered aspects of (large) primary school size and school amalgamation in England. Southworth and Weindling (2002) researched the views of school leaders on the benefits and limitations of large primary schools (those with over 400 pupils). They found that headteachers of large primary schools held mostly positive views of the impact of large schools on teaching and learning. Wallace and Pocklington (2002) studied the process of school amalgamation in two local authorities, documenting the complexity of the process for local authority and school staff and identifying the main change management processes and themes involved.

6.3 However, one of the issues addressed in a report of TIMSS [*Trends in International Mathematics and Science Study*] data by Martin et al. (2000) was the effect of school size on achievement (where schools were categorised as 'large' if bigger than the national average in that country). The report states: 'There seems to be a general tendency for greater percentages of students in high-achieving schools to be in the larger schools in each country.' (p. 47).

7.3 Two aspects of school structure have attracted more evaluative consideration in England and elsewhere: school size and starting age. The available evidence suggests that neither of these has a strong impact on children's attainment or progress at school.

SOURCE

http://www.nfer.ac.uk/nfer/publications/PRO01/PRO01_home.cfm?publicationID=307&title=The%20structure%20of%20primary%20education:%20England%20and%20other%20countries

Appendix 3 - Hillingdon Births

HILLINGDON WARD BIRTHS BY SCHOOL YEAR											
(data source: Office for National Statistics school term births spring, summer, autumn)											
	1998/1999	1999/2000	2000/2001	2001/2002	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009
Barnhill	155	194	202	182	189	173	212	246	242	239	257
Botwell	220	210	200	206	209	213	231	231	252	282	300
Brunel	167	135	132	149	142	140	139	142	163	185	173
Cavendish	164	118	153	139	129	121	151	125	135	129	142
Charville	143	157	146	140	166	160	174	192	182	210	189
Eastcote & East Ruislip	107	92	96	124	84	111	85	67	105	109	104
Harefield	100	108	99	100	109	119	109	110	107	128	111
Heathrow Villages	159	160	185	155	174	160	190	216	195	216	208
Hillingdon East	179	150	140	152	164	170	136	161	162	198	195
Ickenham	84	97	85	67	88	94	88	91	101	83	119
Manor Ward	170	154	147	132	151	142	122	144	113	159	159
Northwood	107	103	111	107	105	98	92	111	126	96	99
Northwood Hills	133	117	120	125	124	134	124	120	131	134	148
Pinkwell	221	168	223	178	212	201	208	240	216	281	266
South Ruislip	174	166	132	168	165	176	173	164	161	183	196
Townfield	151	195	162	183	167	204	210	215	234	292	281
Uxbridge North	123	136	132	132	146	133	139	136	124	168	157
Uxbridge South	118	137	152	132	128	142	142	121	136	183	164
West Drayton	173	158	147	153	166	172	166	201	170	213	231
West Ruislip	148	123	120	136	126	137	127	163	136	138	140
Yeadon	238	215	214	188	198	224	257	258	277	295	298
Yiewsley	189	180	160	177	165	190	197	208	189	227	242
North of A40	1,187	1,078	1,063	1,098	1,081	1,132	1,071	1,095	1,115	1,159	1,218
South of A40	2,236	2,195	2,195	2,127	2,226	2,282	2,401	2,567	2,542	2,989	2,961
TOTAL BIRTHS	3,423	3,273	3,258	3,225	3,307	3,414	3,472	3,662	3,657	4,148	4,179
UXBRIDGE SCHOOL PLANNING AREA	408	408	416	413	416	415	420	399	423	536	494
							↓				
							September 2009 Reception Cohort				
								↓			
								September 2012 Reception Cohort			
The record of births alone indicates a further and substantial demand increase to be expected by September 2012 (before the RAF Uxbridge development commences).											

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MAJOR SCRUTINY REVIEW: *THE EFFECT OF OVERCROWDING ON EDUCATIONAL ATTAINMENT AND CHILDREN'S DEVELOPMENT*

Cabinet Member	Councillor David Simmonds Councillor Philip Corthorne
Cabinet Portfolio	Education and Children's Services Social Services, Health and Housing
Officer Contact	Nikki Stubbs, Deputy Chief Executive's Office
Papers with report	Appendix A: Health Inequalities Working Group Final Report

HEADLINE INFORMATION

Purpose of report	To receive the Health Inequalities Working Group's report providing recommendations which seek to build upon the Borough's approach and strategy to dealing the effects of overcrowding on educational attainment and children's development.
Contribution to our plans and strategies	Putting our residents first: Our People
Financial Cost	There are no direct costs implications arising from this report.
Relevant Scrutiny Committee(s)	External Services Scrutiny Committee, Education & Children's Services and Social Services, Health and Housing
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. Welcomes the report of the Health Inequalities Working Group; and
2. Accepts the recommendations of the Working Group report as reflected below:
 - i. endorses the Working Group's view that the effect of overcrowding on educational attainment and children's development is an issue of great concern and that failure to tackle this will have a significant impact on many families in the Borough.
 - ii. recognises the concerns of the Working Group regarding the legislative definition of statutory overcrowding.

- iii. supports the proposal that officers identify what provision currently exists within the Borough in terms of primary and secondary school breakfast clubs and after school clubs. Once the current provision has been established, officers will look at the development of similar clubs at schools in other parts of the Borough where the need is greatest and where they would be most effective.
- iv. supports the proposal to include policies on issues relating to overcrowding in the Development Management Policies Document.
- v. supports the proposal that regular housing / overcrowding drop-in sessions be held in Children's Centres within the Wards that have the highest levels of overcrowding, together with housing / overcrowding information leaflets being made available at all Children's Centres in the Borough.
- vi. should there be future change in legislation, asks officers to review the phasing out of secure tenancies so that larger under-occupied homes can be freed up for overcrowded families.

INFORMATION

Reasons for recommendation

The recommendations are aimed at building upon the work currently undertaken by the Council and partner agencies in relation to those children whose educational attainment and development has been hindered by overcrowding. An improved service will contribute to improvements in residents' health and wellbeing.

Alternative options considered / risk management

The Cabinet could decide to reject or amend one or more of the Working Group's recommendations.

Supporting Information

1. Seven of the eight North West London Boroughs (Hounslow, Hillingdon, Ealing, Brent, Hammersmith & Fulham, Westminster and Kensington & Chelsea) put in a successful joint bid to the Centre for Public Scrutiny to become one of four Scrutiny Development Areas (SDAs) that would look at health inequalities. Each of the SDAs was given a budget of £5,000 by Local Government Improvement and Development (LGID - formerly IDeA) for innovative work during the reviews. Following the conclusion of the North West London SDA reviews, the CfPS is proposing to use the experiences of the Scrutiny Committees involved in the SDAs to produce a Scrutiny Resource Kit to encourage councils to undertake their own review of health inequalities.
2. The Health Inequalities Working Group was set up by the External Services Scrutiny Committee to review and recommend measures to address/mitigate the effect of overcrowding on educational attainment and children's development.
3. The aim of this review was to look at the Council's arrangements for addressing the effect that overcrowding had on educational attainment and children's development in the Borough. The Working Group also sought to clarify the links between overcrowding and educational attainment. It is hoped that this work will act as a catalyst to the work that must

be undertaken to tackle the effects of overcrowding in Hillingdon. This may be a long process and the impact may not be immediately clear, but the Working Group believes that the effect of overcrowding on educational attainment and children's development is an issue that must be addressed.

4. Working Group Members were acutely aware of the need to not raise expectations too high. This, along with suggestions for improving the support currently available, were considered when producing the recommendations.
5. The review took place between August 2010 and October 2010 and was presented to the External Services Scrutiny Committee on 28 October 2010 for its endorsement before submission to the Cabinet.
6. The Committee's report (attached) gives full details of the review.

Financial Implications

At this stage, there are no financial implications relating to this report. Any further developments of this service will have to apply for funding through the appropriate methods.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The Committee's recommendations will provide a springboard for the Council to take those steps necessary to improve support offered to children living in overcrowded homes which affects their development and educational attainment.

Consultation Carried Out or Required

The Committee took evidence from residents, officers and experts as described in the attached report.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and is satisfied that there are no direct financial implications arising from this report. Any further developments of this service will have to apply for funding through the appropriate methods.

Legal

Under the Council's Constitution, the Cabinet has the appropriate powers to agree the recommendations proposed at the outset of this report. There are no other significant legal implications arising out of this report to bring to Cabinet's attention.

BACKGROUND PAPERS

NIL

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Health Inequalities Working Group

**Report on the effect of overcrowding on
educational attainment and children's
development**



A Working Group established by
the External Services Scrutiny Committee

Members of the working group

Cllr John Hensley (Chairman)

Cllr Beulah East

Cllr Phoday Jarjussey

Cllr Judy Kelly

Cllr John Major

Cllr Carol Melvin

Cllr Mary O'Connor

Cllr Michael White



HILLINGDON
LONDON

Report of the Health Inequalities Working Group

Effect of Overcrowding on Educational Attainment and Children's Development

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Chairman's Foreword

This Working Group was set up to review and recommend measures to address and/or mitigate the effects that overcrowding has on the educational attainment and the overall child's development. In 2009, the Centre for Public Scrutiny had asked for bids from groups of councils to become one of four Scrutiny Development Areas that would be looking at health inequalities, Hillingdon and six other North West London councils were successful in their joint bid.

The recent report of the Children & Young People Who Abuse Their Parents & Carers Working Group had significant links to overcrowding. The Chairman of the External Services Scrutiny Committee, Councillor Mary O'Connor, asked me to chair this working group to investigate the issues and to report back to that Committee.



The review had three main fields where I have personal experience namely planning; education; and youth offenders. Much work has already been done in relation to establishing the links between overcrowding and the impact it has on a child's education and development and this was taken into account. The focus of this Working Group was to determine the impact it had in Hillingdon and how we might make improvements. In addition, motivation and stimulation mechanisms were also taken into account by reviewing those facilities currently available.

The overall objective therefore of the Working Group was to identify ways that would enable a young person to maximise their educational potential and thereby seek long term and rewarding employment.

We are very grateful to the many witnesses who came to our meetings to provide us with the information needed to make our recommendations and we particularly thank: Christine Robson, Child Family & Adolescent Consultation Service; Peter Lang, Hillingdon Association of Secondary Headteachers; Dr Ellis Friedman, Joint Director of Public Health, NHS Hillingdon/LBH; Brian Doughty, Interim Corporate Director of Adult Social Care, Health and Housing; Linda Dines, Parent Partnership Manager, Education & Children's Services; Isobel Callaby, Parenting Support Service Co-ordinator at Barra Hall Children's Centre; Satwinder Saraon, PEP/Service Manager, Children's Specialist Services; Sheila Cawthorne, Housing Commissions Manager, LBH; Sally Currie, Under Occupying & Overcrowding Case Worker, Hillingdon Homes; James Gleave, LDF Principle Officer; Tim Lake, Service Manager, Environment and Consumer Services; Khalid Rashid, Emergency Housing Manager; Brian Whiteley, LDF Team Manager; Beatrice Cingtho, Head of Housing; Emma Humphrey, Service Manager, Housing Needs Housing Options; Alison Moore, Senior School Improvement Officer 14-19; Erica Rolle, Domestic Violence Strategic Coordinator.

A very special 'thank you' goes to the young person (still of school age) who gave up his time to meet with me and the Democratic Services Officer to tell us about his personal experiences of growing up in an overcrowded house and how this has impacted on his education and development. Thanks also go to the Youth Offending Team's Parenting Officer for arranging that meeting. A very special 'thank you' also to the mother that attended the consultation event at Barra Hall Children's Centre and spoke about her family's experience living in an

Health Inequalities Working Group: The Effect of Overcrowding on Educational Attainment and Children's Development

overcrowded house and her experience of the assistance she received. Thank you also to the Hillingdon Partnership Team and staff at Barra Hall for arranging this event. All these people have clarified the importance of this review and shown the need for the recommendations that we have made.

Mr John Hensley

Summary of Recommendations

This is a composite list of the recommendations made by the Working Group.

Recommendation 1

That Cabinet endorses the Working Group's view that the effect of overcrowding on educational attainment and children's development is an issue of great concern and that failure to tackle this will have a significant impact on many families in the Borough.

Recommendation 2

That Cabinet recognises the concerns of the Working Group regarding the legislative definition of statutory overcrowding.

Recommendation 3

That Cabinet supports the proposal that officers identify what provision currently exists within the Borough in terms of primary and secondary school breakfast clubs and after school clubs. Once the current provision has been established, officers will look at the development of similar clubs at schools in other parts of the Borough where the need is greatest and where they would be most effective.

Recommendation 4

That Cabinet supports the proposal to include policies on issues relating to overcrowding in the Development Management Policies Document.

Recommendation 5

That Cabinet supports the proposal that regular housing / overcrowding drop-in sessions be held in Children's Centres within the Wards that have the highest levels of overcrowding together with housing / overcrowding information leaflets being made available at all Children's Centres in the Borough.

Recommendation 6

That, should there be a future change in legislation, Cabinet asks officers to review the phasing out of secure tenancies so that larger under-occupied homes can be freed up for overcrowded families.

Introduction

1. This report presents the findings of the Health Inequalities Working Group which was established by the External Services Scrutiny Committee to review the effect of overcrowding on educational attainment and children's development.
2. In 2009, the Centre for Public Scrutiny asked for bids from groups of councils to become one of four Scrutiny Development Areas (SDAs) that would be looking at health inequalities (the number of SDAs was later increased to 10). Seven of the eight North West London Boroughs (Hounslow, Hillingdon, Ealing, Brent, Hammersmith & Fulham, Westminster and Kensington & Chelsea – Harrow decided not to participate) put in a successful joint bid to develop the following four strands of work:
 1. Hounslow and Hammersmith & Fulham would work together on Improving Health Outcomes Through the Built Environment
 2. Ealing and Brent would work together on Fuel Poverty / Energy Efficiency
 3. Westminster and Kensington & Chelsea would work together on Overcrowding
 4. Hillingdon would work alone on the Effect of Overcrowding on Educational Attainment and Children's Development
3. Each of the SDAs had been given a budget of £5,000 by Local Government Improvement and Development (formerly IDeA) for innovative work during the reviews. The North West London SDA held a launch event at Hounslow on 9 July 2010 which was attended by those officers and Members that would be involved in the scrutiny reviews. As this event cost approximately £800, roughly £4,200 remained in the budget for the SDA to spend. Although Hillingdon had been allocated £1,250 of this budget to spend on innovative consultation with residents, the limited time available for the review meant that this funding had not been used.
4. Given the cross-cutting nature of the review (planning, housing, education and health), the Working Group comprised Members who also sat on the Domestic Violence Action Forum, Domestic Violence Steering Executive, Central & South and North Planning Committees, Education & Children's Services POC, Social Services, Health & Housing POC and the Chairman of the parent Committee - the External Services Scrutiny Committee.

Reason for the Review

5. Overcrowding is just one of the many socio-economic factors that can affect children's development and educational attainment. As there had previously been many studies which looked at overcrowding and which established links between this and the effect it has on children's development and educational attainment, it was agreed that the Working Group would look at mitigating these effects and make recommendations accordingly.

Aim of the Review

6. The review sought to answer a series of questions including:

Health Inequalities Working Group: The Effect of Overcrowding on Educational Attainment and Children's Development

- Are Residents' expectations and concerns about the effects of overcrowding on children's development and educational attainment reflected in the Council's service standards?
- How are the effects of overcrowding on children's development and educational attainment currently identified and dealt with across the Council and how can this be improved?
- How have other councils successfully dealt with the effects of overcrowding on children's development and educational attainment?
- What measures are in place to limit / reduce the effects of overcrowding on children's development and educational attainment?

Terms of Reference

7. The Working Group's Terms of Reference were agreed as follows:
- To establish the extent that overcrowding affects educational attainment and children's development;
 - To review what processes and procedures currently exist to address the effects of overcrowding on educational attainment and children's development;
 - To consider existing Council services and procedures which address the effects of overcrowding on educational attainment and children's development and suggest where improvements could be made;
 - To seek out the views on this subject from Residents and partner organisations using a variety of existing and contemporary consultation mechanisms;
 - To examine best practice elsewhere through case studies, policy ideas, witness sessions and visits; and
 - After due consideration of the above, to bring forward strategic, innovative and practical recommendations to the Cabinet in relation to the effects of overcrowding on educational attainment and children's development.

Methodology

8. The main method for collecting evidence for this review was through a series of witness sessions held in August and September 2010. In addition to these sessions, the Chairman of the Working Group met with a young person who had grown up in an overcrowded home and who believed that his development and educational attainment had suffered as a result. This meeting was held on 30 September 2010 and looked at what help had been received and what further help would be useful to young people in this situation. The full notes from this meeting can be found at **Appendix 3**
9. In addition, the Working Group set up a consultation event at Barra Hall Children's Centre which took place on Friday 10 September 2010. A case study identified at this event can be found at **Appendix 2**.
10. This report presents the findings from these meetings and events. It sets out the background to how the review was undertaken and presents the Working Group's findings from the witness sessions. The recommendations contained within this report address the main issues that arose in the discussions.

11. The Working Group is incredibly grateful to the following people who gave up their time to attend the meetings and advise Members on the key issues:
- Brian Doughty: Interim Director of Adult Social Care, Health and Housing, LBH
 - Dr Ellis Friedman: Joint Director of Public Health
 - Erica Rolle: Domestic Violence Strategic Coordinator, Community Safety Team, LBH
 - Isobel Callaby: Parenting Support Service Co-ordinator at Barra Hall Children's Centre, LBH
 - Satwinder Saraon: PEP/Service Manager, Children's Specialist Services (Educational Psychology Service), LBH
 - Sheila Cawthorne: Housing Commissions Manager, LBH
 - Beatrice Cingtho: Head of Housing, LBH
 - Sally Currie: Under Occupying & Overcrowding Case Worker, Hillingdon Homes
 - James Gleave: Local Development Framework Principle Officer, LBH
 - Emma Humphrey: Service Manager, Housing Needs Housing Options, LBH
 - Tim Lake: Service Manager, Environment and Consumer Services, LBH
 - Peter Lang: Hillingdon Association of Secondary Headteachers (HASH) and Uxbridge High School Headteacher
 - Alison Moore: Senior School Improvement Officer 14-19, LBH
 - Khalid Rashid: Emergency Housing Manager, LBH
 - Christine Robson: Child Family & Adolescent Consultation Service (CFACS)
 - Erica Rolle: Domestic Violence Strategic Coordinator, LBH
 - Brian Whiteley: Local Development Framework Team Manager, LBH
12. In addition to those people who attended the meetings, the Working Group is also grateful to the Lorraine Penson, Programme Manager at Barra Hall Children's Centre and her team.
13. One of the main aims of this Working Group is to review the Council's arrangements for addressing the effect that overcrowding has on educational attainment and children's development in the Borough. The Working Group also sought to clarify the links between overcrowding and educational attainment. It is hoped that this work will act as a catalyst to the work that must be undertaken to tackle the effects of overcrowding in Hillingdon. This may be a long process and the impact may not be immediately clear, but the Working Group believes that the effect of overcrowding on educational attainment and children's development is an issue that must be addressed.

Recommendation 1

That Cabinet endorses the Working Group's view that the effect of overcrowding on educational attainment and children's development is an issue of great concern and that failure to tackle this will have a significant impact on many families in the Borough.

Evidence & Findings

BACKGROUND

14. A research review, *The Impact of Overcrowding on Health and Education: A Review of the Evidence and Literature*, the Office of the Deputy Prime Minister, 2004, found that there is a relationship between overcrowding and children's social and educational development.
15. It is widely believed that overcrowding, frequent house moves, and other housing features including housing quality, neighbourhood, tenure and the impact of housing costs and subsidies can affect children in many ways, including their educational attainment and development. Housing can influence children's education attainment and development through a multitude of pathways including via the effects on their parents and on family relationships. It is therefore difficult to separate the effects of particular housing characteristics from effects which result from family background, neighbourhood or other factors.
16. There have been many studies that prove the link between overcrowding and children's development and educational attainment. These links include:
 - overcrowding can prevent children from studying at home as there is less space;
 - an overcrowded environment can lead to an increase in health issues and infections, which may result in more days off school sick;
 - more noise at home could mean more disruption;
 - if there is little or no personal space at home, children are more likely to go out with friends or to a friend's house rather than staying at home; and
 - overcrowding can lead to bullying and children being involved in gangs if they are spending a lot of time out on the streets. This can also lead to teenage pregnancies, anti-social behaviour, etc.
17. According to data from the Land Registry, the mean house price in Hillingdon in the first quarter of 2009 was £243,908. The average house price in Hillingdon has more than doubled in the past 10 years despite house prices decreasing in the last year in line with the regional and national trend. Hillingdon's *Joint Strategic Needs Assessment 2009-2014* states that estate and letting agents were interviewed in the Borough and reported a drop in sales activity in terms of both supply and demand. There has been a subsequent increase in the supply of rental properties available.
18. For the *Assessment 2010* refresh, entry-level prices (for home ownership and private renting) were obtained by bedroom size across the Borough via a survey of properties advertised for sale and to let during April 2009. These costs were qualified by qualitative research with estate and lettings agents in the area. Entry-level prices are crucial to the assessment of affordability used in the model to assess housing need in the Borough.
19. The report advises that lone parent households are the least likely to be able to afford market accommodation locally. Households headed by someone employed within the

Borough are less likely to be able to afford market housing in the Borough than households headed by someone employed outside of Hillingdon. Although overcrowded households are most likely to be found in the social rented sector, this is also an issue for the private rented sector.

20. 2009 survey data for the Borough shows that overcrowding across the whole of Hillingdon is 5.6%; the national average is 2.5%; overcrowding in the Hayes and Harlington constituency is 10.4%, i.e., more than 4 times the national average and 85% higher than the Hillingdon Borough average. Analysis of the 2001 census data also shows that, in London, nearly a third of all children are living in overcrowded accommodation; the figure for England as a whole is 12%.
21. Living in overcrowded accommodation can have a negative effect on families. If a home is overcrowded, it can affect health and educational attainment and can impact negatively on life chances. Under-achievement at school can be caused by lack of space for children to do their homework. Absence rates may be higher because of illness associated, at least in part, with poor living conditions. Older children may spend more time outside the home, on the streets or at friends' homes to find privacy and space.
22. Poor housing affects children's ability to learn at school and study at home and they consequently have lower levels of academic achievement. Children living in poor housing are nearly twice as likely as other children to leave school without any GCSEs. Children living in overcrowded homes also miss school more frequently due to medical reasons than other children.
23. Overcrowding can have an even greater impact on those families that have children with disabilities and medical needs. Families in overcrowded homes where there is a disabled child will often suffer from a lack of sleep which can lead to other children in the family being late for school. There is also evidence to suggest that benefits could be gained from re-housing and that parenting programmes could provide parents with better coping skills.
24. It is widely believed that there is a link between poor housing and poor health, which then leads to poor educational attainment and may result in reduced life chances. The problem of overcrowding is more prevalent in specific Wards where some growing families remain in small two bedroom flats. These homes can sometimes have up to five children living in a two bedroom property.
25. Statutory Overcrowding legislation means that two parents with five children in a two bedroom flat might not be classed as overcrowded. This situation was replicated for many families across Wards in Hillingdon (information relating to the number of overcrowded families waiting to be re-housed in each Ward can be found at **Appendix 5**). The Working Group is keen to ensure that pressure be placed on the Government to change this legislation.

Recommendation 2

That Cabinet recognises the concerns of the Working Group regarding the legislative definition of statutory overcrowding.

26. During the course of the review, it became clear that there is a need to get things right really early on in a child's life, hence the Working Group agreed that its recommendations will primarily focus on overcrowded households with children up to 5 year olds. There is also a need to change parental attitudes and their skills in managing the different needs of different children.
27. There is a strong link between deprivation and under-attainment. It is clear that overcrowding affects attainment but there is no way of knowing the level of this impact. Overcrowding is thought to be a factor in itself but is only one of the relevant factors and is particularly significant at an earlier age.
28. It has been established that the effect of overcrowding is most significant on children aged 0-5. By the time these children whose learning has been stifled reach secondary school, they could be up to two years behind. This then makes it difficult for them to catch up.
29. The levels of overcrowding in Hillingdon are broadly consistent when benchmarked against neighbouring boroughs in the sub region:

Severely Overcrowded	Start position reported 01/04/09	Reported 01/04/10	Year on Year change
Brent	354	158	-196
Ealing	301	303	2
LBHF	93	98	5
Harrow	37	29	-8
Hillingdon	134	102	-32
Hounslow	81	55	-26
RBKC	209	130	-79
Total	1209	875	-334

Average	173	125	-47
LBH - Average	-39	-23	15

30. The Mayor of London has recently published the London Overcrowding Action Plan to implement his target for London to halve severe overcrowding in social housing by 2016. Severe overcrowding is defined within the Action Plan as being two or more bedrooms below the number required. The Mayor's overcrowding reduction target is London wide, and boroughs' own housing strategies must reflect this target.

31. The overcrowding work in Hillingdon is in-keeping with the agenda set by the Mayor of London in his Action Plan. The Department of Communities and Local Government's (DCLG) overcrowding project and the Mayor's Action Plan are both pan-London initiatives. It should be noted that most boroughs are dealing with overcrowding locally. Whilst the majority of boroughs share best practice and initiatives on a sub-regional and pan-London level, they also typically prioritise the allocation of accommodation to their own residents.

Consultation

32. The Working Group staged a consultation event at a Children's Centre which was situated in an area with a high overcrowding rate. The event, which was attended by officers, Members and a representative from Room2Move, took place on Friday 10 September 2010 at Barra Hall Children's Centre. The notes from this event are attached to this report at **Appendix 2**.
33. The event gave Members the opportunity to speak to a parent that was currently living with her family in an overcrowded home (the 3 bedroom house was occupied by 3 families, each comprising 2 adults and 2 children).

Resources available

34. The Working Group believes that it is important to remember that the Council's resources are limited and that any action taken to address the effect of overcrowding on educational attainment and children's development should not raise residents' expectations too high.
35. There are currently no additional resources available within the Council to devote to mitigating the effect of overcrowding on educational attainment and children's development. As such, any work undertaken as a result of this review will have to be fulfilled within the current budgetary constraints and subsumed within the workloads of existing officers.
36. In the future, consideration could be given to how additional resources can be identified to deal with the potential increase in the number of children living overcrowded accommodation.

CURRENT WORK

Hillingdon Association of Secondary Headteachers (HASH)

37. Uxbridge High School (UHS) is an example of good practice with regard to engagement with students which is a first step in helping those who are experiencing difficulties as a result of overcrowding. Whilst there is a plethora of data on schools and attainment, there is nothing recorded that links this data with overcrowding. Although it is currently impossible to quantify overcrowding across the board, UHS uses a significant amount of data analysis and performance tracking. Consideration will also be given to how the identification of students from overcrowded homes can be incorporated into this.
38. Overcrowding is just one of the socio-economic factors that affects educational attainment and children's development. As well as those that come to their attention for other reasons, UHS staff pay special attention to students that receive free school meals as they are more likely to come from disadvantaged backgrounds and have a poorer performance than those who are not in receipt of free school meals. Effort is being made to narrow this gap.
39. Achievement at UHS has significantly improved and effort is being made to improve attendance which will then have a positive impact on achievement. Although the school only deals with students for about six hours a day, 190 days a year, it is believed that UHS' success is due, in the most part, to an appropriate curriculum and a range of schemes and programmes that the school runs which includes:
- breakfast clubs: it should be noted that those schools in the United States that provide breakfast for all of their students every day from 7am have significant improvements in their attainment. As well as providing a breakfast club, significant effort has also been made to promote healthy eating amongst students at UHS. Although homework clubs are present in all schools, the utilisation of these clubs tends to be by the 5-11 age group. The younger and older children (under five and over 12) are harder to reach groups and children from the most chaotic families are the most likely to need homework clubs and the least likely to attend them. Whilst the Parenting Support Service is working to remedy this, progress is slow. Consideration could be given to setting up homework clubs in venues other than schools and that children's centres and libraries could possibly assist with this as there are often young parents visiting these places.
 - range of courses: as well as academic subjects such as Mandarin and Latin, UHS offers vocational courses that take students out of the school environment.
 - extended curriculum: by providing a variety of clubs after school (chess, self defence, etc), young people are deterred from walking the streets when they finish their mandatory lessons at 3.15pm. These clubs are very well attended and mean that the students are encouraged to stay at school and get involved. It is thought that students from overcrowded homes that complete their homework at school before they go home will suffer fewer effects from overcrowding with regard to their educational attainment.
 - pastoral care: at UHS, pastoral support is provided by dedicated staff and all staff are expected to identify where students' are being affected by issues such as overcrowding and then liaise with appropriate agencies to get help.

- building improvements: £6m of improvement work has been undertaken at UHS which has created space including large corridor areas that are similar to office spaces and are used by students to do their homework. These areas give students more of an idea about adult work environments. The £35k library refurbishment undertaken at the school has resulted in the number of books being taken out increasing by approximately 17%. Students are encouraged to visit the library before and after school.
- family learning: UHS piloted a family learning programme which, in 2009, targeted grandparents. This programme encouraged students and their grandparents to attend the school at the weekend and work together on projects such as IT or fencing. This is a useful tool for engaging with families. UHS hopes to replicate the phenomenally successful family learning undertaken in Brazil where the schools are busier at the weekends than they are during the week.
- summer school: free summer school places are provided at UHS for all Year 6 and Year 7 students. Approximately half of the parents took advantage of this offer this year.
- mentoring programme: the mentoring programme run at UHS involves all staff, including the caretakers and receptionists. The mentors are expected to report on issues of concern which include lateness which may be caused by living in overcrowded conditions. Whilst lateness is deemed unacceptable in all circumstances, this type of situation might be seen in a more sympathetic light and would prompt action by the mentor. Mentoring plays an important role in the Teach First Programme but the Programme suggests that the biggest factor to success are the actions of the parents.

40. HASH is encouraging the uptake of some of these initiatives in other schools. However, funding is an issue for schools and there is concern about whether funding will be made available for future social deprivation work.

Recommendation 3

That Cabinet supports the proposal that officers identify what provision currently exists within the Borough in terms of primary and secondary school breakfast clubs and after school clubs. Once the current provision has been established, officers will look at the development of similar clubs at schools in other parts of the Borough where the need is greatest and where they would be most effective.

Education & Children's Services

Performance & Analytical Services

41. A significant amount of work is undertaken with schools, particularly from deprived areas on performance and data. However, it is difficult to get a strong data match on overcrowding as there is no specific data on performance against overcrowded homes. This is something that could be explored by officers, and which could then be used to inform and to monitor.

Parenting Support Service

42. The Parenting Support Service manages behavioural issues (particularly in chaotic households) and works with other organisations and partner agencies to encourage parents and children to use libraries, attend parenting courses and visit after school clubs. Parent Support Advisors have also been placed in Hillingdon schools.
43. As it is not possible to make overcrowded homes larger, the Parenting Support Service tries to ensure that parents make the most of their situation. Although a child's inability to concentrate and do homework is only one of the issues related to overcrowding, parents are encouraged to clear some space at home for the children, even if it is a small space and for a limited period each day. Other simple measures, such as turning the television off for an hour in the evening, are also encouraged.

Educational Psychology Service (EPS)

44. Officers within the Council's Educational Psychology Service (EPS) work alongside other educational psychologists on identifications made by the health department. The impact of overcrowding is most evident in children under five (and more so with boys), particularly with regard to levels of reading attainment, play and stress. Girls tend to respond differently to levels of overcrowding than boys.
45. The EPS department look at how schools can support these children, and how homework and play can be improved with the involvement of parents. The problems experienced vary and are dependent on the child, their development and age. EPS work with the whole family and across all age ranges.

School Improvement Service

46. It should be noted that school results were improving year on year but that, by the time children complete Key Stage 2, it is often too late to prevent the impact of overcrowding on children's development and educational attainment. At this stage, effort needs to be made to mitigate the effects.
47. The Aimhigher programme targets students by using ACORN data (A Classification Of Residential Neighbourhoods) which is a geodemographic information system that categorises all UK postcodes into various types based upon census data and other information such as lifestyles. This programme is aimed at helping people into higher education and the Council works with Brunel University and Uxbridge College.

Bursaries are also offered. Although this programme (and others) provide help, there is no formal link to overcrowding.

Hillingdon Home Carers

48. Hillingdon Home Carers has volunteers that go to households where parents need a few hours away from their children. The parents find this service very beneficial as it helps to alleviate their stress. 'Young Carers' in Hillingdon also provides relief for parents and children.

Hillingdon Homes – Room2Move

49. A significant number of people have signed up for the Room2Move scheme which was set up this year and is funded by the Department of Communities and Local Government (DCLG). The scheme looks at those homes that are over or under occupied and has generated a lot of interest since it was set up, especially from families living in overcrowded homes.
50. Dedicated Room2Move officers are in place to help those families that are Hillingdon and Housing Association tenants living in overcrowded conditions. These tenants are offered a 1-to-1 service and assisted with all aspects in conjunction with a move. Home release reward schemes are also available as a financial incentive to those tenants that move out of under-occupied homes.
51. The Room2Move officers work with all RSL's in the Borough as well as the PCT and GP's to distribute information to residents about the scheme. Officers also provide information to those in under occupied homes about what help is available to them as well as the mutual exchange scheme which helps families living in an overcrowded environment that need a property like theirs.
52. The Room2Move project is set annual targets for reducing overcrowding as part of its funding agreement with the Department of Communities and Local Government (DCLG). Since the project's inception, the number of households reporting overcrowding has increased at the same rate as the number of overcrowded households has been addressed. For example: in the first four months of 2010/2011, the number of overcrowded households that were moved into larger properties was 38; during this same period, 34 new households registered as being overcrowded. This increase in demand is thought to be an outcome of the success of the project team in moving people on.
53. Running alongside the targets for the Room2Move team to reduce overcrowding are targets to reduce the number of under-occupied properties. Properties freed up by under-occupied households that have downsized are ring-fenced so that only overcrowded households can bid on them. The scheme has a system of incentives available to encourage downsizing and offers help with moves to those downsizers that are older people and/or are living on their own.
54. A Room2Move open day was held on Monday 27 September 2010 in Committee Room 6 at the Civic Centre. This session was split so that tenants living in under-occupied

homes attended between 10am and 12pm, those from overcrowded homes attended between 1pm and 3pm. Members were also invited to attend.

55. Because a lot of landlords do not accept tenants in receipt of social benefits, Room2Move officers specifically target these landlords. Officers explain to the landlords that the Council carry out full checks on those tenants that are looking for private rented accommodation. Landlords tend to be more receptive to accepting tenants in receipt of social benefits as a result of these discussions. The process is slow but it is making some progress.
56. Those tenants looking for alternative accommodation generally either want a home with a garden or want somewhere within the catchment area for the school of their choice. Flats and communal areas are not popular as families want to have their own private space and somewhere private for their children to play.
57. Room2Move officers monitor tenants that have been re-housed to see if they are happy and whether they have had any issues. This monitoring is carried out through visits. Plexus is an organisation that is used by Room2Move. Officers liaise with Plexus to organise viewings and meet with residents.

Planning, Environment and Community Services - Local Development Framework (LDF)

58. If the Council continues to built small flats in the Borough, the overcrowding problem will not be addressed from the root. The lack of availability of homes to accommodate larger families affects overcrowding amongst Black & Minority Ethnic households disproportionately.
59. Hidden homelessness (people sleeping in homes of friends or relatives) may compound the problem. A report by campaigning charity, Shelter23, suggests: "Hidden homelessness might be more likely amongst certain BME groups, particularly Asian households. This sometimes arises out of a need to accommodate family and community members coming from abroad, or because strong cultural ties prevent the hosts from asking their guests to leave". The report goes on to add that the presence of concealed nuclear families within extended families can contribute to overcrowding. (source: Shelter - September 2004 - "The Black and Minority Ethnic Housing Crisis" p4).
60. The strategic planning policy for London is set down in the Mayor's London Plan which was adopted in 2004 and consolidated with alterations in 2008. Besides setting overall housing targets for London, the section on "Living in London" contains several policies which are relevant to this review: to make more efficient use of the existing housing stock – i.e., by reducing the number of vacant, unfit or unsatisfactory homes; to seek a range of house types and sizes in new developments, to offer a range of housing choices; to make adequate provision for children's play and informal recreation; and to seek sufficient new affordable housing to meet the full spectrum of housing needs.
61. It should be noted that a public inquiry ("examination in public") is now in progress, reviewing a Draft Replacement London Plan published by the Mayor in October 2009. The policy emphasis on providing a range of housing types remains unchanged. One

proposed policy in particular looks to achieve greater housing choice, e.g., for more affordable family housing provision.

62. The Mayor also issued Interim Supplementary Planning Guidance in April 2010 which highlighted: his concerns regarding gardens being developed for housing; preferred housing densities and design quality; and affordable housing provision.
63. Local planning policies are currently set out in the 2007 Saved Policies from the 1998 Hillingdon Unitary Development Plan. Two policies set out the overall approach: Policy H4 seeks to promote a greater mix of housing sizes (as the emphasis at the time the Plan was drafted was on providing more smaller homes, especially in highly accessible parts of the Borough, to meet the needs of the increasing number of smaller households); and Policy H5 which seeks to encourage family-sized homes in areas where it is particularly required.
64. The Borough also adopted its detailed local guide to housing design – the Hillingdon Design and Access Statement – in July 2006. This guide advises on the criteria the Council uses to assess planning applications for new homes. It covers issues such as the Council's approach on backland development, conversions, density, sizes of homes, privacy and separation distances between homes and garden space provision. Work is now progressing on a Development Management Development Plan Document (DPD) for the Local Development Framework which will take forward and review the standards used in the Hillingdon Design and Access Statement.
65. Hillingdon's draft LDF Core Strategy is a strategic planning document that sets out how the Borough will change and grow between 2011 and 2026. It contains strategic policies related to employment and housing growth, the protection and enhancement of the natural environment and to ensure the right infrastructure is provided to support the Borough's communities up to 2026 and beyond. The Core Strategy is one of a set of documents which will comprise Hillingdon's Local Development Framework (LDF). Other more detailed documents will come forward, setting out policies to determine planning applications (the Development Management Policies Document) and to allocate specific sites for development (the Site Allocations DPD).
66. The draft Core Strategy was issued for consultation for a six-week period in June 2010 and the responses received are currently being assessed. A further draft of the document, taking account of consultation responses will be presented to Cabinet on 18 November 2010. The Core Strategy contains a number of strategic policies that are relevant to the issues raised by the Health Inequalities Working Group. Chapter 2 deals with New Homes; the key issue raised in this chapter is how housing needs in Hillingdon can realistically be addressed by the supply of new homes.
67. Policy H1 deals with housing growth and sets a target to provide 5,475 new homes between 2011-2026. This is based on the current London Plan target to provide 365 new homes per annum. The London Plan is currently being reviewed and proposes a new target for Hillingdon to provide 620 new homes per annum (9,300 new homes over the period of the Core Strategy). This target has not been agreed and will be examined at the forthcoming Examination in Public.

68. Policy H2 looks at the provision of affordable housing and sets a target for 50% of all new homes to be provided as affordable housing. Evidence of housing need in Hillingdon is being prepared in the form of a Housing Market Assessment (HMA). It is expected that this document will provide further information on issues such as overcrowding. An economic viability study is also being prepared to assess the amount of affordable housing that can realistically be delivered. Evidence from both of these studies will feed into a new draft of the Core Strategy.
69. Policy BE1 sets out minimum standards for new development. In relation to housing, it states that all new buildings should be designed meet Lifetime Homes Standards and that new development should not result in inappropriate development of gardens that erode the character of suburban areas.
70. Following consideration of the proposed amendments to the Consultation Draft by Cabinet on 18 November 2010, a further draft of the Core Strategy will be issued for consultation. The document will then be subject to independent examination, with a view to adopting the document in December 2011.
71. It is proposed that the Development Management Policies Document will contain policies on issues related to overcrowding. It will include proposals for: the size of garden to be retained where homes are extended, e.g., to retain adequate areas for children's play; recommended minimum internal floorspace standards for new homes and those resulting from conversions or changes of use; and recommended minimum garden or communal garden sizes for new housing developments.

Recommendation 4

That Cabinet supports the proposal to include policies on issues relating to overcrowding in the Development Management Policies Document.

72. Hillingdon's draft HMA attempts to model the types of market housing required by the numbers of households expected to be resident in the Borough in twenty years time - in comparison to the current housing size profile. The draft suggests that some 56% of new market homes should be 3-bedroom properties, with 40% containing four or more bedrooms and 4% having two bedrooms.
73. In addition to the Hillingdon HMA, housing policies in the next iteration of the Core Strategy will also need to take account of the West London Sub Regional HMA, which is being prepared on behalf of Hillingdon, Brent, Hammersmith and Fulham, Ealing, Kensington and Chelsea, Hounslow and Harrow. Studies for the Sub Regional HMA use a different methodology, resulting in a significantly lower assessment of housing need in Hillingdon.
74. If the Council looks to negotiate for more larger family units on planning applications for new developments in future, the issue then arises of whether it would then have success at possible subsequent appeals. Developers can be expected to use viability arguments there to counter any attempt to use planning policies based on need arguments to secure larger numbers of family-sized homes.

75. There is also the issue of economics. Increasing the supply of larger homes in the private sector through planning negotiations does not mean that local people will be able to afford them. They are competing with people buying here who come from a wider sub-regional housing market, e.g., with house buyers who are moving from inner to outer London, particularly from Ealing, Hounslow, Harrow and Brent; and from immediately outside London: Slough, South Buckinghamshire and Three Rivers.
76. The current London Plan and its emerging replacement offer a strategic lead for planning policies across London and aim to provide a range of housing choices in future. This includes the need for adequate housing to meet the needs of families with children. Work on the Borough's Local Development Framework will support and build on this, in particular bringing forward a set of detailed local planning policies in the Development Management Development Plan Document which will emphasise the need for more larger, affordable homes for families.
77. The majority of the information currently available in Hillingdon is for affordable housing, but more information is being made available for market housing. There is a small need for 1 bedroom accommodation, but a much higher demand for 2/3 and 4 bedroom homes.
78. The Working Group is keen to stress the importance of having a separate living and kitchen space. Many new developments combine a kitchen/diner with living rooms in one open-plan room. This consequently increases the overcrowding effect and, as such, should be discouraged.
79. Officers took suggestions made by this Working Group to the Development Management DPD Working Party meeting on 14 September 2010 which resulted in the addition of the following amendments to four specific sections of the Development Management DPD text:
 1. Insertion reference Cle 164: in the preamble to Policy DM28 on Internal Floorspace & Facilities for New Self-Contained Residential Development a section of text has been added to stress that overcrowding is an issue in the Borough and that this has consequences for the health and educational prospects of people affected by it. The section reads: "There is considerable evidence of overcrowding within homes in some parts of Hillingdon. This has adverse implications for the health & well-being of those residents concerned. It may also hamper the educational and career attainment of resident children and adults who are deprived of any adequate space for quiet study. (Hillingdon's resident working age population has below average qualifications of NVQ1-4 or above and 27% of working age residents are qualified below NVQ Level 2). While this phenomenon may be a reflection of current cultural, social and economic factors, it is most important that all future homes in Hillingdon include arrangements to mitigate the adverse effects of overcrowding in the decades to come."
 2. Insertion reference Cle 165: a further section has been added elsewhere in the preamble to Policy DM28 to emphasise the need for adequate kitchen and dining areas in new homes: "For the purposes of satisfying the third paragraph of Policy DM28, 'living room' is defined as a separate living room or living space,

indicated on plan, adequate for receiving visitors and for seated socialising by all members of the household. Combined or open plan living / dining rooms and kitchens will not be considered to satisfy the requirements of that paragraph. A kitchen / diner would only satisfy this criterion if it were large enough to duplicate the above living room requirements, plus accommodating a full range of kitchen appliances and storage cupboards (including the internal sorting & storage of refuse and recyclables) and in addition, providing a further seated dining function for all members of the resident household."

3. Insertion reference Cle 169: the Borough is seeking to implement the home size standards introduced in the latest London Plan. These propose a minimum size of 70 square metres gross internal floor area for homes with four people. Once homes of this size are proposed, the DPD proposes that they should contain at least two separate living rooms: "To provide for internal privacy, the health and well-being of members of the resident household and to alleviate future potential for overcrowding, any new home above 70 GIA should include at least two discrete and separate living rooms (only one of which might be a kitchen / dining room) in addition to the requisite number of bedrooms and other facilities."
4. Insertion reference Cle 179: in the preamble to Policy DM31 on Size of Private and Communal Gardens to Serve New Dwellings in Hillingdon, a further sentence is being added at the end of a paragraph which states the importance the Council will give to the provision of adequate sized gardens for new homes and states: "An unacceptably small garden area might also serve to hamper occupation by many future households, or impair the quality of life which they might enjoy, and so conflict with the policy aims of high quality and inclusive design." It is primarily aimed at helping maintain the character, quality and functioning of an area and its stock of homes, addressing the need for adequate informal leisure space around homes.

Child Family and Adolescent Consultation Service (CFACS)

80. The Child, Family and Adolescent Consultation Service (CFACS) offers services for infants, children and adolescents from the ages of 0 to 18 with emotional, behavioural and other mental health problems. The service caters for families in Hillingdon and offers family therapy, individual therapy, group therapy and parent/infant therapy. Referrals can be made to the service from health, education or social service professionals who have contact with children, young people and families. Referrals can also be discussed first over the telephone. The number of referrals that CFACS receive has increased by around 100 year-on-year. CFACS has a relatively small team, which works in a very large Borough and last year they received 1,200 referrals.
81. Families living in overcrowded homes often contact CFACS for assistance. At a family's request, CFACS will write to the Council's housing department, or make a referral to social care.
82. CFACS is a clinical service and not a support service so looks at practical issues. Issues going on inside a person or family will affect the family's / young person's emotional development, thoughts and feelings. External factors that are considered include effects upon society, at school or on the streets. Behaviour needs to be dealt

with appropriately and in a timely fashion whilst also giving consideration to mental health issues.

83. The service tries to assess the needs and mental health of children / youths and their parents. CFACS works closely with social workers as well as the Council's Education and Children's Services section. A significant amount of joint work is already undertaken with partner agencies.
84. Overcrowding increases stress and mental health issues (if these already exist) and can result in a person being less likely to cope with issues that they could usually cope better with. A lot of families that go to CFACS are parents that don't know where else to go. Parents with severe learning disabilities are able to get assistance but those with mild/moderate disabilities do not get much support, if any.

Adult Social Care, Health and Housing

Housing Options

85. Re-House UK is an internet-based letting agency which encourages tenants to register their own interests on an online system. Council officers encourage tenants to search this system for a home and to be proactive. Re-House UK is a pilot scheme that, if successful, will be rolled out to other local authorities in due course. Officers have looked at things from a landlord's perspective as well as from a tenant's perspective.
86. It should be noted that those families living in a 2 bedroom home but needing a 4 bedroom home cannot bid for a 3 bedroom home as the Council can't move them into another overcrowded home. Residents that visit the Council's housing needs reception for information are able to talk about options available to them in an effort to meet their immediate needs. They can also look at private rented homes but tend to be cautious as it reduces their banding if they take up this option. Financial assistance is also available, for example, in the form of deposits being paid.

Housing

87. Hillingdon, like other areas in London, has a shortage of larger family sized homes. The Council is attempting to address the need by building more family sized homes and has implemented additional initiatives to reduce overcrowding. For example, the Tenants Grant to Move scheme encourages under-occupied households to move into smaller properties, thus releasing larger sized homes for rent. Hillingdon has also accessed £350K of Government funding, provided through the West London Housing Partnership, to convert Council homes to provide additional bedrooms.
88. The number of overcrowded households in the Borough is growing and, as housing supply does not match the demand, this trend will continue. Overcrowding is higher in the private rented sector (PRS) than in other tenures – in July 2010, approximately 18.7% of families living in privately rented accommodation were overcrowded versus 12.6% of the same demographic group in other tenures.

89. As at 31 July 2010, the levels of overcrowding in Hillingdon in social housing stock were:

	Type of Overcrowding	No of Households
1	Statutorily Overcrowded (<i>defined by legislation as 2 persons aged 10+ years of opposite gender who are not co-habiting and have to share a room</i>)	11
2	Severely Overcrowded (<i>not statutorily overcrowded but requiring 2 or more additional bedrooms</i>) – this classification of overcrowding was created by the Council to fill the void between categories 1 and 3	164
3	Overcrowded (<i>requiring 1 additional bedroom</i>)	721

90. In the PRS, many households remain in overcrowded accommodation as a result of the increased costs associated with renting a larger property. PRS households living in overcrowded accommodation are more likely to be on lower incomes than households in satisfactorily sized accommodation or owner-occupiers.
91. Information on households that are overcrowded is captured at the point that the tenant contacts the Council in respect of any housing need or enquiry. Any household that applies to join Hillingdon's housing register is asked for details of their current housing circumstances. This information is then fed into the assessment of their need and to the priority band that they are allocated.
92. Overcrowding levels are reported quarterly to central Government through the overcrowding work stream and the outcomes are benchmarked against other London Boroughs and funding targets.
93. Hillingdon's housing development team is focussing on addressing overcrowding through new build and acquisitions. Of the 246 rental properties currently in development or being built in Hillingdon that are scheduled for release over the next three years, 92 of them (37%) are of three bedroom size or greater.
94. Hillingdon's housing service is bound by the Council's own allocation policy as well as by statute. The Council works with other departments to take action on any policy issues and individual cases they raise and has locally prioritised the reduction of overcrowding since 2007. There is an awareness that overcrowding has an adverse effect of families and also on children's development and educational attainment. The various strands and activities undertaken by the Council are targeted at reducing this impact. However, the supply of accommodation remains an issue as it cannot meet the demand of all the competing housing priorities. Housing officers will continue to work with Education & Children's Services officers to alleviate this effect wherever possible.

PARENT / CHILD EXPERIENCE

Situation 1 – Beejal¹

95. On Friday 10 September 2010, Members and officers met with Beejal and her case worker about her overcrowded home. Beejal lives with her self-employed husband and two children in a three bedroom house that they share with two other families that each comprise two adults and two children. She stated that she had contacted the Council but had been advised that her family was not a priority as they were not in receipt of state benefits and that there was a shortage of larger affordable homes. She had found it difficult to get any information on the options that were available to her.
96. Beejal's situation is made worse as other adults in the household work night shifts so there is a need for her to keep her children quiet during the day time. As such, Beejal spends a lot of time outside of the home with the children and is suffering from depression.

Recommendation 5

That Cabinet supports the proposal that regular housing / overcrowding drop-in sessions be held in Children's Centres within the Wards that have the highest levels of overcrowding together with housing / overcrowding information leaflets being made available at all Children's Centres in the Borough.

Situation 2 – Kallim¹

97. Kallim lives in a house that has two bedrooms and a box room. He shares the house with his mum, step-dad and five siblings aged 16, 11, 6 and 18 month old twins. Although his belongings are stored in the box room his brother sleeps in that room and he sleeps on the sofa.
98. Kallim was expelled from school a year ago and is now being home schooled: the local authority has provided him with a computer which he is expected to use for his studies for 25 hours each week; he has also been provided with an online mentor. Kallim admits that he studies for about half an hour a day and gets little help from his mum as she is often busy with the twins.
99. The computer, which has Internet access included, is situated in the lounge and other family members regularly use it. This reduces the amount of time that Kallim spends on the computer studying.
100. Because there are so many people in such a small space at Kallim's house, it is quite noisy and there is a lack of privacy so he finds it difficult to concentrate. He therefore

¹ These names are not the real names of the parents and children

spends more time at his friend's house during the day as it has a more sedate and comfortable atmosphere.

101. Kallim is dyslexic and has difficulties reading. The education funding allocated to Kallim this year has been exhausted which means that he is neither allowed to return to school in the Borough nor permitted to receive any Council funded one-to-one tuition. The local education officer is looking at securing free education sessions provided outside of the local authority to help Kallim with his basic maths, English and science skills. She is also helping Kallim to get some work experience. It worries Kallim that he might not get the grades he needs to get into college so that he can train to be a mechanic.
102. Without one-to-one tuition available, Kallim is heading towards becoming a NEET (Not in Education, Employment or Training) and putting more financial pressure on other forms of assistance because of lack of educational support at a time when it will have the most impact on his ability to move forward and seek long term employment.

Situation 3 – Emily¹

103. Emily lives with her partner and her 5 children (aged 11, 8, 5, 3 and 11 months). She is pregnant with her sixth child which she has told will need to be delivered by Caesarean Section. Because she has previously had a number of Caesarean deliveries, she has been advised to avoid any undue strain on her abdomen so that it does not affect her previous scars, which will be under a lot of pressure as the pregnancy progresses.
104. Emily and her family live in a first floor two bedroom flat and she has made a request to move to alternative accommodation on the ground floor (and has stated that she would not mind moving to another two bedroom flat as long as it is on the ground floor). Her Health Visitor and Doctor have written to the Council to support her request to move.
105. As Emily is currently in Band D, she and her family stand little chance of being re-housed any time in the foreseeable future.

Situation 4 – Fiona¹

106. Fiona and her family live in a two bedroom flat but are not classed as statutorily overcrowded. One of her children is asthmatic and his noisy sleeping disturbs the other children at night which then impedes their educational development. Whilst the family is happy to move to a three bedroom property so that the child with asthma does not have to share a room with his siblings, Fiona has been told that she should bid on four bedroom properties.
107. Fiona's case had been referred to the Severe Social Hardship Panel due to the overcrowding at the property. The Panel referred the family to the Room2Move team. Whilst it was understood that the children were experiencing disturbed sleep which impacted on their educational development, it was believed that overcrowding remained the root of the problem and it was not a standalone medical issue.
108. The flat that Fiona and her family live in is on a secure tenancy so she should seek professional advice if she wants to consider an alternative option. She has been advised that the alternative housing options currently available to her are:
- To continue to place bids through the Locata Scheme;
 - Renting a larger property within the private sector; and
 - Homeswapper Scheme.
109. Fiona has now expressed an interest in the private renting option and a referral has been made to Plexus to help her find a property in the private sector to fit the bed-size need of her family

Recommendation 6

That, should there be a future change in legislation, Cabinet asks officers to review the phasing out of secure tenancies so that larger under-occupied homes can be freed up for overcrowded families.

FUTURE WORK

110. There are some solutions to overcrowding that have worked in other places, such as re-housing due to medical reasons, which have also been effective in Hillingdon. Although re-housing due to medical reasons is just one of the practical solutions that can be considered, overcrowding is an issue in the private sector as well as the public sector. Alternative approaches might need to be considered for the private sector.
111. Further work needs to be undertaken to look at how under occupied properties can be freed up and how more flexibility can be built into the system. One possible way forward would be for the Members of this Working Group to have an input into the production of the Council's Housing Strategy.
112. The Hillingdon Housing Strategy is due to be revised. The evidence and recommendations of the Working Group will be noted when consideration is given to the new strategy. The current Housing Strategy identifies overcrowding as a reason for households living in unsuitable housing and has an overall emphasis on overcrowding and health, but not specifically the effect on children. The Council's Housing Allocation Policy is also currently under review and thought will be given to attributing different levels of priority to the different categories of overcrowding.
113. Planning policy could be reviewed to ensure that, in the long term, more affordable family homes are built rather than small flats. It is believed that there are tangible benefits that can be gained from Planning Committees being able to stipulate or influence whether developers are permitted to build houses or flats in certain areas.
114. There is no doubt that more family sized homes need to be built in Hillingdon, but there are social factors that also need to be addressed else the issue of chaotic families will just cause the problem to move and not be solved. Work needs to be undertaken with children from a young age to help them develop as they get older. Support also needs to be put in place to help families to help themselves. This support would need to be coordinated with partners in an holistic way which would also need to consider older children.
115. With regard to how the Council's systems look at convictions and domestic violence incidents when looking at housing people, it is noted that Plexus and Re-House UK look at court orders and ASBO's, but not convictions and domestic violence reports. These are considered by Hillingdon Homes. This is something that officers need to look into and consider when re-housing using Room2Move.
116. There are a number of processes in place to help families bid for homes. As there is a lack of large houses, there needs to be somewhere for families to go for advice whilst living in overcrowded accommodation. Families also need practical advice to make their current property better for their child, for example, improvements with regard to safety, warmth, noise reduction and space planning.
117. Consideration needs to be given to granting housing tenants five year leases so that, if their children move out, their situation could be reviewed and more under-occupied

properties could be freed up. Consideration is being given by the current Government to a revision to the amount of Housing Benefit given to working age families when children left the home. If implemented, this would mean that these families might need to downsize accordingly.

Closing word

118. Clearly, the effect of overcrowding on educational attainment and children's development is a complex issue. The Working Group is pleased to note that the various Council departments that deal with overcrowding or the effects of overcrowding work effectively across the departmental boundaries and do a very good job. However, although there are procedures in place to help families that find themselves in overcrowded accommodation, more information needs to be put into the public domain.
119. UHS has developed some innovative and effective ways of helping children to fulfil their potential and ways to include the parents and extended families in this process. It is hoped that the value of these schemes is recognised and adopted in other educational establishments. Consideration also needs to be given to the provision of private study areas with tuition on hand when required.
120. Parents play a key role in the development of their children and changes are needed in some parental attitudes to their responsibilities and the skills they have in managing the different needs of their children. Whilst work is undertaken by schools to prepare young people for parenthood, there is a further need to highlight the consequences of long term problems due to overcrowding in parenting classes, perhaps including examples of people who cope well and why and people who do not cope so well.
121. Although the Council looks to fulfil a current need with regard to the number of homes required of a certain size, consideration also needs to be given to the fact that the number of overcrowded households is increasing as quickly as they are being dealt with. Furthermore, whilst the Council can look to meet the housing need this should not be at the expense of the social need.
122. It is appreciated that the implementation of the recommendations contained within this report will not be something that can be completed overnight. The approach to implementing change is likely to be slow to ensure that we get it right first time and to manage the expectations of those affected by overcrowding.

Comments of the External Services Scrutiny Committee

123. The External Services Scrutiny Committee established this Working Group to examine ways in which the effect of overcrowding on educational attainment and children's development could be mitigated in Hillingdon. We, the Committee, have considered the Working Group's findings outlined in this report and are delighted to present these to Cabinet and the Council's partners. The report clearly outlines the seriousness of the situation in Hillingdon and the importance of providing a coordinated response to the needs of families living in overcrowded homes and the effect that this has on the children. We fully endorse the recommendations.
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Appendix 1: glossary, references & further reading

Glossary

CFACS	Child Family & Adolescent Consultation Service
CfPS	Centre for Public Scrutiny
DCLG	Department of Communities and Local Government
DPD	Development Plan Document
EPS	Educational Psychology Service
HASH	Hillingdon Association of Secondary Headteachers
HMA	Housing Market Assessment
IDeA	Improvement and Development Agency
LDF	Local Development Framework
LGDI	Local Government Improvement and Development
NEET	Not in Education, Employment or Training
PCT	Primary Care Trust
POC	Policy Overview Committee
PRS	Private Rented Sector
RSL	Registered Social Landlord
SDA	Scrutiny Development Areas
UHS	Uxbridge High School

References & further reading

- The Impact of Overcrowding on Health and Education: A Review of the Evidence and Literature; the **Office of the Deputy Prime Minister**; 2004
- Hillingdon Joint Strategic Needs Assessment 2009-2014: 2010 Refresh ; **London Borough of Hillingdon**
- London Overcrowding Action Plan; **Greater London Authority**; 16 July 2010; <https://www.london.gov.uk/publication/london-overcrowding-action-plan>
- The Black and Minority Ethnic Housing Crisis; page 4; **Shelter**; September 2004
- Design and Access Statement; **London Borough of Hillingdon**; July 2006
- How Housing Affects Children's Education and Development Through the Effects of Overcrowding, Frequent Mobility, and Poor Health and Poor Well-Being; **Dr Rebecca Tunstall, Dr Ruth Lupton and Dr Helena Tunstall**
- The London Health Inequalities Strategy: Draft for Public Consultation; **Mayor of London**; August 2009
- Housing Overcrowding – Education and Skills; www.theyworkforyou.com/wrans/?id=2006-10-16b.92072.h; 16 October 2006
- Overcrowded Housing and the Effects on London's Communities; **London Housing**; October 2004
- The Effects of the Physical Environment on Children's Development; **Cornell University – College of Human Ecology**
- Full House? How Overcrowded Housing Affects Families; **Shelter**; October 2005
- Space to Wind Down: Tackling the Effects of Overcrowding; **London Borough of Islington**; 2006

Appendix 2: Consultation Event

1.15pm – 3.15pm, Friday 10 September 2010, Barra Hall

In attendance:

- Councillor Phoday Jarjussey (Working Group Member)
- Councillor Michael White (Working Group Member)
- Councillor June Nelson (non-Working Group Member)
- Sally Currie, Hillingdon Homes
- Nav Johal, Democratic Services
- Natasha Benjamin, Family Support Worker
- 'B', Parent/Mother

Background:

- 'B' had a husband and 2 children: 18 months old and 2 years old.
- They lived in a private rented 3 bedroom house which had 2 double bedrooms and a single bedroom.
- They shared this house with 2 other families, both of which comprised 2 parents and 2 children which meant that there were 6 adults and 6 children living in a 3 bedroom house.
- Originally there had been 2 families living in the house with the 3rd family moving in about a year ago. 'B' and her family had been living in the house for 2 years. The other 2 families were related to each other.
- They had been given an eviction notice to leave the property by the landlord, and were actively looking for a new home.
- 'B' had been allocated a Family Support Worker by the Council.
- In 'B's bedroom, she had a double bed, a wardrobe and 2 cot beds.
- The house had a very small kitchen, which included a fridge where each family had a separate for their food.

Experiences:

- 'B' and her husband had visited the Housing Needs Reception, and had spoken to Council officers who were not very helpful.
- 'B' had also visited the Citizen's Advice Bureau to get some advice on what her options were.

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- 'B' has registered with Re-house UK but had not yet found alternative accommodation despite also frequently looking online.
- 'B' and her husband (along with their Support Worker) had taken the eviction notice to the Housing Needs Reception. She advised that the staff here continued to be unhelpful – this lack of help was confirmed by the Support Worker.
- They were told that, as her husband was self-employed and earned over a certain amount, the Council could not help them with housing.
- The family was not looking for assistance with finance for housing, but with finding a suitable property for them to live in.
- 'B' was spending as little time as possible in the house and often took her children out to the park, went shopping, or visited the children's centre as much as possible. 'B' was also enrolled on courses herself.
- When in the house, the family was often told to be quiet by the others that lived there. The 2 other families were in the house almost 24/7, and at least one of the occupiers worked a shift pattern which meant that they would need to sleep during the day.
- 'B' felt smothered and strained. She was suffering from depression and she felt that the housing situation had made this worse. She felt very frustrated and stated that the home life had impacted on her illness.
- There was a lack of communication in the house between the families.
- As there were 12 individuals in the house, the bathroom was often busy.
- 'B' had put a small table in the corner of the living room (which they all shared) for her 2 children to use (and the other children in the household if they wished). However, she had been told to move it to her bedroom by other members of the household as it was taking up too much room in the living room which was for all to share. As a result of this, 'B' no longer used the living room and kept everything (including her children's toys) in their bedroom.
- She felt that the overcrowded living conditions had a huge impact on the development of her children and that was why she took them out as much as possible, and spent as little time in the house as she could.
- She stated that mentally this was not good for the children, that development was very important from a young age and that this situation would affect their education.

Suggestions for improvements:

- More support from Housing Reception and the Housing Department for those people that lived in private rented accommodation.
- Including better customer service.
- Improved front line service.
- That she understood that there was a stock shortage but this should not stop her family from receiving adequate advice about housing and their options.

Appendix 3:

Interview Notes

Jacque Crowther, from the Council's Youth Offending Team, had made arrangements for Councillor John Hensley (Chairman of the Working Group) and Nav Johal, Democratic Services Officer, to meet with a 15 year old youth that had experience of living in overcrowded conditions and felt this affected his education and development. The youth will be referred to as 'K'. The following are brief notes made from this meeting which took place on Thursday 30 September 2010:

Background:

- 8 people lived in one house which was council housing: 2 adults and 6 children. K is a 15 year old boy that lives with his mother, step father and 5 siblings (aged 16, 11 and 6 and 18 month old twins).
- The house that K lives in is a 3 bedroom house. It was previously a 2 bedroom house before one of the bedrooms was converted / split into a bedroom and a box room.
- The house has a small back garden (around 12ft squared in size) a very small front garden and no hallway in the house.
- K had taken medication for ADHD for 8 years as he was diagnosed with the illness, but it had recently been discovered that he did not have ADHD.

Experience:

- Although K's bedroom was the box room which he kept his belongings in, he slept on the sofa in the living room as his brother slept in the bed in the box room.
- The living room had a dining table in it but this was folded away as there was no space to keep it out.
- K was dyslexic and could not read particularly well. He had tried practising reading but tended to forget things that he had learnt the day before.
- K was easily influenced by others around him and was hard to manage in school. He did not go to mainstream school anymore and had been home-schooling for a year. K's schooling was done at home on a computer that had been provided by the local authority ('not-school'). The computer was situated on a desk in the living room.
- K studied for around half an hour a day and had an online mentor if he needed assistance. K was meant to study 25 hours a week. When he did ask his mum for help with his work, she was often busy looking after the twins.
- K found it difficult to study at home and mentioned that his brothers or sisters often used the computer which meant that he could not use it when he wanted to. He said that did not have any privacy to study at home and that he did not have enough space to study.

- The computer was used by the whole family and had Internet access which was paid for by the local authority. As the local authority ('not-school') had provided funding for K's education for the year by giving him a computer and online schooling at home, this meant that he could not receive any further funding for studying outside of the home or in another school.
- K's ambition was to become a motor mechanic and he wanted to go to college when he left school.
- The local education officer from Education & Children's Services was looking into free education to help K with his basic maths, English and science skills. The LA officer was also assisting in getting K some work experience in the field of work he was interested in.
- His 16 year old sister went to college and, in order to get some space and quiet time to study at home, she would lock herself in her bedroom to study. K said she also found it difficult to get peace and space to study.
- K had a supervision order for 18 months as he had been in trouble with the police.
- When K was at mainstream school he did not attend after school clubs as these tended to be sport related and he did not enjoy sports. K had received 1-to-1 support when he was at school.
- K was allowed to invite friends over if his brother and sister were out of the house. K spent a lot of time out of the house, including during the day. He did not feel comfortable in his own home and often went to his friend's house in the day time. He said it was a lot calmer there.
- His mother had been looking for a larger house for around 6/7 months.

Suggestions for Improvement:

- K wanted to live in a bigger house so that he could have his own bedroom with a computer in it. He believed that the house would get more crowded as he and his siblings got older so a bigger house was needed.
- He also wanted to get a job in the future.
- K felt that the schools could have assisted him better to stay in mainstream education by moving him to different classes away from the people that he knew. He felt this would have been a better option than excluding him.
- If K had more space, he believed that he would have more time to study in a peaceful environment which would make him more positive and enable him to achieve the grades that he needed to get into college – this was something that he was very unsure of at the time.

Appendix 4:

Overcrowding Definition

Housing Act 1985 (Excerpt)

Part X – Definition of Overcrowding

- | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 324 | A dwelling is overcrowded for the purposes of this Part when the number of persons sleeping in the dwelling is such as to contravene
(a) the standard specified in section 325 (the room standard), or
(b) the standard specified in section 326 (the space standard). | Definition of overcrowding |
| 325 | (1) The room standard is contravened when the number of persons sleeping in a dwelling and the number of rooms available as sleeping accommodation is such that two persons of opposite sexes who are not living together as husband and wife must sleep in the same room.

(2) For this purpose –
(a) children under the age of ten shall be left out of account, and
(b) a room is available as sleeping accommodation if it is of a type normally used in the locality as a bedroom or as a living room. | The room standard |
| 326 | (1) The space standard is contravened when the number of persons sleeping in a dwelling is in excess of the permitted number, having regard to the number and floor area of the rooms of the dwelling available as sleeping accommodation.

(2) For this purpose -
(a) no account shall be taken of a child under the age of one and a child aged one or over but under ten shall be reckoned as one-half of a unit, and
(b) a room is available as sleeping accommodation if it is of a type normally used in the locality either as a living room or as a bedroom.

(3) The permitted number of persons in relation to a dwelling is whichever is the less of -
(a) the number specified in Table I in relation to the number of rooms in the dwelling available as sleeping accommodation, and
(b) the aggregate for all such rooms in the dwelling of the numbers specified in column 2 of Table II in relation to each room of the floor area specified in column 1. | The space standard |

No account shall be taken for the purposes of either Table of a room having a floor area of less than 50 square feet.

TABLE I	
Number of rooms	Number of persons
1	2
2	3
3	5
4	7½
5 or more	2 for each room

TABLE II	
Number of rooms	Number of persons
110 sq. ft. or more	2
90 sq. ft. or more but less than 110 sq ft	1½
70 sq. ft. or more but less than 90 sq ft	1
50 sq. ft. or more but less than 70 sq ft	½

- (4) The Secretary of State may by regulations prescribe the manner in which the floor area of a room is to be ascertained for the purposes of this section. In addition, the regulations may provide for the exclusion from computation, or the bringing into computation at a reduced figure, of floor space in a part of the room that is of less than a specified height not exceeding eight feet.
- (5) Regulations under subsection (4) shall be made by statutory instrument that shall be subject to annulment in pursuance of a resolution of either House of Parliament.
- (6) A certificate of the local housing authority stating the number and floor areas of the rooms in a dwelling, and that the floor areas have been ascertained in the prescribed manner, is prima facie evidence for the purposes of legal proceedings of the facts stated in it.

Appendix 5:

Hillingdon Overcrowding Statistics

<u>NUMBER OF CHILDREN IN OVERCROWDED HOUSEHOLDS</u>		
Count of Application Reference No		
No of Dependent Children	Total HOUSEHOLDS	Total CHILDREN
0	49	0
1	343	343
2	400	800
3	327	981
4	134	536
5	64	320
6	14	84
7	10	70
8	1	8
10	1	10
<u>Grand Total</u>	<u>1343</u>	<u>3152</u>

The following four tables were produced on 30 September 2010

<u>Number of overcrowded applicants by wait to be housed</u>	
Count of Application Reference No	
YEARS GROUP	<u>Total</u>
LESS THAN 1 YEAR	31
BETWEEN 1 & 5 YEARS	232
BETWEEN 5 & 10 YEARS	75
GREATER THAN 10 YEARS	5
<u>Grand Total</u>	<u>343</u>

<u>Number of overcrowded applicants by wait to be housed by Bed Size Need (BSN)</u>									
Count of Application Reference No	BSN VARIABLE								
YEARS GROUP	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>UNKNOWN</u>	<u>Grand Total</u>
LESS THAN 1 YEAR			21	5	1	1		3	31
BETWEEN 1 & 5 YEARS	2		172	47	9		1	1	232
BETWEEN 5 & 10 YEARS	2	1	17	36	18	1			75
GREATER THAN 10 YEARS				3	1		1		5
<u>Grand Total</u>	<u>4</u>	<u>1</u>	<u>210</u>	<u>91</u>	<u>29</u>	<u>2</u>	<u>2</u>	<u>4</u>	<u>343</u>

<u>Average wait of overcrowded applicants by wait to be housed</u>	
Average of YEARS BETWEEN APPLICATION RECEIVED DATE AND DATE HOUSED	
YEARS GROUP	<u>Average (Years)</u>
LESS THAN 1 YEAR	0.51
BETWEEN 1 & 5 YEARS	2.56
BETWEEN 5 & 10 YEARS	6.80
GREATER THAN 10 YEARS	13.55
<u>Average</u>	<u>3.46</u>

<u>Number of overcrowded applicants by ward by wait to be housed</u>					
Count of Application Reference No	YEARS GROUP				
Ward	<u>LESS THAN 1 YEAR</u>	<u>BETWEEN 1 & 5 YEARS</u>	<u>BETWEEN 5 & 10 YEARS</u>	<u>GREATER THAN 10 YEARS</u>	<u>Grand Total</u>
Barnhill	4	15	4		23
Botwell	6	45	4		55
Brunel	1	3	4	1	9
Cavendish	1		1		2
Charville	1	8	3	1	13
Eastcote & East Ruislip		4	1		5
Harefield	1	4	8		13
Heathrow	2	21	2		25
Hillingdon East	1	6	2		9
Ickenham		3		1	4
Manor	1	1			2
Northwood	2	10	3		15
Northwood Hills		1	2		3
Pinkwell		9	6	2	17
South Ruislip	2	5	1		8
Townfield	2	14	3		19
Uxbridge North		13			13
Uxbridge South	3	20	9		32
West Drayton	2	17	7		26
West Ruislip		4	1		5
Yeading		13	9		22
Yiewsley	2	12	4		18
UNKNOWN		4	1		5
<u>Grand Total</u>	<u>31</u>	<u>232</u>	<u>75</u>	<u>5</u>	<u>343</u>

HILLINGDON LOCAL DEVELOPMENT FRAMEWORK: PRE-SUBMISSION DRAFT CORE STRATEGY

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	Jales Tippell, Planning, Environment and Community Services
Papers with report	<p>Appendix 1 - Schedule of Responses Received to the Consultation Draft Core Strategy</p> <p>Appendix 2 - Local Development Framework Pre-Submission Draft Core Strategy</p> <p>Due to size both appendices are circulated separately to Cabinet, Executive Scrutiny, Chief Officers only. Copies available for public inspection and in Group Offices</p>

HEADLINE INFORMATION

Purpose of report	This report presents the results of consultations held earlier this year on the Local Development Framework Consultation Draft and seeks approval to publish the Pre-Submission Draft Core Strategy for the purposes of public consultation.
Contribution to our plans and strategies	The Pre-Submission Draft Core Strategy aligns closely with the Sustainable Community Strategy and contributes to delivering key plans and strategies and in particular the Council Plan.
Financial Cost	The cost of preparing and consulting on the Pre-Submission Draft Core Strategy can be met from existing revenue budgets for 2010/11.
Relevant Policy Overview Committee	Residents' and Environmental Services Policy Overview Committee.
Ward(s) affected	All

RECOMMENDATION

That Cabinet:-

1. **Notes the schedule of responses received to the consultations held during June and July 2010 on the Local Development Framework Consultation Draft Core Strategy, as detailed at Appendix 1 (circulated separately).**
2. **Approves the Local Development Framework Pre-Submission Draft Core Strategy for public consultation (circulated separately as Appendix 2).**

3. **Grants delegated authority to the Director of Planning, Environment and Community Services to agree, in conjunction with the Cabinet Member for Planning, Transportation and Recycling, to make any minor editing and textual changes to the Pre-Submission Draft Core Strategy, before it is formally published.**
4. **Approves the Local Development Framework Pre-Submission Draft Core Strategy as a material consideration for the purposes of development management.**
5. **Instructs officers to carry out a minimum six-week public consultation on the Pre-Submission Draft Core Strategy in compliance with the adopted Statement of Community Involvement, and for officers to report back to a future meeting of Cabinet the outcome of public consultation and recommendations for changes to the Core Strategy prior to its formal submission to the Department of Communities and Local Government.**

INFORMATION

Reasons for recommendation

These recommendations are sought to enable the council to make meaningful progress on the Local Development Framework Core Strategy in order to meet targets approved by the Mayor of London in the council's Local Development Scheme.

The Core Strategy will in due course replace the Unitary Development Plan Saved Policies, 2007. Strategic policies in the Core Strategy are intended to provide a more up-to-date framework to determine planning applications forming a material consideration alongside the Unitary Development Plan and the London Plan, Consolidated with Alterations 2008, and the draft Replacement London Plan 2009.

Alternative options considered / risk management

The Cabinet may decline to approve the Pre-Submission Draft Core Strategy. Alternatively Cabinet may request officers to make significant changes to the Core Strategy for its subsequent approval prior to public consultation.

It is considered that these alternative options would prejudice progress on the preparation of the Local Development Framework as a whole, result in targets in the Local Development Scheme being missed, and fail to provide the council with an up-to-date statutory development plan in order to deal with major development proposals in the future.

Comments of Policy Overview Committee(s)

The Residents' and Environmental Services Policy Overview Committee at various stages during the LDF process over the last few years have been both involved and consulted.

Supporting Information

Background

1. The Core Strategy is a spatial plan, providing the strategic vision and direction for new development through to 2026. It aligns closely with the Sustainable Community Strategy and conforms to the Regional Spatial Strategy – i.e. the Mayor of London's London Plan.

2. The drafting of the Core Strategy has taken into account relevant planning legislation, national planning policy statements (PPS); on-going advice from the Government Office for London (GOL) and the Planning Inspectorate (PINS), and also from lessons learnt from professional planning bodies and agencies, in particular the Planning Advisory Service (PAS). In summary the Pre-Submission Draft Core Strategy has evolved from the following documents:

- Issues and Options (Spring 2005)
- Preferred Options (Autumn 2005)
- Revised Preferred Options (Spring 2007)
- Consultation Draft (June 2010)

Public consultation

3. At the meeting on 27th May 2010, the Cabinet agreed to approve the Consultation Draft Core Strategy for public consultation and requested that the results of the consultation be reported to a future meeting. The Consultation Draft Core Strategy and accompanying Sustainability Appraisal were subject to public consultation from 16th June 2010 until 30th July 2010. The consultation period was advertised and notified in accordance with the Council's Statement of Community Involvement (SCI), as detailed below.

4. A statutory press notice appeared in the Hillingdon Leader, the Gazette series and the London Gazette on 16th June 2010. An article was placed in Hillingdon People in the July/August 2010 edition and an audio advertisement was placed in Hillingdon talking Newspaper for the visually impaired on 18th June. The consultation was also advertised on the Council's Twitter page on 18th June.

5. A total of 2970 letters/ emails were sent to a wide range of groups and individuals on the Local Development Framework consultation database. This included members of the Local Strategic Partnership (LSP) (total of 35); environmental groups (11); Chambers of Commerce (7); local businesses (514); community groups (92); conservation groups (32); conservation panels (7); consultants (146); developers (13); Planning and Transportation Customer Panel (7); estate agents (14); local agents (5); housing providers (36); health providers (7); other London boroughs (4); post offices (44); GP's (51); schools (60); transport providers (26) and other general groups/ individuals (124). Letters were also sent to 50 randomly selected residents per ward from the electoral register (1100) and to 197 randomly selected businesses from the 2008 Hillingdon Business Directory.

6. All elected members and local MP's were posted a letter explaining the consultation process and an invitation to a drop-in session, with a hard copy of the Consultation Draft Core Strategy delivered to the group offices, with additional hard copies delivered upon request. A letter and CD-Rom was sent to all statutory consultees (119). Residents Associations (115) were also sent a letter and CD-Rom, with an invitation to a meeting.

7. In addition, copies of the document were also placed at all borough libraries, Hayes One Stop Shop and the Civic Centre (Planning Information Services). The draft document was also placed on the Council's website with a facility to make on-line comments. Two public exhibitions were set up at Uxbridge Library and Planning Information Services from 16th to 30th July.

8. Drop-in sessions for the general public, with the opportunity to speak to council staff, were held at the:

- Ruislip Manor Library (Thursday 24 June 4pm - 7.30pm)
- Hayes Library (Saturday 26 June 10am - 1pm)

- Planning Information Services, Civic Centre, Uxbridge (Thursday 1 July 4pm – 7.30pm)
- Ruislip Manor Library (Saturday 3 July 10am - 1pm)
- Botwell Library (Thursday 15 July 4pm - 7.30pm)
- Planning Information Services, Civic Centre, Uxbridge (Saturday 17 July 10am – 1pm)

9. A drop in session for Council Members was held at the Civic Centre (4-7pm) on 13 July. A drop in session was also held for Residents Associations/community groups at the Civic Centre (6.30pm-8pm) on 14 July.

10. The following events and meetings were also attended by officers to raise awareness and encourage discussion about the consultation document:

- Mobility Forum, Accessibility Officer (11am, 14 June)
- Hayes Partnership Meeting, Hyde Park, Hayes (2pm, 21 June)
- Youth Council, exhibition stall set up (5pm, 21 June)
- Disabilities Assembly (21 June)
- Local Strategic Partnership Executive Meeting (22 June)
- Equalities and Diversity Forum (10.30am - 11.30am, 24 June)
- Residents Planning Forum (6pm, 24 June)
- Older Peoples Assembly (28 June)
- Member Briefing (7pm, 6 July)
- Hillingdon Chamber of Commerce, Novotel, Heathrow (7am breakfast meeting, 9 July)
- Residents' Environmental Services Policy Overview Committee (RESPOC) (29th July)

Consultation responses

11. Appendix 1 lists a summary of all representations received as a result of the public consultation and the suggested response to each. The key issues raised during the public consultation include the following:

- Period for consultation:** various individuals and residents' associations expressed concern that the length of time for the consultations was too short. Two petitions were also received, the comments of which were discussed at a Petition Hearing on 13 October 2010. In response, it is noted that consultations were conducted in line with both the Development Plan Regulations (which sets down the six-week duration for development plan document consultations) and the Council's Statement of Community Involvement.
- Green belt designations:** some objectors from commercial organisations have pointed out that it is anomalous that the Green Belt designation continues to cover the Terminal 5 site at Heathrow and that designations in the north of the borough no longer fulfil a true Green Belt function and should be released for housing. In response, various detailed Green Belt designations will be reviewed along with a series of other site designations as part of work for the forthcoming Site Allocations development plan document. The Core Strategy only shows the broad extent of the Green Belt in the borough. It will be for subsequent more detailed documents to examine the case for their continuation.
- Heathrow Opportunity Area:** Various organisations have asked that the locations for growth within Heathrow Opportunity Area should be clarified. In response, it is proposed that the Key Diagram and Map 5.1 in the Core Strategy will be revised to clarify that growth will be focussed on sustainable locations such as town centres and areas with good access to public transport. A number of textual changes have also been made to the document, including paragraph 5.3 referring to Table 5.3.

- d) **Non-operational uses within Heathrow:** Some commercial interests have called for hotels and other non-operational uses to be allowed within the airport boundary. No revisions are proposed because the supply of airport land is finite and needs to be reserved for activity directly related to the airport.
- e) **Convenience Shopping Floorspace:** Three major supermarket chains have called for the Core Strategy to clarify the potential for the development of more convenience shopping in the borough. In response, the document has been revised to include a reference that potential only exists for an additional 415 m2 floorspace up to 2016.
- f) **Housing targets:** Some organisations have objected to the housing target figure in the Core Strategy being based on outdated information. The latest proposals for the latest Minor Alterations to the draft Replacement London Plan propose an annual housing target of 425 units (which has been reduced from 620 in the draft Replacement London Plan). Policies H1 and H2 are to be updated to reflect the latest evidence base data. The Council is currently preparing an economic viability assessment and Housing Market Assessment, to inform borough-wide affordable housing targets. The revisions to the draft Core Strategy include a target of 35% affordable housing, subject to viability because a target to provide 50% cannot be supported on economic viability grounds.
- g) **Gypsies & Travellers:** The Irish Traveller Movement in Britain together with various individuals have objected to the proposal to provide only seven new pitches in the borough over the Plan period. The policy is to be revised in the light of the latest Minor Alterations to the draft Replacement London Plan, which devolve the responsibility for setting a target to individual boroughs in consultation with the Mayor of London. Work on the Site Allocations development plan document will examine the potential for further pitches.
- h) **Environmental Character of the Borough:** English Heritage have objected that there is no evidence available as to the environmental character of the borough and therefore no basis for the spatial strategy and justification for locating tall buildings. In response the draft Core Strategy has been revised to acknowledge that a characterisation study be undertaken as part of evidence base work for the Core Strategy.
- i) **Lifetime Homes:** The Greater London Authority has requested that the Core Strategy should highlight that all new homes should meet the '*Lifetime Homes*' standard, and for 10% of these to be wheelchair accessible, or easily adaptable to wheelchair accessibility. Similarly, at least 10% of new hotel bedrooms are expected to be wheelchair accessible. Policy BE1 Policy is to be amended to include this requirement - i.e. that all new homes should be built to that standard and 10% of these should be wheelchair accessible including hotel bedrooms
- j) **Hayes:** Hayes Town Partnership has sought the release of canal side sites in Hayes to support regeneration and greater use of the canal environment. Given the Government's commitment to funding Crossrail and the subsequent economic regeneration opportunities that could arise in the Hayes to W Drayton canal corridor, paragraph 5.11 and Table 5.3 have been revised in order to allow a mix of economic development around Hayes station and on either side of the canal within the vicinity, so as to maximise the added value that Crossrail can bring to the town. Where appropriate, sites in Hayes along the canal frontage will be identified for housing led mixed use development through a review of the Employment Land Study and brought forward in the Site Allocations DPD.

- k) **High Speed 2 / Runway 3:** Various organisations and individuals have written to ask that relevant sections of the Core Strategy covering high speed rail and Heathrow Airport should be updated to reflect the Government decisions taken during this year. In response to these comments, the relevant sections of the Core Strategy have been updated.
- l) **Facilitating new schools:** There were concerns that sufficient community infrastructure should be provided to meet the additional requirements generated by new development. In light of the exceptional need for new school development, the draft Core Strategy has been revised to acknowledge that greenfield land may be released to meet the need for new schools, where this cannot be met elsewhere - see under paragraphs 3.3 (Community Facilities) and paragraphs 8.25; 9.43 and 9.44.

Pre-Submission Draft Core Strategy

12. A number of revisions are proposed to the draft Core Strategy as a result of the following:
- The responses received during the public consultation
 - Revisions being proposed to the Replacement London Plan during its Examination in Public
 - Changes required due to other regional and national policy revisions.
 - Changes required due to the availability of updated information
13. The revisions to the consultation draft Core Strategy (June 2010) are set out in the Pre-Submission Draft Core Strategy, which has been circulated separately. This new version highlights the revisions by means of showing deletion of text by means of 'strikethroughs' and new text by 'underlining and highlighting in red'. References are also included to enable amendments to be associated with the relevant respondents.

Consultation Arrangements

14. Consultation on the Pre-Submission Draft Core Strategy is planned for a period of a minimum of six weeks commencing in January. The manner of the consultation is prescribed by Regulation 27 of The Town and Country Planning (Local Development) (England) Regulations 2004 (as amended). Consultation is also required to comply with the council's Statement of Community Involvement adopted in November 2006.

Local Development Scheme

15. The programme for the preparation of the LDF is contained in the Local Development Scheme (LDS), approved by the Council in December 2008, and endorsed by the former Government Office for London and the Mayor of London in April 2009. The programme has changed considerably over the last year, not only in relation to the preparation of the Core Strategy, but with regard to other key DPDs such as the Development Management DPD and Site Allocations DPD. Changes to the programme have largely been outside the council's control, for example awaiting the resolution of Runway 3 issues for the preparation of the Core Strategy. Whereas public consultation under Regulation 27 of the above Regulations for these Documents was originally programmed for June / July 2010, this stage is now scheduled for early next year.

16. Advice from the former Government Office for London is that only where the LDS is totally out of date should a council consider revising it. The priority is to ensure that the community are kept informed with real-time information about the programme on the council's web site, and therefore the website is being regularly updated.

Financial Implications

17. The costs of producing the Pre-Submission Draft Core Strategy and carrying out public consultation is estimated to be £10,000 and will be met from the existing planning budget.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The Core Strategy will provide the overarching long-term development framework for the development of the borough up to 2026. It will be the key delivery mechanism of the Sustainable Community Strategy and will provide the context for the preparation of further Development Plan Documents (DPDs) over the next few years, including the Development Management, Site Allocations and Heathrow Area DPDs. The Core Strategy will therefore have a significant impact, both short term and long term, upon residents, businesses, service users and all members of Hillingdon's communities.

Consultation Carried Out or Required

Formal consultation was carried out in the draft Core Strategy in June/July 2010 as detailed above. The responses from the consultation are summarised at Appendix 1, and amendments have been made to the document accordingly. Further consultation will be carried out on the Pre-Submission Draft Core Strategy as outlined in paragraph 14 above.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and its recommendations and is satisfied, that the cost of preparing and consulting on the Local Development Framework Pre-Submission Draft Core Strategy, will be contained within the existing planning budget.

Legal

Section 15 of the Planning & Compulsory Purchase Act 2004 places a statutory duty on the Council to prepare and maintain a Local Development Scheme ("the Scheme"). The Scheme will specify those documents that are Development Plan Documents. Regulation 7 of the Town and Country Planning (Local Development) (England) Regulations 2004 states that the Core Strategy will be a Development Plan Document.

When preparing the Core Strategy, the Local Planning Authority must comply with the consultation requirements found both in the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) and the newly revised PPS 12 (Local Spatial Planning) which sets out government policy on Local Development Frameworks. This includes the duty to consult with the specific and general consultation bodies, the requirement to place an advertisement in the newspaper and the general duty to comply with the Council's Statement of Community Involvement.

The Town and Country Planning (Local Development) (England) Regulations 2004 require that any representations received must be fully considered by the decision maker, including those which do not accord with the proposals.

Corporate Landlord

The consultation draft Core Strategy does not contain any specific Policy or site Proposals relating to council land or property. Strategic Policies apply generally to all land and property in the borough regardless of ownership. The Strategy, including the Infrastructure Plan, has been

prepared within the context of the council's asset management plan. In general terms the Plan aims to safeguard property assets in public service or community use. It also helps to identify opportunities where services need to expand, for example to respond to demographic changes. However in circumstances where community services need to be rationalised, the effect of planning policy may tend towards the retention of community facilities, which may at times restrict sales of surplus Council assets for residential development.

BACKGROUND PAPERS

- Cabinet Report 27th May 2010 - Hillingdon's Local Development Framework Consultation Draft Core Strategy
- Cabinet Report 18th December 2008 - Hillingdon's Local Development Framework Revised Local Development Scheme.
- Statement of Community Involvement November 2006

OLDER PEOPLE'S PLAN 2008 - 2011 - Q2 UPDATE 2010-11

Cabinet Member	Cllr Ray Puddifoot/Cllr Philip Corthorne
Cabinet Portfolio	Leader of the Council/Social Services, Health & Housing
Officer Contact	Dan Kennedy, Adult Social Care, Health and Housing
Papers with report	Older People's Action Plan 2010-2011

HEADLINE INFORMATION

Purpose of report	To provide a progress report on the improvements during 2010/11 for older people contained within the Older People's Plan.
Contribution to our plans and strategies	The older people's plan assists the Council to deliver its plans to put residents first and to work with partners in delivering the Sustainable Community Strategy for Hillingdon.
Financial Cost	The majority of proposals will be financed from within existing resources. However, some proposals may be financed via funding set aside under the "Leader's Initiative".
Relevant Policy Overview Committee	Social Services, Health & Housing
Ward(s) affected	All

RECOMMENDATION

That Cabinet:

- 1. Notes the significant achievements to deliver the Older People's Action Plan during 2010/11 to date to improve the quality of life of older people.**

INFORMATION

Reasons for recommendation

- The development of the three-year older people's plan 2008-2011 endorses the commitment from the Council and its partners to the continued development and improvement of services designed to create a better quality of life for older people in Hillingdon. The plan supports the council to put residents first and supports Hillingdon in delivering the Sustainable Community Strategy.

Alternative options considered / risk management

2. None considered

Comments of Policy Overview Committee(s)

3. None at this stage

Supporting Information

4. The Older People's Plan from 2008-2011 is the second three-year plan for older people in Hillingdon, and continues the work of the 2005-2008 plan. On 15 July 2008 Cabinet approved the three-year plan for older people 2008-2011. The implementation of the plan is achieved through annual action plan targets.
5. The three year plan was developed in consultation with older people and a wide range of partners including the Hillingdon Primary Care Trust, Hillingdon Hospital, Voluntary Sector Partners, Police, Ambulance Service and Fire Brigade. This collaborative approach has proved successful and will continue to further improve services for older people in the borough and promote health and well-being in Hillingdon.
6. The Older Peoples Plan 2008-2011 is made up of eight themes which older people have said are important to them. The eight themes are:
 - a. Safety and security
 - b. Preventative care
 - c. Keeping independent and healthy
 - d. Tackling age discrimination
 - e. Planning for retirement
 - f. Housing
 - g. Learning and sharing skills
 - h. Consulting and informing
7. The action plan is regularly monitored and updated. Projects identified by the Leader's Initiative are considered against these stated themes.
8. There have been a number of achievements during the first six months of 2010/11. Highlights include:

Safety and Security

- Free burglar alarms - the provision of free burglar alarms to older people who are victims of crime – by the end of September 2010, 887 alarms had been installed. All older people who receive an alarm said they felt safer in their own homes after an alarm was installed. We are on track to install alarms into 1,500 homes for older people by the end of March 2011. This project has been funded by the Leader's Initiative.
- Fire safety – During the first six months of 2010/11, 652 Home Fire Safety Visits were undertaken. 67% were in priority 1 postcode areas. Priority postcodes are determined by particular needs characteristics of the population living in these postcodes. This includes older people.

Each fire station is provided with a list of priority postcodes in their area and householders are targeted by the fire service for a visit. Each visit involves:

- Providing the householder with general home fire safety advice
- Discussing escape plans in the event of a fire
- Provide and fit a standard smoke alarm

There are 541 priority post codes in Hillingdon which cover all 22 wards. The target for 2010/11 is that 60% of all home visits should be in priority postcode areas.

- Home Safety Awareness – In the six months since 1 April 2010, 6 presentations have been delivered to older people living in sheltered housing. Approximately 70 older residents attended the discussions. Presentations were given by the council's Community Safety Team and the Police Crime Prevention Officer about how to prevent pick pocketing, how to deal with door-step sellers, rogue traders and how to make sure homes are kept safe and secure. From October 2010 onwards, a programme of outreach presentations will be delivered to community groups to continue our programme to raise awareness of keeping safe, including what to do if you have a concern about the safety of a vulnerable adult.

Preventative Care

- Assistive technology / telecare – we are on track to install technology into 450 homes to help keep older people and vulnerable adults safe and living independently. This is an increase compared to 2009/10 when 350 people benefited from telecare. In the first six months of 2010/11 we have received 225 referrals for the service, and installed technology into the homes of 148 older people (of which 25 were underway at the end of Sept). In addition, during the same period, 182 people benefited from new Careline installations to help them live independently.

Keeping Independent and Healthy

- Extending the Brown Badge Parking Scheme – The Brown Badge Parking Scheme offers older people a designated place to park their car / vehicle which means older people are closer to amenities. All 22 Council-owned car parks have Brown Badge parking bays. We are continuing to work enthusiastically with various private car park operators in the borough. Since 1st April 2010 we have successfully installed a total of 15 fully operational Brown Badge Bays in the following venues; Beck Theatre, Cranford Park, Harefield Business Park in Uxbridge and at the new Botwell Green Sports and Leisure Centre. A total of 5,507 Brown badges have been issued to the end of September and new applications are received daily.
- Free Swimming – to help older people keep fit and active, free swimming sessions have continued to be made available to all people aged 60 years or older. The take-up of this new initiative has been tremendous – nearly 30,000 free swims were provided during 2009/10 and in the first six months of 2010/11, 16,274 free swimming sessions have been provided.
- Allotments - Three adult education 'on allotment' programmes were run this Spring in partnership with Adult Education with a total of 26 participants. We are expanding the programme with DASH to include disabled participants in 2010 -11. During the second quarter, allotments have been promoted through a 'Taster Session' with assistance from DASH. We successfully secured press and broadcast coverage for the council's allotments. ITV's local news 'London Tonight' ran a piece promoting

allotments focusing on the sites in Hillingdon. Hillingdon People also run a full page article promoting allotments.

Tackling Age Discrimination

- Providing Support Through the Economic Downturn – Between 1st April and 10th September 2010 (Q1 & Q2) a total of 130 advice surgeries were held across the borough. In addition to the weekly 'Ageing Well' sessions new bi-monthly surgeries have been established in sheltered housing schemes. In the north of the borough, 2 have been established in Harefield, 3 in Northwood and 1 session each in Northwood Hills, Ruislip and Eastcote. In the south 2 additional surgeries have been established in Hillingdon and 1 session in each Hayes and Townfield. The Age UK outreach worker is currently liaising with an over 60's club in the Sipson area on plans to deliver local advice sessions.

Planning for Retirement

- Information about Planning for Retirement – an article is scheduled for a future edition of Hillingdon People signposting residents to further information.

Housing

- Improving Housing Conditions for Older People – we have continued to improve the homes of older people. During the first six months of 2010/11 this included: improvements to the central heating systems of 47 homes (the target is 70 homes) occupied by older people; improved insulation measures in 187 homes (the target is 500 homes) and essential repairs to a further 33 homes (the target is 75). The improvements are helping older people to remain living in their own home. All targets to improve the homes of older people are expected to be met.
- Specialist Extra Care Housing – The Council is actively progressing the development of extra care housing using funding from the Homes and Communities Agency. Extra care housing will be able to provide support and care for people with more complex needs as an alternative to residential care settings. Our partner Registered Social Landlords have started work on the scheduled extra care schemes at the RAF West Ruislip Site, and Triscott House. These schemes are expected to become available during 2011/12.

Learning and Sharing Skills

- Volunteering opportunities – an article is scheduled for a future edition of Hillingdon People.

Consulting and Informing

- Dedicated Information for Older People - information for older people has been improved, with a dedicated page for older people in every edition of the Council's publication for local residents (called 'Hillingdon People').
- Supporting Hillingdon's Older People's Assembly – dedicated to older people, the Assembly have engaged in a number of key discussion items in the last six months. This includes discussion about primary health care services and priorities for adult social care and housing.
- Leaders Initiative – Supporting Older People - During Q1 and Q2 the Leaders Initiative has continued to fund a broad range of voluntary and community

organisations that provide services to help older people remain independent, active and healthy. Key projects include:

- Barnhill Community Association received a total grant of £2,365 to expand its range of social events and day trips for older people attending the weekly senior citizens club.
- Yiewsley Cornerstone Centre was awarded £1,960 to run their weekly social club for a period of 49 weeks to provide an opportunity for older people to socialise, remain active and learn new skills. Events will include regular IT training sessions, exercise classes and informative seminars.
- Age UK Hillingdon has been supported to by the Leaders Initiative to deliver the Hillingdon 60+ fair, which provided information, advice and activities for older people in the centre of Uxbridge in October 2010.

9. A full progress update of the action plan during 2010/11 is attached under appendix one.

Financial Implications

10. The majority of proposals will be financed from within existing resources. However, some proposals may be financed via funding set aside under the “Leader’s Initiative”.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

11. The 2008-2011 Older Peoples Plan was welcomed by older people as positively continuing to raise their value and profile and as an opportunity to improve the lives of older people in the community.

Consultation Carried Out or Required

12. Engagement with older people to review the 2008-2011 plan will contribute to identifying future priorities for development. The Older Peoples Assembly in Hillingdon receive progress updates on delivering the promises set out within the Older Peoples Plan.

CORPORATE IMPLICATIONS

Corporate Finance

13. A corporate finance officer has reviewed the report and its financial implications, and is satisfied that these reflect the resource implications for the Council for the implementation of the Older People’s Plan. Corporate Finance is satisfied that the majority of the proposals will be contained within existing budgets but that some proposals may be financed by funding set aside under the “Leader’s Initiative”.

Legal

14. Under the Council’s Constitution the Cabinet has the appropriate powers to agree the recommendation proposed at the outset of this report. There are no other significant legal implications arising out of this report to bring to Cabinet’s attention.

BACKGROUND PAPERS

NIL

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Appendix 1 - Older Peoples Action Plan 2010/11 – (Quarter 2 Update)

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
Theme 1 - Safety and Security					
1.1	Increase home security among older people.	1.1.1 Install 1000 burglar alarms free to the homes of older people	Sarah Owen	31 Dec 2010	<p><u>On track</u> - To the end of September, 887 burglary alarms have been fitted.</p> <p>The number of burglar alarms to be installed during 2010/11 has been increased by 500 to meet demand.</p> <p>On track to install 1,500 burglar alarms by March 2011.</p>
		1.1.2 Promote increased home security - distribute information packs about security to all future recipients of alarms	Sarah Owen	31 Dec 2010	<p><u>On track</u> – All recipients of burglar alarms receive information packs about home security. To the end of September, 887 home security information packs have been distributed.</p>
1.2	Prevent and respond to rogue traders.	1.2.1 Prevent and respond to reports of Rogue Traders in cooperation with Police and other partners.	Peggy Law	31 March 2011	<p><u>On track</u> – To the end of August, 18 reports of rogue traders targeting elderly residents have been responded to. We have intervened in 3 cases.</p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
1.3	Raise awareness amongst older people of safety and security	1.3.1 Deliver 6 presentations to Sheltered Housing residents about home and personal security	Sarah Owen	31 March 2011	Completed – 6 talks given to Sheltered Housing units. Approximately 70 older residents attended the discussions. Presentations were given by the council's Community Safety Team and the Police Crime Prevention Officer about how to prevent pick pocketing, how to deal with door-step sellers, rogue traders and how to make sure homes are kept safe and secure.
		1.3.2 Conduct home fire safety visits in priority postcodes.	Colin Gribble	31 March 2011	On track – During the first six months of 2010/11, 652 Home Fire Safety Visits were undertaken. 67% were in priority 1 postcodes. Priority postcodes are determined by particular needs characteristics of the population living in these postcodes. This includes older people. Each fire station is provided with a list of priority postcodes in their area and householders are targeted by the fire service for a visit. Each visit involves: <ul style="list-style-type: none"> • Providing the householder with general home fire safety advice • Discussing escape plans in the event of a fire • Provide and fit a standard smoke alarm There are 541 priority post codes in Hillingdon which cover all 22 wards. The target for 2010/11 is that 60% of all home visits should be in priority postcode areas.
1.4	Raise awareness amongst front-line staff about security and safety for older clients	1.4.1 Encourage 100 people to complete e-learning sessions on crime prevention, fire safety and trips and falls.	Sarah Owen	31 March 2011	On track – During July and August e-learning has been promoted at the Uxbridge College Social Care course. It has also featured on Horizon & in Hillingdon People. Hillingdon Carers newsletter has also promoted the link to the e-learning package.

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
		1.4.2 Provide quarterly bulletins to social care staff about community safety news and projects that benefit older people – 4 bulletins by March 2011.	Sarah Owen	31 March 2011	<u>On track</u> – Bulletins have been distributed during the first and second quarters of 2010/11. The quarter 2 social care community safety bulletin has been distributed via the ASCHH news email plus Age UK, Trading Standards, Hillingdon Carers and to residents who provide email addresses at events such as Streets Ahead. The current bulletin includes information on the burglar alarm scheme, the Be Safe at Home e-learning package, updates on dealing with bogus callers and how to keep safe on public transport.
Theme 2 - Preventative Care					
2.1	Promote Assistive Technology (Tele-care) programme as part of the Government's preventative agenda across the day care & home care services.	2.1 1 To raise awareness of the tele-care service through 4 workshops and Hillingdon People.	Brian Barry	31 March 2011	<p><u>On track</u> - Senior home carer's are promoting telecare when visiting service users in their own home.</p> <p>Workshops are being arranged by the dedicated Telecare Co-ordinator to assist homecare staff to identify potential service users for Telecare equipment.</p> <p>Workshops to commence in quarter 3 targeting all home carers.</p>
2.2	Deliver Telecare to promote independent living in the community	2.2.1 Deliver a target of 450 enhanced sensors for vulnerable people.	Belinda Norris	31 March 2011	<u>On track</u> - 225 referrals have been received with 148 confirmed installations (of which 25 were pending at the end of Sept 2010). Work is underway and continuing to promote the take-up of telecare including a pilot of a mobile response service for people living on their own without support they can call on.

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
Theme 3 - Keeping independent and healthy					
3.1	Extend opportunities for older people to participate in Sport and physical activity	3.1.1 Continue to offer free swimming at existing facilities and extend scheme to Hillingdon Sports & Leisure Complex and Botwell Green Leisure Centre.	Sue Drummond	30 June 2010	<p>Completed - Free Swimming extended to include two new leisure centres in Hillingdon. Although government funding ceased on 31st July 2010, provisions have been made to continue the scheme at Hillingdon pools throughout 2010/11.</p> <p>In the first six months of 2010/11, 16,274 free swimming sessions for older people have been provided (compared to 30,000 during 2009/10).</p>
		3.1.2 In partnership with Age Concern, deliver the active Ageing project	Sue Drummond	31 March 2011	<p>On Target - The following programmes have been organised in partnership with Age UK;</p> <ul style="list-style-type: none"> • Young at Heart programme extended to Active Lifestyles Gym and EXTEND, exercise classes now provided in 3 sheltered homes to provide adapted range of exercise for older people. • Dance class workshops organised at Botwell Green Leisure Centre for older people in preparation for the Dance Stage performance at the South Bank Centre in July. • Following the opening of the Boots Well Being Centre in Uxbridge an additional weekly EXTEND class has been added to the existing programme currently being delivered at three sheltered housing sites.
3.2	Investigate extension of brown badge scheme to private car parks	3.2.1 Work to get the Brown Badge scheme adopted in at least 5 additional car parks during 2010/11	Roy Clark	31 March 2011	<p>On track – We are continuing to work enthusiastically with various private car park operators in the borough.</p> <p>Since 1st April 2010 we have successfully installed a total of 15 fully operational Brown Badge Bays in the following venues; Beck Theatre, Cranford Park, Harefield Business Park in Uxbridge and at the new Botwell Green Sports and Leisure Centre.</p> <p>A total of 5,507 Brown badges have been issued to the end of September and new applications are received daily.</p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
		3.2.2 Process and issue 100% of all new Brown Badge applications within 4 working days of receipt.	Roy Clark	31 March 2011	On track – The number of Brown Badges issued as at the end of September 2010 is 5,507. 99.9% of these badges have been issued within 4 working days of the request being received. Two applications missed the four day turnaround target – both were issued on the fifth working day. Parking Services are working to achieve 100% of badges issued in 4 working days for the remainder of the year.
3.3	Promote take-up of allotments in Hillingdon amongst older people	3.3.1 Adult education on allotments run at 2 locations to promote take-up of allotments - 2010 programme run and evaluated by June 10. 2010 programme scheduled by Feb 2011	Paul Richards	28 Feb 2011	<p>On track – Three adult education ‘on allotment’ programmes were run this Spring in partnership with Adult Education with a total of 26 participants. We are expanding the programme with DASH to include disabled participants in 2010 -11.</p> <p>During the second quarter, allotments have been promoted through a ‘Taster Session’ with assistance from DASH.</p> <p>We successfully secured press and broadcast coverage for the council’s allotments. ITV’s local news ‘London Tonight’ ran a piece promoting allotments focusing on the sites in Hillingdon. Hillingdon People also run a full page article promoting allotments. Of the 966 allotment plots, 157 are available.</p>
3.4	Support older people by delivering a council tax discount	3.4.1 Freeze Council Tax levels for older people age 65 and over	Rob Smith	31 March 2011	Completed - Council Tax levels have been frozen for people aged 65 years or older.

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
Theme 4 - Tackling age discrimination					
4.1	Improve financial inclusion for older people in the borough	4.1.1 Deliver additional advice and support services for older people across the borough through the Age UK Hillingdon financial health checks	Rob MW	31 March 2011	<p>On Track - Between 1st April and 10th September 2010 (Q1 & Q2) a total of 130 advice surgeries were held across the borough.</p> <p>In addition to the weekly 'Ageing Well' sessions new bi-monthly surgeries have been established in sheltered housing schemes. In the north of the borough, 2 have been established in Harefield, 3 in Northwood and 1 session each in Northwood Hills, Ruislip and Eastcote. In the south 2 additional surgeries have been established in Hillingdon and 1 session in Hayes and Townfield.</p> <p>The Age UK outreach worker is currently liaising with an over 60's club in the Sipson area on plans to deliver local advice sessions.</p>
		4.1.2 Increase the take up of benefits by older people.	Nigel Cramb Rob MW	31 March 2011	<p>On Track - Between 1st April and 10 September 2010 (Q1 & Q2) a total of 512 enquiries (face-to-face and telephone) had been dealt with by the outreach worker. Enquiries cover a broad range of issues from housing and care services to welfare benefits.</p> <p>Enquiries resulted in 54 home visits to provide additional advice. Of these 30 benefit checks were completed resulting in 27 attendance allowance applications. To date 16 allowance applications have been awarded totalling £54,496.</p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
Theme 5 - Planning for Retirement					
5.1	Promote information and advice about planning for retirement	5.1.1 Provide an article in Hillingdon People about planning for retirement and promote / signpost with other public information	Emma Marsh	31 March 2011	<u>On track</u> – An article is scheduled for a future edition of Hillingdon People.
Theme 6 - Housing					
6.1	Increase the number of new homes provided by the Council; deliver homes for vulnerable people	6.1.1 Deliver completion of Triscott house, extra care accommodation for older people. To be 75% complete by March 2011. This means that the steel frame superstructure will be complete by March ready for roofing works, walls and internal works to start.	Marcia Gillings	31 March 2011	<p><u>On track</u> - Foundations and lift pits have been completed and services are being installed. Steel works to allow for installation of frame will commence in early September 2010. Work is ahead of schedule and progressing well.</p> <p>The scheme is expected to become available during 2011/12 providing 47 units in total.</p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
		6.1.2. Work with Paradigm HA to deliver 48 No extra care and 20 No age restricted homes for older people to be 70% complete by March 2011. This means concrete frame superstructure will be complete, ready for finishes such as roof walls and windows and internal works.	Marcia Gillings	31 March 2011	<p><u>On track</u> - The frame of the building is up and works are progressing well with delivery of the units expected in June 2011.</p> <p>80% of works will be completed by March 2011.</p> <p>The scheme is expected to become available during 2011/12 providing 33 units in total.</p>
6.2	Deliver the targets for assistance and home improvements for older people under the Health and Wellbeing.	6.2.1 Make 200 homes decent for vulnerable older person householders in the private sector	David McCulloch	31 March 2011	<p><u>On track</u> – 80 home improvements have been completed to date.</p> <p>On track to achieve the target by March 2011.</p>
		6.2.2 Deliver 60 heating system completions for older vulnerable people in the private sector	David McCulloch	31 March 2011	<p><u>On track</u> - 31 households received improvements to heating systems at the end of August.</p> <p>On track to achieve the target by March 2011.</p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
		6.2.3 Deliver 350 home energy insulation measures for older people in the private sector	David McCulloch	31 March 2011	<p><u>On track</u> – 127 homes for older people have benefited from improved home energy insulation measures. A further 100 homes have been approved for energy efficiency works.</p> <p>Target expected to be met.</p>
		6.2.4 Deliver 430 Handyperson completions for older people in the private sector through the council's Care and Repair service	David McCulloch	31 March 2011	<p><u>On track</u> - 190 repairs and handyperson jobs have been completed to end of September.</p> <p>Target expected to be met.</p>
		6.2.5 Deliver 75 grant assisted essential repairs for older people on lower incomes in the private sector through the council's Care and Repair service	David McCulloch	31 March 2011	<p><u>On track</u> –33 minor works grants have now been approved and works are in progress.</p> <p>Target expected to be met.</p>

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
6.3	Increase the number of older and vulnerable people in the private sector living in a 'Decent Home'.	6.3.1 Bring 300 properties up to the Decent Homes Standard.	David McCulloch	31 March 2011	On track – 142 properties have been improved for vulnerable people. Target is expected to be met.
6.4	Increase the energy efficiency of homes for older households or people on lower incomes	6.4.1 70 homes receiving heating measures;	David McCulloch	31 March 2011	On track – 47 older people households have received heating efficiency measures. Target is expected to be met.
		6.4.2 500 homes insulated (loft and/or cavity wall insulation through the Warm Zones and GLA/LDA/ boroughs Pan London Energy programmes;	David McCulloch	31 March 2011	On track - 187 homes have received insulation through the Warm Zones and GLA/LDA/ boroughs Pan London Energy programmes. Overall, target expected to be met.
		6.4.3 100 eligible people to be referred to the Government Warm Front scheme;	David McCulloch	31 March 2011	On track - 38 people have been referred to the Government Warm Front scheme to the end of August. Overall, target expected to be met.

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
		6.4.4 Bid for and deliver the Hillingdon element of the pan- London Home Energy Efficiency Programme.	David McCulloch	31 March 2011	On track - Hillingdon has secured Lead borough status for West London Sub-Region. Bid submitted. Tender Report to Cabinet scheduled for December. £1.2m funding available for 7 boroughs.
6.5	Support older people in their own homes to stay warm and healthy during winter months	6.5.1 Deliver the Heaters Loan Scheme to provide free temporary heaters and small grants to cover electricity costs to older people that have no heating because of recent breakdown.	Belinda Norris	31 March 2011	On track - Advert due to appear in November/December edition of Hillingdon People advertising availability of heaters. The Older Peoples Assembly (27/09/10) were made aware of the Heater Loan Scheme. Currently exploring options of joining up with Hillingdon Housing Service to manage the distribution, collection and maintenance of the heaters.
Theme 7 – Learning and Sharing Skills					
7.1	Promote access to learning and volunteering opportunities for older people	7.1.1 Include an article in Hillingdon People	Emma Marsh	31 March 2011	On track – An article is scheduled for a future edition of Hillingdon People.

Ref No:	Task	Actions	Lead	Target Dates	Quarter 2 progress updates
Theme 8 – Consulting and Informing					
8.2	Review groups and forums to ensure they are fit for purpose, providing an opportunity for residents to influence and shape services.	8.2.1. Review Older Persons Assembly	Jody Hawley	31 March 2011	<p><u>On track</u> – Q1 and Q2. The review continues to develop the strategic aspects of the Assembly. To this end, a survey was conducted in June with members of the Assembly mailing list which identified some priority areas for older people in the borough. These included: Road and pavement repairs, clean streets, health services, the level of crime and transport.</p> <p>The FORCE group is using the findings of the Older Peoples Assembly survey to shape its priorities and looking at how best to work with practitioners to represent the needs of older people in the borough.</p>
		8.2.2. Review the FORCE Group.	Jody Hawley	31 March 2011	<p><u>On track</u> – Discussions have been held with the FORCE group. The terms of reference have been reviewed and the following changes made; The term "Over 50s" has been removed. The reference to the Joint Strategy Group for Older People has been removed and replaced with text regarding a representative on the Long-Term Conditions Delivery Group.</p>
8.3	Continue to develop ways to improve services to older people in Hillingdon using the Leaders Initiative	8.3.1 Attend the older people's assembly and contact groups appropriate to promote the Leader's initiative and encourage appropriate bids for this funding.	Kevin Byrne	31 March 2011	<p><u>On track</u> - During Q1 and Q2 the Leaders Initiative has continued to fund a broad range of voluntary and community organisations that provide services to help older people remain independent, active and healthy. Key projects include:</p> <ul style="list-style-type: none"> • Barnhill Community Association received a total grant of £2,365 to expand its range of social events and day trips for older people attending the weekly senior citizens club. • Yiewsley Cornerstone Centre was awarded £1,960 to run their weekly social club for a period of 49 weeks to provide an opportunity for older people to socialise, remain active and learn new skills. Events will include regular IT training sessions, exercise classes and informative seminars. • Age UK Hillingdon has been supported to by the Leaders Initiative to deliver the Hillingdon 60+ fair, which provided information, advice and activities for older people in the centre of Uxbridge in October 2010.

DISABLED PEOPLE'S PLAN 2009-2012 UPDATE

Cabinet Member	Cllr Philip Corthorne
Cabinet Portfolio	Social Services, Health & Housing
Officer Contact	Beverley Grayley, Adult Social Care, Health & Housing
Papers with report	Detailed progress report against actions within the plan attached as Appendix 1.

HEADLINE INFORMATION

Purpose of report	To provide Cabinet with a performance update on the Disabled People's Plan action plan for 2010-11 up to the end of quarter 2.
Contribution to our plans and strategies	<p>The Plan contributes to the delivery of the aims of:</p> <ul style="list-style-type: none"> the Council's Single Equality Scheme and the six priorities within the Sustainable Community Strategy 2008 -2018. These are: Improving Health and Wellbeing, Strong and Active Communities, Protecting and Enhancing the Environment, Making Hillingdon Safer, A Thriving Economy and Improving Aspiration through education and learning; Disabled Children Strategy – common issues have arisen within consultation for this Plan and in developing the Disabled Children Strategy; Joint Carers' Strategy (2008 – 2018) – the Disabled People's Plan supports the objectives of this strategy. The plan also supports the objectives of the joint strategies for people of working age with physical and/or sensory disabilities, older people and adults with mental health needs.
Financial Cost	Costs attributed to this plan are accounted for in individual service budgets.
Relevant Policy Overview Committee	Social Services, Health and Housing
Ward(s) affected	All

RECOMMENDATION

That Cabinet notes the position on the delivery of the 2010/11 Disabled People's Plan up to the end of Quarter 2.

INFORMATION

Reasons for recommendation

1. The Disabled People's Plan was developed to identify and address some of the challenges facing disabled people of all ages in Hillingdon by identifying what the council can do directly, or through its influence with others, to improve the lives of disabled people and to maximise their health and wellbeing.
2. The plan and the first action plan were agreed by Cabinet at its meeting in July 2009. The 2010/11 action plan was updated following consultation with disabled people. This action plan was approved by Cabinet at its meeting in July 2010 who requested that an update on the delivery of the 2010/11 action plan be presented to Cabinet in November 2010.

Alternative options considered / risk management

3. No alternative options were considered.

Comments of Policy Overview Committee(s)

4. The Adult Social Care, Health and Housing POC have not considered this report.

Supporting Information

5. The Q2 position is set out in Appendix 1. However Cabinet may wish to note the following developments during the first two quarters of 2010/11:

Priority One: Improving Health and Wellbeing

- **Funding for major adaptations-** There has been an increase in the allocation from Central Government for Disabled Facilities Grants (£1.623m), the second highest allocation in London and the 9th highest in the country. This, combined with the increased contribution from the council (£1.2m) has resulted in all cases on the waiting list being cleared. Essential home adaptations have been provided to over 230 Hillingdon residents in 2010/2011, improving safety and independence and as a result reducing associated support and health care costs.
- **Self directed Support-** 70 existing service users now have, or are in the process of accessing, an Individual Personalised Budget (IPB). This has given people choice and flexibility in how their needs are met. Examples of how Individual Personalised Budgets are offering choice are of a service user in receipt of an IPB and using this to increase her skills in forming relationships and accessing the local community, thus supporting her aim of entering employment. Another service user has considered how they can use their IPB to access driving lessons as an alternative to making use of Dial-a-Ride so that they can have greater flexibility in their transport arrangements.

Priority Two: Strong and Active Communities

- **Accessible leisure services-** Botwell Lane leisure centre was opened to the public on July 9th 2010 and is fully DDA compliant. As a result of this improved resource a number of groups for disabled people have been formed including multi-sports sessions for young disabled people (aged 8-19) and Get Active Stay Active sessions for disabled adults that are taking place on a weekly basis.

Priority Three: Protecting and Enhancing the Environment

- **Improvement works in town centres-** Disabled people have been involved in the consultation about improvements to town centres and phase 1 has now been

completed in Uxbridge, Yiewsley and West Drayton town centres. This has led to improved space for pedestrians using these centres and an increase in the number of seats available for people to use.

Priority Four: Making Hillingdon Safer

- **Tackling anti social behaviour-** The Community Safety Team have exceeded their target of resolving 70% of the Priority One Tasking cases that have been referred to them by removing the problem or by referring onto a more appropriate agency to resolve the problem. They are currently resolving 75% of these cases.

Priority Five: A Thriving Economy

- **Assisting first time buyers-** 31 applications have been received from disabled people who are first time buyers in the first 6 months of 2010/11 for assistance in buying their own property. Of these, 6 applications have been approved. The target for 2010/11 is 45 applications.

Priority Six: Improving Aspiration Through Education and Learning

- **Supporting Disabled People in employment-** there are currently 19 disabled people enrolled on the Work in Supported Employment (WISE) Programme. This is giving disabled people an opportunity to develop employment related skills and also provides other opportunities for social interaction and relationship building.

6. Of the 66 tasks in the 2010/11 action plan, 8 have been completed and a further 52 are on track to be completed by the end of March 2011. There is some slippage with achieving 4 of the tasks in the plan. The reasons and revised time scale for these are given below:

Council Plan Priority	Objective	Task	Comment
A borough with improved health, housing and social care.	Develop Supported housing models as an alternative to residential care for disabled people	(ii) - Invite tenders from RSLs for the purchase of 6 Church Road and 5 Hornbeam Road and the development of the schemes subject to grant availability.	Planning consent was required before proceeding with tenders. This has now been obtained and tenders are being invited in November 2010.
A borough with improved health, housing and social care.	Improve waiting times for key therapy times for children	Review/refresh service specification for speech and language therapy	Changes in the NHS have led to a reprioritisation by the PCT and they will no longer be undertaking this review.
A clean and attractive borough	Promote parks activities to encourage take up and healthy activities for children, young people, disabled	Implement the Playbuilder schemes in 22 parks	Cancellation of government funding means that 11 schemes are on hold. 11 schemes have been completed.

	and older residents		
A borough where children and young people are healthy, safe and supported, A borough where opportunities are open to all, A prosperous borough	Improve the educational standards of Children with disabilities and additional needs	Implement Inclusion Strategy Year 1	The National Inclusion Strategy ends in 2011. There is a risk that some targets within the strategy may be revised, or no longer be applicable.

7. The outcomes arising from this plan are improved information and awareness about the needs and aspirations of disabled people. This will lead to greater choice through improved accessibility and greater independence for disabled people.
8. With the abolition of the Place survey and changes in the way that the residents' survey is carried out council services will need to find ways of measuring outcomes within their existing resources.
9. The Disabled People's Assembly has provided an opportunity for consultation and to receive feedback. However, services need to establish additional methods for collecting feedback, including seeking the views of hard to reach communities.
10. In light of these changes and resource constraints the 2011/12 action plan will need to focus on objectives that can demonstrate specific outcomes for disabled people.

Financial Implications

11. The tasks contained in this action plan will be carried out within existing resources.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

12. The Plan seeks to ensure responsive services and better outcomes for disabled people.

Consultation Carried Out or Required

13. The Disabled People's Plan is taken to the Disabled People's Assembly steering group and issues are consulted upon at the Disabled People's Assembly. Further consultation will be carried out with service users and user groups to identify the difference that services are making.

CORPORATE IMPLICATIONS

Corporate Finance

14. Corporate Finance has reviewed this report and its recommendations and is satisfied, that the cost of implementing the action plan will be contained within the existing budgets.

Legal

15. The Disabled People's Plan is underpinned by the Disability Discrimination Act 1995. It should be noted that a number of changes have been made to the law on disability discrimination by the new Equality Act. These changes will be phased in over a period of time and will therefore come in to force on a gradual basis. Therefore, the Plan may need

to be adjusted in future to take account of these changes so that the Council is at all times fully compliant with its legal obligations.

16. Corporate Landlord

17. Service groups have responded as follows:

- Deputy Chief Executive's Office – reflected in the body of the report and action plan.
- Planning, Environment and Community Services – reflected in the body of the report and action plan.
- Education and Children's Services – reflected in the body of the report and action plan

18. Comments from NHS Hillingdon and Hillingdon Community Health Services are reflected in the report and in the plan and action plan.

BACKGROUND PAPERS

Hillingdon Partners Sustainable Community Strategy 2008 – 2018

Older People's Plan 2008 – 2011

Hillingdon Disability Equality Scheme

Hillingdon Single Equality Scheme

Disabled Children's Strategy

Disabled People's Plan 2009-2012

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Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
Sustainable Community Strategy Priority One: Improving health & wellbeing						
A borough with improving Health, Housing and Social Care	Increase the number of people to live independently without support or reduced support (re-enablement)	Raise awareness of DPs issues through: * - GP newsletter * - GP locality forum meetings	Beverley Grayley	31/03/11		Disabled People were consulted at the Disabled People's Assembly and examples were given of issues that DP face. Contact made with PCT about writing an article for the GP newsletter. The newsletter is currently under review but information will be included for the next newsletter that is published.
		Review the effectiveness of the Living Skills service	Beverley Grayley	31/03/11	On track	On track to complete the review by 31st March 2011.
		Maximise funding from government / other sources to provide major adaptations for people living in private sector; use the money efficiently, to maximise number of major adaptations	David McCulloch	31/03/11	On track	from Central Government for Disabled Facilities Grants (£1.623m) has been secured. This is the second highest allocation in London and the 9th highest in the country.
		Complete the revision of the transition strategy	Phil Hudson	31/10/10	On track	Final revised strategy to be taken to the Transition Strategy Group on the 15th October 2010
	Continue the modernisation programme for adults with learning disabilities and mental health needs	Agree design proposals for new build supported housing schemes	Phil Hudson	31/03/11	On track	The proposed plan is to use the Lancaster Centre & Acol Crescent sites for supported housing schemes. This is awaiting a council decision.
		Open a new well being centre for Adults with Mental Health Needs.	PCT/ CNWL	30/06/10	Completed	The Wellbeing centre was officially opened to the public in September 2010 and is located within the Boots the Chemist store in the Chimes, Uxbridge. Information on referral rates and the difference the centre is making will be available in quarter 3.
	Increase the number of people in receipt of a personalised budget for social care giving them more choice and control over their lives	Evaluate the impact of individual budget pilot on demand for existing day opportunity services.	Dave King	31/07/2010.	On track	Research and consultation by Demos has been completed. A decision is pending from SMT to publish findings.

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
	Continue to improve arrangements to safeguard vulnerable adults from harm	With West London Alliance partners and the LINK, develop monitoring arrangements for framework home support and residential care agreements that ensure quality of care.	Gary Collier	31/03/11	On track	Core monitoring requirements have been developed across the West London Alliance for a framework home care contract that cover safeguarding issues. Monitoring requirements are being developed for residential care as part of the accreditation process for residential care providers being adopted by the West London Alliance
	Maintain support to carers to continue caring	Identify support needs of carers of people living with stroke.	Sue Tarling	31/03/11	On track	Two structured 'Listening Exercises' to be undertaken in 2010/11 with carers of people with stroke - one with new carers and one with more experienced carers. Arranging dates with partners - anticipated meetings in Q2 and Q4
		Develop Emergency Replacement Care Plan templates i) for use by ASCH&H in relation to Carers Assessments and ii) for use by carers themselves in planning for emergencies	Sue Tarling	31/03/11	On track	i) ASCH&H are now offering carers undertaking a full Carers Assessment the opportunity to develop an Emergency Plan using an agreed template. This data is to be stored in the 'Contingency' part of the Service Users plan ii) The concept of Emergency Planning was the topic of the Carers Conference in May 2010. Input from carers at the Conference will be used to develop a template that can be used to develop a plan for use if they are temporarily unable to provide care. This is particularly aimed at carers where the person they care for is not receiving ASCH&H services and encourages the development of circles of support
		Scope a carers plan.	Sue Tarling	31/03/11	On track	A workshop with the Carers Strategy Group took place in September to identify priority areas for inclusion in the Carers Plan (for full development of the plan in 2011/12)
	Develop supported housing models as an alternative to residential care for disabled people	Review the need for supported housing and explore models of provision.	Gary Collier	31/03/11	On track	of provision developed. Implications to be discussed at Asset Management forum in Oct 10.
					On track	

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
		(i) - Obtain planning consent for the redevelopment of 6 Church Road, Cowley to provide 6 units and for the conversion of 5 Hornbeam Road, Hayes to provide 5 units for adults with mental health needs.	Marcia Gillings	31/03/11	On track	Planning consent has now been obtained for 5 Hornbeam Rd and 6 Church Rd.
		(ii) - Invite tenders from RSLs for the purchase of 6 Church Road and 5 Hornbeam Road and the development of the schemes subject to grant availability.	Marcia Gillings	31/03/11	Some slippage	Tenders will be invited in November.
		(iii) - Develop 4 x 1 bedroom flats at 1/2 Merrimans Close and 3x 1 bed additional flats at Ascott Court for people with learning disabilities.	Marcia Gillings	31/03/11		Merrimans imminently and we will seek tenders in November. Planning permission was received for Ascott Ct in June and we are seeking cabinets approval to appoint a contractor for the works. If successful we aim to start on site in November.
	Deliver assistive technology services to help people receive the care and support they need to live independently in the community	Review the telecare/telehealth strategy.	Gary Collier	31/03/11	On track	Discussions in progress with NHS Hillingdon about establishing multi-disciplinary mobile response service with particular focus on people with dementia.
	Actively involve customers in the planning and delivery of services	Establish the feasibility of developing a Facebook page as a way for deaf/hard of hearing resident to have a say about how they wish to see services developed in Hillingdon.	Beverley Grayley	31/03/11	On track	Manager contacted. It is possible to set up a page linked to the LB Hillingdon Facebook page. To be taken forward at the next deaf/hard of hearing meeting on 13th October 2010 with the aim of
		Support at least 3 meetings of the Disabled People's Assembly during 2010/11.	Beverley Grayley	31/03/11	On track	Disabled People's Assembly held on 19th April 2010 and 4th October 2010
		Train/develop individual residents who can act as champions for specific areas, such as focus groups, steering groups etc.	Jody Hawley	31/03/11	On track	This is being done as part of the Approved By Customers Panel (ABC).

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
	Support residents through the promotion of self care and independence through the Personalisation of Care	Roll out Self Directed Support & Personal Budgets to existing customers who receive day or domiciliary care.	Dave King	31/03/11		Self Directed Support rolled out in August with 34 users in receipt of a personalised Individual Personalised Budgets (IPB's) across domiciliary and day care services. Plans are being put in place to review all Extracare in house (approx 100) individuals to convert them to IPB's. It has also been agreed that all re-assessments through the review team will also undertake a Self Assessment Questionnaire/Support Plan and create an IPB to convert these cases to the new Self Directed Support approach.
	Ensure the transition from a state of dependency to independence through the re-ablement programme.	Deliver actions of the Reablement Project	Dave King	31/03/11	On track	Reablement Pilot is up and running. 30 users have been included in the Pilot. 16 users are in Reablement services and 14 users have completed reablement services and required no further interventions from Adult Social Care health and Housing.
	Increase and improve the range and volume of short breaks available to disabled children and their families.	Complete the development of the first floor of Merrifield House and start to deliver the new Disabled Children's Resource service.	Pauline Nixon	31/12/10	On track	First floor build of Merrifield House progressing on time and on budget; on course for new services to be delivered from November
		Deliver new and enhanced short breaks programme in schools and community settings.	Pauline Nixon	31/03/11	On track	Continued progress in disabled children accessing universal services (particularly Sports and Leisure and Youth and Connexions). Continued progress in active involvement of disabled children/young people, e.g. formal links being made between disabled young ambassadors and Youth Council
	Develop the skills and competency of staff in delivering services and support to disabled children and their families	Pilot and rollout workforce development competency framework for working with disabled children and young people	Pauline Nixon	31/03/11	On track	A major parent/carer research and evaluation exercise has been carried out on Hillingdon's workforce who support/provide services for their children.

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
	Improve the range of accessible and affordable childcare available for the families of disabled children	Consult with families and establish the barriers to the take-up of childcare	Alison Booth	30/09/10	On track	Consultation completed. Feedback event to officers in November and action planning to address issues.
		Develop additional childminding and out-of-school provision and develop the workforce to deliver this	Alison Booth	31/03/11		A range of short breaks and associated support is being delivered through the Childcare and Early Years service amounting to approx 25 children
	Improve care pathways for children with long term health needs	Develop revised pathways to provide more integrated long term care and more effective transition to adult services	Lucy Canning	31/03/11		This task has changed its emphasis to focus on developing joint protocols and processes between LBH and the PCT around the funding process for packages of care for children with complex needs. This includes looking at pathways. Initial work has been undertaken and the project is due to report back to JCB in December. It will include children with palliative care needs.
	Improve waiting times for community equipment and wheelchairs for disabled children	Adjust service specification and referral processes to help enable improved waiting times for community equipment and wheelchairs	Lucy Canning	31/03/11		This task is due to be completed at the end of October, and focuses on a review of referral processes for routine and urgent appointments.
	Improve waiting times for key therapy services for disabled children	Review/refresh service specification for Speech and Language Therapy	Lucy Canning	31/03/11	Serious Slippage	Due to changes within health following the election and a requirement to reprioritise, this task is no longer going forward.
	Enhance palliative care pathways and services	Review/refresh service specification for palliative care services	Lucy Canning	31/03/11		This task has changed its emphasis to focus on developing joint protocols and processes between LBH and the PCT around the funding process for packages of care for children with complex needs. This includes looking at pathways. Initial work has been undertaken and the project is due to report back to JCB in December. It will include children with palliative care needs.
	Decrease the reliance on institutional care through the promotion of preventative services	Identify with the user-led board at H-CIL the gaps that exist in H-CIL and how it can be developed as a preventative service.	Beverley Grayley	31/03/11		Attended the HCIL user forum on 26th July 2010. Gaps identified were in publicising the service and developing training for carers and PAs/paid care workers.
Sustainable Community Strategy Priority Two: Strong & active communities						

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
A borough where children and young people are healthy, safe and supported, A borough where opportunities are open to all	Improve the services on offer to young people in our sport facilities	Consolidate and expand disabled children's multi sports club activities in Hillingdon	Sue Drummond	31/03/11	On-Track	Club development evening hosted by sports development, Sports Unlimited grants awarded to clubs to promote new, additional sessions for young people and to encourage regular participation. Disability swimming lessons established at Hillingdon Sport & Leisure Complex. Holiday activities specifically aimed at children & YP with disabilities being programmed for summer scheme
		Ensure that sports and leisure activities for disabled children are included in the FIESTA programme	Sue Drummond	31/03/11	On-Track	An increased range of activity courses provided during half term and Easter holidays, based mainly around the new leisure centres. As part of the FIESTA scheme the disability swimming gala was delivered on the 15th June 2010.
		Enter teams to represent Hillingdon disability events for the London Youth Games	Sue Drummond	31/03/11	On-Track	London Youth Games entry, and arrangements for finals weekend was completed in July 2010.
	Use the arts to raise the confidence of the older and more vulnerable and to engage young people in positive activities	To ensure Hayes Carnival is completely accessible to disabled people.	Alan Dalton	31/03/11	Completed	Hayes carnival was delivered 10th July 2010 and was completely accessible for Disabled people. In addition a shuttle was arranged from Hayes Park to Uxbridge station. Dance workshops were available for people with disabilities and all accessibility information for the event was published on the Council website
	Increase the take up and satisfaction of customers in our libraries	Listen and respond to customer needs through improved surveying and feedback , newsletters and information promotion	Alan Dalton	31/03/11	On track	Regular surveys have been conducted. Comments and issues that have been identified are acted upon where appropriate ensuring customer needs are met.
	Work to extend community based sports development programmes offering new activities and opportunities to residents	Establish disability football coaching club sessions	Sue Drummond	31/03/11	On track	New football based coaching sessions delivered in partnership with Sandgate FC planned to commence in November

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
		Consolidate and expand the Get Active Stay Active project and other activities to provide specific sports coaching for disabled people	Sue Drummond	31/03/11	On track	Programme of Get Active Stay Active Sports for people with disabilities and history of mental health continuing in partnership with MIND and DASH. Transferred activities at Hayes Stadium to the new Botwell Leisure Centre.
		Organise training course workshops for voluntary sports clubs in coaching disabled customers	Sue Drummond	31/03/11	On track	First course delivered in August with a follow up planned for January
		Organise a Hillingdon team for the Pentathlon event	Sue Drummond	31/03/11	On track	Panathlon event planning to commence in October in prep for 1st event in January
		Launch new programmes for sport & leisure activities at the two new leisure centres and Hillingdon Sport & Leisure Centre and Botwell Green Leisure Centre	Sue Drummond	31/03/11	Completed	Botwell Green Leisure Centre was completed and open to public on 9th July 2010, the Centre is fully DDA compliant.
	Embed the participation of parents in shaping services and support for disabled children and young people	Carry out 3 major themed consultations with the parents/carers of disabled children which demonstrably change the services and support provided to disabled children and young people	Pauline Nixon	31/03/11	On track	1st consultation on workforce development has been successfully completed. 2nd consultation on short breaks scheduled for completion end Oct 10. Final consultation planned for March 11
		Complete all aspects of the "Speaking Up" consultation project with disabled children and young people	Pauline Nixon	30/09/10	Completed	Consultation completed.
	Embed the participation of disabled children and young people in shaping the services and support they receive	Put in place sustainable structures and processes to ensure the effective ongoing involvement of disabled children and young people in the services and support they and their families receive	Tom Murphy	31/03/11	On track	3 young ambassadors trained. New youth council includes the 3 ambassadors. Induction and training programme underway Oct 10

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
	Improve resident engagement	Promote disability awareness and provide current, accessible, information about services, new initiatives and events, including use of website: www.hillingdon.gov.uk, Hillingdon People, team Hillingdon and social networking site	David Holdstock	31/03/11		All forms of media continue to promote disability awareness and are providing current, accessible information about services & new events when and as appropriate Hillingdon People featured an article about the Hillingdon Centre for Independent Living in the September/October editions this year. Plans are in place to introduce a Facebook page for deaf residents and to make more use of Facebook, Twitter and YouTube to promote disability assemblies and other events.
					On track	
Sustainable Community Strategy Priority Three: A cleaner greener borough						
A clean and attractive borough	Carry out improvements to the local environmental to make it more accessible and safer.	Implement Phase 1 of programme in Uxbridge, Yiewsley and West Drayton	Jonathan Westell	31/03/11		Uxbridge Town Centre works completed, Yiewsley and West Drayton Phase 1 completed, planning for Phase 2 in 2011
	Deliver the borough's road safety education plans	Provide road safety education and travel training for the borough's special needs schools	Jamie Birch	31/03/11	Completed	All special needs schools have been visited and road safety training sessions have been carried out
	Improve and maintain street lighting.	Work with user groups to identify need for lighting for community safety.	Jonathon Westell	31/03/11	Completed	
					On track	Proposed schemes sent to Cabinet lead for approval
	Carry out parking measures including enforcement, abandoned and untaxed vehicles, car park security and improvements, extension of the ParkMark and brown badge schemes.	Monitor the work of the parking enforcement contractor to ensure that existing and future parking regulations are effectively enforced	Roy Clark	31/03/11		Ongoing monitoring of the parking contractor to ensure effectiveness
	Promote parks activities to encourage take up and healthy activities for children, young people, disabled and older residents	Implement the Playbuilder schemes in 22 parks	Paul Richards	31/03/11	On track	
		Organise conference "Breaking down barriers, making parks more inclusive and accessible for disabled people".	Paul Richards	18/06/10	Some slippage	First 11 schemes completed, and 11 on hold as government have cancelled funding
		Work with DASH on improvements to allotments e.g. accessibility	Paul Richards	31/03/11	Completed	Completed 18/06/2010
					On track	Meetings ongoing with DASH and taster sessions have been held at various sites.

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
Sustainable Community Strategy Priority Four: Making Hillingdon safer						
A safe borough	Improve the safety and wellbeing of our older residents and vulnerable people	Provide 12 domestic violence advice sessions to mental health patients	Ed Shaylor	31/03/11	Completed	5 Domestic Violence Advice sessions to Mental health patients, have been carried out in the July to September period. There have been 12 sessions since April 2010.
	Work closely with our partners including Registered Social Landlords and other Landlords to tackle anti-social behaviour	Resolve 70% of Tasking cases referred to Community Safety Team by eliminating (entirely or partially) the problem or referring the case to a more appropriate agency	Ed Shaylor	31/03/11	On track	At the end of Quarter 2 75% of Priority 1 Tasking cases referred to Community Safety Team resolved by eliminating (entirely or partially) the problem or referring the case to a more appropriate agency
	Tackle anti-social behaviour in Green Spaces by identifying hot spots with a view to reducing the number of incidents	Identify antisocial behaviour "hotspots" via the number of incidents reported in 2009/10. Look to reduce these numbers by 30% in 2010/11	Paul Richards	31/03/11	On track	Working with Police and Community Safety to tackle these.
	Promote community cohesion across all of the borough's communities so that people feel that communities get on well	Support the work of DASH with Muslim community organisations and the Hillingdon Traveller Forum to engage and involve in mainstream disability activities	Fiona Gibbs	31/03/11	On track	Muslim centre. Presentations and outreach sessions have been delivered to raise awareness of support available for people with disabilities. An accessible weekly football session is being set up in partnership with the
					On track	
Sustainable Community Strategy Priority Five: A thriving economy						
A prosperous borough	Work with major local businesses to encourage investment in the borough which will help to bring more training, skills and jobs into Hillingdon for local people to access	Support 40 disabled people into employment through the Gateway Heathrow Project by the end of the project in 2011.	Inga Spencer	31/03/11	On track	To date 70 disabled people have been recruited onto Gateway Heathrow project across West London boroughs. Hillingdon's element of this will not be available until the end of 2010/11.
	Increase the number of residents helped to buy their first property	Explore availability of schemes to support disabled people who are first time buyers.	Marcia Gillings	31/03/11	On track	2010/11 target is that 45 households are helped to buy their own home. 31 applications have been received, 6 applications have been approved with 1 sale progressing. 15 Low Cost Home Ownership affordable homes have been delivered on target.

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
	Create and deliver a Workforce Plan that identifies, develops and retains key people resources capable of delivering the Councils strategic priorities	Support teams through the workforce planning process to ensure the skills of individuals are aligned with the priorities of the service	Amanda Marsh	31/03/11	On track	HR have developed a workshop which will be run at with managers at service manager level. This will help identify critical roles and skills, and any future sourcing issues (whether internal progression or recruitment). However HR have postponed delivery of workshops to allow restructure of Tier 3 Service Managers which is due in the next month.
	Ensure all staff and managers are supported to achieve their full potential	To work with specialist leads to provide a Corporate L&D programme including in the area of disability	Amanda Marsh	31/03/11	On track	L&D continue to work closely with Vicky Trott to ensure that the overall equality and diversity learning programme remains accurate and relevant. Areas of learning have been updated to reflect the introduction of the new Equality Act 2010.
	Support partner organisations to extend opportunities to engage in volunteering activities	Raise the profile of volunteering in the borough through publicity campaign including developing and hosting the Volunteering awards	Ian Edwards	31/03/11	On track	The HAVS AGM was used to showcase and promote volunteering across the borough. Work continues to deliver the 2010/11 volunteer awards event. Ongoing increase in the number of volunteers reported by HAVS.

Council Plan Priority	Objective	Task	Lead Officer	Task Target Date	Task Status	Progress Comment
Sustainable Community Strategy Priority Six: Improving aspiration through education and learning						
A borough where children and young people are healthy, safe and supported, A borough where opportunities are open to all, A prosperous borough	Increase the number of adults with disabilities accessing education, training and employment and training opportunities	Set up WISE Programme (Work in Supported Employment) for ALDD (Adults with Learning Difficulties or Disabilities)	Alan Dalton	30/09/10	On track	The Work In Supported Employment (WISE) programme is now in operation for the new academic year
		Achieve 25 learners on WISE programme	Alan Dalton	31/03/11	On track	The current level of enrolments is 20, which compares well with last year's figure of 19.
		Plan and deliver an annual borough wide events programme to promote library services, reflect the diversity of Hillingdon communities and to support cross cutting agendas around health, community safety, community cohesion, and social inclusion	Alan Dalton	31/03/11	On track	Hillingdon Libraries have put together a comprehensive programme to meet this target. The programme features: Internet taster sessions to enable people to get online and access services and to improve their employment and education opportunities. There are also reading group sessions, homework clubs, family history events and events based on Hillingdon's History, such as the Battle of Britain programme. The libraries also work with partners such as the Health Promotion Team to promote good physical and mental health, and a sense of well being that enhances community cohesion and social inclusion.
	Improve the educational standards of Children with disabilities and additional needs	Learner Entitlement Vision includes all Learners with Learning Difficulties and/or Disabilities (LLDD) up to 25	Alison Moore	31/03/11	Completed	The responsibilities for commissioning learning for young people with Learning Difficulties and Disabilities (LDD) has transferred to the LA for young people post 16. An effective process for commissioning is now in place and has been formed with input from Connexions, the SEN team and Adult Social Care.
	Implement Inclusion Strategy Year 1		Pauline Nixon	31/03/11	Some slippage	An extensive action plan is in place and monitored by a working group. Some targets are at risk owing to demise of National Strategies from April 2011

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DRAFT WEST LONDON WASTE PLAN: PROPOSED SITES AND POLICIES CONSULTATION DOCUMENT

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	Jales Tippell, Planning, Environment and Community Services
Papers with report	Draft West London Waste Plan: Proposed Sites and Policies Consultation Document - due to size this appendix is circulated separately to Cabinet, Executive Scrutiny, Chief Officers only. Copies available for public inspection and in Group Offices

HEADLINE INFORMATION

Purpose of report	This report presents the Draft West London Waste Plan Proposed Sites and Policies Consultation Document for approval for the purposes of public consultation.
Contribution to our plans and strategies	Hillingdon's Sustainable Community Strategy; Local Development Framework
Financial Cost	The cost for this round of consultation can be met from existing revenue budgets for 2010/11.
Relevant Policy Overview Committee	Residents' and Environmental Services Policy Overview Committee.
Ward(s) affected	All

RECOMMENDATION

That Cabinet:

- 1. Notes the contents of the Draft West London Waste Plan: Proposed Sites and Policies Consultation Document.**
- 2. Approves the Draft West London Waste Plan: Proposed Sites and Policies Consultation Document and the associated Sustainability Appraisal for public consultation.**
- 3. Notes that approval is also being sought to undertake consultations on the Draft West London Waste Plan: Proposed Sites and Policies Document by five other west London councils, namely Brent, Ealing, Harrow, Hounslow and Richmond upon Thames, as members of the West London Waste Authority partnership.**

4. **Instructs officers to carry out a minimum 6 week public consultation on the Draft West London Waste Plan: Proposed Sites and Policies Consultation Document and the Sustainability Appraisal in compliance with the approved Statement of Community Involvement, and for officers to report back to a future meeting of Cabinet the outcome of public consultation and recommendations for changes to the Draft West London Waste Plan: Proposed Sites and Policies Consultation Document prior to its formal submission.**

INFORMATION

Reasons for recommendation

These recommendations are sought to enable the Council to make meaningful progress on the West London Waste Plan (WLWP) in order to meet targets set out in the current London Plan (consolidated with Alterations 2008), the draft Replacement London Plan 2009, and Planning Policy Statements 10 and 12.

The WLWP will in due course provide an up-to-date policy framework to assess planning applications for waste management facilities across the six West London boroughs: Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames. Planning applications for waste management facilities will however, also be assessed by the relevant council against the individual borough's Local Development Framework, including its local development management policies and any other material considerations.

Alternative options considered / risk management

Cabinet may decline to approve the Draft West London Waste Plan: Proposed Sites and Policies Consultation Document. It is considered that this would prejudice progress on the preparation of the West London Waste Plan, resulting in further delay to the delivery of the Local Development Framework, and the failure to provide the Council with an up-to-date statutory development plan against which to assess any future waste development proposals. Alternatively the Cabinet may make amendments to the document.

Comments of Policy Overview Committee(s)

The Residents' and Environmental Services Policy Overview Committee have not requested to consider this report at this stage.

Supporting Information

1. The Proposed Sites and Policies Consultation Document is the latest stage in the preparation of a joint waste plan for the six west London boroughs. It is being prepared jointly by the six West London Waste Authority (WLWA) boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow, and Richmond upon Thames – and when completed will form part of the Local Development Framework for each borough.
2. The purpose of the WLWP is to set out a planning strategy to 2026 for sustainable waste management, deliver national and regional targets for waste recycling, composting and recovery and provide sufficient waste management capacity to manage waste

arising. Planning applications for any new waste management facilities will be considered in the light of the WLWP policies, and they will also be assessed by the relevant council against the individual borough's Local Development Framework, including its local development management policies and any other material considerations.

3. Municipal solid waste and commercial and industrial waste arisings to be managed to 2026 are identified in the London Plan borough level waste apportionment. In order to accommodate the waste management capacity to manage projected waste arisings, it is anticipated that the land-take required across the six west London boroughs is 56ha under the 2008 London Plan. This requirement has been reduced to a far more realistic figure of 37ha as a result of the Mayor's 'Minor Alteration – waste arisings and apportionments' to the London Plan in December 2009. The draft WLWP contains sufficient contingency to meet the 2008 London Plan requirements, given that the 2008 London Plan is the adopted Plan at this time. However this contingency will also allow scope for a number of sites to be deleted from the Draft WLWP Proposed Sites and Policies document, should there be valid objections during the consultation stage, and particularly given that the revised London Plan figures will gain more credence following its Examination in Public.

4. The Draft WLWP Proposed Sites and Policies document seeks to provide sufficient waste management capacity to manage projected waste arisings by safeguarding the capacity of selected existing waste management facilities and identifying opportunities for additional facilities, whilst aiming to ensure that the WLWA boroughs do not manage a disproportionate amount of waste from other London boroughs.

5. In Hillingdon, there are two existing sites that may be considered to be suitable for intensification (for treatment facilities) or re-orientation (for transfer facilities). These are Rigby Lane Waste Transfer Station in Hayes and the Victoria Road Waste Transfer Station at Civic Way in Ruislip. There are also three sites that are identified as potential locations that may be suitable for new waste treatment facilities, namely the Silverdale Road Industrial Area, located to the east of Hayes Town Centre, the former Powergen site at Bulls Bridge, Hayes and the Tavistock Road depot site at West Drayton.

6. Initial consultation on a West London Waste Plan Issues and Options report was undertaken between January and February 2009. Comments received have since helped to shape the Draft WLWP Proposed Sites and Policies document which is to be issued for public consultation.

7. Members should note that a 'Sustainability Appraisal' was carried out by the consultants Mouchel, in order to ensure that sustainability considerations are taken into account early in the process of policy development. The area of search throughout the six boroughs included an initial list of some 312 sites. The suitability of all these sites was tested by consultants Mouchel in light of the 'Sustainability Appraisal' and against a list of environmental site selection criteria. In addition to this a Habitat Directive Assessment, Equalities Impact Assessment and a Strategic Flood Risk Assessment was also undertaken.

8. This has led to a short list of 24 sites, which are the subject of this consultation. A key part of the consultation is to gather the views of major stakeholders, including local residents. The sites are listed in Section 4 of the attached report. Following public consultation, it is anticipated that the revised WLWP Proposed Sites and Policies document will contain fewer sites.

9. Members are asked to note that the sites chosen for consultation are either adjacent to or are existing waste sites, or adjacent to or within existing industrial areas, given that industrial areas must be considered for possible use for waste treatment, as a requirement of the London Plan.

10. It is also relevant to point out that private companies can and do make applications for waste processing developments within the borough, completely separate from the Waste Plan process. This does highlight the importance of developing an effective local policy framework for such applications. At the moment, the London Plan and national policy provide the only direct policy guidance to councils.

Financial Implications

12. The costs for undertaking the consultation are estimated at £2,500 per borough and will be met from the existing revenue budget.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The Draft West London Waste Plan will provide a long-term development framework for waste development in the borough up to 2026. It will provide the policy context for future planning applications for waste development in the borough, complementing regional and national policies.

Consultation Carried Out or Required

The preparation of the Draft West London Waste Plan has involved the close and active involvement of the West London Waste Plan Steering Group. The document also stems from previous consultation with key stakeholders and the public on the West London Waste Plan Issues and Options report.

Consultations on the Draft West London Waste Plan: Proposed Sites and Policies Consultation Document are planned for a six-week period commencing in mid-January. The overall format for the consultations is prescribed by Regulation 27 of The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and the detailed arrangements will comply with the Council's Statement of Community Involvement, 2006. The six boroughs have agreed that consultation will be undertaken by members of the WLWP Steering Group Committee together with a firm of consultants, CAG, with a programme drawn up which is agreed with their respective corporate communication officers.

CORPORATE IMPLICATIONS

Corporate Finance

The costs of preparing and consulting on the Draft West London Waste Plan: Proposed Sites and Policies Consultation Document are estimated at £2,500 per borough. Corporate Finance has reviewed this report and its recommendations and is satisfied that these costs will be contained within the planning budget.

Members should note that delays in adoption of the Plan might lead to the Council (and its West London Waste Authority partners) being subject to a number of additional expenses in dealing with its waste in future. For example, by continuing to send waste away to landfill, it will become liable to pay landfill taxes (stemming from an EU Directive) as well as costs associated with transporting waste out of the area in the absence of more local facilities to treat / recycle waste.

Legal

Section 15 of the Planning & Compulsory Purchase Act 2004 places a statutory duty on the Council to prepare and maintain a Local Development Scheme ("the Scheme"). The Scheme will specify those documents that are Development Plan Documents. Regulation 7(c) of the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) states that any document which includes a site allocation policy (such as the draft West London Waste Plan: Proposed Sites and Policies) will be a Development Plan Document. Section 28(1) of the Planning and Compulsory Purchase Act 2008 states that two or more local planning authorities may agree to prepare one or more joint local development documents.

When preparing the draft West London Waste Plan: Proposed Sites and Policies document, the Local Planning Authority must comply with the consultation requirements found both in the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) and PPS 12 (Local Spatial Planning) which sets out government policy on Local Development Frameworks. This includes the duty to consult with the specific and general consultation bodies, the requirement to place an advertisement in the newspaper and the general duty to comply with the Council's Statement of Community Involvement. Any representations received must be fully considered by the decision maker, including those which do not accord with the proposals.

Corporate Property

The Draft West London Waste Plan: Proposed Sites and Policies Consultation Document does contain specific policy or site proposals relating to council land or property. The existing waste transfer site at Victoria Road is owned by the Council. Any future proposals for that site will need to be assessed in conjunction with the Corporate Landlord.

BACKGROUND PAPERS

- West London Waste Plan Issues & Options Report, October 2008
- A Summary of the Representations received from the Consultation on the West London Waste Plan Issues and Options Report
- A list of consultees for the West London Waste Plan Issues and Options Report
- Hillingdon's Statement of Community Involvement, November 2006

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HILLINGDON COMPACT

Cabinet Member	Cllr Douglas Mills
Cabinet Portfolio	Improvement, Partnerships and Community Safety
Officer Contact	Ian Edwards, Sarah Johnstone – Deputy Chief Executive's Office
Papers with report	None.

HEADLINE INFORMATION

Summary	Cabinet is asked to consider proposals amending the notice period and procedures for changing the funding to voluntary sector partners set out in the Hillingdon Compact. This would bring it in line with the National Compact. The local voluntary sector (primarily those funded by corporate grants budget) have been consulted and their responses are included in the report.
Contribution to our plans and strategies	Funding the voluntary sector directly contributes to the aspirations contained within the Community strategy
Financial Cost	There are no negative financial consequences arising from this report
Relevant Policy Overview Committee	Corporate Services and Partnerships Overview Committee
Ward(s) affected	All

RECOMMENDATIONS:

That Cabinet agree that:

- 1) The notice period in the Hillingdon Compact for ending or reducing funding to the Voluntary and Community Sector (VCS) is amended to a minimum of three months.
- 2) That a process to minimise the negative effect is followed when ending or reducing funding to the VCS and is set out in the Hillingdon Compact. This would consist of the following :
 - The Council will notify groups as early as possible where there are resource constraints and where possible endeavour to give more than three months notice
 - Groups will be informed if their funding is part of a review and the Council will undertake assessments of affected groups including Equalities Impact Assessments where relevant

INFORMATION

Reasons for recommendation

The Hillingdon Compact currently requires that the Council and other statutory signatories give six months notice of a reduction or ending of funding. It does not set out a specific process that a funder should undertake when considering making reductions or discontinuing funding to a group.

The recommendations will bring the Hillingdon Compact in line with the national Compact in making decisions for reductions or discontinuing funding. In the current financial climate, the recommended notice period will give the Council greater flexibility to respond to financial pressures. It will make the process more transparent and inclusive for potentially affected groups and fulfil requirements of public law to follow due process.

These recommended provisions of the Compact do not apply where payment is made to a VCS organisation under contract for services as the terms within that contract will apply.

The present national Compact is currently being renewed by the coalition Government and is subject to consultation ending 1st November. The provisions to minimise the impact of ending funding within the draft renewed Compact similarly commits to:

- Assess the impact on beneficiaries, service users and volunteers before deciding to reduce or end funding.
- Where there are restrictions or changes to future resources, discuss with Civil Society Organisations the potential implications as early as possible, giving organisations the opportunity to respond. Consider the response before making a final decision.
- Give a minimum of three months' notice in writing when changing or ending a funding relationship or other support, and provide a clear rationale for why the decision has been taken.

As a public authority, we have a duty to eliminate discrimination and promote equality of opportunity on the grounds of Race, Gender and Disability.

In making a decision regarding funding or service provision, public authorities must assess the potential impact of that decision, both positive and negative. Where further action is required, public authorities must take this into account. Should a public authority be unable to avoid any potential negative impact which arises as a result of the decision, this must be a key consideration of future action, such as considering the effect of the decision when the financial situation has improved.

The reality is that, in times of financial constraint, public authorities will have to make difficult and often unpopular decisions regarding funding and service provision. The Public Sector Equality Duties do not prevent authorities making these decisions, provided that decisions are taken in accordance with the duties. Members must therefore be advised of their duties at the time of taking decisions; failure to do so may result in successful legal challenge to those decisions.

Alternative options considered / risk management

To not commit to a particular process for concluding a financial arrangement nor to make change to the six month notice period.

The option to not recommend the adoption of the defined process was rejected as the proposal is now standard national practice and it will better ensure that the Council is not open to legal challenge over any future decision to reduce or terminate funding to VCS organisations.

The retention of the six month formal notice period along with the adoption of the process above is not recommended as it would increase the timeframe required to bring about a reduction in funding in response to changing circumstances and thereby put the Council at greater risk of having to act in a non-compact compliant manner.

A compromise proposal put by the VCS that the notice period be reduced to 4 months was discounted as reasons have not been identified that would require Hillingdon's VCS organisations to be treated differently from organisations subject to the national Compact.

Comments of Policy Overview Committee(s)

The Corporate services and Partnerships Overview committee has not reviewed this issue.

Supporting Information

The Compact recognises the vital role that the third sector plays in helping to create a more equal society and sets out commitments that will help both sectors work together to achieve their equality goals.

A good working relationship between the third sector and the public sector will help to meet the needs of the people they serve or represent and reduce inequality. The Compact plays a key role in helping this relationship to work by ensuring that organisations which promote equality are allocated sufficient resources and benefit from effective and relevant policy development.

The recommendations are derived directly from the refreshed National Compact and draft renewed National Compact in terms of the notice period and process for reducing or concluding a funding relationship. The National Compact commits to a process that upholds the public sector Equalities Duty and will mitigate the negative effects of withdrawal of funding on groups and service users. By consulting with affected groups and conducting impact assessments, it will be possible to evaluate the impact on residents and determine any reasonable alternatives or services that they can access.

A number of Voluntary and Community Sector Organisations are additionally subject to a Service Level Agreement that sets out the Council's expectations having provided funding to that organisation. These SLAs contain a common clause relating to the reduction or termination of funding that was amended by way of letter to the recipient organisations in September replacing the former clause, *"As per the terms of the Hillingdon Compact, the Council will give 6 months notice if it intends to withdraw or reduce the level of funding"*, with a new clause, *'The Council will give the same period of notice to withdraw or reduce the level of funding as that which is set out in the Hillingdon Compact in force at the time'*, thereby ensuring that SLAs will always be consistent with the Compact.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

Three months is the formal notice period but informal consultation will be required with the organisations affected before this time. Good financial planning by the sector includes the onus on them not to expect repeat funding unless that undertaking has been expressly given.

A decision to withdraw funding should not occur without some forewarning and with a process attached that ensures that impact will be considered and responses to proposals heard. The process of assessing impact aims to mitigate against any negative bearing a reduction in funding might have.

Resistance from the sector to reducing the notice period is understandable although there was no clear reason given / or valid arguments why Hillingdon VCS should be treated differently from elsewhere in the UK.

It is acknowledged that to secure alternative funding in just three months is highly problematic as it will be for groups nationally, however as explained above the three months period is the minimum in terms of formal notice. It should be noted the majority of groups hold reserves which can be utilised for exactly this scenario. The Council has consistently encouraged organisations to diversify their income base and it is good planning practice to build financial sustainability and not to rely on repeat funding or a narrow source of funding.

The overall objective, when considering financial reductions to VCS groups is to ensure that a proper process is in place and that it is both transparent and consultative. Having clarity about the process and the ability to influence how decisions are made will have a beneficial impact on relationships, particularly when relationships are potentially tense due to financial constraints.

The Council needs to ensure that in future groups will know what to expect in terms of timescales and process regardless of where their funding is coming from within the Council and can therefore plan accordingly.

Consultation Carried Out or Required

The local VCS was consulted via letters sent to all corporately funded groups informing them of the proposals and inviting them to respond. It was also sent to Directorates who were asked to make comments and forward it to groups funded via sources other than the corporate grants budget.

Hillingdon Association of Voluntary Services organised a forum for discussion with the Council on the proposals with the VCS to which all Hillingdon groups on their database were invited.

The overall response from the sector welcomed the process attached to reducing or discontinuing funding but disagreed with the notice period of three months. Groups felt that it would not be possible for them to adequately wind up their affairs including initiating redundancies in that time period.

A joint submission was made via Hillingdon Association of Voluntary Services on behalf of their membership and some individual submissions were received. In summary, these made the following points:

- a. A reduction to 3 months would negatively impact on project planning, and recruitment and retention of staff.
- b. That 3 months was not long enough to make long term staff redundant or to wind up an organisation
- c. That a closure of one project suddenly or loss of a staff member be destabilising for the organisation as a whole
- d. However, the sector unanimously welcomed the process required to reduce or end a financial relationship

Some respondents argued that good financial planning by the local authority would reduce the need to change the notice period and that the voluntary sector required greater stability of funding if it was to meet the challenge of a shrinking public sector.

One submission accepted the 3 month notice period as long as impact assessments would ensure that affected clients would receive alternative support. However, as it is not possible to ensure alternative support in every circumstance, this submission is not supported.

Overall, sector submissions made the case to retain the 6 month notice period ideally. (A show of hands at the HAVS consultation showed almost unanimous support in favour of retention). A compromise was suggested individually and jointly that the Council consider a compromise of 4 months if it felt that 6 months was not possible. All voluntary sector respondents welcomed the process suggested in the proposal.

CORPORATE IMPLICATIONS

Corporate Finance

The Comprehensive Spending Review (CSR) announcement in Oct 2010 indicated there will be further reductions in government grants to Local Authorities, the actual impact can only be evaluated once the Local Government settlement figures are available. Therefore in this current financial climate future government funding streams cannot be guaranteed and the recommendation to reduce the notice will assist the Council in responding to government funding pressures.

Legal

The Hillingdon Compact is not a binding legal agreement and therefore it is open to the Council to reduce the notice period for ending or reducing funding to the Voluntary and Community Sector [VCS] to a minimum of three months so as to bring it into line with the National Compact.

The Council has carried out a consultation exercise with the local VCS. The case of *R v London Borough of Brent ex parte Gunning* stipulates that the product of consultation must be conscientiously taken into account by the decision maker when a decision is actually made. Therefore, provided that the Council has sufficiently listened to the responses which it has received from the consultees, it can legitimately proceed to amend the notice period without fear of a successful legal challenge being brought against it on the basis that the principles in *Gunning* have not been observed.

It is spelt out in the body of the report that a degree of flexibility should be maintained by the Council and it should have regard to its equalities duties when making funding decisions in individual cases. This is an important consideration; whilst the Council owes a fiduciary duty to

its Tax payers, which is of particular significance in the current economic climate, this ultimately has to be balanced by the duties which is imposed on it in common law and by the Equality Act. Taking into account individual circumstances and having proper regard to Equalities Impact Assessments will help to demonstrate that the Council's decision making is both Wednesbury reasonable and also compliant with its statutory obligations.

Relevant Service Groups

The paper was circulated to service groups for comment and information.

BACKGROUND PAPERS

- Hillingdon Compact
- Draft renewed national Compact
- Refreshed national Compact
- Letter to VCS organisations whose funding is subject to SLA

DESIGNATION OF GATEHILL FARM ESTATE, NORTHWOOD AS A CONSERVATION AREA

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	Nairita Chakraborty and Sarah Harper Planning, Environment and Community Services
Papers with report	Appendix 1: Character Assessment: Gatehill Farm Estate Appendix 2: Proposed boundary of Gatehill Farm Estate Conservation Area. Appendix 3: Agreed criteria for eligibility as a Conservation Area or Area of Special Local Character

HEADLINE INFORMATION

Purpose of report	As part of the ongoing programme of review of the Borough's Conservation Areas, the Gatehill Farm Estate Area of Special Local Character (ASLC) is proposed for designation as a Conservation Area. The results of this work are being reported to Cabinet and officers are seeking approval in principle for designation and a period of consultation with the residents (to consider their views on the proposal).
Contribution to our plans and strategies	Hillingdon's Emerging Local Development Framework Hillingdon Design & Access Statements Hillingdon Unitary Development Plan 1998 (Saved Policies 2007) Community Strategy
Financial Cost	The cost of the initial consultation would be approximately £300 while the costs of designation, including publicity and the production of a leaflet for residents in the area, would be approximately £1000. This would be met from within the Planning, Environment and Community Services budget for 2010/11.
Relevant Policy Overview Committee	Residents' and Environmental Services Policy Overview Committee
Ward(s) affected	Northwood Hills

RECOMMENDATIONS

That Cabinet:

- Approves, in principle, the proposed designation of the Gatehill Farm Estate Conservation Area, as illustrated in the map included in Appendix 2.**

2. **Notes that if and when the Gatehill Farm Estate Conservation Area is formally designated, this will supersede and replace the current Area of Special Local Character designation.**
3. **Instructs officers to undertake a period of consultation for 8 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 February 2011.**
4. **Instructs officers to assess 23 and 25 Wieland Road for inclusion in the Local List and approves the necessary consultation with owners.**

INFORMATION

Reasons for recommendation

As part of the Council's rolling review of the Borough's Conservation Areas, and following a request for designation by members of the Gatehill (Northwood) Residents Association, officers have now assessed the Gatehill Farm Estate and propose its designation as a Conservation Area. A period of eight weeks for public consultation is recommended in accordance with Hillingdon's Statement of Community Involvement, and having regard to the Christmas period.

Alternative options considered

- Not to undertake a rolling review of the Borough's Conservation Areas, which would leave areas worthy of designation unprotected, Members' and residents' questions and concerns unaddressed and would not comply with the objectives set out in the Council and Service Plans.
- Not to consult on the proposed extension of the area: this would be against guidance given in PPS 5 and by English Heritage and would not comply with the Hillingdon's Statement of Community Involvement (SCI).

Comments of Policy Overview Committee

None at this stage

Supporting Information

1. Under the Planning (Listed Buildings and Conservation Areas) Act 1990 all local planning authorities have a responsibility to review and, where appropriate, designate those areas that are of "special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance" as Conservation Areas. There are currently 30 Conservation Areas in the Borough, the most recent designations being in December 2009.
2. Gatehill Farm Estate, currently designated as an Area of Special Local Character, was previously considered for designation as a Conservation Area in February 1974. At that time, however, it was resolved not to designate it as the buildings were deemed to be of insufficient intrinsic interest, being of 1930's date, with some later development. Over the last decade, interest in 1920-30s architecture has

increased, together with a greater appreciation of townscape quality and planned suburban estates. Due to their large plot sizes, areas such as the Gatehill Estate are becoming vulnerable to development pressure, the cumulative effect of which will have a negative impact on the special character and appearance of the area. It has been, therefore, re-assessed against the new criteria and found to be eligible for designation as a Conservation Area.

Proposed designation of Gatehill Farm Estate Conservation Area

3. A detailed analysis of this area, with photographs and a map of the proposed boundary, is set out in Appendix 1. The area under consideration lies to the north-east of the Borough and its character is largely derived from its planned layout, spacious streetscape, homogeneity of plot sizes and number of large, attractive and well detailed detached houses. The tall boundary hedges, mature planting in front gardens and the gently undulating topography and curving streets combine to form an attractive townscape.

4. Most of the roads on the estate are private, being owned and managed by the Trustees of the Gatehill Residents Association, whilst the remainder have been adopted by the Council. About sixty per cent of properties are located in the private roads, and another twelve per cent of properties are located in Council maintained roads only accessible from the private roads. The private roads are characterised by distinctive, deep grass verges, which are protected and maintained by the Trustees.

5. The estate was developed within the grounds of Gatehill Farm by Messrs Harry Neal Ltd, in the years after the First World War. The architect commissioned was Archibald Soutar, known for his work in Hampstead Garden Suburb. Soutar used some of the principles of layout and architecture established in the Suburb and sought to control issues such as density, fencing and the maintenance of private roads by means of covenants. Development started in the 1930's and, by the late 1960's, most of the plots had been developed.

6. Within the area, Gatehill Farm is the only listed building and is listed Grade II. It is in part 16th century and timber framed, part 18th century of red brick, and was later re-fronted with yellow stock brick. Nos 23 and 25 Wieland Road were formed from the original gatehouse to Potter Hill House, now part of St John's School. It is an attractive building, in white render and hipped tile roof, with a central archway. It is felt that the building should be considered for inclusion in the Local List.

7. The 1930's buildings on the estate were built in red/brown brick or rendered with half timbered details, and have dark red/brown clay roof tiles. Their gables, tall chimneys, tile hanging, porches and dormers with barge boards contribute to the "Arts and Crafts" appearance of the area.

8. Some of the plots were developed during the 1950s-60s and the buildings are of simpler design and lesser architectural interest. These have been included in the Conservation Area, as their hilltop positions give them dominance within the townscape. A number of undeveloped plots were later developed as smaller estates during the 1970s-80s, such as Woodgate Crescent and Shefton Rise. These houses have much smaller curtilages and, again, are of less architectural interest. These, however, have been included in the Conservation Area as they form part of the

original layout of Gatehill Estate. These developments are also included in the current designation of 'Area of Special Local Character'.

9. Whilst the boundary of the Conservation Area is based on the current boundary of the 'Area of Special Local Character', it has been rationalised to take into account current plot boundaries. No 107 Green Lane is a well detailed detached house which makes a positive contribution to the townscape at the entrance of Gatehill Road, and has been, therefore, included in the proposed Conservation Area.

10. It should be noted, that if and when the Conservation Area is formally designated, this will supersede and replace the current Area of Special Local Character designation.

Consultation carried out or required

11. The consultation of all residents within the proposed Conservation Area will be required, to seek their views on, and confirm their support for, designation. It is proposed that the usual six week period is extended to an eight week period from late November 2010 until mid January, having regard to the Christmas period. A letter and supporting information will be sent to each property. The views of the ward councillors, the Gatehill Residents Association, Northwood Hills Residents Association, Conservation Panel, and amenity groups, including English Heritage will also be sought. The results of the consultation will be collated and reported to Cabinet for consideration in February 2010.

Financial Implications

12. The designation of Gatehill Farm Estate Conservation Area would have the following cost implications. The public consultation would cost approximately £300 and, if designation were agreed, the necessary advertisements, the notification of residents and the publication of Conservation Area leaflets for the guidance of residents, would result in an overall cost of approximately £1000. This would be provided from the budget for Planning, Environment and Community Services in 2010/11.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

The aim of the recommendation is to consult local people and stakeholders on the proposed Conservation Area in order to ensure that their comments are considered and incorporated where appropriate. The designation of the Conservation Area would provide an increased level of protection, particularly with regard to the demolition of buildings, which would require conservation area consent. A high quality of design, materials and workmanship would be required for replacement structures and associated works. Under the notification procedure there would also be some protection for trees on the estate, although most of the trees have in fact already been included within Tree Preservation Orders.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance have reviewed the report and confirm their agreement to the financial implications as stated.

Legal

Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 gives local authorities power to designate areas of special architectural or historic interest the character of which it is desirable to preserve or enhance, as Conservation Areas. Section 70 of the Act sets out notification requirements once the Conservation Area has been designated. Under section 70(5) of the Act the local authority must give notice of any designation of any part of their area as a Conservation Area (and of any variation or cancellation of such designation) to the Secretary of State and to the Historic Buildings and Monuments Commission for England. Section 70(8) prescribes that any designation, variation or cancellation must be published in the London Gazette and at least one newspaper circulating in the area of the local authority.

The designation of an area as a Conservation Area has several formal consequences:

- a. the demolition of most buildings requires the consent of the local authority (section 74 of the Act);
- b. prior notification must be given to the local authority before works can be undertaken to trees within the Conservation Area (section 211 of the Town and Country Planning Act 1990);
- c. the local authority has a duty under section 71 of the Act to formulate and publish proposals for the preservation and enhancement of the area;
- d. the local authority has a duty to pay special attention to the desirability of preserving or enhancing the character or appearance of the area in the exercise of their powers under the planning Acts and Part 1 of the Historic Buildings and Ancient Monuments Act 1953 (section 72);
- e. planning applications for development which would, in the opinion of the local authority, affect the character or appearance of the Conservation Area must be given publicity under section 67 of the Act and representations received must be taken into account in determining the application (section 67(7));
- f. permitted development rights under the Town and Country Planning (General Permitted Development) Order 1995 are more restricted than in other areas; and
- g. the right to display certain types of illuminated advertisement without express consent under the Town & Country Planning (Control of Advertisements) Regulations 1992 is excluded.

The leading case on consultation is the High Court decision in R v Brent London Borough Council ex Parte Gunning (1985) 84 LGR 188. In **Gunning**, Hodgson J drew attention to four elements that should exist in the proper performance of a statutory duty to consult. The Council must be satisfied that:

- a. consultation took place at a time when proposals were still at a formative stage;

- b. sufficient time was allowed for consideration and response;
- c. and that responses from the public were conscientiously taken into account in finalising the statutory proposal.

Corporate Landlord

At this stage the report is seeking to go out to public consultation and as the Council may be a landowner affected by the proposals there will be an opportunity to comment formally on the proposals through this process. There are no other comments to make at this time.

Relevant Service Groups

Highways and Green Spaces

The Street-scene Maintenance Section will need to be consulted on any changes, or additions to conservation and other designated areas, to advise on appropriate materials, specifications for kerbs, street trees, carriageway and footway surfaces, when major highway reconstruction or renewal schemes are required. The Green Spaces Section will be able to advise on appropriate specifications for soft landscaping.

BACKGROUND PAPERS

- Minutes of Town Planning and Redevelopment Committee, 5th February 1974
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Planning Policy Statement 5 (PPS 5): Planning for the Historic Environment, 23rd March 2010
- PPS 5 Planning for the Historic Environment: Historic Environment Planning Practice Guide- 23rd March 2010
- London Borough of Hillingdon Unitary Development Plan (adopted 1998) Saved Policies 27th September 2007
- London Borough of Hillingdon Core Strategy (Draft for consultation June 2010)
- Guidance on the Management of Conservation Areas, English Heritage, February 2006
- Guidance on Conservation Area Appraisals, English Heritage, February 2006

APPENDIX 1

Character Assessment: Gatehill Farm Estate- Proposed Conservation Area

Introduction

1. Gatehill Farm Estate is located in Northwood, close to the northern boundary of the Borough. The area was developed from land associated with the Gatehill Farmhouse, a 16th century building, situated at the southern entrance to the area. It is currently designated as an Area of Special Local Character (ASLC).

Origins and Development

2. The estate was developed within the grounds of Gatehill Farm by Messrs Harry Neal Ltd, in the years after the First World War. The architect commissioned was Archibald Soutar, known for his work in Hampstead Garden Suburb. Soutar used some of the principles of layout and architecture established in the Suburb and sought to control issues such as density, fencing and the maintenance of private roads by means of covenants. Development started in the 1930's and, by the late 1960's, most of the plots had been developed.

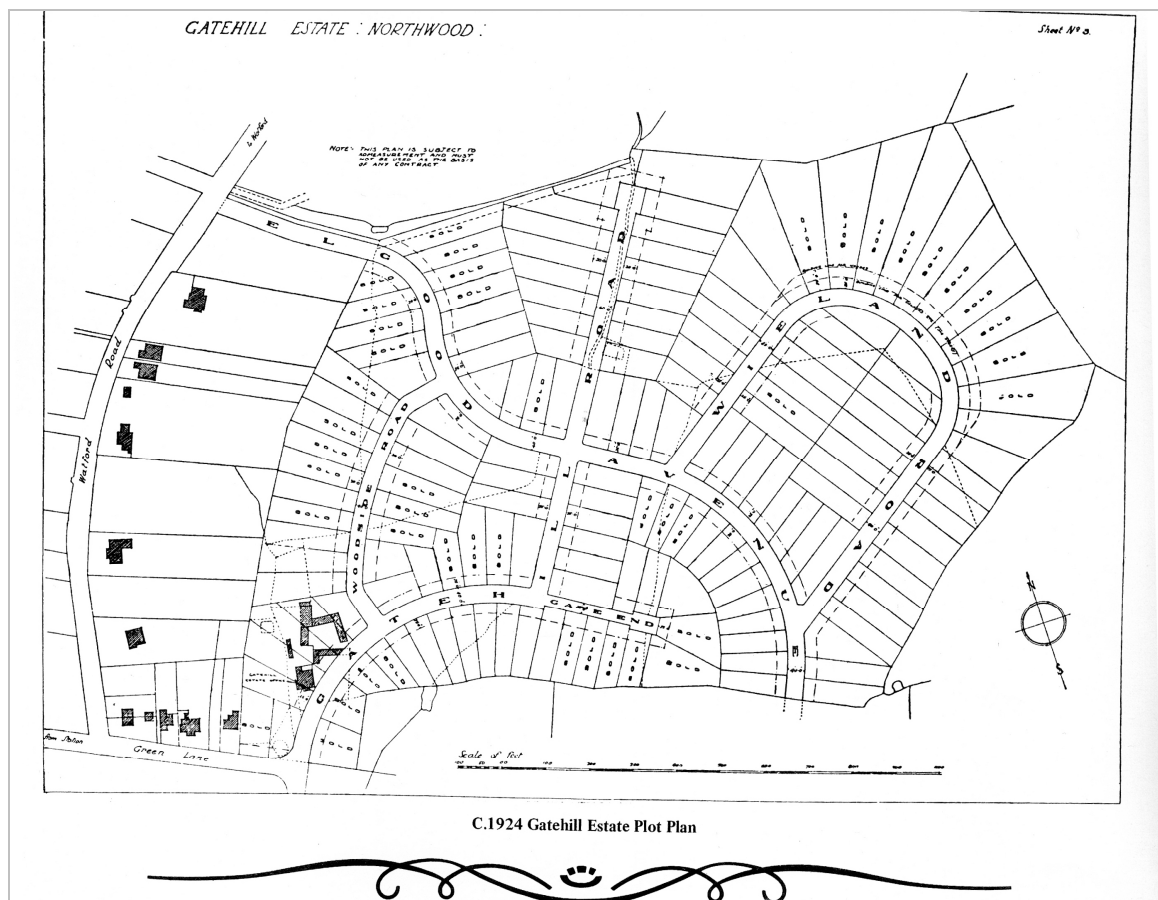
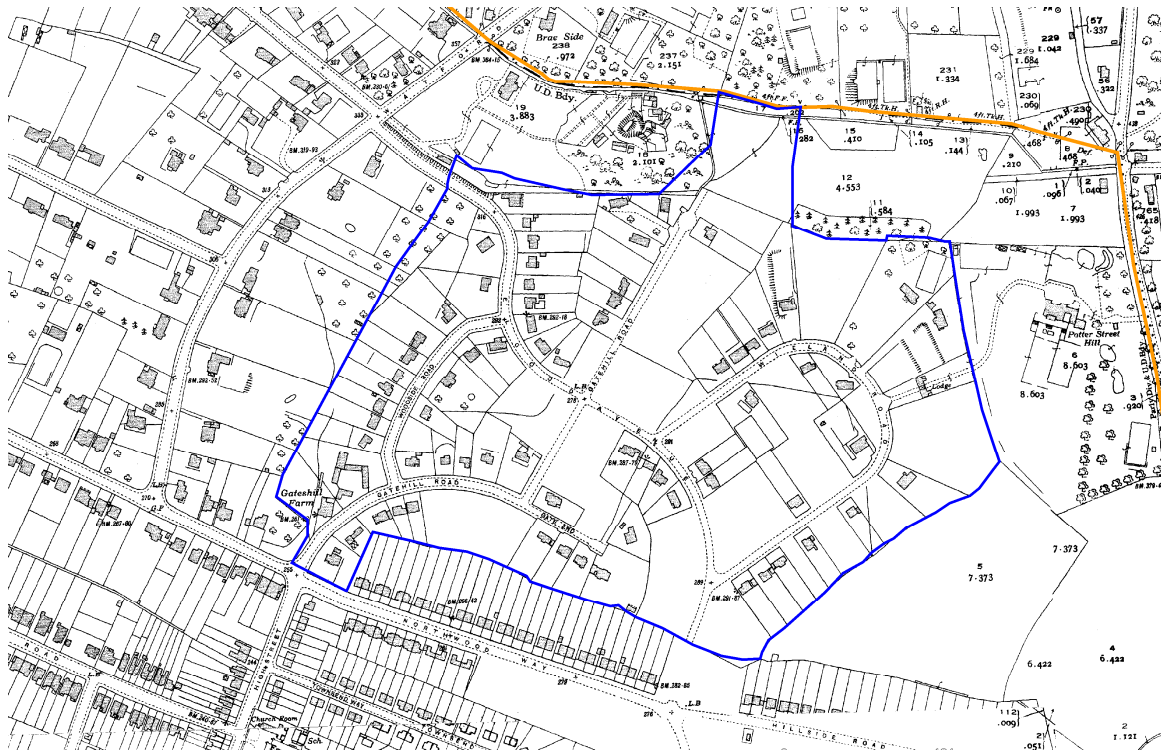


Illustration showing the plot plan for the estate, C1924.

Source: Barry H, 1984, 'The Northwood Book (Volume II)'; Northwood Publications



Historic OS Map, C1958

3. Later development occurred in phases, with some infill development to the north during the 1970s and 80s.

Character Analysis

4. The character of the area is largely derived from its planned layout, low-density streetscape, homogeneity in plot sizes and number of large, attractive and well detailed detached houses. The tall boundary hedges and mature planting in front gardens, the gently undulating topography and curving streets, combine to form attractive townscape.
5. Most of the roads on the estate are private, being owned and managed by the Trustees of the Gatehill Residents Association, whilst the remainder have been adopted by the Council. About sixty per cent of properties are located in the private roads, and another twelve per cent of properties are located in Council maintained roads only accessible from the private roads. The private roads are characterised by distinctive, deep grass verges, which are protected and maintained by the Trustees.



Gatehill Road, entrance to the area from Green Lane



Woodside Road

6. The houses within the area are set within generous plots in a pleasant green setting of hedges, shrubs and trees. Although laid out in 1920s the area continued to be developed into the 1960s through to the 1980s. As a result, the houses vary in individual design and style. The green frontages, modest building heights and muted coloured building materials and the views obtained from the curving roads contribute to the overall character of the area.
7. Within the area, Gatehill Farm is the only listed building and is listed Grade II. It is in part 16th century and timber framed, part 18th century of red brick, and was later re-fronted with yellow stock brick.
8. The gatehouse to the original Potter Hill House, now part of St John's School is located near the north eastern boundary of the area on Wieland Road. Whilst the house was not originally part of the estate, the gatehouse, originally called 'The Lodge', was later converted to two houses 23 and 25 Wieland Road. It is an attractive building, in white render and hipped tile roof, with a central archway. The building has been proposed to be considered for inclusion in the Local List.
9. The 1930's buildings on the estate were built in red/brown brick or rendered with half timbered details, and have dark red/brown clay roof tiles. Their gables, tall chimneys, tile hanging, porches and dormers with barge boards contribute to the "Arts and Crafts" appearance of the area.
10. Later plots developed during 1950s-60s are of simpler design and of lesser architectural interest. These have been included in the designation, as their hilltop positions give them dominance within the townscape.



36 Gatehill Road



Gatehill Farm House, grade II



The Lodge, Nos 23-25 Wieland Road



2 Wieland Road



Gatehill Road rising towards Willow End

11. Some undeveloped plots were later developed as smaller estates during 1970s-80s, such as Woodgate Crescent and Shefton Rise. Willow End is a private cul-de-sac on the site of a former house called Littlegate. These houses have much smaller curtilages and, again, are of less interest architecturally. These, however, have been included within the Conservation Area as they form part of the original layout of Gatehill Estate. These developments are also included in the current designation of 'Area of Special Local Character'.

Trees, Open Spaces and Landscaping

12. The dominant features of the area are the well landscaped front gardens, hedges along the boundaries and the grass verges. These, together with the curving road layout and gentle topography, create an attractive street scene. The spacing between the houses, landscaping and views into the back gardens all form part of the setting and special character of the area.
13. The entire area is covered in a network of Tree Preservation Orders. If designation is agreed, all trees within the area under consideration would be safeguarded under Section 211 of the Town and Country Planning Act 1990.

Key Views

14. The gentle topography and curving streets provide both short and long views within the area. This is enhanced by the landscaping within the front gardens. Gap views between buildings are also important and these make a significant contribution to the character of the area.

Proposed boundary changes

15. Whilst the boundary of the Conservation Area is based on the current boundary of the 'Area of Special Local Character', it has been rationalised to take into account current plot boundaries. No 107 Green Lane is a well detailed detached house which makes a



Woodgate Crescent



Landscaping along Gatehill Road



View along Elgood Avenue



Views out of the area, Gatehill Road



107 Green Lane

positive contribution at the entrance of Gatehill Road, and has been, therefore, included in the proposed Conservation Area.

Summary of recommendation

16. Gatehill Farm Estate is characterised by its planned layout, spacious streetscape and landscaped features such as mature front gardens and soft boundary treatments. These in addition to the architectural quality of the area and homogeneity in plot sizes, reflect a unique character which should be preserved and enhanced. It therefore warrants designation as a conservation area.
17. It also felt that, given the historic and architectural interest of No 23 and 25 Wieland Road, the pair should be considered for inclusion in the Local List.

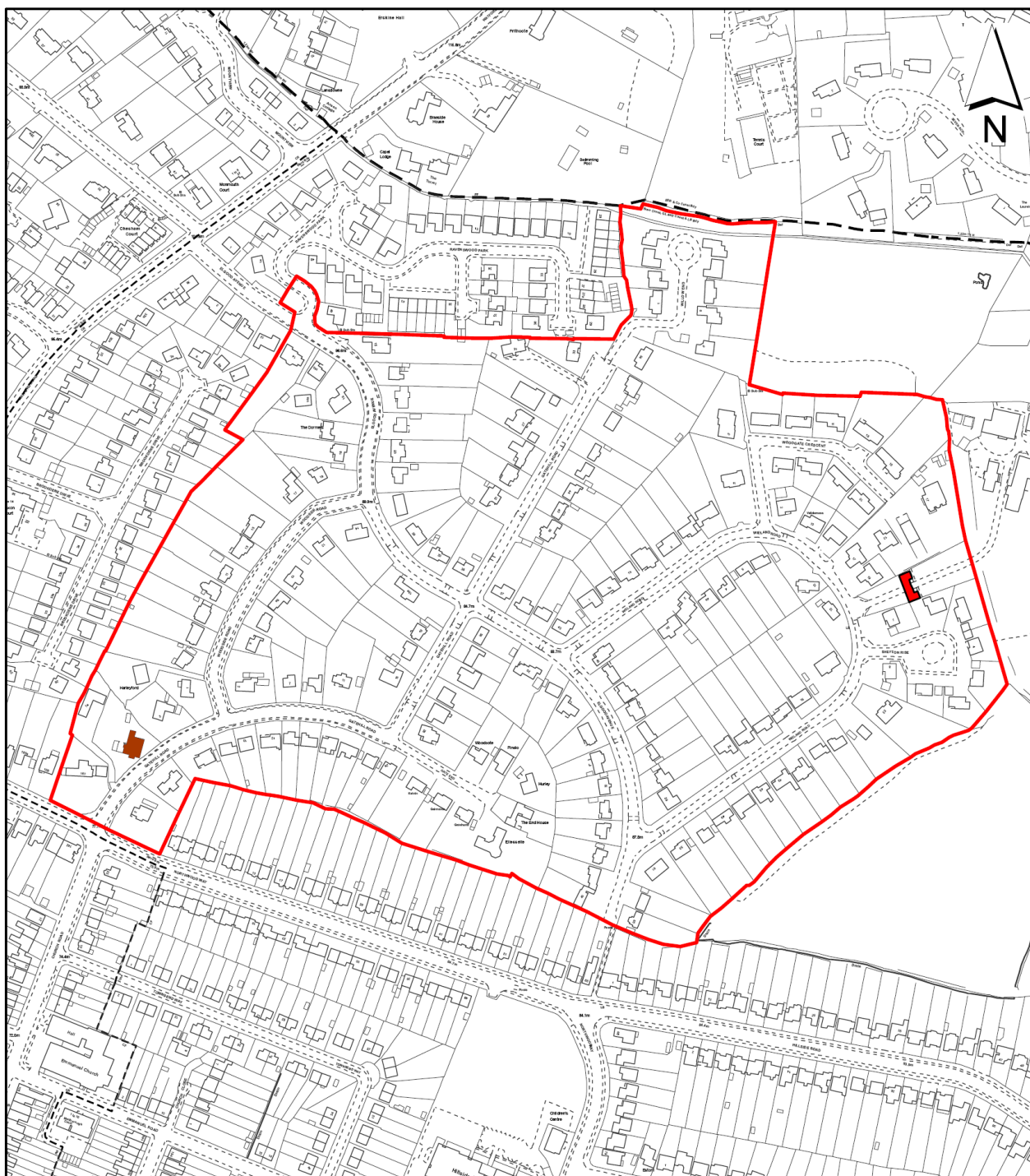
	Criteria for assessment	Score
Townscape Significance Total = 3	A character and hierarchy of spaces, and a varied topography providing interesting vistas along streets and views between buildings.	1
	Demonstrable landscape quality, including trees, planting and other green features of quality.	1
	The quality of public realm, with attractive street furniture and hard and soft surfacing.	1
Architectural Significance Total = 3	Buildings will have architectural quality and be of good design.	1
	Buildings will have a unique architectural interest, or include good surviving examples of a particular architectural style or period, or have been designed by notable architect/s	NA
	There will be a coherence of architectural designs in the area and significant groupings of buildings.	NA
Historical Significance Total = 3	The origins and historical development of the area will have been documented	1
	The layout of property boundaries, roads and pathways will contribute to the character of the area	1
	The area will contain features which illustrate important aspects of local or national socio-economic, cultural or military history.	NA
	TOTAL SCORE	6





Recommendation: Upgrade to Conservation Area.

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APPENDIX 2

Proposed boundary of Gatehill Farm Estate Conservation Area



Notes  Proposed Conservation Area  Listed Buildings  Proposed Locally Listed Buildings	Site Address <p style="text-align: center;">Gatehill Farm Estate Northwood</p>		LONDON BOROUGH OF HILLINGDON Planning, Environment & Community Services Civic Centre, Uxbridge, Middx. UB8 1UW Telephone No.: Uxbridge 250111
© Crown Copyright. All rights reserved. London Borough of Hillingdon 100019283 2010	Description <p style="text-align: center;">Proposed Conservation Area</p>	scale <p style="text-align: center;">1:3,500</p>	 HILLINGDON LONDON
	date <p style="text-align: center;">October 2010</p>		

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APPENDIX 3

Adopted Eligibility Criteria for designation of Conservation Areas and Areas of Special Local Character

	Criteria for assessment	Score
Townscape Significance Total = 3	A character and hierarchy of spaces, and a varied topography providing interesting vistas along streets and views between buildings.	1
	Demonstrable landscape quality, including trees, planting and other green features of quality.	1
	The quality of public realm, with attractive street furniture and hard and soft surfacing.	1
Architectural Significance Total = 3	Buildings will have architectural quality and be of good design.	1
	Buildings will have a unique architectural interest, or include good surviving examples of a particular architectural style or period, or have been designed by notable architect/s	1
	There will be a coherence of architectural designs in the area and significant groupings of buildings.	1
Historical Significance Total = 3	The origins and historical development of the area will have been documented	1
	The layout of property boundaries, roads and pathways will contribute to the character of the area	1
	The area will contain features which illustrate important aspects of local or national socio-economic, cultural or military history.	1
	TOTAL SCORE	9

To designate a Conservation area	6-9 points
To designate/ remain as an ASLC	3-5 points
To de-designate/ not designate an ASLC	0-2 points

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