



HILLINGDON
LONDON



Cabinet

Date: THURSDAY, 16 DECEMBER
2010

Time: 7.00 PM

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

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

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Councillors in the Cabinet:

Ray Puddifoot (Chairman)
Leader of the Council

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

Jonathan Bianco
Finance, 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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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 18 November 2010 1 - 22
- 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 Monthly Council Budget Monitoring Report - Month 7 (Cllr Bianco) 23 - 60
- 6 The Council's Budget - Medium Term Financial Forecast 2011/12 - 2014/15 (Cllr Bianco)
REPORT TO FOLLOW
- 7 Financial Support to Voluntary Sector Organisations (Cllr Mills) 61 - 102
- 8 Borough Local Implementation Plan & submission to Transport for London (Cllr Burrows) 103 - 114
- 9 Review of Statement of Licensing Policy (Cllr Bianco) 115 - 144
- 10 Government Consultation on Changes to Planning Permitted Development Rights for Schools (Cllr Burrows) 145 - 156
- 11 Regulation of Distribution of Free Printed Matter and Review of Face-to-Face Fundraisers 'Chuggers' (Cllr Bianco) 157 - 176
- 12 Cheney Street - extension to Eastcote Village Conservation Area (Cllr Burrows) 177 - 186
- 13 Coroners Mortuary Service - Updated Service Level Agreement (Cllr Bianco) 187 - 190
- 14 Gift Funding for Planning Functions (Cllr Burrows) 191 - 196

15	Non-surgical use of class 3/4 lasers (Cllr Bianco)	197 - 212
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Cabinet Reports - Part 2 (Private and Not for Publication)

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| 17 | Guru Nanak Sikh School, Springfield Road, Hayes - surrender and renewal of lease to facilitate application for Academy Status (Cllr Bianco) | 239 - 246 |
| 18 | Development of Hayes End Library Site - Appointment of specialist consultants (Cllr Bianco) | 247 - 254 |
| 19 | Countryside and Agricultural Services - tender approval (Cllrs Bianco and Seaman-Digby) | 255 - 262 |
| 20 | Development of the Yiewsley Pool site for a Health Centre, Community Space and Residential Accommodation (Cllr Bianco) | 263 - 270 |
| 21 | New Years Green Lane Civic Amenity Site (Cllr Bianco) | |

REPORT TO FOLLOW

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.

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

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Minutes

Cabinet

Thursday, 18 November 2010

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



HILLINGDON
LONDON

Published on: Friday 19th November 2010

Come into effect on: Friday 26th November 2010

Cabinet Members Present:

Ray Puddifoot (Chairman)
David Simmonds (Vice-Chairman)
Jonathan Bianco
Keith Burrows
Philip Corthorne
Henry Higgins
Douglas Mills

Members also Present:

George Cooper
Brian Crowe
Dominic Gilham
Raymond Graham
Phoday Jarjussey
Mo Khursheed
Anita MacDonald
Mary O'Connor
Andrew Retter
John Riley

191. APOLOGIES FOR ABSENCE

None.

192. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Councillor George Cooper declared a personal interest on Item 5 (minute 195) as the Whitehall Schools were adjacent to his property and stayed in the room during the discussion and vote on the item.

193. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING HELD ON 14TH OCTOBER 2010

The minutes of the meeting held on 14 October 2010 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 along with the withdrawal of one report and an additional report accepted under special urgency procedures.

195. DETERMINATION OF STATUTORY PROPOSALS TO ENLARGE THE PREMISES AT 7 PRIMARY SCHOOLS IN THE BOROUGH

RESOLVED:

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.**

Reasons for decision

Cabinet carefully considered the background to, the processes and also the comprehensive consultation undertaken to provide additional primary school places in the Borough and noted that this was not just a local, but a regional issue affecting many local authorities. Cabinet was very much aware of its duty to secure sufficient school places and the urgency of the present situation and therefore outlined its proposals to enlarge the premises at 7 primary schools.

Cabinet noted the schools where no objections had been received and paid due attention to the proposals where objections had been received. In particular, Cabinet considered a number of objections to enlarge the Whitehall Schools and noted that in addition to the statutory and general consultation on this matter, those objecting were also afforded the opportunity to put forward their views at one of the Council's Petition Hearings before any decision was made.

In respect of the concerns raised regarding the Whitehall proposals, Cabinet asked for it to be placed on record that whilst some people had indicated a desire for a

formal complaint to be made with regard to the Council's conduct, the Headteachers concerned did not wish to make any such complaint.

In making its decision, Cabinet had followed national legislation and statutory guidance from the Department for Education and considered the key issues involved. Whilst Cabinet appreciated that this was an important milestone in providing sufficient places for children who were soon to enter the education system, it was clear to indicate that there would be other opportunities, e.g. at the planning stage for schools, parents and others to put forward any issues they had as to the precise nature of the school enlargements.

Alternative options considered and rejected

Cabinet made its decision following the statutory school organisation regulations. However, if Cabinet had decided to reject any proposal there would have been a risk that the Council would fail in its statutory duty to provide sufficient school places.

Officer to action:

Terry Brennan, Education and Children's Services

196. 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

The Chairman of the External Services Scrutiny Committee, Councillor Mary O'Connor, presented the report and paid her thanks to the efforts of the Working Group and Officers in reviewing this important matter which was also warmly endorsed by the Cabinet.

RESOLVED:

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.

Reasons for decision

Cabinet approved the recommendations which were aimed at building upon the work currently undertaken by the Council and partner agencies in relation to those children whose educational attainment and development had been hindered by overcrowding.

Alternative options considered and rejected

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

Officer to action:

Nikki Stubbs, Deputy Chief Executive's Office

197. HILLINGDON LOCAL DEVELOPMENT FRAMEWORK: PRE-SUBMISSION DRAFT CORE STRATEGY

RESOLVED:

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.**

Reasons for decision

Cabinet approved the recommendations to enable the Council to make meaningful progress on the Local Development Framework Core Strategy and in order to meet targets approved by the Mayor of London in the Council's Local Development Scheme.

Cabinet noted that the Core Strategy would in due course replace the Unitary Development Plan Saved Policies, 2007. Strategic policies in the Core Strategy were 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 and rejected

The Cabinet could have not approved the Pre-Submission Draft Core Strategy or alternatively requested officers to make changes to the Core Strategy for its subsequent approval prior to public consultation. Cabinet considered these alternative options would prejudice progress on the preparation of the Local Development Framework as a whole.

Officer to action:

Jales Tippell, Planning, Environment and Community Services

198. OLDER PEOPLE'S PLAN 2008 - 2011 QUARTER 2 UPDATE

RESOLVED:

That Cabinet 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.

Reasons for decision

Cabinet welcomed the progress on the three-year Older People's Plan 2008-2011 and the commitment by 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.

Alternative options considered and rejected

None.

Officer to action:

Dan Kennedy, Adult Social Care, Health and Housing

199. DISABLED PEOPLE'S PLAN 2009 - 2012 UPDATE

RESOLVED:

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

Reasons for decision

Cabinet welcomed the progress on the delivery of the Disabled People's Plan 2010-11 and the commitment by the Council and its partners to the continued development and improvement of services designed to create a better quality of life for disabled people in Hillingdon.

Alternative options considered and rejected

None.

Officer to action:

Beverley Grayley, Adult Social Care, Health & Housing

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

RESOLVED:

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.**

Reasons for decision

Cabinet approved the draft West London Waste Plan (WLWP) for consultation 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.

Cabinet noted that the Plan would in due course provide an up-to-date policy framework to assess planning applications for waste management facilities across the six West London boroughs.

Alternative options considered and rejected

Cabinet could have not approved the Plan or amended it, which would have prejudiced its progress amongst the six West London Boroughs.

Officer to action:

Jales Tippell, Planning, Environment and Community Services

201. HILLINGDON VOLUNTARY SECTOR COMPACT

RESOLVED:

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**

Reasons for decision

Cabinet approved recommendations to bring the Hillingdon Compact in line with the national Compact in making decisions for reductions or discontinuation of funding. Cabinet noted that in the current financial climate, the recommended notice period would give the Council greater flexibility to respond to financial pressures but also make the process more transparent and inclusive for potentially affected groups.

Alternative options considered and rejected

Cabinet could have maintained the existing notice period in the Hillingdon Compact.

Officer to action:

Ian Edwards, Sarah Johnstone – Deputy Chief Executive's Office

202. DESIGNATION OF GATEHILL FARM ESTATE, NORTHWOOD AS A CONSERVATION AREA

RESOLVED:

That Cabinet:

- 1. 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.**

Reasons for decision

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, Cabinet approved in principle the designation of the Gatehill Farm Estate as a Conservation Area and approved a period of eight weeks for public consultation.

Alternative options considered and rejected

Cabinet could have decided not to propose the area's designation as a Conservation area.

Officers to action:

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

203. MONTHLY BUDGET MONITORING REPORT

RESOLVED:

That Cabinet:

1. **Note the current forecast budget position for revenue and capital as at Month 6.**
2. **Note the treasury 6 month report at Appendix B.**
3. **Agree that the Council should introduces charges for all requests for street naming and new building naming/numbering and that the charges should be as set out below:**
 - **To name or rename a road: £250+vat**
 - **To name or rename a building/street numbering £100+vat**
 - **Research on possible names for roads or buildings: £60 + VAT per hour or part thereof**
4. **Approve the virement of £524k from the Early Years Foundation Stage project to the Phase III Children's Centre budget and the addition of £342k of Section 106 to the scheme.**

5. Note the changes to the HRA Pipeline budgets agreed by Cabinet on 14 October 2010.
6. Note the following additions to capital budgets as a result of changes in external funding:
 - £150k of Section 106 funding to the Ruislip High School Expansion in 2010/11.
 - £163k of additional Transport for London funding in respect of works at Eastcote station.
 - £197k to the Section 106/278 Schemes in 2010/11.
 - £127k of Social Care Reform Grant to the ICT Asset Management Strategy to support delivering personal budgets and transformation in adult social care.
 - £90k of London Development Agency grant to the HRA Capital Works to Stocks budget for extensions and deconversions.
 - £13k of insurance receipts to the HRA Capital Works to the Housing stock budget.

Reasons for Decision

Cabinet reviewed the latest forecast revenue and capital position for the current year 2009/10. In addition, Cabinet introduced charges for road and building naming and approved a number of changes to budgets as a result of changes in external funding or necessary virements between Departments.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance and Resources

Urgency Provisions

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

- 204. 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**

RESOLVED:

That Cabinet:

- 1) Endorse the need to award a tender and note the need to release capital to fund the above tender.

2) Delegate authority to the Leader and the Cabinet Member for Finance, Property and Business Services in conjunction with the Director of Planning, Environment & Community Services to make a decision on the award of contract for the school expansion project, on receipt of the relevant tender information.

3) Delegate authority to the Director of Planning, Environment & Community Services in consultation with the Cabinet Member for Finance, Property and Business Services to award consultants contracts to a value not exceeding £50k in order to facilitate speedy delivery of the schemes in recognition of the tight timescales.

4) Note that a number of sites will need to be investigated with a view to building a new primary school in the Borough and in order to progress this matter agrees to delegate to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services (in conjunction with the Director of Planning, Environment and Community Services) the decision to award any necessary contracts to appoint consultants, project managers / design teams to progress this, on receipt of the relevant tender information.

Reason for decision

Cabinet approved the delegation of authority to award the necessary tenders and contracts to progress the construction of new buildings to expand existing primary schools in the Borough and investigate options for a new school. In doing so, Cabinet was aware of the time critical nature of this decision as it would mitigate the risk of a significant shortfall in primary school places for this coming September. Cabinet praised Council officers on their efforts to progress such a major building programme in such a short timescale.

Alternative options considered and rejected

Cabinet could have decided not to proceed with the school expansion works which would result in a severe shortfall of school places for the start of the September school year of 2011.

Officers to action:

Derek Barden, Graham Davies - Planning, Environment & Community services

Exempt Information

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

205. HOWLETTS LANE RESPITE UNIT FOR DISABLED CHILDREN

RESOLVED:

That Cabinet agree to decommission the Howletts Lane Unit following the transfer of services to the new bespoke unit for disabled children at the expanded Merrifield House Disabled Children's Resource Service Centre.

Reasons for decision

Cabinet agreed to move the services currently delivered from Howletts Lane to the new, modern and expanded facility at Merrifield House for a number of benefits, including the creation of a specialist centre to become the hub for a broad range of services and support for disabled children and their families in Hillingdon.

Alternative options considered and rejected

Cabinet could have continued to use Howletts Lane as a specialist long-term residential unit or continued to run the Centre in addition to a new facility at Merrifield House. However, Cabinet considered these decisions unviable from a cost, service and operational perspective.

Officer to action:

Merlin Joseph, Education and Children's Services

Exempt Information

This report was included in Part II as it contained information relating to any individual or information likely to reveal the identity of any individual and the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 1&2 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).

206. INVESTMENT IN THE FORMER NATS SITE, PORTERS WAY, WEST DRAYTON - ALLOCATION OF BALANCES FROM 20 YEAR LEASING SCHEME BETWEEN HILLINGDON COUNCIL AND CATALYST HOUSING GROUP

RESOLVED:

That Cabinet:

1. Prior to the allocation of the £2 million balance as per recommendation 2 below, authorises Officers to enter into an indemnity agreement with Catalyst Housing Group to ensure that the Council is released from any financial/repair liabilities in relation to the 20 year leasing scheme.

2. Agrees that Catalyst Housing Group reinvest a £2 million balance that it holds on behalf of the Council to deliver new affordable housing at the Former NATS site, Porters Way, West Drayton, (as identified on the plan circulated at the meeting) where the Council will attain nomination rights in accordance with the surpluses and deficits agreement between the two parties.

3. Withdraws the exempt nature of relevant parts of the report solely for the Council to use at the relevant time for public information and related purposes.

Reasons for decision

Cabinet agreed to use £2 million from the major repairs sinking fund of a completed 20 year accommodation leasing scheme that the council delivered in partnership with Catalyst Housing Group in support of the delivery of 59 affordable homes at the former NATS site at West Drayton.

Alternative options considered and rejected

Cabinet decided against not allocating the funding or holding the money as savings to generate income from the interest payments.

Officer to action:

Mazhar Ali, Adult Social Care, Health & Housing

Exempt Information

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207. MENTAL HEALTH FLOATING SUPPORT - AWARD OF CONTRACT

This item was withdrawn.

208. ACCEPTANCE OF TENDER FOR TERM CONTRACT ROAD SIGNAGE

RESOLVED:

That Cabinet agree:

- a) That the Term Contract for the provision of Road Signage be awarded to Standard Signs and Traffic Systems Ltd.**

- b) That the Term Contractor is to provide the service for an initial period of three years, commencing in October 2010, with the possibility of extending the Contract on an annual basis for a further 2 years, depending on Contractor performance.
- c) That the Corporate Director of Planning, Environment and Community Services in conjunction with the Leader of the Council and the Cabinet Member for Planning, Transportation and Recycling be provided with monthly schedules of proposed purchases of signs for approval.

Reasons for decision

Cabinet was aware that the Council had a statutory obligation to maintain highways and take such care as is reasonably required to secure the safety of the highway for traffic. It therefore agreed a Term Contract at best value to provide road signs as and when required by the Council, without any specific financial commitment.

Alternative options considered and rejected

Cabinet decided against not awarding a contract as this would have left the Council without a contractor for the provision of road signage.

Officers to action:

Tim Edwards – Planning, Environment and Community Services
Matthew Kelly – 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.

209. TENDER APPROVAL FOR A FOUR YEAR CCTV FRAMEWORK AGREEMENT INCLUDING COMPLETION OF THE CIVIC CENTRE SECURITY IMPROVEMENTS PROJECT

RESOLVED:

2. That Cabinet agree:

- a). To award the following contractors onto a Framework Agreement for the Supply and Installation of CCTV Equipment for a duration of 48 months with effect from October 2010;

1) Chroma Vision Limited

- 2) TM Security
- 3) Clearview Communications Limited
- 4) Smart Security Limited

- b) **To award Chroma Vision Limited to supply and install the Civic Centre Security Improvements at a cost of £25,963.**

Reason for decision

Following a robust procurement exercise, Cabinet agreed the tenders for a CCTV Framework Agreement so that such works can be more efficiently delivered and in the case of the Civic Centre to improve security arrangements and the safety of the public and staff in the vicinity.

Alternative options considered and rejected

Cabinet decided the benefits of entering into such a Framework Agreement outweighed not having one or entering into a contract with a single supplier.

Officer to action:

Richard Stainthorpe, Planning, Environment and Community Services

Exempt Information

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210. VOLUNTARY SECTOR LEASES

RESOLVED:

That Cabinet agrees the rents set out in the report (with the exception of one organization where further information is sought *) and instructs the Director of Planning, Environment and Community Services to then commission the Borough Solicitor to complete the appropriate rent review memoranda and lease documentation.

** Cabinet requested additional information on one voluntary organisations set out in the report and therefore deferred making a decision on this. Estates and Valuation Services Officers have been notified formally by Democratic Services.*

Reasons for decision

Cabinet agreed the proposed discounted rents for all bar one voluntary organisations set out in the report in line with the Voluntary Sector Leasing Policy agreed in July 2004.

Alternative options considered and rejected

Cabinet could have chosen not to apply the Voluntary Sector Leasing Policy and provide alternative or no rent discount to the voluntary organisations concerned.

Officer to action:

Greg Morrison - Planning, Environment and Community Services

Exempt Information

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

211. PHASE 3 LIBRARIES REFURBISHMENT PROGRAMME

RESOLVED:

That Cabinet notes the contents of this report and agrees to:

- 1. The refurbishment of Northwood Hills and Eastcote Libraries as part of the phase III programme and;**
- 2. The appointment of Thomas Sinden Ltd. to undertake refurbishment works for Eastcote and Northwood Hills libraries as detailed in the report.**

Reason for decision

Cabinet agreed to progress the 'roll out' of the Council's Phase III Libraries Refurbishment and Enhancement programme. Based upon the comprehensive financial information, risk assessment and procurement details available the report, Cabinet selected the company best suited to deliver this flagship improvement programme on behalf of the Council.

Alternative options considered and rejected

Cabinet could have decided to delay the refurbishment programme or approve an alternative tender, which could have resulted in the Council not delivering or meeting its priority plans for library improvements.

Officer to action:

Mohamed Bhimani, Planning, Environment & Community Services

Exempt Information

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212. FORMER HONEYCROFT DAY CENTRE, HONEYCROFT HILL, UXBRIDGE

RESOLVED:

That the Cabinet declares the former Honeycroft Day Centre site surplus to requirements and agrees for it to be sold in the open market with the benefit of planning permission for residential use by a method to be decided by Director of Planning, Environment and Community Services in consultation with the Cabinet Member for Finance, Property and Business Services.

Reasons for decision

Cabinet agreed that there was no service requirement for the former Honeycroft Day Centre site and that the best option would be to sell it to generate a capital receipt that would contribute to the Council's wider Capital and Buildings Programme.

Alternative options considered and rejected

Cabinet could have decided to retain the site in Council's ownership and develop to provide new Council housing, sell it to a Registered Social Landlord to develop for affordable housing or leave the site vacant and un-used attracting potential flytippers and travellers.

Officer to action:

Mayur Patel, Planning, Environment and Community Services

Exempt Information

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

213. THE GRANGE, PINE PLACE, HAYES

RESOLVED:

That Cabinet declare The Grange is declared surplus to requirements and authorises officers to market test part of The Grange site with planning permission for a residential development and report the offers received to a subsequent Cabinet to consider whether or not the highest offer is sufficient enough for the Council to build a new community centre on rest of the site.

Reasons for decision

Cabinet agreed that there was no service requirement for the site, but based upon request by the local residents for community use, agreed to also establish whether or not it would be financially viable to build a community centre on part of the site from the offers received on market testing the rest of the site for residential development.

Alternative options considered and rejected

Cabinet could have decided to develop the Grange to provide housing units, build a community centre on the site, dispose of the site to a Registered Social Landlord for affordable housing or take no action.

Officer to action:

Mayur Patel, Planning, Environment and Community Services

Exempt Information

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

214. 44 LOWLANDS ROAD, EASTCOTE

RESOLVED:

That the Cabinet declares the property surplus to requirements and instructs officers to dispose of it on the open market with planning permission in place for a side and rear extension in order to maximise the capital receipt, with the method of sale to be decided by the Director of Planning, Environment and Community Services in consultation with the Cabinet Member for Finance, Property and Business Services.

Reason for decision

Cabinet agreed that the property should be sold because no service requirement had been identified and noted that this would allow the capital receipt achieved to be reinvested towards the provision of additional affordable housing units.

Alternative options considered and rejected

Cabinet considered that no other service requirements had been identified for the property and that it was no longer required by Housing Services for the provision of social housing.

Officer to action:

Greg Morrison Planning, Environment and Community Services

Exempt Information

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

215. EASTBURY ROAD DAY CENTRE *

RESOLVED:

That Cabinet:

- 1. Approve the immediate closure of Eastbury Road due to serious Health and Safety concerns;**
- 2. Agree that individual reviews of service users are undertaken with the identification of alternative service options to meet needs;**

- 3. Agree that identified service users are transferred to personal budgets for community based options, or to another day centre, or other alternatives depending upon assessed need and;**
- 4. Agree that upon closure of the Eastbury Road building, to release the site for agreed alternative use or disposal.**

Reasons for decision

In making its decision to close the Day Centre, Cabinet was alerted to the fact that the establishment presented a range of urgent maintenance and fire risk issues and that it was also the subject of an adverse Health and Safety report. Cabinet agreed that the existing layout did not lend itself to both the future direction of care support as well as the needs of the client group. Cabinet was satisfied that the Centre had reached the point where significant additional resources would be required to refurbish and rectify deficiencies. Cabinet was conscious of the need to ensure the safety and security of those in the Council's care and received comments in relation to this from the Chairman of the Social Services, Health and Housing Policy Overview Committee, which were duly noted.

Alternative options considered and rejected

Cabinet agreed that the Eastbury Road building was not fit for purpose due to the unacceptable level of risks relating to safety in the event of fire and therefore Cabinet agreed that to keep it open would not be a viable option.

Officer to action:

Sharon Townsend, Interim Head of Personalised Services

Exempt Information

This report was included in Part II as it contained information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. That the public interest in withholding the information outweighed the public interest in disclosing it (exempt information under paragraphs 4&5 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended.

Special Urgency

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. Under special urgency provisions in the Constitution, the approval of the Chairman of the relevant Policy Overview Committee had been received allowing this report to be considered at short notice by the Cabinet due to the seriousness of the matter.

The meeting closed at 8:05pm

IMPORTANT INFORMATION

DECISION AUTHORITY

* In accordance with the rules set out in the Constitution, the call-in period has been waived on item 25 (minute 215) 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 from 5pm Friday 26th November 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 13 (minute 203), Item 14 (minute 204), Item 16 (minute 206), Item 20 (minute 210) and Item 21 (minute 211).

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COUNCIL BUDGET - MONTH 7 2010/11 REVENUE AND CAPITAL MONITORING

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

HEADLINE INFORMATION

Purpose of report	<p>The report sets out the council's overall 2010/11 revenue & capital position, as forecast at the end of Month 7 (October). The in year revenue position is currently forecast as being £577k less net expenditure than budgeted on normal activities and a £1,747k pressure on exceptional items, an improvement £59k on Month 6. Forecast balances at the year end have increased by £539k as a result of this improvement and the release of £480k of balances previously earmarked for Building Schools for the 21st Century.</p> <p>Total forecast capital expenditure for the year is estimated to be £83,126k (Month 6, £89,624k), £23,368k below the latest budget.</p>
Contribution to our plans and strategies	Achieving value for money is an important element of the Council Plan for 2010/11.
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. Note the current forecast budget position for revenue and capital as at Month 7.
2. Note the treasury update at Appendix B.
3. Approve the allocation of £65k from priority growth to PECS to fund extended opening hours for Libraries following their refurbishment
4. Approves the virement of £284k from the Primary School Expansions capital budget to the Pinkwell New Classrooms capital project.
5. Approves the write-off of £68,664.11 due to the previous operator of Stockley Park Golf Course (UKGolf) going into administration.

INFORMATION

Reasons for Recommendations

1. The reason for the monitoring recommendation is to ensure the Council achieves its budgetary objectives. The report informs Cabinet of the latest forecast revenue and capital position for the current year 2010/11.
2. Recommendation 4 is required to formally approve virements in capital budgets between Groups.
3. Recommendation 5 is required for Cabinet to approve the write-off of a bad debt over the value of £50k.

Alternative options considered

4. There are no other options proposed for consideration.

SUMMARY

A) Revenue

5. The in year revenue monitoring position as at Month 7 (October) shows that current forecast net expenditure for the year 2010/11 is £1,170k more than the budget (an underspend of £577k on normal activities and a £1,747k overspend on exceptional items), an improvement of £59k on Month 6. Further action is being taken by all Directors to seek to reduce this pressure further.
6. The demographic pressure on Older Peoples Services (£1,773k) is the most significant pressure contributing to the net overspend. The main reason for the £1,425k pressure on exceptional items is the impact of the Government's announcement on local government in-year grant reductions for 2010/11. The cuts notified are in Area Based Grant (£1.8m), Housing and Planning Delivery Grant (£0.1m), LAA Reward Grant (£1.3m) and LABGI (£0.4m). The net impact of the reductions in grant on the Council's current year budget is £3.6m.
7. In addition pressures due to the economic downturn are now being highlighted as exceptional items, Commercial property rental (£166k), Stockley Park Golf Course (£91k) and Development Control (£65k). The amount for Development Control is in addition to the amount being provided for in contingency (£310k)
8. An in-year recovery plan is being developed that is seeking to recover the £3.6m through permanently reducing expenditure in areas previously funded by the grants being reduced or through accelerating BID efficiency proposals. To date around £2m has been identified but work is continuing with the aim of recovering the position further by the year end. The aim is to ensure an overall breakeven budget position by the year end and at least £17m in balances.
9. The budget position on contingency has worsened by £22k in the last month due to an adverse movement on Building Control.
10. Capital financing costs are projected to underspend by £1.75m due to budgets set aside in advance for schools capital financing and other priority projects which will not be needed in this financial year (£1m) and through a revised projection for the Minimum Revenue Provision (MRP) required to be set aside this year and the impact of recent debt restructuring which will produce a saving of £550k in the current year. There is an additional favourable movement of £200k due to reapportioning capital financing costs between the HRA and the General Fund.

11. The balances brought forward at 31st March 2010 were £17,745k. £1,500k of this sum was applied in support of the 2010/11 budget as part of the budget strategy agreed at Council Tax setting. The forecast balances as at 31st March 2011 are £15,794k as a result of the budgeted drawdown from balances (-£1,500k), the current forecast in-year overspend (-£1,170k) and after the transfer from earmarked reserves (+£719k).
12. At month 7 it has been agreed to transfer the balance of funds previously set aside to fund Building Schools for the 21st Century (£528k) to general reserves. This is included in the forecast balances figure above.

B) Capital

13. Total forecast capital expenditure for the year is estimated to be £83,126k (Month 6, £89,624k), £23,368k below the latest budget. This represents a £6,498k reduction in the forecast outturn position, including the following significant movements.
- a. The changes in funding arrangements resulting from Guru Nanak Secondary School becoming an Academy have resulted in £2,548k of grant funding previously included in the Council's capital programme being paid directly to the school.
 - b. There has been a reduction in the forecast outturn for the Early Years Foundation Stage projects of £710k reflecting those projects currently on hold subject to the on-going DfE review of the Surestart grant.
 - c. The forecast outturn on a number of Council resourced General Fund projects has been reduced by £1,750k due to delays in initiating these projects, it is anticipated that this expenditure will take place in 2011/12.
 - d. A further reduction in outturn of £1,319k on Housing Revenue Account projects is due to delays on projects, it is anticipated that these works will take place in 2011/12.
14. As at Month 7 nil General Fund capital receipts had been realised. While it is still anticipated that £5,935k of receipts will be generated in the current year, the potential impact of any shortfall on the Minimum Revenue Provision and interest costs should be noted.

A) Revenue

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

Table 1

2010/11 Original Budget	Budget Changes		2010/11 (As at Month 7)		% Var of budget	Variances (+ adv/- fav)		
			Current Budget	Forecast		Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
			£'000	£'000		£'000	£'000	£'000
223,425	9,342	Directorates Budgets on normal activities	232,767	233,940	1%	+1,173	+1,161	+12
-27,731	-9,342	Corporate Budgets on normal activities	-37,073	-38,823	5%	-1,750	-1,550	-200
195,694	0	Sub-total Normal Activities	195,694	195,117	0%	-577	-389	-188
		Exceptional items:						
		Central govt grant cuts		3,600		+3,600	+3,600	0
		In-year recovery savings		-2,000		-2,000	-2,000	0
		Team bonus underspend		-175		-175	-175	0
		Development Control		65		+65	+5	+60
		Commercial property rental		166		+166	+166	0
		Golf Stockley Park		91		+91	+22	+69
0	0	Sub-Total	0	1,747		+1,747	+1,618	+129
195,694	0	Total net expenditure	195,694	196,864	1%	1,170	1,228	-59
-194,194	0	Budget Requirement	-194,194	-194,194		0	0	0
1,500	0	Net total	1,500	2,670		1,170	1,228	-59
-17,745		Balances b/f 1/4/010	-17,745	-17,745		0	0	0
		Transfer from earmarked reserves		-719		-719	-191	-528
-16,245	0	Balances c/f 31/3/11	-16,245	-15,794		+451	+1,037	-587

Directorates' Forecast Expenditure Month 7

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

Table 2

2010/11 Original Budget	Budget changes	2010/11 Current Budget (as at Month 7)	Directorate		2010/11 Forecast (as at Month 7)	% Var of budget	Variances (+ adv/- fav)		
							Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
£'000	£'000	£'000			£'000		£'000	£'000	£'000
279,115	765	279,880	Adult Social Care, Health & Housing	<i>Exp</i>	284,288	2%	+4,408	+3,778	+630
-185,595	-3,250	-188,844		<i>Inc</i>	-190,659	1%	-1,815	-1,185	-630
93,521	-2,485	91,036		Total	93,629	3%	+2,593	+2,593	0
98,326	-4,364	93,963	Planning, Environment & Community Services	<i>Exp</i>	94,016	0%	+53	+63	-10
-49,523	4,876	-44,647		<i>Inc</i>	-44,190	-1%	+457	+457	0
48,804	512	49,316		Total	49,826	1%	+510	+520	-10
313,819	17,209	331,028	Education & Children's Services	<i>Exp</i>	330,967	0%	-61	-103	+42
-261,246	-4,134	-265,380		<i>Inc</i>	-265,319	0%	+61	+103	-42
52,573	13,075	65,648		Total	65,648	0%	0	0	0
28,759	7,039	35,798	Central Services	<i>Exp</i>	35,152	-2%	-646	-646	0
-12,792	-8,800	-21,592		<i>Inc</i>	-21,402	-1%	+190	+190	0
15,967	-1,761	14,206		Total	13,750	-3%	-456	-456	0
10,760	0	10,760	Developments Contingency Growth to be allocated		9,586	-11%	-1,174	-1,196	+22
1,800	0	1,800			1,500	-17%	-300	-300	0
223,425	9,341	232,767	Sub-Total Normal Activities		233,940	1%	+1,173	+1,161	+12

17. **Adult Social Care, Health & Housing** are projecting a **pressure of £2,593k (No change)** as at Month 7. The demographic trends are now indicating additional pressures in Learning (£481k) and Physical disability (£543k) services on top of existing pressures in Older People (£1,773k) and Mental Health services (£688k). As a result the management team have put in place an in year recovery plan to mitigate these pressures, without which the forecast would have adversely moved by £1.2m. This forecast excludes sums provided for in contingency for Transitional Children (£2,300k), Mental Health Services (£450k), Homelessness (£800k) and for Older Peoples Services (£800k) held in contingency.

18. **Planning, Environment & Community Services** are projecting a **pressure of £510k (£10k favourable)** as at Month 7. The most significant ongoing pressures of £535k relate to the corporate landlord service. Within the service there are also pressures on income streams from commercial properties (£166k), which is now being highlighted as an exceptional item. There is also a shortfall of £72k on income from the hire of the Middlesex Suite and a shortfall of £81k from schools buy back of Facilities Management services. The property pressures also include a cost pressure (£28k) due to maintaining and keeping secure surplus properties prior to their disposal. There are also pressures forecast in Harlington Road Depot (£159k), offset by forecast overachievement of income within Trade Waste (£65k) and Civic Amenity sites (£35k). There are pressures in the Arts and Libraries services offset by salary cost savings in Community Safety. Leisure services are predicting a £81k adverse variance primarily due to the impact of the late opening of Botwell. There is also a pressure due to the

economic downturn at Stockley Park Golf Course (£91k) which is also now highlighted as an exceptional item as is the additional pressure (£60k) on Development Control over and above the contingency provision. Other pressures are on Development Control (£310k), Golf (£262k), Waste Disposal Levy (£1,528k), Recycling services (£150k), Highways Maintenance (£500k) and Vehicle Fuel costs (£80k), which are all provided for within contingency.

19. **Education & Children's Services** are forecasting a **nil variance (no change)** as at Month 7. This excludes the pressure on asylum and Exhausted All Appeal cases, which are being treated as contingency items. As at Month 7 the pressure of £1,200k on asylum is £10k less than the contingency provision. Although the group is forecasting a break even position there are pressures that need containing. There is pressure of up to £588k due to redundancies, which have now been agreed for Northwood, Mellow Lane and Hedgewood schools. This is partially offset by an improvement in the E&CS central budget (£130k) and a net underspend in Access & Inclusion (£155k), recovery plan savings of £303k have been put in place to cover the remaining pressure.
20. **Central Services** are forecasting a **£456k underspend (no change)** as at Month 7. Finance & Business Services are projecting an underspend of £199k, no change on the Month 6 projection. However, this figure now includes a pressure of £380k relating to Special Education Needs (SEN) transport where the service transferred across from E&CS. An action plan has been put in place to contain this pressure. The Deputy Chief Exec's office is still forecasting a £257k underspend. There is a projected underspend on expenditure budgets (£278k) primarily on staffing costs as a result of the BID reviews. This is offset by a £21k net shortfall on income streams. There are also pressures on Building Control (£71k), Land Charges (£715k) income and the Self Insurance fund (£420k) which are all provided for within contingency.

Development & Risk Contingency: £1,174k underspend (£22k adverse)

21. £10,760k of potential calls on the Development & Risk Contingency were identified as part of the budget setting process for 2010/11 held in the base budget. Table 3 shows the amounts that have been allocated or earmarked as at Month 7.

Table 3

Development and Risk Contingency	2010/11 Budget	Agreed	Forecast as needed	Variance (+adv / - fav)
<i>2010/11 allocations:</i>	£'000	£'000	£'000	£'000
Total net contingency at start of the year	10,760			
Commitments:				
General Contingency	1,000		0	-1,000
Increase in Transitional Children due to Demographic Changes	2,300		2,300	0
Social Care Pressures (Adults & Childrens)	800		800	0
Homelessness Budget - Reduction in DWP Funding	800		800	0
Increase in Mental Health Packages due to Demographic Changes	450		450	0
Waste Disposal Levy	1,528		1,528	0
Highways Maintenance (Recovery from Snow and Ice)	500		500	0
Cost Pressures on Recycling Service	150		150	0
Vehicle Fuel Monitoring Pressure	80		80	0
Asylum non-EAA monitoring pressure	850		340	-510
Asylum Exhausted All Appeals	360		860	+500
Self insurance fund	420		420	0
Local Development Framework (LDF) legal & consultancy fees	100		0	-100
Local Land Charges Income (volume pressures)	715		715	0
Development Control Income	310		310	0
Building Control Income	135		71	-64
Golf Courses Income	262		262	0
Total net contingency	10,760		+9,586	-1,174

22. A large proportion of the total contingency is expected to be required in full however the assumption that the £1m general contingency will not be drawn down has resulted in an overall underspend of £1,174k on the contingency budget.

23. The budget position on contingency shows an adverse movement of £22k in the last month due to an adverse movement on Building control.

24. The forecast asylum spend is £1,200k which is £10k less than the net sum provided for within contingency (£1,210k). The underspend on the non EAA element of Asylum contingency (£510k) is due to assuming the favourable agreement reached with the UKBA in 2009/10 for indirect costs will continue going forward. The current forecast in Exhausted all Appeals cases (£860k) is due to the cost of ineligible clients (£803k) and naturalised clients (£57k).

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

26. Development control income is forecast as a gross pressure of £375k (£60k adverse). The element over and above the contingency provision of £310k relates to the economic downturn continue and is now being highlighted as an exceptional item (£65k). This is due to a further downward trend in applications, however this is a volatile area and given the scale of the fees the position could change during the year. Land charge income is still in line with the contingency provision with a gross pressure of £715k. The forecast for building control income is a gross pressure of £71k, £64k less than provided for within contingency.

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

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

Priority Growth: £300k Underspend (no change)

29. £1m was included in the 2010/11 budget for priority growth and £800k for HIP Initiatives (including £300k for waste & recycling projects).

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

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

Table 4

Priority Growth	2010/11 Budget	Agreed draw downs	Commitments	Unallocated
<i>2010/11 Unallocated Priority Growth at start of the year</i>	£'000	£'000	£'000	£'000
HIP Initiatives New budget:	800			
Agreed:				
Recycling initiatives			0	-300
Heritage		141		
Environmental projects		132		
HIP Initiatives unallocated balance	800	273	0	227
Unallocated non specific growth	1,000			
Balance of unallocated growth	1,000	0	0	1,000
Total	1,800	273	0	1,227

32. HIP Steering group have approved £273k of allocations so far this year from the HIP revenue contingency. Some approved projects are now being deemed as capital in nature, Ruislip Lido rain shelters (£33.5k), Little Britain Lakes toilet facilities (£55.3k), Little Britain Lakes CCTV & lighting (£44.1k), Eastcote House Dovecote (£150k) and Ruislip Lido toilet block (£20k) are being funded from the Environmental Assets capital budget.

33. The expected further commitments of £300k on Waste and recycling are unlikely to be required in the current financial year so the current monitoring position assumes that this sum

will not be drawn down. However, the budget will remain going forward into 2011/12 and will be broadened to become an environmental initiatives budget.

34. There is a recommendation in the report for £65k to be allocated from priority growth to fund the cost of extended opening hours for refurbished libraries. This will reduce the priority growth budget from £1m to £935k.

35. There is an estimated £227k remaining from the HIP initiatives budget and £935k of unallocated non-specific priority growth budget. The Month 7 forecast assumes that remaining £1,162k unallocated budgets will be spent in full.

Corporate Budgets' Forecasts: £1,750k underspend (£200k favourable)

36. Table 5 shows budget, forecast and variance now reported on corporate budgets as at Month 7.

Table 5

2010/11 Original Budget	Budget Changes	2010/11 Current Budget (as at Month 7)	Corporate Budgets	2010/11 Forecast Outturn (as at Month 7)	Variances (+ adv/- fav)		
					Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
£'000	£'000	£'000		£'000	£'000	£'000	
-2,564	2,164	-400	Unallocated savings	-400	0	0	0
10,109	-42	10,067	Financing Costs	8,317	-1,750	-1,550	-200
			FRS 17 Pension				
9,161	0	9,161	Adjustment	9,161	0	0	0
-23,535	-11,181	-34,716	Asset Management A/c	-34,716	0	0	0
-20,901	-283	-21,184	Corporate Govt Grants	-21,184	0	0	0
-27,731	-9,342	-37,073	Corporate Budgets	-38,823	-1,750	-1,550	-200

37. Financing costs show a forecast underspend of £1,750k at Month 7, an improvement of £200k relating to reapportionment of Capital financing costs between the HRA and the general fund. In addition to the £1,000k being set aside for capital financing for schools or other priority projects which is not likely to be needed in 2010/11 there is also a favourable variance of £550k due to a recent debt restructuring exercise and an updated projection for Minimum Revenue Provision (MRP) required to be set aside this year.

38. A summary of treasury management activity is attached at Appendix B.

B) Capital

Current Year Expenditure

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

Table 6

Groups	Original Budget	Revised Budget	Capital Spend Month 7	Actual Spend % of Revised Budget	Forecast outturn	Variance (Forecast)
	£'000	£'000	£'000	%	£'000	£'000
Adult Social Care, Health & Housing	4,960	4,853	1,529	32%	4,255	-598
Education & Children's Services	27,241	23,950	7,882	33%	20,058	-3,892
Planning, Environment and Community Services	25,392	27,318	2,928	11%	17,122	-10,196
Finance & Business Services	1,378	1,699	504	30%	1,317	-382
Deputy Chief Executive	300	300	122	41%	300	0
Major Construction Projects	15,215	22,480	7,283	32%	20,261	-2,219
Partners - LAA Reward Grant	670	755	0	0%	749	-6
Group Total	75,156	81,355	20,248	25%	64,062	-17,293
Recovery from Contingency					0	0
Programme Contingency	1,500	1,500	0	0%	0	-1,500
Contingency	500	500	0	0%	0	-500
Contingency Total	2,000	2,000	0	0%	0	-2,000
HRA	22,568	23,139	5,777	25%	19,064	-4,075
Total	99,724	106,494	26,025	24%	83,126	-23,368

40. The Capital Programme budget is projecting a variance of £23,368k as at Month 7 (Month 6, £19,270k), which is primarily the result of projects being rephased into 2011/12. There are a number of projects forecasting an overspend, however funding strategies are in place to manage these.

41. Actual spend of £26,025k shown above includes schools' returns for the first two quarters.

42. Table 7 below details those schemes reporting pressures against the 2010/11 capital programme

Table 7

Scheme	Funding	Revised Budget	Actual Spend (incl accruals)	Forecast Outturn	Variance 2010/11	Total Project Variance
		£'000	£'000	£'000	£'000	£'000
Manor Farm	Council	0	1	100	+100	+100
Hillingdon Sport & Leisure Centre	Council	1,266	370	1,537	+271	+271
Botwell Green Leisure Development	Council	627	1,804	3,005	+2,378	+2,675
Farm Barns	Council	250	0	280	+30	-125
Children's Centres Phase 2	Grant	626	297	816	+190	+190
Property Enhancements Programme Contingency	Council	0	5	5	+5	+5
Total		2,769	2,477	5,743	+2,974	+3,116

43. The pressure reported against the Manor Farm project has been reduced from £371k to reflect on-going negotiations with the contractor.

44. An additional pressure of £108k has been reported on the Botwell Green Leisure Development as equipment costs were not fully reflected in the original estimates.

45. Current year pressures represent an additional call on Council Resources above the level included in the agreed budget for 2010/11, leading to an increase in the MRP of approximately £110k and additional borrowing costs of approximately £140k from 2011/12.

Current Year Financing

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

Table 8

2010/11	Unsupported £'000	Capital Receipts £'000	HRA Capital Receipts £'000	Supported £'000	Grants £'000	HRA (inc MRA) £'000	Section 106 and other contributions £'000	Total Capital Programme £'000
Revised budget 2010/11	29,802	8,595	999	4,036	45,560	13,821	3,681	106,494
Outturn 2010/11	18,013	5,935	680	2,800	41,594	11,236	2,868	83,126
Variance	-11,789	-2,660	-319	-1,236	-3,966	-2,585	-813	-23,368

47. The level of unsupported borrowing forecast as at Month 7 is £18,013k (Month 6 £20,522k), taking the total unsupported borrowing to £54,458k. The decrease in the forecast since Month 6 of £2,509k primarily resulted from the rephasing of a number of Major Construction Projects into 2011/12.

48. An increase in the cost of borrowing through the PWLB to 1% above the cost of government gilts was announced in the Comprehensive Spending Review

49. Programmes of Works schemes account for £3,792k of unsupported borrowing and £4,908k of capital receipts outturns noted above. These schemes will result in on-going annual MRP and interest costs of approximately £350k and £435k respectively as a result of the opportunity cost of additional unsupported borrowing.

50. The £8,595k budgeted level of capital receipts for 2010/11 is not expected to be achieved. At the end of Month 7 nil General Fund receipts have been realised and although there are assets available for sale, the timetable for all pre-sale processes and legal completion in order to realise receipts in the current financial year is becoming increasingly challenging. If receipts are not forthcoming by then there will be a revenue implication for 2011/12 in the form of higher MRP charges.

CORPORATE CONSULTATIONS CARRIED OUT

Financial Implications

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

CORPORATE IMPLICATIONS

Corporate Finance

52. This is a Corporate Finance report.

Legal

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

BACKGROUND PAPERS

54. Monitoring report submissions from Groups.

APPENDIX A – Detailed Group Forecasts

Adult Social Care, Health & Housing

Revenue: **£2,593k Pressure** (no change)

1. The ASCH&H budgets are predominantly demand led and significantly affected by external pressures such as demographic trends which require robust and positive management. The pattern of demand for the current year is now indicating additional pressures in Learning and Physical disability services. As a result the management team put in place an in year recovery plan last month; the individual actions have now been allocated to the Service budgets.
2. Officers have to date taken action to mitigate pressures but the underlying pressure for Adult Social Care services has not abated and therefore the management team put in place last month plans to achieve £1.2m of in-year savings. These include accelerating the implementation of reablement which will reduce reliance on residential care, and increase achievable savings from the new WLA Homecare framework agreement. In addition recruitment and the use of agency staff has been reviewed and decisions taken to further reduce this expenditure.
3. In summary the department is reporting an adverse position of £2,593k on a £279m gross budget.

Services		2010/11 (As at Month 7)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
		£'000	£'000		£'000	£'000	£'000
Older Peoples Services	<i>Exp</i>	39,368	42,985	9%	+3,617	+4,336	-719
	<i>Inc</i>	-8,153	-9,998	23%	-1,845	-1,910	+65
	Total	31,215	32,988	6%	+1,773	+2,426	-653
Physical & Sensory Disability Services	<i>Exp</i>	9,272	10,098	9%	+826	+777	+49
	<i>Inc</i>	-881	-1,164	32%	-283	-258	-25
	Total	8,391	8,934	6%	+543	+519	+24
Learning Disability Services	<i>Exp</i>	31,445	32,291	3%	+846	+1,102	-256
	<i>Inc</i>	-12,242	-12,608	3%	-366	-528	+162
	Total	19,203	19,684	3%	+481	+574	-93
Mental Health Services	<i>Exp</i>	5,703	6,320	11%	+617	+635	-18
	<i>Inc</i>	-402	-331	-18%	+71	+71	0
	Total	5,301	5,989	13%	+688	+706	-18
Housing Benefits	<i>Exp</i>	148,964	148,464	0%	-500	-500	0
	<i>Inc</i>	-145,961	-145,961	0%	0	0	0
	Total	3,003	2,503	-17%	-500	-500	0
Housing Needs Services	<i>Exp</i>	19,651	19,140	-3%	-511	+100	-610
	<i>Inc</i>	-17,261	-16,651	-4%	+610	-0	+610
	Total	2,390	2,489	4%	+99	+100	0
ASCH&H Other Service	<i>Exp</i>	25,478	24,990	-2%	-488	-17	-471
	<i>Inc</i>	-3,945	-3,948	0%	-3	-13	+11
	Total	21,533	21,042	-2%	-491	-30	-460
Recovery plan savings	Total	0	-1,200		0	-1,200	+1,200
Total Expenditure		279,881	284,289	2%	+4,408	+6,432	-2,025
Total Income		-188,845	-190,660	1%	-1,815	-3,839	+824
ASCH&H Total		91,036	93,629	3%	+2,593	+2,593	0

Older People Services: £1,773k adverse (£653k improvement)

4. This service is currently forecasting a £1,773k adverse position due to the ongoing effect of residential and nursing placements made in the last quarter of 2009/10 as reported at the time. The improvement from the month 6 position is due to the implementation of the in-year action plan referred to last month.
5. This forecast also assumes that the £760k can be drawn down from the Earmarked Reserve held for Older People Services reducing the pressure from £2,533k to £1,773k as reported in this forecast.

Physical Disabilities: £543k adverse (£25k adverse)

6. This service is currently forecasting a £543k adverse position due to increasing pressures to support people to live independently and increases in the cost of individual residential care packages following care reviews. The small adverse movement relates to a number of small movements across this service area.

Learning Disability: £481k adverse (£93k improvement)

7. This service is currently forecasting an adverse outturn of £481k due to increasing pressures to support people to live independently; increases in the cost of individual residential care packages following care reviews; and the cost of children transferring from E&CS. The improvement from the month 6 position is due to the implementation of the in-year action plan referred to last month.
8. The forecast assumes that the £2,300k corporate contingency held for transitional children are received thereby reducing the pressure from £2,781 to the £481k reported.

Mental Health: £688k adverse (£18k improvement)

9. The Month 6 report referred to the likelihood of 12 clients that had been subject to an 'ordinary residence' claim becoming the financial responsibility of the council. During negotiations with the other party about this matter in which Officers are rigorously defending against this attempt to transfer these clients, the other party advised of a further 12 clients in a similar position. At the present time no further detail has been received and therefore any potential further liability is unknown, the total liability relating to these cases could in total be in the region of £1m.
10. The small improvement from last month relates to a number of small movements across this service area. This forecast also assumes that the £1,250k corporate contingency held for Mental Health Services is received reducing the pressure from £1,938k to the £688k reported.

Housing Benefits: £500k favourable (no change)

11. This service is currently forecasting a £500k favourable outturn on a gross budget of £138m. This favourable movement is as a result of positive feedback in respect of the external audit of the 2009/10 Housing Benefit claim which totalled £150.6m. As a result of this feedback the £0.5m provision being held against an adverse outcome can be released to the benefit of the revenue forecast.
12. The Housing Benefit budget, as reported last year continues to experience increased benefit uptake which although indicating a pressure for 2010/11, the mitigating actions taken by management give confidence to a break even position being achieved.

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

13. This adverse position is due to difficulties in procuring appropriate housing units for homeless families as planned which has resulted in additional pressures in temporary accommodation and Bed & Breakfast (B&B) budgets. The forecast assumes that the £0.8m corporate contingency held for this Service is received thereby reducing the pressure from £0.9m to £100k as reported in this forecast.
14. Previous forecasts have referred to a pressure of £250k and redundancy costs (now confirmed at £126k) which were being addressed by mitigating action. The success of these actions has enabled the forecast to remain at £100k and further work is being undertaken to close this gap.

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

15. This service is currently forecasting outturn to be on budget on the basis that in-year savings will be realised.

Contingent Items: Gross Pressure £2,020k (no change)

16. The Authority's 2010/11 contingent budget contains provision for areas of expenditure or income for which there is a greater degree of uncertainty. The net position after the application of the contingency is shown in the table below.

Division of Service	Gross Pressure Month 7	Gross Pressure Month 6	Change from Month 6	Contingency	Net Pressure
Increase in Transitional Children	2,300	2,300	0	2,300	0
Social Care Pressures	800	800	0	800	0
Homelessness Budget - Reduction in DWP Funding	800	800	0	800	0
Increase in Mental Health Packages	450	450	0	450	0
P&CS – Total	4,350	4,350	0	4,350	0

Housing HRA

17. This service is currently forecasting a favourable outturn of £1,304k, a £700k improvement from the Month 6 position. The table below now reflects the return of Hillingdon Homes Ltd and its incorporation as Hillingdon Housing Services.

2010/11 Current Budget (as at Month 7) £000	Division of Service	Variance (as at Month 7) £000	Variance (as at Month 6) £000	Change from Month 6 £000
+15,487	General and Special Services	-717	-17	-700
+10,853	Repairs Services	0	0	0
+11,040	Subsidy Payment to Government	+273	+273	0
+9,746	Capital Funded from Revenue (RCCO)	-500	-500	0
+4,314	Other Expenditure	-360	-360	0
-53,330	Income	0	0	0
-1,890	In Year (Surplus) / Deficit	-1,304	-604	-700

18. The overall favourable improvement in the variance from Month 6 is due to the inclusion of the Hillingdon Homes closing of accounts balance of £700k that has now been transferred over to the LBH HRA.

Planning Environment and Community Services (PECS)

Revenue: **£510k Pressure (£10k favourable)**

1. At Month 7, the Group is forecasting an adverse variance of £510k representing a £10k improvement from month 6. The forecast variances are expressed net of any contingency provisions, which are detailed within the report.

Services		2010/11 (As at Month 7)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
		£'000	£'000		£'000	£'000	£'000
Corporate Landlord	<i>Exp</i>	21,300	21,523	1%	+223	+223	0
	<i>Inc</i>	-10,375	-10,063	-3%	+312	+312	0
	Total	10,926	11,461	5%	+535	+535	0
Public Safety & Environment	<i>Exp</i>	36,353	36,368	0%	+15	+25	-10
	<i>Inc</i>	-14,743	-14,843	1%	-100	-100	0
	Total	21,610	21,525	0%	-85	-75	-10
Sports, Culture & Leisure	<i>Exp</i>	18,472	18,462	0%	-10	-10	0
	<i>Inc</i>	-5,315	-5,245	-1%	+70	+70	0
	Total	13,157	13,217	0%	+60	+60	0
Planning, Trading Standards & Environmental Protection	<i>Exp</i>	4,831	4,831	0%	0	0	0
	<i>Inc</i>	-2,005	-2,005	0%	0	0	0
	Total	2,826	2,826	0%	0	0	0
Transportation & Planning Policy	<i>Exp</i>	13,008	12,833	-1%	-175	-175	0
	<i>Inc</i>	-12,210	-12,035	-1%	+175	+175	0
	Total	798	798	0%	0	0	0
Total Expenditure		80,054	79,954	0%	+53	+63	-10
Total Income		-36,132	-35,511	-2%	+457	+457	0
Total PE&CS		43,922	44,443	1%	+510	+520	-10

Exceptional Items: **Gross Pressure £632k (£129k adverse)**

2. The table below shows those items that have been considered as exceptional due to the downturn in the economy.

Division of Service	Gross Pressure Month 7	Gross Pressure Month 6	Change from Month 6	Contingency	Net Pressure
Development Control	375	315	60	310	65
Commercial Property Rental	166	166	0	0	166
Golf Stockley Park	91	22	69	0	91
P&CS – Total	632	503	129	310	322

3. The forecast for Development Control income is a gross pressure of £375k, the net position after the application of the contingency is a adverse variance of £65k.

4. The forecast position for Development Control Income has deteriorated from Month 6. This is due to 4 Major Applications sites that have had their probability of receipt in 2010/11 reduced to 50% this may result in them slipping to 2011/12 as a consequence. Minor and Other applications have both shown positive trends over the last quarter of 2009/10 and this initially continued in the first 3 months of 2010/11 but has fallen back in the last 4 months. Minor applications are at 89% (month 2 100%) of the 4 year average, and Other applications are at 91% which is very close to the month 2 level, compared to the 4 year average.
5. There is an ongoing pressure on income streams from commercial properties of £166k, due to a number of vacant tenancies in the Warnford Industrial Estate (£136k including bad debt provisions), 192 High Street, where premises have remained vacant (£16k) and a vacant unit in the Uxbridge Market (£14k). There has been little movement on these service areas during the year, with the pressures considered to be influenced by the uncertain economic situation.
6. The lease for Stockley Park Golf course has been reassigned to a new operator as of the beginning of October 2010. This was a result of the previous operator UKGolf going into administration earlier in the year. The immediate impact is a pressure of £22k that relates to a part year reduced income level for the remaining 6 months of 2010/11. The outstanding rent due from UKGolf is £204k which dates back to July 2009. There is a balance of £135k held on deposit which can be matched against this sum and the subsequent outstanding balance of £69k will be subject to a write off process requiring approval by Cabinet. Once this is complete the pressure would increase to £91k for 2010/11.

Contingent Items: Gross Pressure £2,020k (no change)

7. The Authority's 2010/11 contingent budget contains provision for areas of expenditure or income for which there is a greater degree of uncertainty. The net position after the application of the contingency is shown in the table below.

Division of Service	Gross Pressure Month 7	Gross Pressure Month 6	Change from Month 6	Contingency	Net Pressure
Waste Disposal Levy	1,528	1,528	0	1,528	0
Recycling Services	150	150	0	150	0
Vehicle Fuel	80	80	0	80	0
Golf	262	262	0	262	0
P&CS – Total	2,020	2,020	0	2,020	0

8. The Council's 2010/11 contingent budget contains sums relating to the Waste Disposal Levy, cost pressures on Recycling Services and Vehicle Fuel which impact on the ECP Group position. The Waste Disposal Levy was formally set by West London Waste Authority at the end of January 2010. The contingency contains the last two years' increases in the levy, and the gross pressure reflects the actual requirement based on the levy notification received in February 2010.
9. The bulk diesel purchase price continues to be relatively stable having averaged around 98p per litre for the first six months of the year, but from the beginning of October has increased to £1.03, 1p of which is due to an increase in fuel duty. There has been little change in the past month, but a further duty increase of 0.75p per litre is planned in January. The industry commentators are pointing to a potentially upward trend in oil prices which could feed through to the bulk diesel price. However the economic situation remains volatile, and it is difficult to be precise about the extent of any further increase.

10. The modelling of the planned increase in duty, together with the potential for further increases, suggests a risk of an approximately £40k pressure on the fuel contingency. However given the difficulty in predicting price movements, the forecast position for the Vehicle Fuel Pressure remains the same, and is for full usage of the £80k contingency.

Corporate Landlord: £535k pressure (no change)

11. The Corporate Landlord position now incorporates the Fleet Management service area which had been reporting a net pressure of £195k. Further pressures have been highlighted on this service area at month 6 and 7, primarily through increasing maintenance and lease costs. These issues are linked to the increasing age of the fleet. However the reported position remains unchanged this month given the recent transfer of this service and that a review of the service has only just commenced.

12. Corporate Facilities and Property are reporting a series of ongoing pressures that total £340k. These are listed below.

- There is a projected shortfall of £72k on income from the hire of the Middlesex Suite, due to a general slow down in demand set against a challenging income target. A review of the marketing approach to this service is being undertaken in order to identify opportunities to improve this position going forward.
- There is an anticipated shortfall of £81k on income from schools buy back of Facilities Management (FM) services, due to schools opting to procure services directly rather than through the FM Team. In order to try and address this position efforts continue to be made to raise awareness of the service offer, including activities such as visits to schools.
- There is a pressure of £28k on the cost of maintaining and keeping secure surplus properties prior to their disposal.
- There is a pressure on the Harlington Road depot of £159k. This chiefly relates to a reduction in the intensity of usage. This is due to the movement of some Council services to the Civic Centre, together with the loss of Hillingdon Homes contributions for space occupation at the depot and use of the Stores facility. Some initial options have been identified in terms of revisions to current occupancy arrangements. Block A is being decommissioned during November, and the anticipated savings are reflected in the position. Further rationalisation and income generation possibilities are also being examined, in order to mitigate the position.

Public Safety & Environment: £85k favourable (£10k favourable)

Waste Services: £40k favourable (£10k favourable)

13. Street Cleansing: The month 7 forecast is a £60k adverse expenditure variance (£70k in month 6). The continued minor improvement represents measures taken across the service on agency and vehicle usage to mitigate the underlying pressure.

14. Recycling Costs: At month 7 the forecast remains for full utilisation of the available £150k contingency. There continues to be a positive trend in recycling rates which generates pressures on the variable elements of the budget, particularly Gate Fees and recycling bags. The household recycling rate has shown an increase over the first half of the year, and has been averaging above 40%. Income trends for recyclable materials are similar to last year, and the current levels of green garden waste in line with tonnages collected in 2009/10.

15. Waste Disposal: The gross pressure of £1,528k reflects that the increase in the 2009/10 and 2010/11 waste levy that has now been confirmed by West London Waste Authority (WLWA) and is currently held in contingency. The Section 52(9) budget was reset for the new financial year as part of the Levy process and reflects the reduced tonnages experienced during 2009/10. The trend for the first 5 months of 2010/11 was a marginal decrease on the 2009/10 levels. However provisional tonnages were higher in September and October, which highlights the potential variability of tonnages and forecasts. Given the uncertainty on tonnage levels a nil variance continues to be forecast on the Section 52(9) budget.
16. Trade Waste: A favourable income variance of £65k continues to be forecast, with business levels remaining consistent. The levels of aged debt continue to be closely monitored with write-offs only undertaken as a measure of last resort. It is currently forecast that the existing levels of bad debt provision will be sufficient to meet any required write-offs.
17. Civic Amenity Sites: A favourable income variance of £35k continues to be forecast on the basis of the favourable prices for recovery of metal-based materials. Metal prices have remained buoyant during 2010/11, but have the potential to change rapidly. There is a pressure from a backdated NNDR revaluation, however it is forecast that this can be contained if metal prices remain at their current levels.

Community Safety: £45k Underspend no change

18. The underspend represents an increased saving on staffing due to maternity and sabbatical leave (£18k), and a saving on the Police ASB team, due to a favourable variance on pay costs (£27k).

Sports Culture and Leisure: £60k Pressure no change

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

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

Leisure: **£60k Pressure**

20. The service is reporting a £71k pressure due to the impact of the late opening of Botwell on the GLL management fee together with the associated delay in closing Hayes Pool, and a £9k pressure resulting from the need to pay security costs to undertake enforcement at car parks. This is being mitigated to a limited extent by savings in other budgets to achieve a net £60k pressure.
21. The Golf budgets were set to match the contracted income levels from Mack Trading, the contingency of £262k was set on the basis of the difference between the original budgeted income from Golf prior to the current arrangements. This budget is still required and will need to be allocated to the service, to ensure a balanced position.
22. The operator for the Gym at Minet has formally requested a reduction in its annual rent from £200K to £100k backdated to September 2009. The operator has been struggling to achieve its original projections for membership growth against the economic backdrop and increased competition from Botwell. The request if agreed would create an in year pressure of £115k against income targets for the site.

Transportation & Planning Policy: nil variance

Off-Street Parking: Nil variance

23. The reduced levels of Car Park income experienced during 2009/10 have continued into the first 2010/11, with the economic climate considered to be a significant factor. The income variance reflects a forecast based on trends to date. The last months have shown a more positive trend, however the extent of the usual seasonal impact of the Christmas period will be critical. In order to achieve a nil variance it is being assumed that management action can be undertaken to reduce expenditure that will be sufficient to offset the anticipated income reduction.

Education and Children Services (E&CS)

Revenue: Nil variance (no change)

1. The Group is projecting a nil variance as at Month 7 for the 2010/11 financial year. This excludes the overall pressure on asylum funding and the cost of exhausted all appeals cases which are reported under exceptional items elsewhere in this report.
2. This excludes the overall pressure on asylum funding and the cost of exhausted all appeals cases which are reported under exceptional items elsewhere in this report.
3. The projected variances at Month 7 are summarised in the following table:

Services		2010/11 (As at Month 7)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
		£'000	£'000		£'000	£'000	£'000
Resource, Policy & Performance	<i>Exp</i>	4,128	4,143	0%	+15	0	+15
	<i>Inc</i>	-2,174	-2,189	1%	-15	0	-15
	Total	1,954	1,954	0%	0	0	0
ECS Central Budget	<i>Exp</i>	18,870	18,740	-1%	-130	0	-130
	<i>Inc</i>	-3,545	-3,545	0%	0	0	0
	Total	15,325	15,195	-1%	-130	0	-130
Learning & School Effectiveness Service	<i>Exp</i>	19,038	19,626	3%	+588	-42	+630
	<i>Inc</i>	-13,945	-13,945	0%	0	+42	-42
	Total	5,093	5,681	12%	+588	0	+588
Director's, Youth & Connexions	<i>Exp</i>	9,074	9,074	0%	0	0	0
	<i>Inc</i>	-917	-917	0%	0	0	0
	Total	8,157	8,157	0%	0	0	0
Access & Inclusion - Children	<i>Exp</i>	5,513	5,329	-3%	-184	-29	-155
	<i>Inc</i>	-2,211	-2,182	-1%	+29	+29	0
	Total	3,302	3,147	-5%	-155	0	-155
Children & Families Services	<i>Exp</i>	28,565	28,518	0%	-47	-32	-15
	<i>Inc</i>	-3,677	-3,630	-1%	+47	+32	+15
	Total	24,888	24,888	0%	0	0	0
Recovery Plan Savings	Total	0	-303	0%	-303	0	-303
Total Exp		85,188	85,127	0%	-61	-103	+42
Total Inc		-26,469	-26,408	0%	+61	+103	-42
Total E&CS		58,719	58,719	0%	0	0	0

Schools: Nil variance (no change)

4. The Schools Budget is ring fenced and funded from the DSG. Schools' payroll and non-payroll expenditure is monitored quarterly with any forecast year-end deficits being the subject of detailed discussions with the schools concerned. Schools forecasting deficits are required to

supply recovery plans identifying how they intend to eliminate their deficit, but these do not affect the general fund.

- Any underspend or overspend of the Schools Budget in 2010-11 would be carried forward into 2011-12 and would have no effect on the General Fund.

ECS Central Budget: £130k Underspend (£130k improvement)

- The latest position on the Council's obligations under the Barnhill PFI contract indicate that there will be an underspend of £130k.

Learning & School Effectiveness: £588k Pressure (£588k adverse)

- As reported previously due to a whole round of redundancies in three schools a pressure of £588k has been agreed by governors and head teachers at Northwood, Mellow Lane and Hedgewood schools. It is hoped that the service will be able to identify one off savings elsewhere within the group to absorb the above pressure.

Access & Inclusion – Children: £155k Underspend (£155k improvement)

- The previously reported inherent pressure within SEN transport is not reported as this service has been centralised.
- There is £119k pressure within Pupil Referral unit due to Not School not achieving their income target. However, the service has now identified one off savings within Pupil & Family Support of £123k, Education Psychology of £100k, Parent support services of £43k & Early years CWANS of £8k.

Children and Families: Nil variance (no change)

- The Children & Families is projecting a break even position as at Month 7.
- Currently the Children's Private and Voluntary spend is projecting an overspend of £488k, due to a Southwark Judgement for 16 year olds, an improvement of £7k from last month. These projections are based on period 7 activity levels. It should be noted however that activities can vary in both directions dependent upon children leaving or being added to the system. This could be a potential call on contingency.

Recovery Plan Savings: £303k target

- An action plan is currently being implemented by the management group to identify and achieve additional savings to meet the budget pressure.

Contingent Items: Asylum Service Gross Pressure £1,200k (no change)

- The Asylum service is reporting a budget pressure of £1,200k in the 2010/11 financial year. The pressure is due to the ongoing demand for the service and the continued under-funding by the Government.

Division of Service	Gross Pressure Month 7	Gross Pressure Month 6	Change from Month 6	Contingency	Net Pressure
Asylum Services	1,200	1,200	0	1,210	-10
E & CS – Total	1,200	1,200	0	1,210	-10

14. The current reported pressure for Exhausted All Appeals and ineligible clients' amounts to £786k and for Naturalised clients is £54k.
15. The service has been working on reducing indirect costs due to the limits on the amount of expenditure that can be recovered by grant. The impact of this exercise has resulted in an improvement of £230k on the position reported at Month 2.

Central Services

Revenue: £456k underspend (no change)

- The forecast position for the central services revenue budget as at month 7 is an underspend of £456k, no change from the month 6 projections. This now includes a pressure of £380k relating to Special Educational Needs (SEN) Transport, estimated redundancy costs totalling £327k and the net pressure on Land Charges of £104k, which was previously included as a pressure on the contingency, covered by additional income from the Imported Food Unit, Bereavement Services and the Revenues Service.

Service		2010/11 (As at Month 7)		% Var of budget	Variances (+ adv/- fav)		
		Current Budget	Forecast		Variance (As at Month 7)	Variance (As at Month 6)	Change from Month 6
		£'000	£'000		£'000	£'000	£'000
Deputy Chief Executive's Office	<i>Exp</i>	11,322	11,044	-2.5%	-278	-326	+48
	<i>Inc</i>	-3,517	-3,496	+0.6%	+21	+69	-48
	Total	7,805	7,548	-3.3%	-257	-257	0
Finance & Business Services	<i>Exp</i>	24,476	24,655	+0.7%	+179	-320	+499
	<i>Inc</i>	-18,075	-18,453	-2.1%	-378	+121	-499
	Total	6,401	6,202	-3.1%	-199	-199	0
Recovery plan savings	<i>Exp</i>	0	0	0.0%	0	0	0
	Total	0	0	0.0%	0	0	0
Total Exp	<i>Exp</i>	35,798	35,699	-0.3%	-99	-646	+547
Total Inc	<i>Inc</i>	-21,592	-21,949	-1.7%	-357	+190	-547
Group total	Total	14,206	13,750	-3.2%	-456	-456	0

Finance & Business Services: £199k underspend (no change)

- The Finance & Business Services Directorate budgets continue to project an underspend of £199k, no change from the month 6 projections. However it should be noted that the month 7 figures now include a pressure of £380k relating to the costs of Special Educational Needs Transport, where the service transferred across in November. This pressure has been previously noted but has not been incorporated within the monthly projections. The action plan that the Finance & Business Services Directorate has put in place, relates to the potential to utilise income streams that are generated within Business Services and the Revenues service to offset this cost. This comprises a projected overspend of £179k on expenditure budgets (an adverse movement of £499k on the month 6 projections), due to the inclusion of SEN Transport costs and an increase in the projected agency costs within Passenger Services, and a surplus of £378k on income (an improvement of £499k on the month 6 projections), due to a further improvement in the Imported Food Income, following the introduction of a new regulation, an improvement in the Bereavement Services income, and an improvement in the Revenues Service income.

3. The overspend of £179k on expenditure budgets relates to a number of overspends, totalling £789k, netted down by underspends totalling £610k, which are as follows:

Overspends

- An overspend of £380k on SEN Transport, due to an historical increase in the number of SEN children requiring transport
- An overspend of £250k based on known and estimated redundancy costs.
- An overspend of £159k on ICT Licence and software payments.

Underspends

- A net underspend of £491k on salary budgets across the Department (£213k in Passenger Services, £126k in Building Control, £124k in ICT and £45k in Procurement, netted down by a pressure of £17k in Emergency Planning), where posts are being held vacant as part of the BID Workstreams.
 - An overachievement of the in year savings target by £79k, which was identified as part of the Expenditure Review.
 - An underspend of £40k on the cost of Audit fees, due to the cessation of the CAA Audit.
4. The surplus of £378k in income streams relates to a surplus on income from the Imported Food Unit of £320k, Bereavement services of £100k, and one off income from external sources totalling £398k (including the write on of Credit Balances in the Revenues service). This is netted down by an under recovery of £204k on Passenger Services Income, an under recovery of £132k on Building Control Income and an under recovery of £104k on Land Charges income, due partly to a change in regulations.

Deputy Chief Executive's Office: £257k underspend (no change)

5. The Deputy Chief Executive's Office budgets are projecting an underspend of £257k in month 7, no change on the month 6 projections, of which there is a projected underspend of £278k on expenditure budgets (an adverse movement of £48k on the month 6 projections), due primarily to the planned investment in an Automated Expenses Claiming system and a shortfall of £21k on income (an improvement of £48k on the month 6 projections), due primarily to an improvement in the Democratic Services income projections.
6. The underspend of £278k on expenditure budgets relates to a number of variances as follows:
- An underspend of £240k on staffing costs across the service, primarily due to a number of vacant posts that exist, as each post is being reviewed and held vacant pending the outcomes of the BID Reviews.
 - An underspend of £57k on Members' Allowances where the budget provision is £57k in excess of the projected cost for the current administration.
 - An underspend of £48k on the cost of printing in the Communications team.
 - A surplus of £30k relating to the Childcare Tax Credit Scheme
 - An underspend of £27k on the Voluntary Sector Grants budget, where the grants budget is £53k in excess of the grants that have been awarded, netted down by an additional cost of £26k on Christmas Lights in Town Centres.

These are netted down by an anticipated cost on redundancy payments of £77k, and an additional cost of £47k relating to the investment in key HR systems to support the delivery of future savings.

7. The shortfall of £21k on income streams relates to a number of shortfalls totalling £113k, netted down by over recovery of income totalling £44k, which are as follows:

Shortfall

- A projected shortfall of £86k in Legal services relating to services provided to Hillingdon Homes. An action plan is being put in place to mitigate this, although due to the timing of some of the proposed action, it is unlikely that this will fully cover the shortfall in this year.
- A shortfall in the Hillingdon People income of £20k due to a downturn in the number of requests for advertising space, both internally and externally
- Under-recovery of income from the Hillingdon Business forum and Uxbridge Town Centre of £20k
- A shortfall of £17k on the buy back of Payroll services by schools, where three schools have decided not to renew their contract this year.

Over Recovery

- An over recovery of £57k on Learning and Development income.
- An over recovery of £36k on Nationality Checking, Citizenship and Registration of Births, Deaths and Marriages
- An over recovery of £29k from schools purchasing the Occupational Health Service

Recovery Plan Savings:

8. Both Senior Management teams have put in place a range of options to address the relevant variances within their department, all of these have now been implemented and built into the base budget.

Contingency Items

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

Contingent Item	Gross Pressure Month 7	Gross Pressure Month 6	Change from Month 6	Contingency	Net Pressure
Building Control	71	49	+22	135	-64
Land Charges	715	715	0	715	0
Self Insurance Fund	420	420	0	420	0
Total	1,206	1,184	+22	1,270	-64

Building Control Income: £71k Pressure (£22k adverse)

10. The forecast for Building Control income is a gross pressure of £203k, however, a large proportion of this can be offset by an underspend on the salary and non-salary budgets of £132k, which would require only £71k being drawn down from the contingency, an adverse movement of £22k on last month's projections.

Land Charges: £715k Gross Pressure (no change)

11. Land charge income has moved to a cost recovery basis due to statutory changes in regulations enacted in December 2008. Based on this the projected shortfall on income is estimated to be £775k. However, due to the underspend across Finance & Business Services, the draw down from the contingency will be £715k, and the remaining balance of £60k will be absorbed within the main revenue budget.
12. A further impact on the income is also included in the forecast, which relates to the impact of the Ministry of Justice (MOJ) decision to revoke the charging of a fee for personal searches. The guidance proposed that the majority of property search data is Environmental Information and that Local Authorities are therefore obliged to allow inspection of this information at no charge. The instruction from the MOJ came into force on 17th August, and will be backdated to when the Environment Information Regulations came into force in January 2005 (a detailed assessment of the financial impact of the requirement to apply the legislation back to January 2005, is currently being undertaken). The part year effect of not being able to charge for personal searches in 2010/11 is a pressure of £85k (the full year effect equating to £145k). However, the regulations do allow for authorities to charge for assisted searches, which it is estimated will generate income of £41k in 2010/11 (the full year effect equating to £70k). For 2010/11 this results in a further pressure of £44k, where it has been decided that this can be absorbed within the Finance & Business Services revenue budget.

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

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

Capital Programme

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

HRA: £4,075k Variance (£1,319k improvement)

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

Capital Schemes 2010/11	Original Budget	Revised Budget	Budget Released	Capital Spend Month 7	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
Capital Works to Stock	10,000	9,849	Y	2,618	27%	9,349	-500
HRA - New Build - HRA Pipeline Sites Phase 1	7,508	7,096	Y	2,071	29%	5,596	-1,500
HRA - New Build - Extra Care Sites Phase 1 (Triscott House)	3,430	3,590	Y	839	23%	2,510	-1,080
HRA - New Build - LD Sites Phase 1	0	288	Part	0	0%	288	0
HRA - New Build - HRA Pipeline Sites Phase 2	0	638	N	0	0%	319	-319
Cash Incentive Scheme	150	150	Y	0	0%	0	-150
HRA - Estates Improvements	1,280	1,502	Y	249	17%	1,002	-500
Other Projects	200	0	N	0		0	0
Townfield Community Centre	0	26	Y	0	0%	0	-26
HRA – Total	22,568	23,139		5,777	25%	19,064	-4,075

2. The outturn of HRA is £19,064k for 2010/11 out of a revised budget of £23,139k.

3. Pipeline Sites – Phase 1 – Delays at two sites resulting from site access, foundation and technical issues has led to the forecast for the current year being reduced by £1,000k to reflect works being rephased into 2011/12. The delays will result in the programme being completed by July 2011 and will not affect the funding arrangements for this project.

4. Pipeline Sites – Phase 2 – Works are intended to commence in January 2011, with a rephasing of £319k expenditure into 2011/12 it is anticipated that works will be completed by July 2011.

Adult Social Care, Health and Housing: £598k Variance (£182k favourable)

5. A summary of the programme for Adult Social Care, Health and Housing is shown below :

Capital Schemes 2010/11	Original Budget	Revised Budget	Budget Released	Capital Spend Month 7	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
PSRSG for WL Empty Property Grant	1,100	1,100	Part	307	28%	900	-200
Mental Health – Mead House	114	250	Y	93	37%	250	0
Disabled Facilities Grants	3,000	2,823	Y	732	26%	2,454	-369
Private Sector Renewal Grants	450	450	Y	172	38%	420	-30
Colne Park Caravan Sites	296	230	Y	225	98%	231	1
ASC,H&H – Total	4,960	4,853		1,529	32%	4,255	-598

6. The outturn position of ASCH&H is £4,255k out of a revised budget of £4,853k.

7. The underspend forecast on Disabled Facilities Grants has increased by £182k to £369k as a result of fewer referrals from Adult Social Care. As the Council is no longer required to match fund the externally financed element of these grants, this represents a reduction in Council Resources applied and a reduction in future financing costs of approximately £30k per annum.

Education and Children's Services: £3,892k Variance (£710k improvement)

Capital Schemes 2010/11	Original Budget	Revised Budget	Budget Released	Capital Spend Month 7	Actual % of Revised Budget	Forecast Outturn	Variance
	£' 000	£' 000	Y/N	£' 000	%	£' 000	£' 000
100% Grant/Externally Funded							
Early Years Foundation Stage – Surestart	1,169	855	0	21	2%	145	-710
Extended Schools	251	485	Part	307	63%	485	0
Formula Capital Devolved to Schools	3,876	3,433	N/A	1,708	50%	2,471	-962
Guru Nanak - Expansion 2010	5,710	4,295	Y	2,866	67%	4,295	0
Pathfinder (Playgrounds)	598	338	Y	338	100%	338	0
Pinkwell	0	189	Y	0	0%	189	0
Primary School Expansions Phase I	1,942	0	Y	0	0%	0	0
Primary School Expansions Phase II	5,150	5,124	Part	0	0%	5,124	0
Rosedale College S106 – only	0	26	N	0	0%	26	0
School travel Plans	0	127	Y	33	26%	86	-41
Schools Kitchens	4,928	4,366	Part	1,362	31%	4,366	0
Specialist Schools	0	52	Y	43	83%	52	0
Surestart - AHDC short breaks	365	55	Y	4	7%	55	0
Vehicle Workshops - West Drayton Young Peoples Centre	0	40	N/A	0	0%	40	0
Investment in Young People's Facilities	167	84	Part	0	0%	84	0
Island U - Virtual School Project	0	60	N	0	0%	60	0
Total 100% Grant/Externally Funded	24,156	19,529	0	6,682	34%	17,816	-1,713
Non Grant Funded							
Expansion Haydon	0	14	Y	0	0%	14	0
Urgent Building Condition Projects (Modernisation)	1,985	2,837	Part	1,101	39%	1,986	-851
School Places Provision (Basic Needs)	0	92	Part	0	0%	92	0
Building Schools for the 21st Century	1,000	1,000	0	0	0%	0	-1,000
Schools Access Programme	100	478	Part	99	21%	150	-328
Total 100% Non Grant Funded	3,085	4,421		1,200	27%	2,242	-2,179
E&CS – Total	27,241	23,950		7,882	33%	20,058	-3,892

8. The outturn position of E&CS is £20,058k (Month 6 £23,574k) out of a budget of £23,950k (Month 6 £26,756k). The outturn variance has improved by £710k to £3,892k below budget.
9. There has been a reduction in the forecast outturn for the Early Years Foundation Stage projects of £710k reflecting those projects currently on hold subject to the on-going DfE review of the Surestart grant.
10. The changes in funding arrangements resulting from Guru Nanak Secondary School becoming an Academy on 1 November 2010 have resulted in £2,548k of grant funding previously included in the Council's capital programme being paid directly to the school.

11. A virement of £284k from the Primary School Expansions budgets to the Pinkwell New Classrooms project under MCP management to fund the provision of new classrooms has been recommended in this report.
12. The Pathfinder budget has been reduced by £260k to reflect the utilisation of this unringfenced grant in support of existing projects elsewhere in the capital programme.

Planning, Environment and Community Services: £10,196k Variance (£1,817k improvement)

Capital Schemes 2010/11	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 7 £' 000	Actual % of Revised Budget %	Forecast Outturn £' 000	Variance £' 000
100% Grant/Externally Funded							
S106/S278 Schemes	0	558	Part	156	28%	558	0
Safer Stronger Communities Fund	50	50	Y	43	86%	50	0
Botwell Multi Use Games Area	100	242	Part	228	94%	242	0
BSP funded by Transport for London	4,000	3,915	Part	147	4%	3,760	-155
Total 100% Grant/Externally Funded	4,150	4,765		574	12%	4,610	-155
Non Grant Funded							0
South Ruislip Development	4,661	4,661	Part	39	1%	1,400	-3,261
Highgrove Pool Phase II	4,100	4,100	Part	0	0%	300	-3,800
Hayes End Library Development	2,600	2,600	N	0	0%	600	-2,000
Winston Churchill Hall Refurbishment	430	430	Y	0	0%	430	0
Manor Farm Stables Development	371	451	Y	0	0%	451	0
Willow Tree Centre	300	300	N	0	0%	0	-300
William Byrd Pool	250	250	N	0	0%	0	-250
North Hillingdon Adult Education Centre Roof Replacement	155	155	Part	0	0%	155	0
Manor Farm	0	0	Y	1		100	100
Property Enhancements Programme	500	500	Part	10	2%	495	-5
Property Enhancements Programme Contingency	0	0	N	5		5	5
Youth Offending Team consolidation into Link 1A / cashiers	0	30	Y	9	30%	30	0
Civic Centre Security Improvements	0	107	Y	46	43%	107	0
Civic Centre Enhancements	1,590	1,590	Part	70	4%	1,290	-300
Libraries Refurbishment	622	1,037	Y	360	35%	1,037	0
Harmondsworth Dog Free Mini Football Area	0	5	Y	0	0%	5	0
Ruislip Lido Toilets	0	302	Y	204	68%	302	0
CCTV Programme	230	230	N	0	0%	0	-230
Chrysalis Programme	1,000	955	Y	167	17%	955	0
Highways Improvements	1,100	1,100	Part	824	75%	1,100	0
Highways Localities Programme	258	258	N	0	0%	258	0
Road Safety	250	250	Part	0	0%	250	0
Street Lighting	300	300	Part	30	10%	300	0
Town Centre Initiative	525	525	N	107	20%	525	0
Purchase of Vehicles	0	471	Y	482	102%	471	0
Environmental Assets	2,000	1,798	Part	0	0%	1,798	0
Fassnidge Park adiZone	0	148	Y	0	0%	148	0
Total Non Grant Funded	21,242	22,553		2,354	10%	12,512	-10,041
PE&CS – Total	25,392	27,318		2,928	11%	17,122	-10,196

13. The forecast outturn position of PECS is £17,122k (Month 6 £18,772k) out of a budget of £27,318k (Month 6 £27,151k). The variance has increased by £1,817k to £10,196k below budget for 2010/11.

14. The externally funded Transport for London budget has been increased by £167k to reflect changes in funding streams from TfL, in addition the forecast outturn has increased by a further £90k as a result of projects progressing earlier than anticipated.
15. Delays in clearing pre-commencement planning conditions on the South Ruislip Development has resulted in £700k of expenditure being rephased into 2011/12 and the completion date now being estimated as August 2011.
16. The expenditure profile for the Hayes End Library project has been revised and an additional £200k of expenditure is to be rephased into 2011/12, with works being completed by December 2011.
17. The Willow Tree Centre and William Byrd Pool projects are not expected to begin until 2011/12.
18. The forecast pressure on the Manor Farm project has been reduced to £100k from £257k reported in Month 6 as a result of on-going negotiations relating to the final accounts.
19. Works to the Air Handling and Chiller Units (£200k) and Members Car Park Security Office (£100k) within the Civic Centre Enhancements budget have been deferred and will not be taking place in 2010/11.

Major Construction Projects: £2,219k Variance in 2010/11 (£112k improvement)

Capital Schemes 2010/11	Revised Budget	Budget Released	Capital Spend Month 7	Actual % of Revised Budget	Forecast Outturn 2010/11	Forecast Outturn 2011/12	Forecast Variance 2010/11	Forecast Variance Total Project
	£' 000	Y/N	£' 000	%	£' 000	£' 000	£' 000	£' 000
Planning, Environment and Community Services								
Arundel Road Development HIP	3,018	Part	0	0%	18	0	-3,000	-3,000
Botwell Green (including Gymnastics Centre)	627	Y	1,804	288%	3,005	297	+2,378	+2,675
Brookfield – Second Floor	15	Y	0	0%	15	0	0	0
Farm Barns	250	Y	0	0%	280	0	+30	-125
Hillingdon Sports and Leisure Centre	1,266	Y	370	29%	1,537	0	+271	+271
Minet Cycle Club	349	Part	322	92%	339	10	-10	0
New Years Green Lane Civic Amenity Site	3,973	Part	85	2%	1,900	2,073	-2,073	0
Queensmead Fitness Centre Refurbishment	28	Y	21	75%	28	0	0	0
Education and Children's Services – 100% Grant/Externally Funded								
Children's Centres – Phase 2	626	Y	297	47%	816	0	+190	+190
Children's Centres – Phase 3	4,109	Y	1,328	32%	4,109	0	0	0
Longmead - Laurel Lane	1,612	Y	929	58%	1,612	0	0	0
Merrifields fit out for short breaks	375	Y	330	88%	370	5	-5	0
Pinkwell New Classrooms	304	Y	8	3%	304	0	0	0
Pinkwell School Hall	478	Y	407	85%	478	0	0	0
Education and Children's Services – Non Grant Funded								
Glebe Primary School	31	Y	0	0%	31	0	0	0
Heathrow Primary	18	Y	1	6%	18	0	0	0
New Young People's Centre	1,726	Y	650	38%	1,726	0	0	0
Primary Capital Programme (6 Schools)	1,684	Y	441	26%	1,684	0	0	0
Ruislip High School - Construction	273	Y	253	93%	273	0	0	0
Ruislip High School - Expansion	150	Y	0	0%	150	1,350	0	0
Targeted Capital - Oak Farm	388	Y	0	0%	388	0	0	0
Targeted Capital - Uxbridge High	32	Y	3	9%	32	0	0	0
Finance & Resources								
Hillingdon Cemetery & Chapel - Insurance work	264	Insurance	0	0%	264	0	0	0
Council Wide								
Project QS support	34	N/A	34	100%	34	0	0	0
Major Construction Project Fees	850	N/A	0	0%	850	0	0	0
Major Construction Projects – Total	22,480		7,283	32%	20,261	3,735	-2,219	11

20. The outturn position of MCP is £20,261k (Month 6 £19,910k) out of a budget of £22,480k (Month 6 £22,241k).

21. An additional pressure of £108k on Botwell Green, increasing the total pressure to £2,378k in the current year and £297k in 2011/12, has been recognised to reflect equipment costs not fully reflected in the original estimates.

Central Services: £382k underspend (£182k improvement)

Capital Schemes 2010/11	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 7 £' 000	Actual % of Revised Budget %	Forecast Outturn £' 000	Forecast Variance £' 000
Leader's Initiative	300	300	Part	122	41%	300	0
DCE - Total	300	300		122	41%	300	0
ICT Asset Management Strategy	1,378	1,699	Part	504	30%	1,317	-382
F&BS - Total	1,378	1,699		504	30%	1,317	-382
Central Services - Total	1,678	1,999		626	31%	1,617	-382

22. The forecast outturn for Central Services at Month 6 is £1,617k compared to a revised budget of £1,999k resulting in an underspend of £382k (Month 6 £200k).

23. On-going work to review ICT commitments has identified £182k of expenditure scheduled for 2010/11 which is to be deferred.

Partners: £6k favourable (Nil Variance)

Capital Schemes 2010/11	Original Budget £' 000	Revised Budget £' 000	Budget Released Y/N	Capital Spend Month 7 £' 000	Actual % of Revised Budget %	Forecast Outturn £' 000	Forecast Variance £' 000
LAA Reward Grant Share to Primary Care Trust	335	335	0	0	0%	333	-2
LAA Reward Grant Share to Community Safety Partnership	140	140	0	0	0%	140	0
LAA Reward Grant Share to BAA & Uxbridge College	130	130	0	0	0%	128	-2
LAA Reward Grant Share to Ground Work Trust	65	65	0	0	0%	63	-2
LAA Reward Grant Share to HAVS	0	85	0	0	0%	85	0
Partners - Total	670	755		0	0%	749	-6

24. There has been no change to the final outturn position for grants to partners, remaining at £749k out of a revised budget of £755k. Payments are due to be made to partner organisations in March 2011, upon receipt of the LAA Reward Grant by the Council.

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

Capital Schemes 2010/11	Original Budget £' 000	Revised Budget £' 000	Capital Spend Month 7 £' 000	Actual Spend % of Revised Budget %	Forecast Outturn £' 000	Variance £' 000
Purchase of Vehicles	1,500	1,500	0	0%	0	-1,500
General Contingency	500	500	0	100%	0	-500
Contingency - Total	2,000	2,000	0	100%	0	-2,000

25. As at Month 7 there has been no call on the capital contingency, with the pressures noted above continuing to be managed within the main programme.

APPENDIX B – Treasury Management Report

1. The following information is provided to update you on the activities on the Treasury function for the month of October 2010.
2. As at 31st October 2010 the Council's portfolio of deposits and debt were as follows (deposit balances can move substantially from day to day in line with cash flow requirements).

Outstanding Deposits - Average Rate of Return on Deposits: 0.84%

	Actual £m	Actual %	Bench- mark %
Up to 1 Month	52.2	69.23	70.00
1-2 Months	7.9	10.48	10.00
2-3 Months	0.0	0.00	10.00
3-6 Months	2.0	2.65	5.00
6-9 Months	0.0	0.00	5.00
9-12 Months	0.0	0.00	0.00
Subtotal	62.1	70.50	100
Unpaid Maturities	13.3	17.64	0.00
Total	75.4	100	100

3. With the exception of the unpaid Icelandic investments, deposits are held with UK institutions, which hold at a minimum, a Fitch AA- long-term credit rating.
4. Deposits are currently held with the following institutions; Goldman Sachs MMF, Henderson MMF, HSBC MMF, Ignis MMF, Invesco MMF, Royal Bank of Scotland, Standard Life MMF, Barclays Bank, Clydesdale Bank, Lloyds TSB Banking Group and Nationwide BS.
5. During October, fixed-term deposits matured in line with cash flow requirements. £9.2m was placed in medium term deposits to enhance investment income. Other surplus funds were spread between instant access accounts and short-term fixed deposits in order to meet near term cash flow requirements and remain within counterparty limits. The significant increase in total deposits in October was a result of £21.8m being received for NNDR refund. A further dividend from Heritable of £600k was received in relation to our unpaid Icelandic investments. Dividends received now represent 45.39% of the total Heritable claim.

Outstanding Debt - Average Interest Rate on Debt: 3.57%

	Actual £m	Actual %
PWLB	115.1	70.57
Long-Term Market	48.0	29.43
Temporary	0.0	0.0
Total	163.1	100

6. There were no early debt repayments or rescheduling opportunities during the month.

Prudential Indicators

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

Ongoing Strategy

8. The current strategy is to place medium and long-term deposits, when cash flow allows. These deposits will enhance investment income for 10/11. Short-term balances are to be placed in instant access accounts and short-term fixed deposits to ensure funds are available to meet November's payment obligations.
9. During October the PWLB premiums remained too high to make rescheduling of debt financially viable.

GRANTS TO VOLUNTARY ORGANISATIONS 2011/12 FINANCIAL YEAR

Cabinet Member	Cllr Douglas Mills
Cabinet Portfolio	Improvement, Partnerships and Community Safety
Officer Contact	Nigel Cramb, Sarah Johnstone & Inga Spencer Deputy Chief Executive's Office
Papers with report	Appendix A Voluntary Sector Grant Recommendations 2011-12 Appendix B Issues considered in assessing applications Appendix C Assessment of grant applications 2011-12 Appendix D Equality Impact and Impact assessments (circulated separately) Appendix E Legal statutes

HEADLINE INFORMATION

Summary	To allocate the Council's 2011/12 budget for supporting the Voluntary Sector and to agree the Council's 2011/12 contribution to the London Councils Grants scheme.
Contribution to our plans and strategies	The grants budget is used to support a range of Voluntary Sector activity. The Voluntary Sector supports the Council in achieving its aspirations and objectives in relation to the Council Plan and the Sustainable Community Strategy.
Financial Cost	<p>The report proposes grants for the 2011/12 financial year to local voluntary sector groups of £1,412,788. If agreed, this would result in a budget saving of £295,812, which has been factored into the MTFB Budget Proposals for 2011/12.</p> <p>The report also proposes making provision to enable a contribution to the London Councils Grant scheme of £446,337. If agreed, this would result in a part year budget saving of £428,588 in 2011/12 increasing to a full year budget saving of £571,452 in 2012/13, which has been factored into the MTFB Budget Proposals.</p> <p>These allocations can be met from within the existing Voluntary Sector Grants Budget.</p>
Relevant Policy Overview Committee	Corporate Services and Partnerships
Ward(s) affected	All.

RECOMMENDATIONS:

That the Cabinet:

- 1. Agrees the allocation of grants to Voluntary Sector groups totalling £1,412,788 for the 2011/12 financial year as set out in the schedule attached to this report in Appendix A.**
- 2. That the funding previously committed to Hillingdon Arts Association £27,730 is transferred to the Arts Development Service.**
- 3. Subject to the endorsement by the London Councils Leaders Committee the Cabinet is recommended to approve the Council's 2011/12 contribution of £446,337 to the London Boroughs Grants scheme.**

INFORMATION

Reasons for recommendation

The Council has acknowledged the role of the voluntary sector particularly as a service provider and as such has committed significant levels of funding to a range of voluntary sector organisations based in the borough. The sector provides a range of services that complement or are in addition to those provided by the Council. These services are valued by the recipients and are dependent to varying degrees on the Council's grant funding.

In relation to the recommendation in respect of the Council's contribution to the London Councils Grant Scheme, the Council has the option of not approving its contribution. However, the contribution is a significant reduction over the Councils 2010/11 payment. For the overall budget to be approved, at least two thirds of the 32 London boroughs plus the City of London must approve their individual budget contribution. If there is no agreement, under the legislation governing the grants scheme the overall level of expenditure for the Grants Committee reverts back to the previous year's budget.

Alternative options considered / risk management

The Cabinet has the following alternative options:

- 1 Agree the recommendations subject to any changes the Cabinet wishes to make or
- 2 Reject one or more of the recommendations.

Comments of Policy Overview Committee

Voluntary Sector Grants will be looked at by the Corporate Services and Partnerships Policy Overview committee as part of the consultation process on the wider Council budget.

Supporting Information

The Council has been a long term financial supporter and investor in the Borough's voluntary sector. Funding has either been via the corporate grants process, which supports the core costs of organisations, or via a commissioned approach whereby Council service departments purchase services from the sector. Since the Primary Care Trust ceased to fund core costs

the Council is the only consistent funder in respect of core costs. Despite considerable pressures on the Council in terms of other competing priorities, the level of core financial support has remained consistent and has in fact increased in real terms over the past two financial years.

The voluntary sector grant budget is unique in offering core funding to organisations that are seen to be key partners and offer essential services that contribute to the Council's priorities and the well-being of residents. They represent an investment into local organisations and in turn into the borough.

The corporate grants budget is used primarily to fund the core costs of organisations. What constitutes core can vary; as can the percentage of Council contribution towards core costs. Normally any grant committed by the council from this budget contributes to the cost of an organisation employing a lead officer, providing accommodation to work from and / or the administration costs.

Use of Core Funding

In return for a contribution towards core costs the Council expects organisations to secure funding from other sources. Many of the organisations that receive core funding also secure contracts and grants from Council service departments. The availability of core funding means that a larger proportion of any additional funding secured can be committed to delivering services rather than being diverted to support organisational costs.

The amount organisations secure as a result of receiving core funding support varies between organisations and sometimes from year to year depending on circumstances. As a rule, funding secured by groups is normally at least double that committed by the Council in core grants. Some organisations will secure considerably more.

On occasions the Council has also been able to offer additional support to the voluntary sector when it has been required. This funding provides organisations with the ability to ride out challenging financial times; stabilise; and then secure other sources of funding thereby making them viable and sustainable organisations.

2010/11 Financial Year

For the 2010/11 financial year the Cabinet committed £ 1,654,000, to a total of 47 organisations. Also within the budget was £54,600 of contingency, giving a total budget of £1,708,600.

Grants awarded by the Council on an annual basis reflects the diversity and make up of community activity in the borough. The level of grants the Council administers also reflects the range of voluntary sector activity; with grants ranging from £950 to Hillingdon beekeepers to over £300,000 to the Citizens Advice Bureau service.

All organisations are able to demonstrate an association or contribution that they make towards supporting the Council's priorities and to deliver the objectives of the Sustainable Community Strategy. This has crucially enabled the Council to support the diverse range of organisations currently within the current funding portfolio, however given the pressures on the Council budget the ability to demonstrate linkages with the Sustainable Community Strategy will not necessarily mean that a grant will be awarded.

2011/12 Financial Year

The Council along with the whole of the public sector faces considerable challenges in terms of adjusting its level of spending in response to a considerably reduced level of financial support available from Central Government. The reality is that over the next four years Hillingdon has to meet a circa. £60m budget gap. With savings of this magnitude to be made, a reduction in the level of funding the Council can commit to the Borough's voluntary sector is inevitable. Additionally, the Council will not be able to commit to three year service level agreements as it has previously been able to do. Whilst the Council recognises the value of these agreements to voluntary organisations the financial circumstances do not make this a viable option.

Criteria for Assessing Grant Applications

All organisations the Council funded for the 2010/11 financial year were invited to apply for funding for the 2011/12 financial year, including those previously on three year service agreements.

Most of the organisations within the Council's 2010/11 funding portfolio have been supported by the Council for a considerable number of years and apart from a very small number of cases where savings can be made as organisations have ceased to be active in the borough, there are few easy options in terms of recommending reductions or withdrawal of funding.

In preparation for the allocation of grants for the 2011/12 financial year organisations were advised of a range of assessment criteria against which applications would be considered. These are included as, **Appendix B**

Each application has been is determined on its merits on a case by case basis.

Building on the assessment criteria, the following are examples of the 'challenges' that have been applied to each organisation when assessing applications and making recommendations on the level of funding to be offered to each organisation;

- Whether the organisation delivers direct services to the borough's residents? The distinction is made between organisations delivering services to residents and organisations delivering services to other voluntary organisations.
- Are the services that organisations deliver accessible to all sections of the community or are they focused / targeted at specific sections? Are the services provided either duplicated or available from other providers?
- The ability for organisations to deliver efficiency savings? These could be in terms of savings in the direct delivery of services; via back office efficiencies or the possibility of sharing costs with other organisations.
- The size of award. Do organisations still merit the level of funding previously awarded? A grant awarded for the 2010/11 financial year might not be appropriate in light of the budget savings the Council needs to deliver.
- The level of reserves and in particular the un-restricted reserves currently available to organisation to draw upon. All organisations are encouraged to have certain levels of contingency funding. Sometimes these can be out of line with the immediate needs of an organisation.

- Does the organisation directly or indirectly save the Council from committing expenditure?

Compact Compliance

The Cabinet at its meeting of 16th November agreed to bring Hillingdon's Compact into line with the terms of National Compact and confirmed that a period of three months notice would be given where the Council proposed to reduce or cease funding. The report also confirmed the Council's intention to undertake equality impact assessments to gauge the effect and potential impact of any reduction in funding.

The completion of equality impact assessments is a way of demonstrating how we are complying with our public duties to ensure that decisions are made in such a way as to minimise unfairness, and to ensure that the decisions taken do not have a disproportionately negative effect on people from different ethnic groups, disabled people, and men or women. Where as a result of reductions in funding any potentially negative impacts are identified, actions to mitigate against these are included in the assessment.

Arts Development

It is proposed that the grant previously awarded to Hillingdon Arts Association be transferred to the Borough's Arts Development Service within the Planning Environment and Community Services Directorate. The Arts Development Service will now be responsible for administering grants to voluntary arts groups in the Borough. A similar successful approach was pioneered with grants to sports clubs and societies with the transfer of funding from Hillingdon Sport Council to the Council's Sports development team. In addition to offering grants to voluntary arts groups the Arts Development Service will trial offering individual bursaries.

Accompanying this report as **Appendix C** is a Summary of Applications 2011/12, which gives a brief summary of each application. Where a reduction or withdrawal of funding is proposed either an Equality Impact Assessment or an Impact Assessment has been completed for each organisation. These are compiled in **Appendix D**.

London Boroughs Grants Scheme

For the 2010/11 financial year the Council committed £874,925 to the London Boroughs Grant Scheme. The overall budget across London for the scheme was £30,116,000.

The scheme supports voluntary sector activity and specifically funds voluntary organisations across all 32 London authorities and the City of London.

There is potential for the Council's contribution to the London Boroughs Grant Scheme to be significantly reduced for the 2011/12 financial year.

The London Councils Leader' Committee agreed a review of the Grants scheme in June this year, with a view to reducing the boroughs contributions. Arising from this review, at it' meeting on the 25th November, the Grants Committee considered a series of options on the future funding priorities for the scheme.

The Committee agreed to an option which supported a managed transition of the scheme (rather than its immediate decommissioning). The Grants Committee also agree to retain an element, which enabled support to a core group of organisations that were judged to provide 'Pan London services'.

The distinction between a managed transition and a straight decommissioning is an important one in that instead of the scheme coming to an end on 31st March 2011 organisations currently funded under the grants scheme will be funded until 30th June 2011.

This transitional period will provide all of the 32 boroughs and the City of London the opportunity to consider their options. Boroughs will have the opportunity to re-commission any of the organisations or services they wish to see continue. It would mean that individual boroughs not having to pay for services that they did not need, consider a priority or felt of marginal benefit to their residents.

As London Councils will bear the responsibility of bringing the existing scheme to an end, Hillingdon would be treating any bids from (currently commissioned) organisations as new applicants.

The Grants Committee will recommend the above summarised option to London Council's Leader's Committee on 14th December.

We anticipate that London Councils Leaders Committee will agree to accept the recommendations. It will mean a reduced contribution to the London Boroughs Grants scheme of £428,589 over the Council's 2010/11 contribution.

The level of saving to Hillingdon for 2011/12 will be determined by whether the Council wishes to re-commission any of the services currently funded by the London Boroughs Grants scheme.

The reduced contribution for 2011/12 is based on 9 months rather than a full year saving. Additionally there is scope to review those groups deemed as requiring pan London funding for future years. Therefore there is potential for contributions to the Grants scheme to be reduced further in future years.

Financial Implications

The report proposes grants for the 2011/12 financial year to local voluntary sector groups of **£1,412,788**. If agreed, this would result in a budget saving of £295,812, which has been factored into the MTFF Budget Proposals for 2011/12.

The report also proposes making provision to enable a contribution to the London Councils Grant scheme of **£446,337**. If agreed, this would result in a part year budget saving of £428,588 in 2011/12 increasing to a full year budget saving of £571,452 in 2012/13, which has been factored into the MTFF Budget Proposals.

These allocations can be met from within the existing Voluntary Sector Grants Budget.

The Summary of Applications 2011/12 contains brief financial comments on each organisation. These have been provided by Central Services Finance team.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

Consultation / What will be the effect of the recommendation?

Organisations either being offered no grant or a lower grant have already been consulted as to the level of funding likely to be offered as for the 2011/12 financial year. Each organisation was invited to respond in writing to the proposals. All organisations were offered the opportunity to meet face to face with officers to discuss the potential impact on service delivery.

These responses, on the potential effects of the reductions in funding are summarised and included in either the Equalities Impact Assessment or an Impact Assessment that has been completed for each organisation.

Consultation Carried Out or Required

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and is satisfied that the 2011/12 base budget for the Voluntary Sector Grants allocations is £1,708,600 and that the reduced proposed grant allocations of £1,412,788 will result in a saving of £295,812. The London Councils Grant scheme has a proposed budget of £874,925 and is proposing to make a contribution to the London Councils Grant scheme of £446,337 for 2011/12, resulting in a part year budget saving of £428,588, increasing to a full year budget saving of £571,452 in 2012/13. Both these savings have been included in the MTFB Budget proposals. The London Council's grant scheme has been included as a contingent income item at this stage until the decision is agreed formally.

Legal

In **Appendix E** to the report, a number of specific statutory provisions have been identified, which give the necessary authority to the Council provide such funding.

The first recommendation in the report relates to the allocation of grants to Voluntary Sector groups in respect of the 2011/12 financial year.

The allocation of grants falls within the Council's discretion and it is a relevant consideration for the Council to take into account the reduced level of financial support available from central government when making its decisions in this respect.

However, whilst the award of grants is discretionary the Council can demonstrate that it is acting reasonably and is not making decisions in an arbitrary manner. Although each grant application is being determined on its merits on a case by case basis, nevertheless the Council is still having regard to those assessment criteria which have been identified in the body of the report and it has also arranged to carry out impact assessments in relation to affected organisations.

The Council is a public body to which the provisions of the Race Relations, Disability Discrimination and Sex Discrimination Acts apply [these have all been consolidated within the new Equality Act 2010]. In making decisions in relation to the allocation of grants to Voluntary Sector groups, the Council has considered any disproportionately negative impacts on different ethnic groups, disabled individuals and men or women by carrying out equality impact assessments which are appended to the report. Where as a result of reductions in funding any potentially negative impacts are identified, actions to mitigate against these are included in the assessment.

The second recommendation concerns the Council's proposed 2011/12 contribution [subject to the endorsement of the London Council Leaders Committee] to the London Boroughs Grant Scheme. Section 48 of the Local Government Act 1985 governs the operation of this Scheme.

Section 48[3] provides that the constituent councils shall be required to contribute to any expenditure of the designated council which has been incurred with the approval of at least two-thirds of the constituent councils [which are the 32 London Boroughs plus the Corporation of London]. The amounts of the contributions shall be determined so that the expenditure in respect of which they are payable is borne by the constituent councils in proportion to the populations of their respective areas.

Finally, the Grants to Voluntary Organisations Order 1992 specifies that where this two-thirds majority cannot be secured, the total expenditure which had been approved in respect of the preceding financial year shall apply"

Corporate Landlord

There are no direct implications.

Relevant Service Groups

Service departments have also been consulted on the proposals and comments are included in the equalities impact assessment where relevant.

BACKGROUND PAPERS

Applications from Voluntary organisations

Appendix A - Voluntary Sector Grant Recommendations 2011-12

Organisation	Grant awarded 10-11	Recommendation 11-12
Social Services		
Age Concern Hillingdon	229,459	220,000
Crossroads	146,597	135,000
Crown Centre	10,000	10,000
DASH	100,021	85,000
Heathrow Travel Care	46,952	30,000
Hillingdon Aids Response Trust	20,000	15,000
Hillingdon Carers	112,209	105,000
Hillingdon Community Transport	38,500	32,000
Hillingdon MIND	70,604	70,000
Hillingdon Refugee Support Group	12,000	-
Hillingdon Shopmobility	22,129	19,000
Homestart Hillingdon*	56,375	65,000
MHA - Northwood Live at Home Scheme	7,000	7,000
RADICLE	9,000	-
RELATE London North West	13,238	12,000
Samaritans Hillingdon	3,000	3,000
Westside Support Services	20,600	-
Uxbridge Contact Centre	2,000	2,000
Mencap Jubilee Pool	5,000	5,000
Advice & Support		
Hillingdon Citizens Advice Bureau Service	300,149	280,000
HAVS	106,486	90,000
HAVS Participation Fund	4,000	2,000
HAWG	7,900	-
Hillingdon Somali Women's Group	19,500	-
Hillingdon Women's Centre	19,000	25,000
Victim Support Hillingdon	12,000	10,000
Education Youth Leisure		
Bell Farm Church	12,608	12,608
Hillingdon Arts Association - transferred to PECS Arts	27,730	27,730
Hillingdon Autistic Care & Support	26,266	25,000
Hillingdon Chinese School	3,000	-
Hillingdon Fed of Community Ass (HFCA)	20,000	15,000
HFCA (playschemes)	23,000	18,000
Hillingdon Narrowboat Association	6,000	-
Hillingdon Pre-School Learning Alliance	36,604	-
Horn of Africa Youth Association	4,000	4,000
Housing		
Paradigm Housing Group - SOLO	10,000	-
P3	25,511	40,000
Trinity Homeless Project	12,000	-
Environment		
Friends of Ruislip Nature Reserve	1,200	1,200
Groundwork Thames Valley Ltd	35,302	33,000
Herts & Middlesex Wildlife Trust	2,500	2,500
Hillingdon Natural History Society	1,000	1,000
London Wildlife Trust (Hillingdon)	12,608	10,000
Pinner & Ruislip Beekeepers' Association	950	750
New Bids 11-12		
Hestia		-
Special Connections		-
Hayes & Harlington		-
SOL		-
Total	1,653,998	1,412,788
* Home Start allocated extra £20,000 from contingency	20,000	
TOTAL INCLUDING CONTINGENCY ALLOCATION	1,673,998	

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**FINANCIAL SUPPORT TO THE VOLUNTARY SECTOR
ISSUES CONSIDERED IN FUNDING ASSESSMENTS
2011-12 FINANCIAL YEAR**

The decision to award a corporate grant to an organisation follows a process of officer assessment and recommendation to Cabinet who then make and agree the final decisions in December each year.

Corporate grants are unique in offering core funding to organisations that are seen to be key partners and offering essential services that contribute to the Councils priorities and the well-being of residents. They are an investment into organisations and in turn into the borough.

Due to their purpose, corporate grants cover a diversity of groups and a wide range of issues are considered when making funding assessments, some of which will be more pertinent to particular organisations than others. For instance a larger organisation would be expected to bring in significant external funding which would not be appropriate for a smaller organisation. Applications therefore can only be assessed on an individual basis.

Notwithstanding that caveat, the list below sets out some specific criteria and priorities of the Council which will be taken into account by officers when making recommendations:

◆ **Impact and Need**

Organisations should be able to demonstrate that what they do is effective, is needed and has the desired impact. Most usually this comes from feedback from clients and user participation in the development of services. However, the Council would encourage organizations to gauge the more long term outcomes and impact of their work.

◆ **Good Governance, Management, Financial Accountability and Sustainability**

This covers the structure of the organization and how it operates, its ability to account for and manage funding, its financial and general sustainability. Quality assurance measures, kite marks, business plans, funding strategies, risk management, and evidence of a range of policies are all positively acknowledged.

◆ **Fit with Sustainable Community Strategy, and other Council plans and policy**

That the organization and its direction of travel should contribute toward the Council's aims and priorities.

◆ **Partnership with the Council in the provision of services**

This acknowledges the key role that the voluntary sector make as a partner to the Council, both in the actual delivery of services and as an advocate for service users. The Council relies on the participation of many organizations in forums, panels etc to ensure that services reflect users needs and that the Council can achieve its aims.

◆ **Equalities and Community Cohesion**

The Council expects organizations to address equality issues within their programmes and operations. The Council is also committed to supporting the development of services intended to benefit those with 'protected characteristics' ie. Ethnic minorities, gender, age, disability

etc. Actively encouraging cross-cultural interaction between users and different groups is encouraged.

◆ **External Funding**

The Council is particularly interested in supporting organizations that bring in external funding as a result of the corporate funding which is used to increase services locally. As a return on its 'investment', it is also considered as part of VFM (see below)

◆ **Value for Money (VFM)**

In addition to external funding, VFM is considered by cost but also with quality and user satisfaction. The cost to the Council of not having the service provided is also a consideration.

◆ **Efficiency**

This agenda covers a number of ways that organizations may improve their use of resources, thereby reducing cost or extending services. It could be sharing resources, expertise or facilities, rationalizing delivery or partnering with other organizations to meet a demand.

◆ **Partnerships**

The Council is keen to encourage partnerships where this may reduce duplication of activities or achieve efficiencies (see above). This may enable groups to scale up to tender more effectively or reach a new community.

◆ **Reserves**

Organisations are expected to have and adhere to a reserves policy. Please refer to the enclosed guidance on reserves. If you require further information please do not hesitate to contact the Partnerships & Community Engagement Team.

◆ **Monitoring – Organisation's 2010-11 grant**

Each organisation in receipt of financial support for the 2010/2011 financial year will be required to co-operate in a monitoring exercise. The information obtained from the monitoring visits will serve to assist officers in coming to a recommendation on the level of funding to be offered for the 2011/2012 financial year.

APPENDIX C

**ASSESSMENT
OF GRANT
APPLICATIONS 2011-12**

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation
AGE UK	Full range of services for older people with moderate to low needs. These include Information drop in, welfare benefits and debt advice, brokerage service, minority ethnic projects, clubs, befriending, shopping service, nail clipping, gardening etc. Leaders Initiative funding for independent living support.	£129,460 plus £100,000 Leaders Initiative	£129,459 plus £100,000 Leaders Initiative	£1,382,120	9%	£636,322	12,512	256	£220,000
<p>Comment: A leading service in the borough with strong links to the Council providing representation and delivery of services for older people. Age UK is preparing to meet any statutory reductions in services for those with moderate needs. Scores highly on the partnerships and efficiency agenda with more plans to deliver services collaboratively with other key organisations. Also scores well on VFM with volunteers who gave 17,244 hours saving the organisation at least £172,000 and preventing individuals needs escalating so they require statutory intervention. A small reduction is recommended.</p>									
<p>Financial Comment: The grant in 10-11 and 11-12 includes Leader's Initiative which is £100,000. The surplus in 08-09 was £384,117 whereas in 09-10, the charity had a deficit of £17K. This is mainly because they had £350K more in legacies in 08-09. The organisation has large sums of reserves that could be used to fund their activities. However, we feel that the organisation will need a grant allocation this year.</p>									
Crossroads Care Attendant Scheme	Provides respite breaks for carers. Qualified carers provide regular respite which is charged for where appropriate.	£146,598	£146,597	£476,980	31%	£208,267	190 carers + 185 cared for	Board of Trustees	£135,000
<p>Comment: This organisation has survived a difficult year with the sudden departure of the CEO and loss of a major tender from ASCHH. It has responded well and is delivering 1600 respite hours per month to Hillingdon residents. There are plans to expand the service as well as explore the long term future, sustainability and direction of the organisation. Respite charging which was brought in two years ago has been a success. However, it could be argued that the grant is now disproportionate to the size of the organisation and a reduction could be considered.</p>									
<p>Financial Comment: The organisation suffered a drop in income last year and this year from the PCT and loss of a large part of ASCHH carers grant. However, charging income from respite work has increased. Overall the group experienced a £7K surplus this year and a £70K surplus the year previous. It currently has high unrestricted reserves and could therefore manage a reduction in grant this year.</p>									

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation
Crown Centre for the Deaf	Manages a centre that supports groups and individuals who are deaf or hard of hearing. These include deaf groups focused on sporting and social activities, British Sign Language courses (BSL), interpretation services, advocacy and support.	£10,000	£10,000	£37,055	27%	£23,000	280	12 deaf who run various groups	£10,000
<p>Comment: The Centre is being supported by DASH who is acting as an umbrella disability organisation and supervising the centre co-ordinator. It is taking a business approach to running the Centre, gaining income for rent for usage and conducting BSL courses in collaboration with Brunel. Hillingdon Community Trust are considering funding a salary for BSL classes. LBH staff benefit from the classes. The Centre is represented on a number of statutory and VCS agency forums and is a specialist agency offering practical support to partners.</p>									
<p>Financial Comment: This organisation has made a small deficit this year, whereas they had a large surplus last year. This may indicate a financial management issue. As the grant contribution represents a significant portion of their income, we feel that they should receive the full grant this year.</p>									
Disablement Association Hillingdon	A full range of services for primarily adults with physical, sensory or learning disabilities. Activities include outreach, drop-ins, sports & fitness activities, direct payments support, DDA advice, independent living, disability awareness & training	£102,000	£100,021	£420,450	24%	£138,739	1155 + 3,650 enquiries + 1,200 school children	30 active + 25 Brunel students for allotment work	£85,000
<p>Comment: A key disability organisation in the borough and strategic partner for the Council, providing essential services for a range of disabilities. It's response to new policy and external environment is good and it has numerous joint projects with other voluntary sector agencies. It is represented on over a dozen strategic boards and forums. As part of the efficiencies agenda, DASH shares a manager with Age UK for a project and is looking to expand with them and Hillingdon Carers in a joint venture in the north of the borough. The council's contribution to DASH has remained consistent, the proposal to reduce the council's contribution for this financial year is justified given the level of reserves the organisation holds. It is anticipated that the council will continue to be a long term financial supporter.</p>									
<p>Financial Comment: The charity had a surplus of £15K in 08-09 and a deficit of £35k in 09-10 although they have £138K cash in hand and in bank. As the grant constitutes a quarter of the organisation's funding, we feel that they should receive a grant.</p>									

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation
Heathrow Travel Care	Provides crisis social work at Heathrow Airport covering a range of issues such as rough sleepers, trafficking, unaccompanied minors, emergency planning etc.	£47,891	£46,952	£377,098	12%	£112,000	1,302	4 plus floating emergency volunteers	£30,000
<p>Comment: A small organisation that scores highly in VFM and partnerships with the Council. It fulfils LBH duty under the Civil Contingencies Act with respect to Emergency Planning and humanitarian disaster, diverts many rough sleepers out of the borough, prevents or mitigates homelessness, destitution and social exclusion likely to impact LBH. It is an essential service which deals with a myriad of problems arising from a busy international airport, and thus diverting them away from the Council's responsibility. The accounts dept verified that the organisation's income exceeds expenditure as it has gained more external funding.</p>									
<p>Financial Comment: The surplus in 2008-09 was £2,400. LBH grant income represents 12% of the charities total income. The rest of the income is from Heathrow Airport Ltd (grant and donations) and Foreign and Commonwealth Office. Only 28% of their reserves are restricted. We feel that the organisation may not need the full grant amount this year, as funding has increased from other sources.</p>									
Hillingdon AIDS Response Trust	Provides practical, emotional, legal advice to people affected by HIV/AIDS. These include befriending, social activities, welfare and benefits advice, transport, treatment information, domestic support, drop-in etc.	£20,000	£20,000	£137,905	15%	£54,578	260 (over 5,000 visits)	12	£15,000
<p>Comment: HART provides a holistic response to people affected by HIV/AIDS. Individuals access a range of different services as indicated by their statistics. Due to stigma around the illness, this is a service probably best provided by a third sector organisation operating a one stop shop approach and can provide the confidentiality to make service users feel safe. It takes referrals from ASCHH and works in partnership with Housing, Hillingdon Hospital and the Tudor Centre. VCS partners include the Terrence Higgins Trust for running a Self Management Programme. HART's corporate grant was increased 2 years ago to support the group to access external funding.</p>									
<p>Financial Comment: The grant that they receive represents 15% of their total income. They have large sums of cash and also have sizeable sums of restricted funds. We feel that they should receive some of the grant requested for this year.</p>									

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation
Hillingdon Carers	Runs a range of services to support carers including advice & drop-in, advocacy, health liaison, social & educational activities carer support, young carers projects, older carers scheme as well as targeted to BME communities	£110,540	£112,209	£498,168	23%	159,870	4113 (3,744 adults + 369 young carers)	82	105,000
<p>Comment: This key carers organisation provide a universal offer to all carers in Hillingdon that make contact with them ensuring that anyone with caring responsibilities is enabled to access a range of high quality services. They proactively develop joint initiatives with voluntary sector and statutory partners (including ASCHH, Youth & Connexions, Adult Education and the Arts service) to improve the VFM of their services. They raised £779,299 in benefits last year for carers, an increase of £300,000, as well as increasing on all main targets despite a drop in income. The group sits on 10 council forums and boards and has fed into 9 Council plans. It has recently tendered for the ASCHH carers project which combines many of the individual grants previously received by Carers. If there is a positive result, it is recommended that Carers is awarded a grant slightly reduced from last year's level.</p>									
<p>Financial Comment: The accounts reflect that this organisation maintains a consistent balance each year, with income exceeding expenditure. Cash reserves cover 8 months of activities. The organisation may not require the full grant this year.</p>									
Hillingdon Community Transport	Provides cheap accessible transport to a range of community groups, statutory organisations, schools etc, including wheelchair users. Also provides driver training.	£38,500	£38,500	£221,947	17%	£54,674	106 groups, 21,077 passengers	20	£32,000
<p>Comment: The group holds contracts to provide transport to local clubs, social services, PCT, Special Needs school etc in the borough. The group use paid and volunteer drivers which keeps costs down but also carries risk in terms of being able to carry out bookings. The group works in partnership with other agencies using its expertise to advice on transport purchases and managing their upkeep in return for usage in their 'downtime'. This is a beneficial efficiency saving for all the parties involved. The finances are healthy and consider need for large capital expenditure such as bus replacements.</p>									
<p>Financial Comment: This organisation had a £63k surplus in 09-10, which has been followed by an £8k deficit this year. Their income has reduced this year by 24%. We feel that they should receive a grant, as it appears they are reliant on the Hillingdon contribution to provide their services.</p>									

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation
Hillingdon MIND	Supports people with serious and enduring mental health needs with a range of targeted projects responding to user needs. It currently offers housing, counselling, a number of social clubs, activity/health related clubs and BME projects.	£72,016	£70,604	£630,562	11%	£162,870	387 receiving a number of different services	110	£70,000

Comment: Key organisation providing essential frontline services to mental health users. Includes counselling, housing, befriending and social clubs. Targeted activity and social clubs also run evenings and weekends providing crucial out of hours support in the borough. MIND sits on key mental health strategy forums and is aiming to start up a social enterprise. The funding position while currently healthy could be impacted if there is a reprioritisation and recommissioning from Council directorates.

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Financial Comment: The charity had a surplus of £13,608 in 08-09 and the cash at bank and in hand has increased by 41% from 08-09. The charity does not have any restricted funds. Cash reserves cover 4 months activities and this very small reduction is manageable.

Hillingdon Refugee Support Group	Provides support to unaccompanied asylum seeking minors. Includes befriending, activities, signposting, practical support, and information and advice	12,000	12,000	93,929	13%	£2,867	648	32 plus BoT	£0
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Comment: A small organisation (2 full time staff equivalent) providing quality support to a particularly disadvantaged hard to reach group (significant restricted). It works closely with the asylum team and voluntary agencies to ensure this vulnerable group are integrated sensitively and successfully into mainstream life. Volunteer befrienders are recruited from Brunel and trained by the Red Cross. The organisation is aiming to extend its services to minors leaving care. Its work has a strong community cohesion aspect and fosters a volunteering ethos. The organisation's income exceeds its expenditure and is holding significant restricted £68K reserves including LBH grant carrying over year on year. Therefore recommended that they should take a significantly reduced award for 2011-12.

Financial Comment: This organisation has made a sizeable surplus for the past two years. They also have large sums in reserves and also cash in hand. We therefore feel that they may not need the allocation this year.

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation
Hillingdon Shopmobility	Loans mobility equipment to registered users, primarily for shopping in Uxbridge. Other activities inc some assisted shopping, sale of small mobility items etc.	£22,250	£22,129	£65,803	34%	£22,279	3,838 registered 4,756 visits	6	£19,000
<p>Comment: Organisation raises funds primarily through donations, charges, LBH grant and local businesses. The group estimates its clients spend £238,000 in Uxbridge as a result of the service. It is represented on Older People's Assembly and mobility forum but has fewer links with other VCS organisations. As it is holding healthy reserves it should be able to manage a slight reduction in grant this year.</p>									
<p>Financial Comment: In 08-09 and 09-10 Shopmobility had a deficit. The cash in hand and in the bank will cover approx 5 months expenses and will help to absorb any shortfall in grant.</p>									
Homestart Hillingdon	Specially trained volunteers provide structured support parents in crisis helping to prevent family breakdown and therefore financial consequences for the Council.	£77,000	£76,375	£206,901	37%	£38,692	95 adults, 212 children	49 trained vols, 3 office help	£65,000
<p>Comment: Homestart's preventative approach potentially saves the Council significant sums of money by solving problems before they escalate and require statutory intervention. It is closely linked with all relevant Children's and Family services and offers a high quality frontline service often to hard to reach families. While providing good VFM, its response to sustainability, efficiency and modernisation agenda has been slower. It is working to improve this via an external consultant. The £77,000 received in 10-11 included a one off £20,000 increase. Recommend £65,000 in 11-12.</p>									
<p>Financial Comment: The accounts reflect that this organisation maintains a consistent balance each year, with income exceeding expenditure. The surplus in 2008-09 was £16,719 and £27,284 in 2009-10. LBH grant received in 09-10 represents 37% of the charity's income. The restricted funds are for the provision of support services to the Children's Centres Projects and Hillingdon Community Trust.</p>									
Mencap Jubilee Pool	Provides heated hydrotherapy swimming for the disabled, elderly recovering from illness and children learning to swim	£10,000	£5,000	£31,509	16%	£19,265	520	12	£5,000

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation
<p>Comment: The group is run by volunteers who maintain the pool, boilers, waste etc. Patients can be referred from Hillingdon Hospital for treatment of ongoing problems or recuperation from surgery. A section is maintained for children. The majority of users are disabled people from Mencap. The organisation raises significant income from donations and fees and is holding 9 months running costs in reserve.</p>									
<p>Financial Comments: The organisation made a surplus this year and also have reserves of over £19k. We feel that they should not get the full grant that has been requested, rather the amount that has been awarded for 10-11.</p>									
MHAD- Northwood Live@ Home Scheme	Provides a range of support to elderly people in Northwood/Hills to eliminate isolation. Activities include assisted shopping, befriending, advice, weekly lunchclub, transport for appointments etc.	£12,000	£7,000	£52,889	13%	£26,130	130	59 (22 students telephone befriending + 37 1-1 befriending, 9, transport, catering etc)	£7,000
<p>Comment: Clients receive a variety of services to support them to live independently and reduce their isolation. Future plans include IT training for online shopping and extending coffee mornings to be held weekly. This would be in partnership with another organisation at minimal rental cost. The organisation has made a concerted effort to increase its BME take up, which is low due to its geography. Staff are linked to the Health and Social Care Forum and Dinner Club Forum. The group actively fundraises on a local basis and received a grant from the Methodist Association. The organisation also receives a £10,500 dining centre grant from Adult Social Care and Housing 2010-11.</p>									
<p>Financial Comment: This organisation has made surpluses for the past two years. They have considerable cash balances that would more than cover this grant request. However, as it appears they are receiving other funding from LBH, we feel that they should receive the same amount as last year.</p>									
Radicle	Provides a parent and toddler group for young parents	£9,000	£9,000	£1,208,354	1%	£413,235	12 adults & 9 children	50 in whole org	£0

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation

Comment: RADICLE provided accommodation-based support services to 6 teenage mothers and their babies who are homeless, in addition to a floating support service at Nestles Avenue Children's Centre and Queen's walk scheme for homeless families. The corporate grant contributed towards a parent and toddler group within this service. RADICLE has established itself in the borough networking with local and statutory agencies to ensure that its service users benefit from a range of services including employment training, health, legal advice etc. A new provider won the tender for accommodation and floating support. Radicle has submitted a bid to corporate grants and is keen to continue providing the P&T group at Nestles Avenue Children's Centre and at Queenswalk (pending agreement with the new provider). However, as Radicle does not now have a presence in the borough, and funding would be purely for a service, it no longer fits the criteria for corporate grants. On these grounds it is not recommended to continue to fund this organisation.

Financial Comment: As the grant required represents only 1% of their income, we feel that they may not need the grant. The deficit in unrestricted reserves mainly relates to a large proportion being put towards their pension deficit.

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation
Relate London North West	Provides relationship counselling in order to avert family or relationship breakdown. This includes conflict resolution, family counselling and mediation, and psychosexual counselling.	£13,428	£13,238	£609,437	2%	£377,801	1789	60	£12,000
<p>Comment: This organisation spans 5 boroughs in the North West London and receives a large grant from the Legal Services Commission and one from London Councils. Clients also contribute towards the cost of counselling. Hillingdon residents receive all the services run by Relate. It sits on a number of forums and receives referrals from the Council and voluntary sector in Hillingdon. It participates in the Uxbridge Well Being Centre and has started a BME outreach programme. The organisation gives VFM and benefit to residents for a relatively small grant.</p>									
<p>Finance Comment: LBH grant represents only 2% of Relate's income. Unrestricted funds include the designated fund of £162,716 which will be used for the purpose of purchase, maintenance or improvement of premises. The organisation maintains balance each year as the income exceeds expenditure.</p>									
Samaritans Hillingdon	Provides free confidential emotional support to people in distress. This is via telephone, email or face to face.	£3,000	£3,000	£11,066	27%	£32,936	9462	60 in LBH	£3,000
<p>Comment: The organisation provides a number of preventative initiatives in the borough including a presence at the well-being centre in Uxbridge, schools programmes, Colnbrook deportation centre, work with police, stations and car parks. It is working with the LA to develop a referral to GP's. It relies on donations and the LBH grant for income and is currently holding relatively high reserves.</p>									
<p>Financial Comment: This organisation has suffered deficits for the past two years. FY09 deficit is larger as there has been a drop in incoming resources. They have large sums of reserves which would more than cover the amount of the grant. However, as the grant represents nearly a third of their income, we feel that they should receive the grant for this year.</p>									
Westside Support Services - Refuge	Application withdrawn as lost tender to Hestia								
<p>Comment:</p>									
<p>Financial Comment:</p>									

HEALTH SOCIAL CARE GRANT APPLICATION 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	No. of Volunteer	Recommendation
Uxbridge Contact Centre	Provides a neutral safe supervised environment where children of separated parents can meet the absent parent and rebuild relationships with them.	£2,000	£2,000				192 total, (116 adults, 76 children)	8	£2,000
<p>Comment: The only organisation providing this type of service in the borough, the Contact centre provides 6 hours contact per month. They are fully accredited member of the National Association of Child Contact Centres. They share an office space with Relate who manage all their back office services. They are match funded by CAF/CASS.</p>									
<p>Financial Comment: This organisation is part of Relate. Please see analysis above regarding Relate's funding.</p>									

ADVICE SUPPORT GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds	Client Nos	Nos. active Volunteers	Recommendation
Hillingdon & Ealing Citizens Advice	Primarily provides generalist advice at 3 bureaux in Hillingdon covering all social welfare issues. Advice is available by appointment, drop-in, telephone and via projects to particular target groups.	£300,150	300149 plus £25,000 economic downturn	£622,570	48%	-339,787	12,039 clients	42 trained volunteers	£280,000
<p>Comment: HECA is the lead advice giving organisation in the borough and continues to provide a high quality and professional service with measurable benefits to residents and the authority. Financial gains to residents topped £1.7m and advisers gave assistance on debt issues totalling over £16m. Non-financial outcomes such as 35 cases of homelessness averted represent a real saving to the Council. Need will continue as spending cuts take effect. The organisation has responded to the need for efficiencies by modernising internal processes. It has led on voluntary sector response to the economic downturn with the Council and is an essential service for the borough. Its partnerships with the statutory sector appears better developed than with other voluntary sector organisations. HECA have transferred considerable reserves to fund their pension deficit.</p>									
<p>Financial Comment: HECA is showing a high negative reserve as these have been designated to meet their pension deficit and are being held as cash in the bank. Although they have £358K cash in the bank the grant represents a large proportion of their income and a reduction could impact on provision. We feel they should get the grant but maybe able to absorb a slight reduction in funding.</p>									
Hillingdon Association of Voluntary Services	A second tier voluntary sector support agency providing ICT, Training, Representation, HR advice & small groups development. It also houses the volunteer bureau for the borough.	£164,000	£106,486	£404,736	26%	92,744	430 registered groups	8 excluding trustees	£90,000 + £2,000 participation fund
<p>Comment: HAVS provides various forums for representation of voluntary sector groups to statutory bodies and is a partner in terms of co-ordinating response and links to and from the sector and contributes to Council policy. It is not a direct service provider to residents but offers support to the boroughs voluntary sector. It is also developing proposals to modernise and increase efficiency of the voluntary sector. Income has been steadily declining year on year and the organisation is currently using reserves to fund some projects. HAVS organise the boroughs volunteer bureaux - a shared resource for voluntary groups.</p>									
<p>Financial Comment: The charity's deficit in 09-10 is three times more than it was in 08-09. The statements reveal that their funding has been reduced by 40% since last year. Their expenditure is exceeding their income.</p>									

ADVICE SUPPORT GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds	Client Nos	Nos. active Volunteers	Recommendation
Hillingdon Asian Women's Group	Provides education and training as well as advice and support to Asian women in the borough. Skills training include classroom assistant, employment skills, IT and customer services. Activities include health workshops, personal development, information drop in and cultural activities. Receives referrals from various quarters primarily around DV.	£45,480	£7,900	£45,412	17%	-£2,356	265	15	£0

Comment: The organisation works at a grassroots level supporting women from Asian communities through health, exercise, training and social activities to improve their self esteem and encourage integration into the local community. Future plans include childminder course, fashion/dressmaking and more health sessions. Like most small community groups it has limited funds, and with no applications pending it is not financially robust. The group has tried unsuccessfully to secure significant funding to enable focused development which has limited its role and impact. There is limited value in continuing to fund this service.

Financial Comment: The organisation has achieved a small surplus this year, after suffering an £18k deficit last year. Their accounts for this year seem fairly healthy and they have received more voluntary income this year which has recouped some of last year's deficit. It is unclear why they require more than five times as much grant as last year, when this amount almost equates to their total income for 09-10. We feel that they should not receive the full amount that has been requested.

Hillingdon Somali Women's Group	Provides IT, employment and ESOL courses primarily to Somali women. Advice and drop-in for interpretation etc is open weekly and school support and activities are targeted at Somali young people and families.	£22,500	£19,500	£47,763	41%	-£1,160	673	9	£0
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Comment: The organisations focus has shifted from being an organisation providing services to Somali women to that of a generic service provider. In addition to support to women, the organisation now provides IT and support for younger members of the Somali community. The type of service the group therefore now provides is also provided by a number of other community organisations particularly in the south of the borough.

Financial Comment: The group has achieved a small surplus over the last year. Their income has increased and expenditure dropped considerably.

ADVICE SUPPORT GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds	Client Nos	Nos. active Volunteers	Recommendation
Hillingdon Women's Centre	Provides advice and support including a domestic violence service, counselling and legal advice drop-in. The Centre also provides various courses on an ad hoc basis.	£33,123	£19,000	£42,863	44%	£16,503	3044 inc phone enquiries	40	£25,000
<p>Comment: The application details that the Centre currently provides 30 women with free or low cost counselling, 10 women with legal advice, and domestic violence support per week. There is also some provision of benefits advice and interpretation service. Space is provided for self help support groups, a photography club and social activities are organised. Further provision is planned with funding applications outstanding for a counselling co-ordinator and ICT training. The organisation's finances continue to be precarious. The organisation is a key Domestic Violence agency working with police and statutory agencies and operates a number of other partnerships for the benefit of local women. LBH Stronger Communities manager is working with the organisation to strengthen its structure and expand its capacity particularly in relation to supporting women from minority ethnic communities. A small increase to cover the additional work (described above) is recommended.</p>									
<p>Financial Comment: The financial statements do not clearly outline how much of the funds are restricted and unrestricted. Further clarification is needed on this. The amounts input are from the application form. The grant in 09-10 represents 44% of their funding. They have asked for significantly more for 11-12. This may be to cover the deficit that was suffered last year.</p>									
Victim Support Hillingdon	Provides advice and support to victims of crime in the borough. People are referred by police, other agencies or self-referred. Clients are accompanied through the court process if required.	£14,500	£12,000	£51,779	23%	2,062	9336 referrals	23 in Hillingdon	£10,000
<p>Comment: Victim Support is now a national charity rather than a federation. However it has a discreet group in each area. The organisation has links with a number of statutory and voluntary agencies including Hillingdon Police, Community Safety and MARAC and HIDVAP (DV forums). It runs outreach work in Uxbridge Well being Centre and has a presence at Uxbridge Magistrates Court. It is increasing efficiency by co-locating with Harrow Victim Support and savings will be diverted to frontline services.</p>									
<p>Financial Comment: This organisation has achieved a surplus in the past two years. The extra grant they require for this year could be mostly covered by their surplus. We feel that they should be awarded a reduced grant as they have sufficient reserves.</p>									

ENVIRONMENT GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total income 09-10	LBH grant as % total income 09-10	Total unrestricted funds 09-10	Client Nos	Nos. active Volunteers	Recommendation
Friends of Ruislip Nature Reserve	Manages 11 acres Council owned nature reserve - Ruislip Nature Reserve providing practical conservation work, guided walks, educational activities and participates in forums concerning the reserve.	£2,200	£1,200	£1,800	67%	£150 cash in bank	174 inc 144 members	12	£1,200
<p>Comment: The group is seeking increased funding this year to refurbish its storage space. It is solely dependent on LBH funding but provides VFM through use of volunteers to manage the woods and working with corporates by hosting team building conservation days. They work with the Council sitting on the Lido Management group and Ruislip Woods Management group.</p>									
<p>Financial Comment: The LBH grant is the only form of income for this organisation. The accounting period is 19 months long as they have changed to a March year end. In this period they received a total of £1.8k. They have requested extra grant this year in order to make improvements to their building.</p>									
Groundwork Thames Valley	Provides a range of services relating to sustainable development including education, local economy, environment, and projects for disadvantaged groups within the Thames Valley area.	£35,305	£35,302	£3,639,932	1%	196,437 projects	18,000 est Regional park & education, 2,200 specific projects	150 across Thames Valley area	£33,000
<p>Comment: A sophisticated organisation running two social enterprise subsidiaries - Blue Sky which employs ex offenders was named charity of the year 2010. The group is leading the Rural Development Forum - a partnership of local farmers, VCS groups and local authorities in Thames Valley to improve their sustainability and standards of living in the area. It is a lead member of the LSP. It has recently secured lottery funding to take a Food programme into 15 schools in Hillingdon. It plans to merge with other Groundworks to form a Groundwork South East in a drive to achieve efficiency and increase its return on investment from £15 for every £1 LBH invests to £20. Also hosts the LINK programme for Hillingdon.</p>									
<p>Financial Comment: LBH grant only represents 1% of their total income. The organisation gets grants from other Councils. A reduced grant award for 2011-12 would be appropriate, given the capacity of the organisation to secure funding.</p>									

ENVIRONMENT GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total income 09-10	LBH grant as % total income 09-10	Total unrestricted funds 09-10	Client Nos	Nos. active Volunteers	Recommendation
Herts & Middx Wildlife Trust	Manages 4 Council owned Nature reserves, provide conservation advice, education and volunteering opportunities in Hillingdon	£2,500	£2,500	£1,328,484	0.19%	£1,136,219	494 Hillingdon members	150 LBH work party	£2,500

Comment: Although part of a wider organisation, the Hillingdon element is very active. They are currently submitting a bid for Hillingdon to promote conservation and volunteering in the borough. The group is working on a range of initiatives relating to the Colne Valley, is on the Steering group for Green Arc along with the Council and collaborates with a number of other wildlife trusts to reduce duplication. While the Trust's finances are healthy and are holding significant reserves, the grant pays for a specific Hillingdon programme of work.

Financial Comment: The grant received from LBH does not represent a high proportion of this organisation's income overall. While the group itself has maintained large surpluses, the grant received from LBH is specifically for Hillingdon reserves. Thus any reduction could negatively impact on the local team being able to carry out their work.

Hillingdon Natural History Society	Manages 3 Council owned Nature reserves, providing practical reserve management, recording and promoting the study of natural history, and education programmes	£1,000	£1,000	£2,517	40%	0	N/K	24	1,000
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Comment: This group survives largely on LBH funding and membership fees. It provides excellent VFM as it is entirely voluntary and provides at least 100 work days pa. free to manage the reserves. It is well linked with the Council and other VCS groups and has an active calendar of events throughout the year. The group is holding significant reserves, primarily for replacement of tools and equipment.

Financial Comment: The grant represent 40% of the charities income. The expenditure has exceeded the income in 09-10. However they had a surplus the year before. Similar level of funding as that committed last year is recommended.

ENVIRONMENT GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total income 09-10	LBH grant as % total income 09-10	Total unrestricted funds 09-10	Client Nos	Nos. active Volunteers	Recommendation
London Wildlife Trust	Manages 11 Council owned nature reserves, to maintain and enhance wildlife and encourage public access.	£15,000	£12,000	£2,583,855	0.49%	£42,280 for LBH programme	N/A	15-20 local volunteers plus work parties 312 vol work days	£10,000

Comment: The reserves managed total over 200 acres, including two Sites of Special Scientific Interests sites, for which the Trust has applied for a Higher Level Stewardship Grant to manage them effectively. Hillingdon benefits from various external grants including a proposal to Heritage Lottery for the Crane Valley which if successful will result in substantial improvements. In addition to managing reserves on behalf of the Council, the Trust provides advisory groups, works with Green Spaces and leads on a number of joint projects benefiting Hillingdon. To cover this work, the Trust is applying for an increase in grant. However, accounts show a large carry forward of LBH grant so for this reason, it is recommended that the grant level is reduced from last year.

Financial Comment: The grant they receive represents less than 1% of their total income. They may not require the total grant requested this year as they have a large sum of cash in hand and other reserves. However like Herts Wildlife Trust, the LBH grant pays for all the local activities and a reduction in grant may result in reduced activity.

Pinner & Ruislip Beekeepers Association	The group deal with enquiries from the Council, general public and police about swarms of bees and remove and rehouse them. They also promote safe and responsible beekeeping in the borough, training and education as well as early pollination by honeybee (very rare) for local farmers.	£950	£950	£9,235	10%	£2,183	360 visits & enquiries + 3,000 lectures	69	£750
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Comment: This group provides excellent VFM as it is entirely voluntary and no charge is made for its services. It relies on a small grant and income from honey sales and membership fees. This represents a significant saving to the Council who would otherwise have to manage the collection of bees and wasps itself. Due to disease the honey bee is under threat of extinction and only domesticated swarms can survive for pollinating the local area. The group conducted beekeeping training for 23 people, and refreshed training for 64. A slightly reduced grant is recommended.

Financial Comment: This is the first time in 5 years that the organisation has made a surplus. This has been due to high levels of trade and honey sales. Although the grant is only 10% of their income this year, we feel that they should get a grant, as it is not possible to say whether this will be a one-off occurrence.

HOUSING GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds 09-10	Client Nos	Nos. active Volunteers	Recommendation
Paradigm Solo	This arm of Paradigm housing has been dissolved and therefore no application was received from them. See New Bids for a new independent group which replaces it.								
P3	Provides a range of support services for young people who are homeless and/or vulnerable. This is a holistic response including supported housing, move on accommodation, housing advice, floating support, outreach service, sexual health, training for unemployed and job shop	£45,000	£25,511 + £45,000 one off grant	714,747	4%	-£192,126	1,477	20	£40,000
<p>Comment: P3 is the Hillingdon delivery partner for the West London Sustained Employment Programme which supports clients with health conditions and lone parents back into work. They are currently partners with Community Safety on the Multi Agency Risk Assessment Conference panel working to divert young people away from violence and with the police on addressing gang culture and knife crime in the borough. It sits on 13 boards and forums and is submitting a joint bid for a young persons Domestic Violence worker. Their efficiency agenda includes focusing on prevention and early intervention with young people, increasing bed space for young people and working in partnership with the Council offering an employment advisor at the Civic and bringing the Beat Bullying programme to LBH. Given they are a key delivery partner around employment, the bid is supported to the level of £40,000 for the 2011-12 financial year. (It is noted that the additional £45,000 the Council committed in 2010-11 served to secure the employment services the organisation provide).</p>									
<p>Financial Comment: The organisation made a large loss last year. The profit and loss account shows that expenditure vastly exceeded income in 09-10. Further financial information is required at a local level to assess their situation accurately. However, it appears they made a loss locally of £192K.</p>									

HOUSING GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds 09-10	Client Nos	Nos. active Volunteers	Recommendation
Trinity Homeless Projects	Provides nine staffed hostels and move-on accommodation in LBH and promotes independent living for the homeless in Hounslow and Hillingdon. This includes supported training and supported employment. It works with the most excluded hard to reach groups including ex-offenders, drug addicts, asylum seekers, and long term unemployed.	£12,000	£12,000	£1,045,614	1%	£142,675	99	30 under contract with Job Centre plus to support long term unemployed	£0
<p>Comment: Demand for services far outweighs supply - last year Trinity received 400 referrals for accommodation of which 80 were taken on. Trinity is currently launching two new social enterprises in Hillingdon through traded income to provide further employment for the hard to reach. It is also planning to provide further social housing in collaboration with the Council. It works with the Drug and Alcohol Teams, LBH Housing, Probation, Social services as well as the VCS. The work shows real VFM in achieving enduring change and successful outcomes for this difficult client group. Trinity's accounts however show considerable unrestricted balances and a reduced grant for 2011-12 is recommended. In addition to the core grant - Trinity receive a number of grants from Adult Social Care and Housing, via Supporting People initiative to provide accommodation for young single homeless. This funding totalled £214,000 for 2010-11.</p>									
<p>Financial Comment: The grant they receive represents only 1% of their total income. The organisation is holding large unrestricted reserves + cash in the bank. Therefore should be able to absorb not receiving a grant in 11-12.</p>									

EDUCATION YOUTH LEISURE GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds 09-10	Client Nos	Nos. active Volunteers	Recommendation
Bell Farm Christian Centre	Provides a range of services to address the priority needs in the local community. The grant supports the Children and families section. It also works with older people, provides legal advice service, parent support, training and youth service.	£36,411	£12,608	£235,031	5%	£24,442	2383	31 per week	£12,608
<p>Comment: Bell Farm works with a hard to reach section of the community in West Drayton. The organisation is planning new projects to serve Sipson and Harmondsworth as well as continuing to improve their facilities to accommodate the expanding services they offer. It has participated in the credit crunch project via their advice service and work collaboratively with a number of other local VCS and council agencies. The bid reflects the need to expand the part time children and Families manager to full time. This is in line with Bell Farm's preventative early intervention strategy to prevent juvenile crime by working to support early years families. The organisation provides VFM in volunteers, existing local resources, partnerships and ensures that all available finances are put to use. Organisation also receives financial support for Dining Centre provision from Adult Social Care, Health & Housing £16,800 2010-11 and £75,000 from Education and Children's Services for Parenting Support, 2010-11.</p>									
<p>Financial Comment: Income for the year was lower than the previous year and expenditure was higher which resulted in deficit for the year. The surplus was carried forward from previous year and used in 09-10. They received a total of £116k last year and are expecting the same this year. We feel that the charity should get the same grant as it did on 09-10 if they are getting other income from Hillingdon, not the higher amount.</p>									
Hillingdon Arts Association	The proposal is for the funding (£27,730) previously allocated to HAA to be transferred to the Arts Development team. The fund would still be used to support voluntary arts organisations and also individuals.								
Hillingdon Autistic Care & Support	Provides support for people with or affected by Autism. This includes support for families, a recreation programme, and information & advice	£26,266	£26,266	£119,500	22%	£146,712	381 clients	32 plus	£25,000
<p>Comment: The organisation has recently moved to new premises south of the borough and are planning to provide a presence in the north - Ruislip - as well as improve or extend existing services. It is represented on the Children's Youth and Family Forum and receives grants from Early Years and Youth services. It fed into the Local Autism Strategy Consultation and is planning further partnerships with Hillingdon Carers. The organisation has successfully fundraised for services in addition to realising a large cash investment as part of an old tenancy agreement.</p>									
<p>Financial Comment: We feel that they should get the grant in 11-12, even though they have large reserves and cash. This is because a large proportion relates to the sale of a building that has been placed into a designated reserve.</p>									

EDUCATION YOUTH LEISURE GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds 09-10	Client Nos	Nos. active Volunteers	Recommendation
Hillingdon Chinese School	Provides mandarin classes to students, and ESOL and support to newly arrived members of the chinese community	£3,600	£3,000	£9,034	33%	8,778	250	25	£0

Comment: The grant pays for the rent of rooms every Saturday at Haydon School. The group provide a homework club, training programme, ESOL classes and Chinese language classes. They are actively supporting local schools who wish to teach Mandarin. The group rely mainly on fees for income supplemented by the grant. The Council does not support any other supplementary schools and their accounts show significant balances and therefore the grant is not recommended this year.

Financial Comment: The LBH grant is their only form of grant income. The rest of their income is generated from fees. They had a deficit this year as their income has dropped as well as their expenses rising. The extra grant that they have requested would not cover the deficit that was made this year but they appear to be holding significant reserves.

<p>Provides a small grants programme to 21 community associations in the borough for the improvement of community centres. In addition, it provides information and guidance on legislative and policy issues concerning the management of centres. It also manages the LBH playscheme which take place rent free in the community centres.</p>	£20,000	£20,000	£51,862	44%	-£756	125,000	25 volunteer management committees	£15,000
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Comment: The organisation runs a small grants scheme which assists community centres to make improvements to their buildings and therefore stay open to the public. It is in the process of gaining community centre accreditation quality standard. It assists centres in finding efficiencies through joint procurement and traders lists and runs an administrators forums to share information. It represents the community centres locally and regionally, and is actively involved with a number of Council and community initiatives The funding for a paid co-ordinator has finished and the Federation does not plan to recruit again. Whilst this is not a frontline service, it is the only external support currently available in the borough for community centres and therefore recommend a reduced grant this year.

Financial Comment: This organisation made a small deficit this year, whereas they had a large surplus last year. This was due to the temporary employment of an advisor. Of the grants awarded to them last year from LBH (£43k), it appears that £13k has not been spent. This maybe due to the timing of grants rounds given to the various community associations.

EDUCATION YOUTH LEISURE GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds 09-10	Client Nos	Nos. active Volunteers	Recommendation
Hillingdon Federation of Community Associations (Playschemes)	Provides 10 playschemes primarily during the summer holidays at low cost for disadvantaged families.	£25,000	£23,000	£51,862	44%	-£756	631	20	£18,000

Comment: The playschemes (running for 16 years) have traditionally been co-ordinated by the Federation on a voluntary basis. However the scheme has recently employed a co-ordinator. Gradually more of the schemes are gaining Ofsted registration and the main task for next year will be to continue this trend. The schemes offer excellent VFM for low income families with the most expensive scheme costing £50 per week (30 hours). A reduction in grant will mean a return to co-ordination via volunteers.

Financial Comment: The extra £2k requested by the Federation is for maintaining the number of playschemes at their present level.

Hillingdon Narrowboat Association	Provides residential and day leisure trips on boats, plus training in waterways and narrowboats	£6,000	£6,000				Approx 900 residents	40	£0
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Comment: The organisation relies predominately on income from fees supplemented by the LBH grant. It has plans to purchase a specific boat for special needs groups and set up a society for the association. Two of the boats are owned by LBH as is the boathouse which houses them and the group's offices. Given that already in-kind support and that the Association's balances are healthy and as it is not an essential front line service it is not recommended to continue funding this group.

Financial Comment: This organisation has made a large surplus this year, as their expenditure has reduced by almost a third. They also have large reserves and cash, so we therefore feel that they do not need the grant this year.

Hillingdon Pre-School Learning Alliance	Provides support relating to Early Years Foundation Stage to Alliance member settings. These include full daycare nurseries, baby and toddler groups, Children's centres and out of school clubs	£36,600	£36,604 (LBH)	£40,197 (for member settings)	91%	£10,128	1,527 attending	Volunteer committees manage 28 settings	£0
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Comment: This is a second tier organisation providing information and guidance to individual member settings, and training providers in collaboration with Early Years Service, based on Every Child Matters. Planned work in 2011 includes developing good practice in 8 baby & toddler groups with the Childcare Development team. It sits on the Hillingdon Training Group and Early Years Strategic Group. The alliance does not bring any external funds to support its work relying 100% on the corporate grant. Therefore its VFM rating is not high, however, its states that if the bid was unsuccessful the local office would close and members would not continue to receive support. It is not a front line service so no funding is recommended for 11-12.

EDUCATION YOUTH LEISURE GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds 09-10	Client Nos	Nos. active Volunteers	Recommendation
<p>Financial Comment: The local Hillingdon committee accounts indicate that they made a surplus of £10K this year. Further clarification is required to confirm their local financial position. However, the LBH grant pays entirely for the local activity and a reduction in grant would impact on activities.</p>									
Horn of Africa Association	Provides advice, & support drop in to young refugees and single parents from the East African community. Homework support, health advice, & sports activities are also part of the curriculum. It works with young refugees on specific housing and school projects.	£7,000	£4,000	£95,027	4%		500-700	11	£4,000
<p>Comment: HAYA provides a range of activities to link and integrate an excluded community of young refugees into the mainstream. This is done through sports, employment assistance, volunteering opportunities, leadership development and linking with mainstream agencies. The project works with 3 schools in LBH to improve literacy and numeracy of their clients and has recently been funded for a Youth Leadership project. It has been actively and successfully fundraising. The group work in partnership with Youth and Connections, Community Safety Team, Education and Crime Prevention. It has identified several other statutory and voluntary groups it is in the process of developing relationships with. This organisation provides VFM and is an asset to the borough. Recommend at same level last year.</p>									
<p>Financial Comment: The LBH grant represents 4% of their total income. They had a surplus of £12.5K in 09-10. They have asked for another £3K next year. We feel that they do not need extra grant and should only get £4K grant from LBH as this year.</p>									

NEW BID GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	Nos. active Volunteers	Recommendation
Hayes & Harlington Older People's Welfare Committee	Provides a contributory dining club for people aged 60+, outings for housebound elderly, a low cost annual holiday, advice and support.	£10,000	0				Approx 200	40	
<p>Comment: This group operating for 60 years provides 3 lunch clubs per week for primarily disabled older people. It charges £3 per head for a two course hot meal. It is currently mainly funded by an LBH Dining Centre grant with all the administration and other activities being resourced on a voluntary basis. The group requires capital items for the Dining centre, transport and an office, plus equipment. No financial information was supplied with the application nor were 10-11 audited accounts available. Given budget restrictions it is not recommended to fund new groups this year. Organisation received a grant of £21,300 from Adult Social Care, Health & Housing 2010-11, for dining centre provision.</p>									
<p>Financial Comment: No financial information was received.</p>									
Page 9 Hestia	Women and children fleeing domestic violence. This new organisation is taking over the domestic violence work that Shepherds Bush Housing carried out in LBH. It includes floating support, 2 safe houses and 1 refuge for families.	£19,495	0	£12,908,730	0	£5,346,134	40 children (for this grant) 350 women in all LBH	40 although not in LBH	0
<p>Comment: Hestia has won the Supporting People tender to run a domestic violence service in Hillingdon taking over from Shepherds Bush Housing. It will ensure representation on 5 relevant council forums and contribute to delivering LBH's DV strategy. It has identified a large number of local VCS and statutory agencies that it will work in partnership with. The SP contract covers the running of the floating support and refuge but specifically excludes children's services, hence this bid seeks funding for a children's worker. The organisation has made some additional bids for the children's service but to date only have SP funding confirmed. It is currently holding 6 months operating costs in unrestricted reserves. It is not recommended to fund new initiatives this year.</p>									
<p>Financial Comment: They have not received funds from Hillingdon before. They have large reserves and cash in hand, and also made a surplus last year. They have a contract agreed with Hillingdon for £109k for 10-11. The grant required does not represent a significant portion of their income and they have large reserve balances that would more than cover this contribution. We feel that they do not need the grant.</p>									

NEW BID GRANT APPLICATIONS 2011-12

Organisation	Description/Client Group	Bid 11-12	LBH Grant 10-11	Total Income 09-10	LBH grant as % total income 09-10	Total unrestricted funds Mar 10	Client Nos	Nos. active Volunteers	Recommendation
Special Connection	Provides drama workshops as a means of integrating special needs or disabled youngsters into mainstream life and promoting understanding from their peers	£5,000	N/A	£10,194	N/A	0	180		0
<p>Comment: This organisation works on integration and acceptance by mainstream school children of less able bodied or special needs peers. It works through drama, holding workshops separately and jointly covering age range of 8 -18. It aims to promote friendship and break down the barriers of difference. The new service in Hillingdon aims to work with children with autism. The group already has good relationships with special and mainstream schools in the borough. However, it is not local to LBH and given budget restrictions it is not recommended to take on new groups this year.</p>									
<p>Financial Comment: The organisation has provided a profit and loss account rather financial statements. They have not received funds from Hillingdon before. They are expecting £30k in grant funding for 11-12.</p>									
Top Sol Co	Aims to provide private sector housing for homeless within LBH who do not fit the requirement for statutory housing.	£25,000	0	0	0	0			0
<p>Comment: SOL aim to reform the Paradigm SOLO scheme that was closed by Paradigm in 10-11 due to lack of funding. SOL is setting up as a private and independent social enterprise that hopes to see private landlords making a contribution to the scheme. In return they would provide assistance to tenants to enable them to maintain their lettings. The project would run similar activities to the previous SOLO scheme. SOLO received the majority of its funding from ASCHH with a top up from Corporate grants of £10,000. SOL are now bidding for £25,000 from corporate grants but have no confirmed funding for the rest of the project. Housing are not funding the scheme. Given that new bids are not being funded this year and the scheme is untested, we do not recommend funding.</p>									
<p>Financial Comment: There are no accounts as this is a new scheme. There is no confirmed funding and the scheme's need is far greater than the £25k bid for.</p>									

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APPENDIX E

VOLUNTARY SECTOR GRANTS - LEGAL STATUTES

Health and Social Care

Name of Group	Act under which it can be supported
Age Concern Hillingdon	Section 65 of the Health Service and Public Health Act 1968, Section 2 of Chronically Sick and Disabled Persons Act 1970,
Crossroads Care Attendants Scheme	Section 65 of the Health Service and Public Health Act 1968, Section 2 of Chronically Sick and Disabled Persons Act 1970, Section 29 of the National Assistance Act 1948.
Crown Centre for the Deaf	Section 29 and 65 of the 1948 National Assistance Act, Section 2 of the Chronically Sick and Disabled Persons Act 1970
DASH (Disablement Association Hillingdon)	Section 65 of the Health Service and Public Health Act 1968, Section 2 of Chronically Sick and Disabled Persons Act 1970,
Heathrow Travelcare	Section 17 of Children Act 1989, Section 65 of Health Service and Public Health Act 1968, Section 29 of National Assistance Act 1948.
Hillingdon Aids Response Trust	Section 8 of the 1979 NHS Act, Section 65 of the 1968 Health Service and Public Health Act.
Hillingdon Carers	Section 65 of the Health Service and Public Health Act 1968
Hillingdon Community Transport	Section 65 of Health Service and Public Health Act 1968, Section 2 of the Chronically Sick and Disabled Persons Act 1970, Section 29 of 1948 National Assistance Act
Hillingdon MIND	Section 65 of Health Service and Public Health Act 1968, Section 2 of the Chronically Sick and Disabled Persons Act 1970
Hillingdon Shopmobility Project	Section 65 of the Health Service and Public Health Act 1968, Section 2 of Chronically Sick and Disabled Persons Act 1970,
Home-Start Hillingdon	Section 65 of Health Service and Public Health Act 1968, Section 17 of the Children Act 1989
MHA – Northwood Live-at-Home Scheme	Section 45 of Health Service and Public Health Act 1968.

Relate London North West	Section 65 of Health Service and Public Health Act 1968, Section 2 of Children Act 1989.
Samaritans Hillingdon	Section 65 of Health Service and Public Health Act 1968.
Uxbridge Contact Centre	Section 142 of Local Government Act 1972.

Advice and Community Support

Name of Group	Act under which it can be supported
HAVS (Hillingdon Association of Voluntary Services)	Section 137 and Section 142 of Local Government Act 1972
HAVS Participation Fund	As Above
Hillingdon & Ealing Citizens Advice	Section 137 and Section 142 of Local Government Act 1972
Hillingdon Women's Centre	Section 137 & Section 142 of Local Government Act 1972
Victim Support Hillingdon	Section 137 & Section 142 of Local Government Act 1972

Housing

Name of Group	Act under which it can be supported
P3	Section 142 of Local Government Act 1972

Education Youth and Leisure

Name of Group	Act under which it can be supported
Bell Farm Church	Section 17 of the Children Act 1989
Hillingdon Autistic Care & Support	Section 17 of Children Act 1989, Section 65 of Health Service and Public Health Act 1968.
Hillingdon Federation of Community Associations	Section 137 of Local Government Act 1972
Hillingdon Federation of Community Associations (play schemes)	Section 137 of Local Government Act 1972
Horn of Africa Youth Association	Section 19 of Local Government Miscellaneous Provisions Act 1976.

Environment

Name of Group	Act under which it can be supported
Friends of Ruislip Nature Reserve	Section 137 of Local Government Act 1972.
Groundwork Thames Valley Ltd	Section 137 of Local Government Act 1972
Herts & Middx. Wildlife Trust	Section 137 of Local Government Act 1972.
Hillingdon Natural History Society	Section 137 of Local Government Act 1972.
London Wildlife Trust (Hillingdon)	Section 137 of Local Government Act 1972.
Pinner & Ruislip Beekeepers' Association	Section 137 of Local Government Act 1972.

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**BOROUGH LOCAL IMPLEMENTATION PLAN:
SUBMISSION TO TRANSPORT FOR LONDON FOR
2011/12 FUNDING AND DRAFT PLAN 2011/14**

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation & Recycling
Officer Contact	Jales Tippell, Planning, Environment and Community Services
Papers with report	Appendix 1 – Draft Local Implementation plan 2011- 2014 (circulated separately) Appendix 2 – List of consultees

HEADLINE INFORMATION

Purpose of report	This report seeks approval for the revisions to the Local Implementation Plan 2011/12 bid and for Hillingdon's Draft Second Local Implementation Plan for 2011 - 2014 to be submitted to Transport for London by 20th December 2010. Approval is also sought for a minimum six-week targeted consultation on Hillingdon's Draft Local Implementation Plan for 2011 – 2014 to commence early in the new year.
Contribution to our plans and strategies	Hillingdon's Partners Sustainable Community Strategy Council Plan Air Quality Action plan Emerging Local Development Framework
Financial Cost	The Draft LIP2 submission is an important step in securing funding from TFL the value of which is approximately £10,545k for the Borough's transport projects and initiatives during the period 2011-2014. When the Mayor announces the agreed settlements, usually annually in December, it will form part of the Council's Capital Programme for the following year.
Relevant Policy Overview Committee	Residents and Environmental Services
Ward(s) affected	All

RECOMMENDATION

That Cabinet:-

1. approves the revisions to the Local Implementation Plan 2011/12 funding bid for submission to Transport for London as set out in paragraphs 4 – 7 below and as incorporated in Table 3.3 of Hillingdon's Draft Local Implementation Plan for 2011 – 2014 (circulated separately).

2. **approves Hillingdon's Draft Second Local Implementation Plan for 2011 – 2014 for submission to Transport for London by 20th December 2010.**
3. **instructs officers to carry out a minimum six-week targeted consultation on Hillingdon's Draft Local Implementation Plan for 2011 – 2014 in compliance with statutory procedures and the Council's consultation guidelines and for officers to report back to a future meeting of Cabinet the outcome of the consultation and recommendations for changes to the Draft Local Implementation Plan, prior to its formal submission to Transport for London.**
4. **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 Hillingdon's Draft Local Implementation Plan for 2011 – 2014 before it is formally published.**
5. **delegates authority to the Cabinet Member for Planning, Transportation and Recycling to sign up to the Transport for London "Plugged-In-Places" and Pan London Electric Vehicles Network Partnership agreements to support the electric vehicles schemes set out in the Local Implementation Plan.**

INFORMATION

Reasons for recommendation

The preparation of a Local Implementation Plan is a statutory requirement in accordance with the Greater London Authority Act 1999. TfL's deadline for the submission of a draft document is 20th December 2010 and failure to comply with this may affect the allocation of funds. There is a requirement to undertake consultation on the Draft Plan with specific agencies and groups.

TfL announced in a letter dated 4th November 2010, that as a result of the cuts in the Government's Spending Review, the allocations to boroughs have all had to be reduced. For Hillingdon's LIP allocation this amounts to a reduction of £128,000 in 2011/12, £254,000 in 2012/13 and £658,000 in 2013/14. The revisions to the Local Implementation Plan 2011/12 bid, to include how these cuts may be accommodated, need to be formally agreed by Cabinet.

The final recommendation will allow the Council to qualify for Government and TfL support for both developing its electric vehicle charging infrastructure and a common approach towards meeting national and regional technical standards. The Council would retain full control over where and when to locate electric vehicle charging infrastructure.

Alternative options considered / risk management

Not to submit the Draft Local Implementation Plan to TfL has a high risk associated with it as an approved Plan is a pre-requisite in securing TfL support for future funding. Key areas for improvements to road safety, the highways network, accessibility and public transport may, for example, not be achieved without the Draft Local Implementation Plan, which will have a significant impact on residents and businesses in the borough.

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

Members will have an opportunity to submit comments during the course of the 6 week consultation period and also to submit further bid variation requests during the period 2011-14. Such variations will enable the Council to maximise responsiveness to local circumstances.

Comments of Policy Overview Committee(s)

None at this stage.

Supporting Information

Local Implementation Plan funding submission for 2011/12

1. At its meeting on 14th October 2010, the Cabinet approved the Local Implementation Plan 2011- 2012 bid for funding for submission to Transport for London. This funding submission was based on TfL's notification letter dated May 2010 which stated that Hillingdon's LIP2 allocation with regard to 'corridors, neighbourhoods and supporting measures amounted to £3.080m in 2011/12, £3.086m in 2012/13 and £3.086m in 2013/14.

2. Since that time the Council has received further notification from TfL in a letter dated 4th November 2010, which states that as a result of the cuts in the Government's Spending Review, the allocations to boroughs have all had to be reduced. TfL have stated that Hillingdon's spending allocation for 'corridors, neighbourhoods and supporting measures are to be reduced to £2.952m in 2011/12, £2.832m in 2012/13 and £2.428m in 2013/14. This amounts to a reduction of £128,000 in 2011/12, £254,000 in 2012/13 and £658,000 in 2013/14.

3 The reductions in TfL allocations will have significant implications for the LIP2 programme and proposals as to how these cuts may be accommodated are outlined below. Clearly these proposals will be continuously reviewed and allocations will be adjusted to meet any changes in circumstances. TfL now places considerable emphasis on maximising local decision-making by providing flexibility for variation of fund allocation between schemes. Officers will continue to recommend that the Cabinet Member for Planning, Transportation and Recycling be authorised to approve variations within the spirit of the LIP2 submission as and when the need arises.

4. In light of the reductions in TfL funding, it is suggested that the 2011/12 LIP2 proposals be amended to reflect the following changes:

- the Hayes interchange scheme (£60,000) be deferred to later years to link in with Crossrail works
- the allocation (£62,000) for the A437 proposals at Long Lane/Freezeland way/Sweetcroft Lane and at Long Lane/Hercies Road be reduced to £30,000 in light of recent works carried out in 2010/11. It is proposed that any further funding requirements that may be necessary be deferred to later years in order to consider the type and scale of further works required following an assessment of the impacts of the proposed works in 2011/12.

- the allocation (£130,000) for an improved pedestrian access between the bus stops on the opposite sides of the Uxbridge Road (A4020) near Park Road be reduced to £94,000. This is because an opportunity is at the same time being explored in conjunction with TfL to deliver this scheme as early as the last quarter of 2010/11, which if successful, would allow for the scheme allocation in the 2011/12 programme to be reduced. It is proposed that any further funding requirements that may be necessary be deferred to later years in order to consider the type and scale of further works required following an assessment of the impacts of the proposed works in 2010/11 and 2011/12

5. Given the reductions in TfL funding, it is suggested that the 2012/13 LIP2 proposals be amended to reflect the following changes:

- the allocation (£10,000) for the A437 proposals at Long Lane/Freezeland way/Sweetcroft Lane and at Long Lane/Hercies Road be deferred and subject to further review during the coming year in order to consider the type and scale of further works required following an assessment of the impacts of the proposed works in 2011/12.
- the allocation (£20,000) for an improved pedestrian access between the bus stops on the opposite sides of the Uxbridge Road (A4020) near Park Road be deferred in order to consider the type and scale of further works required following an assessment of the impacts of the proposed works, which are being brought forward to 2010/11.
- The allocation (£50,000) for cycle route improvements in the Station Road/Harmondsworth Road area be reduced to £5,000 to enable a study to be carried out to identify works required with implementation to be deferred for future years.
- The allocation (£200,000) to implement highways schemes at Lavender Rise, Porters Way and Harmondsworth Road be reduced to £71,000 with further works to be allocated in future years if necessary.
- The allocation (£95,000) for measures to rationalise parking in narrow streets be reduced to £70,000 with further allocations to be made in future years as necessary.
- The allocation (£125,000) for measures to improve access to and from bus services be reduced to £100,000 with further allocations to be made in future years as necessary.

6. Taking into account the reductions in TfL funding, it is suggested that the 2013/14 LIP2 proposals be amended to reflect the following changes:

- the allocation (£59,000) for the Grand Union Canal Dawley Road/Rigby Lane be deferred in order to consider the type and scale of further works required following an assessment of the impacts of the proposed works in 2011/12.
- the allocation (£100,000) for the A4180 Ducks Hill – Bury Street – High Street Ruislip - B466 Eastcote Road – High Road Ickenham/West Ruislip Station – B457 Swakeleys Road A437- Long Lane (whole length south of the A40) be reduced to £60,000 to allow for more detailed scoping studies which can determine a longer-term phased approach to develop suitable measures.
- the allocation (£250,000) for the public realm measures along the A4020 be reduced £90,000 to allow for more detailed scoping studies which can determine a longer-term phased approach to develop suitable measures.

- The allocation (£134,000) for measures to improve the Grand Union Canal at the Oxford Road interchange be reduced to £85,000, with further works to be allocated in future years if necessary.
- The allocation (£95,000) for measures to rationalise parking in narrow streets be reduced to £70,000 with further allocations to be made in future years as necessary.
- The allocation (£125,000) for measures to improve access to and from bus services be reduced to £100,000 with further allocations to be made in future years as necessary.
- the allocation (£100,000) for measures at Lavender Rise - Porters Way and Harmondsworth Road in Yiewsley – West Drayton be deferred in order to consider the type and scale of further works required following an assessment of the impacts of the proposed works in 2011/12 and 2012/13 and the likely impacts of Crossrail.
- the allocation (£280,000) for journey planning measures be reduced to £80,000. It is proposed that any further funding requirements that may be necessary be deferred to later years in order to consider the type and scale of further works required following an assessment of the impacts of the proposed works in 2010/11 and 2011/12.

Hillingdon's Draft Local Implementation Plan 2011- 2014

7. Hillingdon's Draft Local Implementation Plan 2011- 2014 (LIP2) sets out how the Council proposes to secure transport improvements within the borough, reflecting both the borough's transportation priorities and the Mayor's Transport Strategy (MTS), published in May 2010. It has been developed in light of the resources to be made available by the Mayor of London, much of which is supported by national transportation guidance and programmes. The Plan provides details on transport projects, proposals and programmes to 2014. It also takes full account of TfL guidelines and the funding programme requirements issued on 4th November 2010.

8. In accordance with TfL guidelines, Hillingdon's Draft Plan is set out as follows:
- Chapter 1 introduces the Plan setting out the background to how it has been prepared.
 - Chapter 2 sets out Hillingdon's transport objectives, taking account of its local context, issues, challenges and opportunities.
 - Chapter 3 contains Hillingdon's proposed Programme of Investment for 2011/12 – 2013/14 (see Table 3.3), which includes a list of transport delivery proposals to support local communities and economic regeneration.
 - Chapter 4 sets out how the LIP objectives will be monitored. Table L11 specifically includes a monitoring schedule, setting out how each of the delivery proposals will be monitored. The chapter also lists the core targets and local targets which are to be monitored.

9. Hillingdon's LIP2 objectives, which take account of Hillingdon's Sustainable Communities Strategy; the Council Plan; MTS and sub regional transport plans are to:

1. Increase sustainable travel provision to/from popular destinations
2. Improve condition of principal roads and increase satisfaction levels with network condition

3. Deliver better quality of life and improve air quality
4. Promote healthy travel behaviour
5. Reduce crime, fear of crime and anti-social behaviour
6. Reduce the number of people killed and seriously injured and reduce the overall number of pedestrian and cycle casualties
7. Ensure the transport system enables all residents to access health, education (including 16+ establishments), employment, social and leisure facilities within the borough
8. Improve transport for deprived areas
9. Reduce Hillingdon's contribution to climate change and improve its resilience
10. Deliver the Council's statutory Network Management Duty to facilitate the expeditious movement of all transport modes

10. The delivery actions in the Draft Plan are particularly concerned with promoting and supporting sustainable travel to reduce the growth in car traffic and to contribute to improved health and quality of life for residents with a positive impact on the environment and on the wider challenge of reducing transport's contribution to climate change. These actions therefore support the Mayor's six goals in the MTS which are:

- Supporting economic development and population growth
- Enhancing the quality of life for all Londoners
- Improving safety and security for all Londoners
- Improving transport for all Londoners
- Reducing transport's contribution to climate change and improving resilience

11. Hillingdon's key delivery actions focus on:

- Supporting the borough's shopping centres by improving the public realm
- Improving transport interchanges, including Uxbridge, Hayes, Eastcote, South Ruislip, Ruislip Gardens and links along the Grand Union Canal
- Enhancing north south transport corridors, including smoothing traffic
- Enhancing east west transport corridors, including improving shopping areas and smoothing traffic
- Introducing measures to improve school safety, that arise from school travel plans and/or other concerns from local residents
- Improving access and the transport environment at popular destinations, including Uxbridge, Ruislip, Eastcote, Ickenham, West Drayton and the Heathrow villages
- Initiatives to enhance access particularly with regard to those with impairments to mobility, including older people
- Initiatives to promote real-time transport information to assist people in travel planning
- Road safety improvement measures
- Parking management schemes and associated measures including residents parking; stop and shop schemes and rationalising parking in narrow streets
- Bus accessibility measures
- Public footpath improvements, including access to the River Colne, Frays River, Yeading Valley and Ruislip Woods
- Reducing traffic congestion
- Managing freight traffic
- Emissions and noise monitoring

- School travel awareness programme
- Road safety education
- Highways maintenance
- Major scheme bids for Yiewsley/West Drayton; Hayes and Ruislip Manor

12. As referred to above, the Draft Plan includes a Major Scheme bid (£2.4m) in 2011/12 for Yiewsley and West Drayton High Street. A draft 'Step 2 funding application' in support of this has been made to TfL for funding in order to enhance Yiewsley/West Drayton town centre. The Scheme is aimed at improving accessibility for residents, businesses and transport users of all modes and improving the public realm and it builds upon works implemented in 2010. TfL are due to announce the decision on whether the bid has been successful in December 2010.

13. The Draft Plan also includes Major Scheme bids for Hayes (£4.5m) and Ruislip Manor (£3.2m), which are to be phased over 2012/13 and 2013/14. Proposals for Major Schemes are dealt with outside the annual funding submissions and the detailed funding applications for these two Schemes will therefore be made when TfL invites submissions, which is next likely to be in 2012.

Sustainability Appraisal

14. Under the Strategic Environmental Assessment Directive (European Directive 2001/42/EC) boroughs have a duty to prepare a Strategic Environmental Assessment. In preparing Hillingdon's Draft Local Implementation Plan 2011- 2014, a Strategic Environmental Assessment has been carried out to ensure that all relevant environmental matters have been taken into account.

Consultation Arrangements

15. The statutory requirement for consultation under the Greater London Authority Act 1999 means that the local Borough Commander and TfL must be consulted. However the 'Guidance on developing the Second Local Implementation Plans', (which is discretionary and not a statutory requirement) states that boroughs may also wish to consult with

- Elected Members;
- LSP;
- Local Community Groups;
- Mobility Forum;
- Other service sectors (eg health, education etc);
- Crime and disorder reduction partnerships;
- Business communities;
- Transport operators.

16. In light of the above, it is proposed that a minimum six-week targeted consultation on Hillingdon's Draft Local Implementation Plan for 2011 – 2014 and the accompanying Strategic Environmental Assessment be carried out early in the new year to include those consultees as listed in Appendix 2.

17. Officers will report back to a future meeting of Cabinet the outcome of the consultation and recommendations for changes to the Draft Local Implementation Plan prior to its formal submission to Transport for London.

Financial Implications

The draft LIP2 as outlined above and detailed in the attachment shows the council's transportation projects aspirations for the period 2011- 14.

The TFL funding that contributes to the resourcing of the plan is of significant value and over the period is currently estimated to be £10,545k based on the latest TFL notification. This is the indicative position post the Public Spending Review October 2010. However the final values for TFL are agreed annually in December.

The detailed makeup of the estimated financial resources is contained within the report and shows that Council's resources expected to be committed over the period are estimated to be £4,764k from the capital programme, this is subject to the normal annual budget approval at full council. The estimated figure of £1,874k third party contributions will come from s106 developers' contributions. These 3 sources of funding give an estimated combined resources for the period of £17,183k. There are also 3 major schemes outlined in the LIP2 which will be bid for separately. The estimated bids will total a further £6,900k of funding from TFL; and if successful, would produce a further £793k of S106 contribution that would be associated with the Hayes bus interchange bid. Giving a further total resource of £7,693k in addition to the £17,183k above.

In respect of the electric vehicle partnerships the sources of funding are via Transport for London and costs relating to it would not impact upon Council resources.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The effect of the proposed recommendation will enable TfL to allocate and release funds for transport schemes within the London Borough of Hillingdon enabling local residents and businesses to benefit from noticeable improvements in road safety, the highway network, accessibility, public realm, public transport, walking and school travel plan initiatives. Stronger emphasis is put on increasing safety and security with an emphasis on encouraging active travel which will improve health and well-being.

Consultation Carried Out or Required

TfL officers have been informally consulted on the preparation of the LIP submission. A minimum six-week targeted consultation on Hillingdon's Draft Local Implementation Plan for 2011 – 2014 and its Strategic Environmental Assessment is to be carried out early in the new year. Further public consultation will also take place with regard to the implementation of specific schemes during 2011-12, once the allocations have been formally agreed.

CORPORATE IMPLICATIONS

Corporate Finance

The above report has been reviewed by Corporate Finance and the financial implications set out above are consistent with the draft capital programme presented at the Cabinet Away Day on 12 November.

The level of Section 106 contributions and grant funding from TfL for 2011-14 may vary from the indicative amounts set out above; in the event of actual amounts being lower it is anticipated that projects be scaled back accordingly.

Council resources will be applied to programmes of works linked to the Local Implementation Plan. As the Prudential Code precludes the use of unsupported borrowing to fund these works, these will be funded from capital receipts.

Legal

For the submission of the draft LIP 2011-2014 to TfL in order to enable TfL to release funding for transport schemes within the London Borough of Hillingdon it should be ensured that the Mayor of London's Guidance on the Second Local Implementation Plans May 2010 is followed.

As regards the proposed public consultation of the draft LIP 2011-2014 for a 6 week period commencing early in the new year, it must be ensured that the consultation complies with the Greater London Authority Act 1999 which places a duty on boroughs, when preparing a LIP to consult.

Boroughs are required to provide evidence to show that all statutory consultees have been engaged with during the LIP preparation and formal statutory consultation period. Boroughs must also demonstrate how consultees' views have been taken into account.

It should be ensured that the consultation period is of an adequate and reasonable period and in considering the consultation responses, decision makers must ensure there is a full consideration of all representations arising including those which do not accord with the officer recommendation. The decision maker must be satisfied that responses from the public are conscientiously taken into account.

In preparing LIPs there are also a number of other statutory processes that need to be complied with. These are:

- The EU Strategic Environmental Assessment Directive (implemented in England by the Environmental Assessment of Plans and Programmes Regulations 2004) which require a formal environmental assessment of certain plans and programmes that are likely to have significant effects on the environment. It applies to statutory plans and programmes whose preparation began on or after 21 July 2004.

Authorities that prepare and/or adopt a statutory plan or programme that is subject to the directive must prepare a report on its likely significant environmental effects, consult environmental authorities and the public, then take

the report and the results of the consultation into account during the preparation process and before the plan or programme is adopted. They must also make information available on the plan or programme as adopted and state how the environmental assessment was taken into account.

The Borough's LIP will be subject to mandatory assessment under the Environmental Assessment of Plans and Programmes Regulations 2004 and will involve the preparation of an environmental report, to be available during public consultation on the proposed LIP. The Government's Code of Practice on Consultation and the normal 12-week period recommended by the code will be relevant.

- Boroughs have a duty under race, disability and gender legislation to carry out an Equality Impact Assessment of their LIP. This should identify whether or not (and to what extent) a LIP has an impact (positive or negative) on a particular equality target group, or whether any adverse impacts identified have been appropriately mitigated.

The relevant legislation is the Race Relations (Amendment) Act 2000 requiring the production and publication of a Race Equality Scheme; the Disability Discrimination Act 2005 requiring the production of a Disability Equality Scheme and the Equality Act 2006 requiring the production of a Gender Equality Scheme.

- The Disability Discrimination Act 2005 requires local authorities to promote equality for disabled people, and to have regard to the needs of disabled people, both in developing and implementing plans.
- The Traffic Management Act 2004 which imposes a duty on local highway authorities (including London boroughs) to manage their road network to secure swift movement of traffic, and pedestrians, on their network and to facilitate the same on the networks of other authorities.

Section 18(2) of the Traffic Management Act 2004 requires an authority to have regard for the Network Management Duty Guidance, published by the Department for Transport in December 2004. This requires boroughs to indicate in their LIPs the arrangements they have established for fulfilling the Network Management Duty and show that they have taken it into account when preparing their Delivery Plan.

Corporate Landlord

The Interim Head of Corporate Landlord supports the recommendations in the report and has no comments.

BACKGROUND PAPERS

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

APPENDIX 2: PROPOSED LIST OF CONSULTEES FOR LIP2

TfL

Borough Commander

Environment Agency

Natural England

English Heritage

Adjoining councils:

Elected Members

LSP:

- Hillingdon Primary Care Trust
- Metropolitan Police
- Brunel University
- Hillingdon Chamber of Commerce
- Uxbridge College
- Groundwork Thames Valley
- BAA
- Age Concern Hillingdon
- Hillingdon Association of Voluntary Services
- London Fire Brigade

Mobility Forum

Disabled People Assembly

Youth Council

Highways Agency

TfL London Buses

TfL London Underground

Transport operators:

- Chiltern Railways
- First Great Western
- Heathrow Express
- Heathrow Connect
- Arriva
- First Group
- London United

Public Transport Liaison Group

School Travel Plan Steering Group

Sustrans

Motorists Forum

Hillingdon Community Transport Group

Transport 2000 Trust

WestTrans

London Probation Service

London Ambulance Service

British Waterways

Network Rail

Cycling Liaison Group

Heathrow Area Transport Forum

Uxbridge Area Wide Travel Plan Partnership

Uxbridge Initiative

Hayes Town Partnership
Stockley Park Estates Management
Yiewsley/West Drayton Action Group
Liftshare.com Ltd
London Travelwatch

THE LICENSING ACT 2003- REVIEW OF STATEMENT OF LICENSING POLICY

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Officer Contact	Sharon Garner, Planning, Environment & Community Services
Papers with report	The revised Statement of Licensing Policy

HEADLINE INFORMATION

Summary	To seek Cabinet's approval of the revised Statement of Licensing Policy which is annexed hereto.
Contribution to our plans and strategies	A safer Borough
Financial Cost	None
Relevant Policy Overview Committee	Residents & Environmental Services Policy Overview Committee
Ward(s) affected	All

RECOMMENDATION

That Cabinet agree the revised Statement of Licensing Policy as set out in Appendix 1 to be implemented Jan 2011 – Jan 2014 and recommend to full Council for adoption.

INFORMATION

Reasons for recommendation

The revised Statement of Licensing Policy needs to be approved by the Cabinet before it is submitted to full Council for formal approval and adoption.

Alternative options considered / risk management

None available, as the Licensing Act 2003 requires the Council, as the Licensing Authority, to have a Statement of Licensing Policy and review that policy every three years.

Policy Overview Committee Comments

The changes to the revised Statement of Licensing Policy have been considered by the Policy Overview Committee & Residents & Environment Overview Committee, both committees have no objections to the proposed changes.

Supporting Information

Section 5 of the Licensing Act 2003 requires the Council, as the Licensing Authority to review its Statement of Licensing Policy every 3 years. In January 2010, a working party was convened to carry out the second full review of the Council's Statement of Licensing Policy.

The working party recommended that some sections of the policy needed to be amended in order to include the recent changes to the legislation, such as the new mandatory conditions. In addition, some members of the working party suggested changes to reflect the current working practices between the '*Responsible Authorities*'. However, the format and content of the policy was not changed to any significant degree.

The amendments are shown either as track change deletions, or bold additions in Appendix 1.

Financial Implications

There are no direct financial implications from the recommendations of this report. The changes in the policy are only minor in their implications and can be met from existing resources.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

The Licensing Act 2003 requires the Council, as the Licensing Authority, to have a Statement of Licensing Policy. This legislation requires the Licensing Authority to promote the four prime licensing objectives set out in the Licensing Act 2003 being:-

- The Prevention of crime and disorder.
- Public Safety
- The prevention of public nuisance.
- The protection of children from harm.

The Statement of Licensing Policy will therefore have an impact on local residents, service users, local businesses and communities.

Consultation Carried Out or Required

In reviewing the Council's Statement of Licensing Policy, the Licensing Service sought observations and comments from the responsible authorities, partner organisations, trade representatives, residents and community groups etc. and their comments and suggestions, where relevant, have been incorporated into the revised policy.

A full list of consultees is set out in Appendix 1.

The consultation was carried out between 14th May 2010 and 6th August 2010. The Licensing Committee has also been consulted and supports the proposed changes.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and is satisfied that any costs associated with minor changes in the policy, can be met from within existing budgets.

Legal

This report has been considered by the Council's Legal Department for its legal implications in accordance with Council's procedures. There are no issues that need to be brought to the specific attention of Members other than those highlighted in the report.

BACKGROUND PAPERS

Licensing Act 2003

Guidance under section 182 of the Licensing Act 2003

The Council's current Statement of Licensing Policy

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	REVISED STATEMENT OF LICENSING POLICY – JANUARY 2011
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Introduction

Under the Licensing Act 2003 (The Act) the London Borough of Hillingdon is the Licensing Authority for all of the licensable activities specified under the Act within the borough. The Council as the Licensing Authority has the responsibility for administering and determining applications for, and representations against, Premises Licences, Club Premises Certificates, Temporary Permitted Activities and Personal Licences.

The activities included in the scope of the Act are:-

- The sale of alcohol by retail
- The supply of alcohol by or on behalf of a club, or a member of a club;
- The provision of regulated entertainment
- The provision of entertainment facilities
- The provision of late night refreshment (between 23.00 hours and 05.00 hours)

In carrying out these responsibilities the Council as the Licensing Authority will have regard to its Statement of Licensing Policy, the Guidance issued under section 182 of the Licensing Act 2003, the four Licensing Objectives and any other relevant information.

The four Licensing Objectives are:-

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Each objective is of equal importance

This Policy covers the period from 7th January 2011 to 6th January 2014 and will be kept under review and following consultation, revised and amended.

1 Consultation

1.1 In reviewing the Council's first Statement of Licensing Policy, the council sought observations and comments from the following persons, organisations and groups and their comments have been incorporated into this policy where relevant:-

- The Chief Executive of the London Borough of Hillingdon
- All Corporate Directors of the London Borough of Hillingdon
- All elected Members of the London Borough of Hillingdon
- Chief Officer of Police for the London Borough of Hillingdon
- Chief Officer of British Transport Police
- Chief Officer of Police for Heathrow Airport
- Area Child Protection Committee
- Bodies representing businesses and residents in the London Borough of Hillingdon
- Bodies representing currently licensed premises in the London Borough of Hillingdon
- Community Safety Team

- Groups representing Liquor Licence holders in the London Borough of Hillingdon
- Harefield Hospital
- Healthy Hillingdon
- Hillingdon Community and Police Consultative Group
- Hillingdon Drug and Alcohol Services
- Hillingdon Federation of Community Associations
- Hillingdon Hospital
- Hillingdon Sports Council
- Hillingdon Youth Offending Service
- **Hotels in the London Borough of Hillingdon**
- **Licensing Solicitors representing premises licence holders in the London Borough of Hillingdon**
- Local Strategic Partnership
- London Borough of Ealing
- London Borough of Harrow
- London Borough of Hounslow
- London Buses
- London Fire and Emergency Planning Authority
- London Underground Ltd
- Magistrates Court
- Mount Vernon Hospital
- Primary Care Trust
- Registered Clubs in the London Borough of Hillingdon
- Residents Associations
- Tenants Associations
- The Hillingdon Action Group on Addiction Management
- Uxbridge Initiative
- British Beer and Pub Association

2 Licensing Committee

2.1 A Licensing Committee consisting of at least ten, but not more than fifteen Councillors has been appointed. The Licensing Committee will be kept informed by way of reports from officers on a wide range of matters that impact on their role.

2.2 Government guidance states that uncontested applications should be granted and that such applications should be dealt with by specific officers who have been so delegated by the Licensing Committee.

The scheme of delegation to officers is shown in Appendix A.

2.3 Whenever representations from Responsible Authorities, **Elected Members** or Interested Parties have been received in respect of an application, that particular application will be referred to a Licensing Sub-Committee for determination.

The scheme of delegation to a Licensing Sub-Committee is shown in Appendix A.

2.4 Although the Licensing Authority welcomes views from all members of the community, Government guidance states that the Council as the Licensing Authority should be aware that the views of vocal minorities should not be allowed to predominate over the general interests of the community that the Licensing Committee represents.

2.5 The Licensing Committee will receive periodic reports detailing the licences issued by Officers under delegated authority.

3 Integration of Strategies and avoidance of duplication

3.1 The licensing function is and should remain distinct from the Town Planning process. It will be for the planning process to determine land-use decisions and the market place to determine need for particular types of premises/activities. Licensing decisions will be made with regard to the furtherance of the Licensing Objectives with regard to the particular use sought. However, it is strongly recommended that applicants ensure that:-

- The proposed licensable activities do not contravene planning legislation, and
- The hours sought are within the limits authorised by any planning permission.

3.2 The Licensing Committee ~~should receive~~ **will be prepared to accept** reports ~~from time to time~~ from other relevant departments of the Council regarding the state of the borough. These reports may include contributions from those responsible for the promotion of tourism, cultural development, planning, transport, reduction of crime and anti-social behaviour, community safety, social, health and community development etc. This should enable the various agencies or departments with their own strategies, aims and objectives to keep the Licensing Committee aware of the wider picture in pursuance of the licensing objectives.

3.3 ~~A formal Protocol has been agreed between the Metropolitan Police Service and the Council's Licensing Authority with regard to their enforcement work in respect of licensed premises and personal licence holders. Some of the enforcement may be carried out jointly with the Licensing Authority's Licensing Officers. Enforcement activity will be consistent, transparent and proportional to the nature of the licensed premises.~~

4 Promotion of Equality

The Council as the Licensing Authority seeks the elimination of all forms of discrimination in respect of sex, religion, race, disability and sexual orientation in accordance with its established equal opportunities policy (as amended from time to time).

This policy has been subject to an Equalities Impact Assessment and it does not have an adverse effect on equality issues.

5 General principles of policy and the role of licensing

5.1 The role of licensing is the control of the licensable activities at the licensed premises, qualifying clubs, temporary events and the conduct of the personnel involved with the licensable activities as required under the Act. Terms and conditions attached to the Premises Licences and Club Premises Certificates granted by the Licensing Authority will relate to matters over which the premises licence holder or Club Management Committees have direct control. The focus will be on the licensed premises and the activities in the vicinity of those premises. Those activities on licensed premises that have a direct impact on members of the public living, working or engaged in normal activities in the area fall within the scope of the licensing regime. Anti-social behaviour of patrons, disturbance or nuisance which can be proved to be emanating from a particular premises will be a consideration for the Licensing Authority in its enforcement and decision making role.

5.2 The prevention of anti-social behaviour away from the vicinity of a particular licensed premises is outside the licensing regime and must be dealt with by other means.

Such as:

- Positive measures to create a safe and clean environment in partnership with local businesses, transport operators and other departments of the local authority
- Powers of local authorities to designate parts of their own boroughs as Controlled Drinking Zones where alcohol may not be consumed publicly when it causes nuisance or distress

Note: The whole of the London Borough of Hillingdon is designated as a Controlled Drinking Zone

- The confiscation of alcohol from adults and children where appropriate
- Enforcement of underage sales of alcohol by Trading Standards
- Police enforcement of the normal law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices
- Positive ways to deal with the consequences of alcohol abuse through the Council's policies on community safety, domestic violence and health education.

6 Licensing Objectives

6.1 The Act states four Licensing Objectives for Licensing Authorities to promote

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

6.2 The Prevention of Crime and Disorder

6.2.1 It is recognised that licensed premises offering alcohol or entertainment can be the source of disturbance and sometimes crime and disorder. Where a number of premises may be in close proximity it may be difficult to attribute the disorder to patrons of particular premises. There is a duty on Premises Licence Holders or Club Management Committees to act responsibly to ensure their own customers do not contribute to crime and disorder whilst in their premises and in the vicinity of their premises.

6.2.2 Applicants should state in their Operating Schedule (which forms an integral part of the licence application process) how they intend to address the licensing objective of the *Prevention of Crime and Disorder* and applicants are advised to give serious consideration to the measures set out in Part 1, Annex D of the Guidance issued under Section 182 of the Licensing Act 2003. The Metropolitan Police Service and the Council's Licensing Officers ~~will be~~ **are** able to offer advice and guidance in regard to such matters.

However the responsibility for completing the Operating Schedule correctly rests with the applicant. Applicants are advised to seek professional guidance in respect of this issue.

See Appendix B

6.2.3 If representations are received from a Responsible Authority, **Elected Members or interested parties** the application will be determined by a Licensing Sub-Committee (see item 2.3).

6.2.4 Applications referred to the Licensing Sub-Committee will be determined on the individual merit of each case. The Licensing Sub-Committee have the power to impose specific conditions when considered necessary in respect of the Crime and Disorder objective.

6.2.5 The Council's Licensing Officers will work closely with the Metropolitan Police Service to ensure licence conditions are met and that licensed premises are being operated according to the requirements of the Act.

6.2.6 Following the grant of a premises licence, the Metropolitan Police Service, **Elected Members** and/or interested parties such as local residents and businesses can apply to the Licensing Authority for a review of the licence (see item 12) if they consider that the Prevention of Crime and Disorder objective has not been met.

6.2.7 The Licensing Authority's Licensing Officers will conduct ~~periodic~~ **risk rated** inspections of licensed premises to ensure that the ~~standards licence conditions~~ relating to crime and disorder are being ~~maintained and that licence conditions are being~~ complied with.

6.2.8 ~~Inspections will be risk based. Consequently,~~ High risk or poorly managed premises will be subject to a higher frequency of inspections than low risk and well managed premises. Some of these inspections will be unannounced and conducted whilst the premises are in use for the purpose of the licence.

6.2.9 ~~A liaison protocol has been agreed between the Licensing Authority and the Metropolitan Police Service with regard to their involvement and responsibilities in~~

~~respect of crime and disorder in licensed premises. The liaison protocol that has been agreed between the Licensing Service and the Metropolitan Police Service with regard to their involvement and responsibilities in respect of crime and disorder associated with licensed premises, will be subject to an annual review between the Metropolitan Police's Licensing Officer and the Licensing Service's Manager.~~

6.2.10 In the interest of public order and the prevention of terrorism, the Licensing Authority would expect that for significant events, a comprehensive risk assessment is undertaken by premises licence holders to ensure that crime and disorder and public safety matters are identified and addressed. Accordingly, for premises that wish to stage promotions, or events {see examples set out in Appendix B} the Licensing Authority recommends that applicants address the Risk Assessment and debrief processes in their operating schedule.

The Licensing Authority recommends the Metropolitan Police Promotion / Event Risk Assessment Form 696 and the After Promotion / Event Debrief Risk Assessment Form 696A as useful and effective tools for this purpose. Where the Risk Assessment forms are used to assess the likely risks for any promotion or event, the Licensing Authority would normally expect that they will be completed following consultation with the Metropolitan Police Service. This procedure should also be considered by the applicant when completing their Operating Schedule.

6.2.11 Personal Licence applicants will have to meet specific standards with regard to their suitability. There are a number of obligations on Personal Licence Holders including those who are named as Designated Premises Supervisors, the breach of which could mean appearing before the Magistrates Court.

6.3 Public Safety

6.3.1 Applicants should state in their Operating Schedule (which forms an integral part of the licence application process) how they intend to address the licensing objective of *Public Safety* and applicants are advised to give serious consideration to the measures set out in Parts 2 and 3 of Annex D of the Guidance issued under Section 182 of the Licensing Act 2003. The London Fire and Emergency Planning Authority and the Council's Licensing Officers ~~will be~~ **are** able to offer advice and guidance in regard to such matters. However the responsibility for completing the Operating Schedule correctly rests with the applicant. Applicants are advised to seek professional guidance in respect of this issue.

See Appendix C

6.3.2 If representations are received from a Responsible Authority, **Elected Members or interested parties** the application will be determined by a Licensing Sub-Committee (see item 2.3).

6.3.3 Applications referred to the Licensing Sub-Committee will be determined on the individual merit of each case. The Licensing Sub-Committee have the power to impose specific conditions when considered necessary in respect of the Public Safety objective.

6.3.4 The Council's Licensing Officers will work closely with the London Fire and Emergency Planning Authority to ensure licence conditions are met and that licensed premises are being operated according to the requirements of the Act.

6.3.5 Following the grant of a premises licence, the London Fire and Emergency Planning Authority, **Elected Members** and/or the Enforcing Authority within the meaning given by section 18 of the Health and Safety at Work etc. Act 1974 and/or interested parties such as local residents and businesses can apply to the Licensing Authority for a review of the licence (see item 12) if they consider that the Public Safety objective has not been met.

6.3.6 The Licensing Authority's Licensing Officers will conduct ~~periodic~~ **risk rated** inspections of licensed premises to ensure that the approved safety standards are being maintained and that licence conditions are being complied with.

6.3.7 ~~Inspections will be risk based~~ High risk or poorly managed premises will therefore be subject to a higher frequency of inspections than low risk and well managed premises. Some of these inspections will be unannounced and conducted whilst the premises are in use for the purpose of the licence.

6.3.8 ~~A liaison protocol has been agreed between the Licensing Authority and the London Fire and Emergency Planning Authority with regard to their involvement and responsibilities in respect of fire safety in licensed premises.~~ **The liaison protocol that has been agreed between the London Councils and the London Fire and Emergency Planning Authority with regard to their involvement and responsibilities in respect of public safety associated with licensed premises, will be subject to a local annual review between the LFEPA's representative for Hillingdon and the Licensing Service's Manager.**

6.4 The Prevention of Public Nuisance

6.4.1 The types of business and the range of premises covered under the licensing legislation could potentially lead to nuisance being caused to neighbours. This is particularly relevant for late night businesses when ambient noise levels are relatively low and noise from equipment such as extractors, music or patrons could be more readily detected than in the daytime. Public nuisance such as noise disturbance, light pollution and noxious smells can be prevented or mitigated by effective management. Appendix D provides a list of examples of activities which could give rise to public nuisance and measures which can be taken to prevent such nuisance occurring. The Licensing Authority working jointly with the Police also has powers to close down instantly for up to 24 hours any licensed premises or a temporary event if excessive noise is emanating from that particular premises or event.

6.4.2 Applicants should state in their Operating Schedule (which forms an integral part of the licence application process) how they intend to address the licensing objective of the *Prevention of Public Nuisance* and applicants are advised to give serious consideration to the measures set out in Part 4, Annex D of the Guidance issued under Section 182 of the Licensing Act 2003. The Council's Environmental Protection Unit and the Council's Licensing Officers ~~will be~~ **are** able to offer advice and guidance in regard to such matters. However the responsibility for completing the Operating Schedule correctly rests with the applicant. Applicants are advised to seek professional guidance in respect of this issue.
See Appendix D

6.4.3 Applicants should give particular consideration to measures to reduce the occurrence of public nuisance associated with accommodating smokers outside the premises, following the introduction of smoke free areas in enclosed or substantially enclosed places.

6.4.4 If representations are received from a Responsible Authority, **Elected Members or interested parties**, the application will be determined by a Licensing Sub-Committee (see item 2.3).

6.4.5 Applications referred to the Licensing Sub-Committee will be determined on the individual merit of each case. The Licensing Sub-Committee have the power to impose specific conditions when considered necessary in respect of the Prevention of Public Nuisance objective.

6.4.6 Following the grant of a premises licence, the Council's Environmental Protection Unit, **Elected Members** and/or interested parties such as local residents and businesses can apply to the Licensing Authority for review of the licence (see item 12) if they consider that the Prevention of Public Nuisance objective has not been met.

6.4.7 The Licensing Authority's Licensing Officers will conduct ~~periodic~~ **risk rated** inspections of licensed premises to ensure that the ~~standards~~ **conditions** relating to the prevention of public nuisance are ~~being maintained and that licence conditions are~~ being complied with.

6.4.8 High risk or poorly managed premises will therefore be subject to a higher frequency of inspections than low risk and well managed premises. Some of these inspections will be unannounced and conducted whilst the premises are in use for the purpose of the licence.

6.4.9 The Council's Licensing Officers will work closely with the Council's Noise Team, requesting monitoring visits of specific premises and receiving feedback regarding the witnessing of statutory noise and public nuisance or the breach of licence conditions.

6.5 The Protection of Children from Harm

6.5.1 The range of 'licensed premises' is very broad. It includes pubs, cinemas, theatres, restaurants, off licences etc. Under the Licensing Act 2003, unaccompanied children under the age of 16 are not allowed on premises such as public houses which are used exclusively or primarily for the supply of alcohol for consumption on the premises.

This restriction does not apply to premises such as restaurants and bowling alleys etc where the supply of alcohol is not the principal use of the premises. However, unaccompanied children under the age of 16 are not permitted in such premises between the hours of midnight and 5 a.m. Admission of children will always be at the discretion of those managing the premises.

6.5.2 Applicants should state in their Operating Schedule, (which forms an integral part of the licence application process), how they intend to address the licensing objective of the *Protection of Children from Harm* and applicants are advised to give serious consideration to the measures set out in Part 5, Annex D of the Guidance issued under section 182 of the Licensing Act 2003 **and with particular regard to Box N on the Operating Schedule concerning adult entertainment**. The Council's ~~Child Protection Team in Social Services~~ **Safeguarding Children and Quality Assurance Team on behalf of the local Safeguarding Children Board (LSCB)** and the Council's Licensing Officers are able to offer advice and guidance in regard

to such matters. However the responsibility for completing the Operating Schedule correctly rests with the applicant. Applicants are advised to seek professional guidance in respect of this issue.

See Appendix E

6.5.3 If representations are received from a Responsible Authority, **Elected Members or interested parties** the application will be determined by a Licensing Sub-Committee (see item 2.3).

6.5.4 Applications referred to the Licensing Sub-Committee will be determined on the individual merit of each case. The Licensing Sub-Committee have the power to impose specific conditions when considered necessary in respect of the Protection of Children from Harm objective.

6.5.5 Following the grant of a premises licence, the Council's ~~Child Protection Team in Social Services~~ **Safeguarding Children and Quality Assurance Team, Elected Members** ~~can~~ and/or interested parties such as local residents and businesses **can** apply to the Licensing Authority for a review of the licence (see item 12) if they consider that the Protection of Children from Harm objective has not been met.

6.5.6 The Licensing Authority's Licensing Officers will conduct ~~periodic~~ **risk rated** inspections of licensed premises to ensure that the ~~standards~~ **conditions** relating to the protection of children from harm are being ~~maintained and that licence conditions are being~~ complied with.

6.5.7 High risk or poorly managed premises will therefore be subject to a higher frequency of inspections than low risk and well managed premises. Some of these inspections will be unannounced and conducted whilst the premises are in use for the purpose of the licence.

6.5.8 The Licensing Authority will usually expect that each operator dealing in the sale and supply of alcohol requires that personal identification is mandatory in every case where there is any doubt as to whether the customer is aged 18 or over: 'No ID- No sale'. Best practice would be to adopt the 'Challenge 21' policy. Recommended forms of personal identification include a passport, a photo driving licence, or a PASS (Proof of Age Standards Scheme) accredited proof of age identity card. Trading Standards Officers and Police Officers will carry out test purchases of alcohol using young volunteers. Where sales are made, enforcement action will be taken against all responsible persons.

Children's access to cinemas

6.5.9 The Licensing Authority accepts that the British Board of Film Classification (BBFC) is the recognised authority in categorising films. It therefore accepts the BBFC classifications with respect of children's films. The Licensing Authority will expect applicants to include in their operating schedules arrangements for restricting children from viewing age-restricted films classified according to BBFC recommendations.

Children and Public Regulated Entertainment

6.5.10 There are many kinds of regulated entertainment which are specifically arranged for children, such as plays, concerts, film shows, some of which may be

school based. When it is proposed to present an entertainment specifically for children, then additional safety measures may need to be considered. The Council's Licensing Officers **and the Safeguarding Children and Quality Assurance Team** ~~will be~~ **are** able to offer advice and guidance in respect of such presentations **and organisers of such events are encouraged to seek such advice.**

Other key issues

7 Cumulative effect

7.1 Whilst the London Borough of Hillingdon does not have a concentration of licensed premises as found in central London boroughs, it nevertheless has a relatively large number of pubs and restaurants in Town Centre areas. Most of these Town Centre areas are also home to many residents. However, the Council, as the Licensing Authority, does not propose, at this stage, to set quotas for particular types of licences. Applications will be considered on their individual merit thus ensuring that the characteristics of the many different types of licensable activity are fully considered. If crime and disorder or general disturbance/nuisance do prove to be linked to the concentration of customers of licensed premises in any particular areas, then the Licensing Authority will introduce controls over the issue of new licences through a 'Special Policy' (to limit the number of licensed premises).

It would first be necessary to establish that, because of the number and density of licensed premises selling alcohol in a particular area, there are exceptional problems of nuisance, disturbance and or disorder outside or away from those licensed premises as a result of their combined effect. Where particular premises are identified as being responsible for the problems it may be possible to take specific measures against those individual Premises Licence Holders or Club Management Committees following relevant representations. Where there is public disorder from a minority of people who display anti-social behaviour away from licensed premises, there are other measures available to the Police Authority to address such issues.

7.2 Before deciding whether to adopt a Special Policy (to limit the number of licensed premises), the Council as the Licensing Authority must be sure that the imposition of individual conditions to particular premises would not solve the problem. The Council as the Licensing Authority has a duty under Section 17 of the Crime and Disorder Act 1998 to do all that it reasonably can to prevent crime and disorder. It must be sure it has met its obligations under the Crime and Disorder Act 1998 and in terms of its promotion of the licensing objectives under the Licensing Act 2003.

7.3 If objector representations are made as to the cumulative effect of a new application and hence the need for a Special Policy (to limit the number of licensed premises), the onus will be on the objector to provide the evidence that the additional premises would produce the impact claimed.

7.4 If a Special Policy (to limit the number of licensed premises) is introduced it will be reviewed regularly to assess whether or not it is still needed.

7.5 The Metropolitan Police Service report that the ~~new~~ licensing regime appears to be working well in the London Borough of Hillingdon and it is not therefore necessary to introduce a Special Policy at present.

8 Licensing Hours

8.1 The **previous** Government strongly believed that, prior to the introduction of the Licensing Act 2003, fixed and artificially early closing times (established under the Licensing Act 1964) were one of the key causes of rapid binge drinking prior to closing times and one of the causes of disorder and disturbance when large number of customers were required to leave the premises simultaneously.

8.2 The aim through promotion of the licensing objectives should be to reduce the potential for concentrations and achieve a slower dispersal of people from licensed premises through flexible opening times. Arbitrary restrictions that would undermine the principle of flexibility will therefore be avoided.

8.3 The four licensing objectives will be paramount at all times and the council will always consider the individual merits of each case.

8.4 In accordance with guidance there is no fixed restriction on terminal hours for any particular areas of the borough. Such a restriction could cause the migration of patrons from one area to another and create the circumstances that the new legislation is attempting to avoid. Each application will be dealt with on its merits. It is for the applicants to detail in their Operating Schedule exactly what times they intend to open and close the premises and what measures they will take to ensure that they do not cause nuisance or disturbance to their neighbours in the vicinity. The later the terminal hour applied for, the greater will be the need to address the issues of disturbance and nuisance.

8.5 Shops, stores and supermarkets licensed to sell alcohol will normally be allowed to do so for the full duration of their trading hours. Restrictions may be applied for example where representations are made indicating the particular premises or patrons of the premises are linked to disorder and or disturbance.

9 Applications

9.1 The application form and accompanying Operating Schedule should be completed clearly and concisely to reflect the exact nature of the business and how the four licensing objectives will be addressed. All sections of the application form must be completed, in particular Box N. Guidance as to what type of information should be included in the operating schedule is given in the appendices to this Policy.

9.2 Applications which are incomplete **or illegible** will be returned to the applicant with an explanation for the return. Reasons may include incomplete or missing forms, the absence of the fee, absence of required plans or insufficient information detailed on the plans, **as required under Statutory Instrument 42 and the operating schedule**. For personal licences also the absence of certificates or photographs.

9.3 Applicants are advised to seek advice from the **Council's Licensing Authority Officers** and the Responsible Authorities concerning the licensing requirements for premises and/or licensable activities being applied for prior to completing their operating schedule. Large or unusual events need particular consideration and applicants are advised to **consult the Council's Licensing Officers for guidance and to** submit applications as far in advance as possible. **When required**, the

Council's Licensing ~~Service~~ **Officers** will provide all applicants with advice and guidance in respect of completing their application forms and, in particular, how they should address each one of the four ~~prime~~ licensing objectives in their operating schedules.

9.4 Notwithstanding 9.3 above, it is the applicant's responsibility to complete the application to a satisfactory standard and they should seek professional legal advice if necessary.

10 Rights of applicants and those making representations against applications.

10.1 This policy will not seek to exclude any rights enshrined in the Act or any other legislation for applicants or those making representations against applications. Each application and representation will be treated on its merits taking into account the legislation, the Guidance issued under section 182 of the Licensing Act 2003 and this policy.

10.2 Representations can be made to the Council, as Licensing Authority, by a 'Responsible Authority' or by 'Interested Parties' which include bodies or individuals who live in the vicinity of such a premises, and residents association, trade associations and other businesses operating in the vicinity. Representations can be made concerning:-

- Applications for premises licences
- Variations of such licences
- Personal licence applications on criminal grounds (only by the Police)

10.3 The Licensing Act 2003 ~~does not~~ also permits ~~Ward Councillors~~ **Elected Members** to make ~~general~~ representations on **their own behalf as well as on** behalf of their constituents. ~~However, persons~~ **Members of the public** who are making representations may **also** request that their Ward Councillor speaks on their behalf at public hearings to determine Premises Licence and/or Club Premises Certificate applications.

11 Conditions of licence

11.1 Any conditions attached to licences following relevant representations will focus on matters within the control of the Premises Licence Holder or Club Management Committees. They will be used to ensure the premises are safe and do not create a nuisance. They will address matters which have a direct impact on those living, working or engaged in normal activities in the vicinity. They will not be used as a means of attempting to attach responsibility to Premises Licence Holders or Club Management Committees for matters outside their reasonable control, such as anti-social behaviour once away from the premises or licensable activity.

11.2 Conditions on premises licences and club certificates are determined by:

- The measures put forward on the Operating Schedule
- Mandatory conditions within the Act
- Measures decided at a hearing by the Licensing Sub Committee

11.3 Mandatory conditions determined by the Act are:-

Alcohol

- No sale/supply of alcohol shall be made when there is no Designated Premises Supervisor in respect of the premises licence
- No sale/supply of alcohol shall be made when the Designated Premises Supervisor does not hold a Personal Licence or when his/her Personal Licence is suspended
- Every sale/supply of alcohol under the premises licence shall be made, or authorised, by a person who holds a Personal Licence

Films

- The admission of children shall be restricted according to the classification given by the British Board of Film Classification for the film being shown.

Door Supervisors

- All Door Supervisors employed at the premises shall be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001 or be entitled to carry out that activity by virtue of section 4 of that Act.

11.4 The following mandatory conditions were introduced in 2010:-

1.1 The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

1.2 In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children–

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to–

- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or**
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);**

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on–
(i) the outcome of a race, competition or other event or process, or
(ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

4.1 The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

4.2 The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that–

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures–

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

12 Reviews

12.1 At any stage following the grant of a premises licence or a club premises certificate, an application for a review can be submitted to the Licensing Authority by a Responsible Authority, **any Elected Member** or an Interested Party in connection with any of the four licensing objectives:-

Prevention of Crime and Disorder – see Appendix B

Public Safety – See Appendix C

Prevention of Public Nuisance – See Appendix D

Protection of Children from Harm – See Appendix E

However, the Council as Licensing Authority, will reject an application for review where it considers that the complaint is:

- Not relevant to any of the Licensing Objectives
- Vexatious, frivolous or repetitious

12.2 It is recommended that applications for review of premises licences are not made until at least three months after the grant of a licence in order to allow time for evidence to be gathered on the grounds for review.

13 Live music, dance and theatre

13.1 The Council, as the Licensing Authority will encourage the promotion of live music, dance and theatre for the wider cultural benefit of the community, particularly in pursuance of any cultural strategy. It will carefully balance the potential for limited disturbance in particular areas with the wider benefits to the community, particularly children. Any conditions attached to such a licence or certificate following relevant representations will reflect this balance and the licensing objectives. The conditions should not be a deterrent to holding the activity because of the cost of implementation.

14 Further information:-

Further information, application packs and guidance notes on:-

- Premises Licences (new and variation)
- Reviews of Premises Licences
- Making representations and committee procedures
- Personal Licences
- Temporary Event Notes

can be obtained from:-

The Licensing Service,
Civic Centre
Uxbridge
UB8 1UW

Tel: 01895 277433
Fax: 01895 250011

Email: licensing@hillingdon.gov.uk

Or the Council's website: www.hillingdon.gov.uk

Appendix A

TABLE OF LICENSING FUNCTIONS

MATTER TO BE DEALT WITH	SUB-COMMITTEE	OFFICERS
Application for the grant or renewal of a personal licence	If a Police objection	If no objection made
Application for personal licence, with unspent convictions	If a Police objection	If no objection made
Application for premises licence/club premises certificate	If a representation made	If no representation made
Application for provisional statement	If a representation made	If no representation made
Application to vary premises licence/club premises certificate	If a representation made	If no representation made
Application to vary designated premises supervisor	If a Police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a Police objection	All other cases
Application for Interim Authorities	If a Police objection	All other cases
Application to review premises licence/club premises certificate	All cases	
Decision on whether a representation/objection is irrelevant, frivolous, vexatious, etc.		All cases
Decision to object when local authority is a consultee and not the lead authority	All cases	
Revocation of Personal Licence where convictions come to light after grant or renewal	All cases	
Determination of a police representation to a temporary event notices	All cases	

APPENDIX B – PREVENTION OF CRIME AND DISORDER

It should be noted that it is unlawful under the 2003 Act to:

- Knowingly to sell or supply or attempt to sell or supply alcohol to a person who is drunk **or under the statutory minimum age**
- Knowingly to allow disorderly conduct on licensed premises
- For the holder of a premises licence or a designated premises supervisor knowingly to keep or to allow to be kept on licensed premises, any goods which have been imported without payment of duty or which have otherwise been unlawfully imported.
- To allow the presence of children under 16 who are not accompanied by an adult between midnight and 5am at any premises licensed for the sale of alcohol for consumption on the premises and at any time in premises used exclusively or primarily for the sale and consumption of alcohol.

Examples of measures to prevent crime and disorder which could be included **where applicable** in Operating Schedules

- Provision of Door Supervisors registered with the Security Industry Agency
- Door Supervisors to wear distinctive reflective jackets or arm bands at all times.
- No entry or re-entry after a certain time
- Searches using metal detectors if necessary
- Staff alarms fitted to doors
- A system of queuing inside or outside the premises
- Any condition which the Licensing Committee would consider to prevent crime and disorder
- Bottle bans
- Plastic containers and toughened glass
- ~~CCTV to be installed (police can assist with placement and numbers of cameras), where possible a digital system should be used and recordings should be kept in a secure management position, upon the premises, for a minimum period of thirty days.~~
- **A digital CCTV recording system should be considered and recordings should be kept in a secure management position, upon the premises, for a minimum period of thirty days. Advice and guidance can be obtained from the Metropolitan Police in regard to the numbers and location of the cameras.**
- Open containers not to be taken from the premises
- Restrictions on Drinking Areas
- Capacity Limits
- Proof of Age Cards

- Crime Prevention Notices
- ~~Drinks Promotions~~
- Direct phone links to taxi companies
- Premises should be designed to ensure that all areas can be monitored visually
- **Ensure entrances and exits are well lit**

Note: Premises Licence Holders and representatives from Clubs are encouraged to participate in Pub Watch, Club Watch, Business Watch such as UBAC (Uxbridge Business Against Crime) and Radio Link schemes

Nightclubs and other similar venues

Nightclubs and other similar venues should, when completing their operating schedule, consider including reference to the use of risk assessments for the different types of music and DJ's/MC's or similar that they propose to use.

In addition, if it is proposed, on occasions, to stage significant events or promotions, then applicants should also consider when completing their operating schedule, submitting a separate risk assessment for each individual event or promotion followed by the submission of a subsequent 'de-brief' report.

Detailed below are examples of conditions that applicants may wish to consider offering in their operating schedule:-

1. The premises licence holder shall undertake a risk assessment of any promotion or event (as defined below) using the MPS Promotion/Event Risk Assessment (Form 696) or an equivalent and provide a copy* to the Metropolitan Police Service using the email as detailed below and the Licensing Authority not less than 14 days before the event is due to take place.
2. Where an 'event' has taken place, the premises licence holder shall complete **follow up feedback using form 696a** ~~an MPS After Promotion/Event Debrief Risk Assessment (Form 696A)~~ and submit this to the Metropolitan Police ~~using the~~ by email as detailed below ~~and the Licensing Authority~~, within 3 days of the conclusion of the event.

Licensing-xh@met.pnn.police.uk

ClubsFocusDesk-CO14@met.police.uk

~~*submission of electronic documents by e-mail is preferred.~~

Definition of an 'Event'

~~An event will be deemed to be: any occasion in any location licensed under the provisions of the Licensing Act 2003, where there will be a live performer/s meaning musicians, DJs, MCs or other artists; that is promoted in some~~

~~form by either the venue or an outside promoter; where entry is either free, by invitation, pay on the door or by ticket.~~

The recommended guidance to music event organisers, management of licensed premises or event promoter on when to complete Form 696 is where you hold an event that is –

- **promoted / advertised to the public at any time before the event, and**
- **predominantly features DJs or MCs performing to a recorded backing track, and**
- **runs anytime between the hours of 22.00 hours and 04.00 hours, and**
- **is in a nightclub or a large public house.**

Note:

Further advice is available from:

~~Crime Prevention Office, West Drayton Police Station 020 8246 1769~~

~~Crime Prevention Office, Ruislip Police Station 020 8246 1822~~

The Licensing Officer, Northwood Police Station 020 8246 1933

Licensing@hillingdon.gov.uk

APPENDIX C – PUBLIC SAFETY

Publications which applicants should consider when preparing their operating schedules:-

- ~~British Standard 5588 Part 6 – Code of Practice for places of assembly~~
- ~~British Standard 5588 Part 8 – Means of escape for Disabled People~~
- **British Standard 9999 - Code of Practice for Fire Safety**
- **Regulatory Reform (Fire Safety) Order 2005 – clause 14(2) (a)-(h)**
- British Standard 7671 - Requirements for Electrical Installations (I.E.E. Wiring Regulations)
- British Standard 5266 - Code of Practice for emergency lighting systems
- British Standard 5839 - Fire detection and alarm systems for buildings
- ~~British Standard 5588 Part 9 – Code of Practice for ventilation and air conditioning ductwork~~
- Model National Standard Conditions for Places of Entertainment – Published by LDSA Publications, PO Box 266, Bromley, Kent, BR2 9ZN
- Technical Standards for Places of Entertainment - Published by LDSA Publications, PO Box 266, Bromley, Kent, BR2 9ZN
- The Event Safety Guide - A guide to health, safety and welfare at music and similar events, HSG195 (ISBN 0-7176-2453-6)
- Managing Crowds Safely, HSG154 (ISBN 0-7176-1834-X)
- 5 Steps to Risk Assessment, Case Studies (HSE 1998) (ISBN 0-7176-1580-4)
- The Guide to Safety at Sports Grounds published by HMSO, The Green Guide (ISBN 0-11-341072-7)
- Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances, www.streetartsnetwork.org/pages/publications
- Home Office and London Drug Policy Forum guidance 'Safer Clubbing
- ~~British Standard 5588 Part 11 – Code of Practice for shops~~

APPENDIX D – PREVENTION OF PUBLIC NUISANCE

Examples of public nuisance

- Anti-social behaviour including other disturbances caused by persons leaving the premises
- Noise, including amplified music, emanating from the premises including extended areas such as beer gardens
- Noise from vehicles delivering and collecting customers
- Nuisance caused by persons, whether consuming alcohol or not, either waiting or entering, or leaving, or spilling outside the premises
- Litter and refuse storage including fly posters and illegal placards
- Fireworks
- Disturbance and obstruction caused by queuing, either by pedestrian or vehicular traffic
- The inappropriate siting of external lighting, including security lighting which could cause light pollution to neighbouring properties
- Nuisance from persons smoking outside
- Nuisance caused by cigarette smoke
- Cigarette litter

Examples of measures to prevent public nuisance which could be included in Operating Schedules

- Effective management control of noise levels
- Keep music at a reasonable level
- Noise limiters
- The provision of mechanical ventilation and air conditioning systems so as to prevent windows and doors being opened.
- Double glazing
- The provision of lobbies to the main entrance/exit doors so as to prevent the escape of noise causing nuisance to local residents when the doors are opened
- Alarms (staff warning devices) on doors other than the main entrance/exit so as to alert management if the doors are opened
- Notices to request patrons to leave quietly
- Placing used bottles in waste containers at responsible times
- Diverting queues away from neighbouring premises and using Door Supervisors to control queues
- Provision of suitably located smoking areas and cigarette bins
- Any condition which the Licensing Committee would consider to prevent public nuisance

~~Examples of when it may be necessary to initiate the Review process in respect of public nuisance:-~~

- ~~• When the prevention of public nuisance objective is not being met. (See examples of public nuisance above)~~
- ~~• A failure by the premises licence holder to respond to relevant concerns identified by the Environmental Protection Unit~~
- ~~• When the Police have closed down the premises for a period of up to 24 hours on the grounds of noise nuisance~~
- ~~• When the Council has closed down the premises under the Anti-Social Behaviour Act 2003 on the grounds of noise nuisance~~
- ~~• When an abatement notice under Part 3 of the Environmental Protection Act 1990 has been served by the Council~~

~~Publications which should be considered when preparing operating schedules:-~~

- ~~a) British Standard 4142 1997 - Method for rating industrial noise affecting mixed residential and industrial areas~~
- ~~b) Good Practice Guide on the Control of Noise from Pubs and Clubs (Institute of Acoustics)~~
- ~~c) Control of 'Noise' published by the British Beer and Pubs Association~~

APPENDIX E – PROTECTION OF CHILDREN FROM HARM

Examples of measures to protect children from harm which could be included in Operating Schedules

- Limitations on the hours when children may be present
- Age limitations (below 18)
- Limitations or exclusions when certain activities are taking place
- Requirements for accompanying adult
- Full exclusion of people under 18 from the premises when any licensable activities are taking place

~~Examples of when it may be necessary to initiate the Review process:~~

- ~~• where there have been instances of serving alcohol to minors, or a reputation for underage drinking~~
- ~~• where sales are made during test purchase operations led by Officers of the Council's Trading Standards Service and the Police.~~
- ~~• with a known association with drug taking or dealing~~
- ~~• where there is a strong element of gambling on the premises
Note: This will not apply to a small number of AWP (Amusement with Prizes) machines~~
- ~~• where entertainment of an adult or sexual nature is commonly provided without appropriate safeguards for the protection of children~~

APPENDIX F

RESPONSIBLE AUTHORITIES FOR GRANT, VARIATION OR REVIEW OF A PREMISES LICENCE OR CLUB PREMISES CERTIFICATE WITHIN THE LONDON BOROUGH OF HILLINGDON

The applicant must send the *original* application to the Licensing Service and a complete copy of the application including the form, operating schedule and plan in the prescribed form to each responsible authority as follows:-

<p>The Licensing Service London Borough of Hillingdon Civic Centre 3S/09 High Street Uxbridge UB8 1UW <i>Licensing Authority</i></p>	<p>Chief Officer of Police Licensing Officer c/o Northwood Police Station Murray Road Northwood HA6 2YW <i>Hillingdon Police Enforcement</i> <i>*for all areas except Heathrow</i></p>
<p>Chief Officer of Police Licensing Officer c/o ACIT Heathrow Police Station East Ramp Hounslow TW6 2DJ <i>Heathrow Police Enforcement</i> <i>*for Heathrow area only</i></p>	<p>Fire Safety Regulation: North West Area 1 London Fire Brigade 169 Union Street London SE1 0LL <i>Hillingdon Fire Authority</i></p>
<p>Service Manager – Safeguarding Children and Quality Assurance 4S/07 Education and Childrens Services London Borough of Hillingdon Civic Centre, Uxbridge UB8 1UW <i>A body involved in the Protection of Children from Harm</i></p>	<p>Food, Health and Safety Team London Borough of Hillingdon Civic Centre, Uxbridge UB8 1UW <i>Enforcing Authority for the Health and Safety at Work Act 1974 and the Health Act 2006</i></p>
<p>Trading Standards Service London Borough of Hillingdon, Civic Centre, Uxbridge, UB8 1UW <i>Enforcing Authority under the Weights and Measures Act 1985</i></p>	<p>Environmental Protection Unit London Borough of Hillingdon, Civic Centre, Uxbridge UB8 1UW <i>Enforcing Authority for matters relating to Environmental Pollution and Public Nuisance</i></p>
<p>Head of Planning and Enforcement London Borough of Hillingdon, Civic Centre, Uxbridge UB8 1UW <i>The Local Planning Authority</i></p>	<p>* Health and Safety Executive Rose Court, 2 Southwark Bridge London SE1 9HS <i>Enforcing Authority for The Health and Safety at Work Act 1974</i></p>
<p>* British Waterways, Willow Grange Church Road Watford, Hertfordshire WD17 4QA <i>Navigation Authority for navigable waterways in the London Borough of Hillingdon</i></p>	

* where appropriate

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Agenda Item 10

DEPARTMENT OF COMMUNITIES AND LOCAL GOVERNMENT CONSULTATION PAPER ON CHANGES TO PLANNING PERMITTED DEVELOPMENT RIGHTS FOR SCHOOLS - CONSULTATION RESPONSE

Cabinet Member	Cllr Keith Burrows
Cabinet Portfolio	Planning, Transportation & Recycling
Officer Contact	James Rodger, Planning, Environment and Community Services
Papers with report	Appendix 1 contains a copy of the letter being sent to CLG

HEADLINE INFORMATION

Summary	The Government has consulted on various options it is considering to free up the planning system for school's, this would be achieved by removing the need for changes of use of various wide ranging types of use of buildings to educational use. The consultation ends on the 10 th December. An officer response has been sent. The purpose of this report is to seek agreement to the letter sent to hit the deadline of the 10 th December.
Contribution to our plans and strategies	The freeing up of land for schools should make a positive contribution towards Hillingdon as a Borough of learning and culture. However, unless the changes to the planning system are very carefully considered there could be potential adverse consequences with respect to, a safer Borough (in-accessible schools in potentially dangerous locations for children and impact on traffic congestion as well as the built environment).
Financial Cost	As new school applications are likely to be limited there should not be a major impact on planning fee income. Financial impact could be placed on the Council to address issues connected with highway and community safety that would otherwise have been picked up by the planning process (these could vary widely from case to case so it has not been deemed possible to estimate the costs).
Relevant Policy Overview Committee	Residents' and Environmental Services Policy Overview Committee
Ward(s) affected	All

RECOMMENDATION

That Cabinet agree the officer response attached as Appendix 1 to the DCLG (Department of Communities and Local Government) regarding the proposed consultation on 'planning for schools development'.

INFORMATION

Reasons for recommendation

The consultation deadline (10 December) falls just before the Cabinet meeting date. The officer response attached at (Appendix 1) was sent to meet the CLG deadline of the 10th December. It should be noted that the Consultation period was shorter than normal for Government consultations; hence an earlier Cabinet report was not possible.

Alternative options considered

The Council could have declined to comment. There is clearly a strong Government intention to free up the planning system for schools (see paragraph 12 below). However the most pro-active option was considered to be to highlight possible unforeseen consequences so as to influence the possible final decision made on changes to planning legislation concerning changes of use to schools.

Comments of Policy Overview Committee(s)

Not at this stage.

Supporting Information

1. The Secretary of State for Communities and Local Government made a statement to the House of Commons on 26 July outlining the importance of establishing new free schools and making clear that in considering planning applications for schools development, significant weight should be given to the desirability of establishing the school. He also outlined his intention to consult on changes to the Planning Use Classes Order to reduce unnecessary regulation and make it easier for buildings currently in other uses to be converted to schools.
2. There are a number of buildings that can already be used as schools without the need for a planning application. These are the uses included alongside schools in the D1 planning use class, namely: clinics, health centres, crèches, day nurseries, day centres, art galleries (other than for sale or hire), museums, libraries, halls, places of worship, church halls, law courts, non-residential education and training centres.
3. The Government therefore proposes that one option is that the following uses also be given a permitted development right to convert to a school use without the need for planning permission:
 - A1 Shops - Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices (but not sorting offices), pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafés.
 - A2 Financial and professional services - Financial services such as banks and building societies, professional services (other than health and medical services) including estate and employment agencies and betting offices.
 - B1 Business - Offices (other than those that fall within A2), research and development of products and processes, light industry appropriate in a residential area.
 - B8 Storage or distribution.
 - C1 Hotels - Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels).
 - C2 Residential institutions - Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.

- C2A Secure Residential Institution - Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure training centre, custody centre, short term holding centre, secure hospital, secure local authority accommodation or use as a military barracks.
- D2 Assembly and leisure - Cinemas, music and concert halls, bingo and dance halls (but not nightclubs), swimming baths, skating rinks, gymnasiums or area for indoor or outdoor sports and recreations (except for motor sports, or where firearms are used).

4. The Government is inviting views as to whether conditions should be attached to require the school promoter to assess some of the impacts that could arise from its proposed development, specifically around transport impacts, and to submit that assessment for prior approval by the local planning authority before they can activate the permitted development right.

5. The consultation document advises that *'the Government expects that once the school is established, its representatives will take responsibility for managing its impact on the local area, such as the effects of the traffic it generates and the impact on immediate neighbours. However, it recognises that if any infrastructure is required, the local authority will need to deliver it and will not necessarily have set aside the budget to do so'*. This clearly raises financial issues.

6. There are 4 options outlined:

- (i) The list of uses shown under paragraph (3) above, although not specifically stated seems to be the Government's initial preference; Officers consider that some of these uses should not be considered appropriate for changes of use as detailed in the consultation response.
- (ii) No change whatsoever to the existing Use Classes Order; This option would have no impact on Hillingdon, but does not seem to be an option the Government is considering at this stage.
- (iii) To enable a change of use to occur without planning permission for all changes of use as outlined in paragraph (7) below. There are many uses which officers consider should not be subject to an unfettered change of use, in particular sui-generis.
- (iv) To enable the list shown as paragraph (7) below but with conditions of prior approval (e.g. requiring a Transport Assessment to be agreed) as outlined under paragraph (4) above; and A final option is to enable a change of use to occur without planning permission for all changes of use as outlined in paragraph (7) below. The key comment outlined by officers in the consultation response is questioning the CLG as to why they only give the option of conditions being applied prior to approval for all uses classes rather than just some.

7. An option is put forward to include not just the use classes outlined under (3) above but also the following remaining use classes:

- A3 - restaurants and cafés / A4 – drinking establishments/ A5 – hot food takeaways;
- B2 – general industrial (this is normally heavy industry sites);
- C3 – dwellinghouses (re: family Houses);
- C4 – houses in multiple occupation; and
- Sui generis uses (this is a multitude of odd uses which don't fall into any class and include laundrettes, amusement arcades and petrol stations).

8. The changes proposed would affect only those developments that involve purely converting non-school buildings for school use. Where a schools development requires any additional work to change the exterior of an existing building or is a new build development, planning

permission will be required in the normal way. However such applications will not enable consideration of issues which arise from the change of use (e.g. highway impact, suitability of location for a school).

9. The Consultation document is clear that the Government is seeking; *'views as to whether the scope of the proposals should be restricted.'*

10. The Councils consultation response specifically focuses on what could be described as 'unforeseen consequences' that could arise from the proposed options, both generally and based on specific issues that apply to Hillingdon. This is considered to be the most pro-active way to respond to the consultation.

11. A question is asked in the consultation concerning whether new 'free schools' should be treated differently. It is questionable whether the planning system should seek to favour one type of school over another. It would be inappropriate for two standards to exist, one for Local Authority Schools and one for free schools. This view is clearly stated in the consultation response.

12. The consultation includes 11 questions which those responding to the consultation have been asked to answer. The 11 questions are worded in such a way that they enable all the 'unforeseen consequences' to be explained. The Councils response therefore follows the proposed response framework.

13. The consultation deadline (10 December) falls just before the Cabinet meeting date. The response attached at Appendix 1 was prepared by officers to ensure a response was issued in time. It should be noted that the Consultation period was shorter than normal; hence an earlier Cabinet report was not possible. The consultation paper addressed the issue of the short consultation period (4 weeks less than normal) by stating that:

'A shortened consultation period is required to offer sufficient time for school promoters to obtain properties that can be operational from September 2011 in line with the Government's commitment that new free schools will begin to operate in the 2011-12 academic year.'

Financial Implications

There are no direct financial implications from returning a response to this consultation. However there is a potential financial implication for the reduction in planning application fees that would be associated with such sites, were a site be allowed to change its use under permitted development. The impact on this fee income is thought to be limited as there are only a modest number of new school applications submitted over the period of a year.

However a far more strategic implication relates to the following line in the consultation: *"However, it recognises that if any infrastructure is required, the local authority will need to deliver it and will not necessarily have set aside the budget to do so'."*

School planning applications can have S106 agreements to address transport impacts (this tends to be the only obligation).

The implication is that removing the need for changes of use applications removes the Councils ability to require planning obligations to address highway impacts. To a lesser extent community safety issues can arise such as safe routes to schools. The highway impacts in particular could have financial implications on the Council; but given the uncertainty over how many such cases might arise it is impossible to quantify what that impact might be. For this reason the Councils

response states that it is considered that full transport statements should be required. The practical implication of this is that the Council would have to refuse prior approval (thus triggering a requirement for a full planning application) of any school proposal it thought might require a planning S106 agreement to address highway impacts.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

It is considered by officers that local service users, communities and local residents would wish the Council to highlight to Central Government any consequences of the options proposed by the consultation.

Consultation Carried Out or Required

NONE

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above.

As noted above, in cases when planning permission is not sought, the cost of any works to address the impact of new schools on local infrastructure will need be met from Council Resources and may represent an additional call on Highways budgets.

Legal

The DCLG consultation considers whether classes of development within the Town and Country Planning (Use Classes) Order 1987 (as amended) should be given permitted development rights to change use to a school; and if so, which classes should have that right attached to them.

The consultation is a public consultation and it is open to anyone to respond. Local planning authorities are particularly invited to express their views. Where a consultation takes place any consultees' views must be taken into account. Consultees' views must be properly considered, but the Secretary of State and consulting Government department are not bound to adopt those views in finalised policy or legislation.

The consultation was published on 14th October 2010 and ends on 10th December 2010. This is an eight week period and, as stated in the report, is shorter than the usual 12 week period as set out in the Government's Code of Practice on Consultation.

There are no specific legal implications for the submission of a response to a Government Consultation. When considering a response the respondent should ensure that it is made by the deadline, which in this case is 10th December 2010, so that its views are taken into account and if possible in the format and layout suggested in the consultation paper.

BACKGROUND PAPERS

Appendix 1 – Consultation Response.

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HILLINGDON

LONDON

APPENDIX 1

Sharmila Meadows,
Schools Team,
Department for Communities and Local Government,
Planning Development Management Division,
Zone 1/J3, Eland House,
Bressenden Place
London
SW1E 5DU

Letter also sent by e-mail to: schools@communities.gsi.gov.uk

10 December 2010

Dear Madam,

Re: Planning For Schools Development Consultation

Thank you for the opportunity to comment on the Planning for Schools Development Consultation. The following representation from the London Borough of Hillingdon has been endorsed by the Leader of the Council and the Cabinet Member for Planning, Transportation and Recycling. Hillingdon Councils full Cabinet meet on the 16th December to formally consider this response. I will write after this date to confirm their ratification or other comments should they be made.

The London Borough of Hillingdon's response to the questions posed in the consultation and additional comments are as follows:-

Q1. Do you think that the uses listed under option 2 should be given a permitted development right to convert to a school?

- A1 – shops
- A2 – financial and professional services
- B1 – business
- B8 – storage or distribution
- C1 – hotels
- C2 – residential institutions
- C2A – secure residential institutions
- D2 – assembly and leisure

Planning and Community Services
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London Borough of Hillingdon,
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INVESTOR IN PEOPLE

The change of use of B8 premises to schools raises various concerns. B8 uses are often located at sites only accessible to motor vehicles; this would negate potential use of public transport to reduce impact on the highway network. The safety of children must also be questioned as B8 uses tend to cluster together in sites which are dominated by Heavy Goods Vehicles. B8 buildings tend not to have windows. The teaching of children in buildings with limited natural light is unlikely to lead to conditions conducive to a high standard of teaching and learning. It is considered that the sustainability of some options is questionable.

Hillingdon has large numbers of hotels (C1 uses) around Heathrow airport; these hotels serve a strategic function supporting the airport. It might not be in the public interest for these buildings to be capable of changes of use to schools without the need for planning permission.

As an overall comment, currently the planning system, through a development management approach helps ensure that new schools have high quality environments, to the clear benefit of the children who ultimately attend the schools, this will be lost by making schools development permitted development. It seems odd that uses such as betting shops are subject to such a development management process, where experienced planning professionals will continue to work with applicants and agents to improve the quality of schemes, quite often to the benefit of the applicant as well as the wider community, but that there will be no such development management input for schools development.

Q2. Do you think that the further uses listed under options 3 and 4 should be given a permitted development right to convert to a school?

- A3- restaurants and cafés
- A4 – drinking establishments
- A5 – hot food takeaways
- B2 – general industrial
- C3 – dwellinghouses
- C4 – houses in multiple occupation
- Sui generis uses

The change of use of B2 buildings raises the same concerns as highlighted for B8 uses. Given that many A3/A4/A5 uses are changes of use from A1 uses, it is not considered that there would be a significant difference between the potential impacts of an A1 c/use to education and the other A use classes. Sui Generis uses include sites such as petrol stations which can be heavily contaminated, hence it is considered that a closer inspection of some of the uses which can fall under Sui Generis use will indicate a number of types of use which it would seem sensible not to enable a change of use to occur without the need for planning permission and the checks and balances which the planning process brings about.

Q3. Should a use converting to a school for a temporary period retain the right to revert to the previous use if it does so within five years?

Yes. The loss of retail and employment sites for a temporary period should then lead to the option of use of the land reverting back to the former use when the school closes.

Q4. Would allowing the following uses to convert to a school use without the need to apply for planning permission have any unintended consequences?

- A1 – shops
- A2 – financial and professional services
- B1 – business
- B8 – storage or distribution
- C1 – hotels
- C2 – residential institutions
- C2A – secure residential institutions
- D2 – assembly and leisure
- A3 – restaurants and cafés
- A4 – drinking establishments
- A5 – hot food takeaways
- B2 – general industrial
- C3 – dwellinghouses
- C4 – houses in multiple occupation
- Sui generis uses

See previous comments for B2/B8 uses, hotels and sui-generis uses. The introduction of C3 uses could directly lead to adverse affects on neighbour's from noise and disturbance (the argument that existing premises such as D1/B2 uses already generate noise disturbance would not apply with a C3 use).

Q5. Should the local planning authority have to approve a transport assessment before the permitted development right can be activated for changes from some or all non D1 uses?
Yes.

There is a concern that Local Planning Authorities could have areas where the highway network suffers from very heavy congestion. Other developments would provide or consider the need for a transport assessment. Schools generate a lot of traffic and for these reasons it is felt that transport assessments should be required. Some Councils (such as Hillingdon) have air quality management areas (AQMA's), the implications of large scale development occurring in AQMA's unchecked could have an number of negative consequences.

Q6. Do you think that there are any other matters that the conditions should address?

There is a strong concern that children will not have access to appropriate play areas and sporting facilities. This is surely a fundamental aspect of a child's development. There should be a legislative framework put in place that ensures that all schools must provide appropriate play areas/sporting facilities on site, furthermore the legislative framework should enable enforcement to occur if this is not the case. The London Borough of Hillingdon would request that this issue is given thorough consideration before any changes are made to the Planning Use Classes Order.

Accessibility is an issue which needs to be considered. Schools are public buildings and should be at the forefront of accessible design. Whereas Part M of the Building Regulation's does enable some controls over how accessible buildings are; the powers it affords to building control officers are less restrictive for existing

changes of use than new buildings. Owners of Buildings are able to avoid installing expensive lifts if they can demonstrate it is not practicable to do so. The fear is that buildings which are not fully accessible for disabled persons will be used for schools and that Part M will not be able to address vertical access to floors above ground level; whereas if there was a requirement for access to all floors of buildings for disabled persons as a condition such uncertainty would not arise.

Q7. Should the compensation provisions contained in section 189 of the Planning Act 2008 be applied to change of use to a school, if a permitted development right is given?

It is not considered appropriate for LPA's to be subject to compensation claims, even if subject to a 12 month cut off period. However in this instance the compensation would only seem to apply if Councils decide to withdraw permitted rights afforded under the changes to the Use Classes Order.

Q8. The Government would like to permit schools to co-exist with certain dual uses, but not with others. Do you have views about whether and how this could be achieved?

The potential of schools sharing space with prisons/mental hospitals is not likely to be acceptable to many people, in particular parents of children, although this is perhaps unlikely to happen in practice. There would also be concerns with B2/B8 uses given the location of such uses traditionally in industrial estates. What is crucial is that the welfare of children is paramount in any proposal that is enabled by the changes to the Use Class Order.

Q9. Which is your preferred option and why?

- Option 1
- Option 2
- Option 3
- Option 4

Option 1 is no changes to the Use Classes Order, the consultation documents are clear that this is not an option being considered. Option 2 is for changes of use of some use classes to schools without the need for planning permission. Option 3 includes use classes which it does not make sense for changes of use to be able to occur without the need for planning permission for the reasons outlined in the Council's response. Option 4 is all use classes with conditions to control matters such as transport assessments.

It is questioned why the consultation does not give an option of some use classes (re: Option 2) but with conditions?

Hillingdon Council considers that only some use classes should be considered and only with appropriate conditions in place.

Q10. Do you think these proposals should be applied solely to new free Schools or to all schools? Why?

Hillingdon Council has concerns as to how the definition of a 'free school' will work in practice. Will the Order clearly define what a 'free school' is?

It is also questionable whether the planning system should seek to favour one type of school over another. It would be inappropriate for two standards to exist, one for Local Authority Schools and one for free schools..There are also existing regulations which govern operation of state schools but not private schools.

Q11. Are there any further comments or suggestions you wish to make?

Hillingdon Council currently has a number of planning enforcement cases of religious establishments that appear without planning permission at un-sustainable locations where highway and parking problems subsequently arise. Unfortunately tensions can arise with local communities, in particular as no planning permission has been granted. On street parking used by local residents is frequently taken over by patrons of the religious establishment exacerbating tensions. Quite often these establishments have teaching facilities on site. It is often very difficult for the Council to take a view as to whether the primary use is as a religious school or place of worship. Officers at Hillingdon Council anticipate a surge in these 'religious establishments' if there are changes to the Use Classes Order. Based on present experience B1/B2 sites will be targeted along with former Public Houses. Hillingdon Council would like the impacts of this to be considered as part of the consultation exercise.

Should you wish to discuss any of the above comments further, please do not hesitate to contact me on 01895 556255 or by email: jrodger2@hillingdon.gov.uk.

Yours faithfully,

James Rodger

Head of Planning, Trading Standards and Environmental Protection

Planning and Community Services

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REGULATION OF DISTRIBUTION OF FREE PRINTED MATTER AND REVIEW OF FACE TO FACE FUNDRAISERS (CHUGGERS)

Cabinet Member	Cllr Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Officer Contact	David Frost, Bill Hickson, Andy Stubbs, Various Departments
Papers with report	<ul style="list-style-type: none"> • Appendix 1 Distribution of free printed matter designated areas of Uxbridge and Hayes location plans. • Appendix 2 Public notice placed in the Uxbridge and Hillingdon Leader 27th October 2010 and 3rd November 2010 • Appendix 3 Distribution of Free Printed Matter Terms and Conditions • Appendix 4 Draft Application for the Consent to Distribute Free Printed Matter • Appendix 5 Draft Consent to Distribute Free Printed Matter • Appendix 6 Decision Sheet issued by Democratic Services on 20th April 2006

HEADLINE INFORMATION

Purpose of report	This report seeks approval for the introduction of controls and regulations regarding the distribution of free printed matter or literature in designated areas of the borough under section 94B, Schedule 3A of the Environmental Protection Act 1990. It also reviews the control of face to face fundraisers (chuggers).
Contribution to our plans and strategies	This report contributes to the Council's priority of a Clean and Attractive Borough and a Safe Borough.
Financial Cost	Schedule 3A of this Act authorises the council, as a principal litter authority, to charge a fee for issuing a consent to distribute free printed matter. The amount of this fee is to be determined by the Council but must be reasonable to cover the costs of operation and enforcement. The fee may not include potential clean-up costs
Relevant Policy Overview Committee	Residents and Environmental Services
Ward(s) affected	Uxbridge North, Uxbridge South, Brunel, Botwell and Townfield.

RECOMMENDATIONS:

That Cabinet approve:

- 1. The introduction of controls and regulations concerning the distribution of free printed matter in designated areas of the borough. These areas would cover Uxbridge town centre (including Uxbridge College and RAF Uxbridge site), Brunel University and Hayes town centre. (as detailed in Appendix 1).**
- 2. The delegation to the Corporate Director of Planning, Environment & Community Services the authority to exercise powers under section 94B, schedule 3A of the Environmental Protection Act 1990 to determine applications regarding the distribution of free printed matter on any land designated by the authority under this Schedule.**
- 3. The introduction of a charge for consent to distribute free printed matter, at a rate of £26.30 plus VAT per application.**
- 4. A review of the terms of the voluntary Site Management Agreement for face to face fundraising with the Public Fundraising Regulatory Association (PFRA) to be completed within three months and as detailed in the body of the report.**

Alternative options considered / risk management

Not to implement the recommendations. This will result in officers being unable to make use of powers to control and regulate the distribution of free printed literature in those areas designated. This is likely to result in the continuation of literature being handed out and consequently litter having to be removed by the authority at public expense.

Not to undertake the review of the Site Management Agreement. This will result in the current difficulties continuing regarding Chuggers.

Comments of Policy Overview Committee(s)

None at this stage

INFORMATION

A) REGULATION OF DISTRIBUTION OF FREE LITERATURE

The distribution of free printed matter (literature) creates blight on our public spaces as the leaflets and other printed materials that are handed out are often dropped by recipients as litter. This mostly occurs within a short distance of the point of distribution; the dropped flyers are not always collected by the distributor, creating an increased level of litter.

Current littering legislation under the Environmental Protection Act 1990 enables authorised Officers to serve a Fixed Penalty Notice upon those who drop litter; however the authority does not currently have any powers to control distribution activities.

Powers under section 94B and Schedule 3A of the Environmental Protection Act 1990 enables the Council (as a principal litter authority) to designate certain streets and/or areas of land within the London Borough of Hillingdon where the distribution of free printed literature is prohibited without prior consent and under set conditions. These areas of land must only consist of

relevant land of the authority, all or part of any relevant highway for which the authority is responsible, or both.

The purpose of this legislation is to help control litter problems created by the distribution of free printed literature, which is often quickly discarded or left by those distributing the literature.

In addition, Members should note that charitable and party political material is specifically excluded from the above legislation in relation to the distribution of free literature.

On the 14th October 2010 Cabinet authorised in principle the introduction of controls and regulations concerning the distribution of free printed matter in designated areas of the borough subject to a period of consultation as detailed below.

Consultation process

Guidance is issued by the Department for Food and Rural Affairs (DEFRA) regarding the procedures necessary to allow the application of an Order to designate land for the control of distribution of free printed matter. It details strict requirements for the Council to undertake consultation regards the introduction on the Order/s before it can come into operation.

- *Notification of proposal to make an Order:*

Public notices were placed in the Uxbridge and Hillingdon Leader on 27th October 2010 and 3rd November 2010 (as detailed in appendix 2). These Notices set out the proposal to make the Order and included plans showing the proposed designated areas. Notices have also been posted on the land to which the proposed Orders apply. Consultation documents have been available via the Councils web pages and letters have been sent by post to the following:

- Metropolitan Police
- Hillingdon Chamber of Trade and Commerce
- Ward Councillors
- Town Centre Management
- Brunel University
- Hayes Town Centre Partnership
- Uxbridge College

- *Consideration of objections:*

One general objection has been received regarding the logic of the proposals and thereby objecting to them.

- *Notification of an Order:*

The Environmental Protection Act 1990 (EPA) makes clear that if the Council decides to go ahead with the Order, it must issue a further public notice announcing its decision. This notice must be published in a newspaper circulating in the local area. The Council must also post details of its decision directly on the land to which the Order/s shall apply. The date for the Orders to commence must be at least fourteen days from the date on which the notice is issued and it is proposed that date will be 23rd December 2010.

Proposed action

It is proposed that Cabinet delegate to the Corporate Director of Planning, Environment & Community Services the authority to exercise powers under section 94B, schedule 3A of the Environmental Protection Act 1990 to determine applications regarding the distribution of free printed matter on any land designated by the authority under this Schedule.

The reasons are that the proposal is consistent with the current approach applied to similar licenses and permits under the Highways Act; that it is anticipated that a significant number of applications will be received; the procedural nature of the process; and the desirability of processing such applications in a few days.

Expected benefits

Reducing litter is the main effect of the recommendation and will contribute to the clean and attractive Borough priority. It seeks to regulate the distribution of free printed materials. Anyone wishing to distribute materials will be required to apply to the Council for a permit which will enable controls to be applied as to the number of persons undertaking this activity at one time. Authorised distributors would be required to display the permit, take responsibility for ensuring any discarded literature is removed and will not be allowed to distribute matter that encourages illegal or irresponsible behaviour or advertise illegal activities thus contributing to a safe Borough.

Appendices

A number of appendices are attached in relation to this matter for Cabinet's information.

- Appendix 1 Distribution of free printed literature designated areas of Uxbridge and Hayes location plans.
- Appendix 2 Public notice placed in the Uxbridge and Hillingdon Leader 27th October 2010 and 3rd November 2010
- Appendix 3 Distribution of Printed Matter Terms and Conditions
- Appendix 4 Draft Application for the Consent to Distribute Free Matter
- Appendix 5 Draft Consent to Distribute Free Matter

B) FACE TO FACE FUNDRAISERS IN UXBRIDGE TOWN CENTRE (CHUGGERS)

Face to face fundraisers (colloquially known as "chuggers") in Uxbridge Town Centre and elsewhere in the borough have for many years been a source of concern as shoppers are regularly accosted, often in an inappropriate and / or persistent manner. Face to face fundraisers seek to persuade individuals to sign a direct debit or standing order to make a regular contribution to the stated charity. They do not seek any actual payment at that time.

The Cabinet Member for Planning & Transportation received a Petition in April 2006 expressing public concern and during the review in advance of the meeting Legal Services established that there were no legal remedies to enable the formal or official regulation of such activities at that time. (See Cabinet Decisions Sheet in Appendix 7)

Legal Services has again been consulted on this matter and have advised that none of the potential legislation considered (license requirements for Charitable Collections in Public

Places, Public Nuisance, Obstruction of the Highway, Use of Touting Bylaws) provides any grounds which would enable the council to formally regulate these activities.

The licensing provisions in the Police, Factories etc (Miscellaneous Provisions) Act 1916 (which require the above licensing of charitable collections for cash) are due to be replaced by a new unified licensing regime for cash and direct debit fundraising contained in the Charities Act 2006. However, there is no known date for the implementation of these provisions which would significantly increase our ability to deal with chuggers.

It was agreed in 2006 that a voluntary Code of Conduct be established which resulted in a Site Management Agreement with the Public Fundraising Regulatory Association (PFRA). This is the charity led membership body that self-regulates all forms of direct debit face-to-face fundraising. This remains in place today and is managed by the Town Centre's Manager.

Proposed action

Officers sought advice from other boroughs including Westminster, Wandsworth and Bromley; and have approached the London Highway Enforcement Forum and the Association of Town Centre Management for further guidance. None of these sources has been able to offer any further assistance to improve on the current situation. However, officers recommend that the following actions be taken to seek to strengthen the existing voluntary agreement as follows:

1. Undertake a review of the terms of the Site Management Agreement with the PFRA, particularly in relation to:
 - a. Identifying the scope for harmonisation with the regulations of the Street Trading Terms and Conditions that were approved by Cabinet earlier this year.
 - b. Review site allocations to remove opportunities for friction between chuggers and permanent street traders.
 - c. Establish greater transparency regards the provision of notice by the fundraising organisations and/or the PFRA, in advance of visits to Uxbridge town centre.
 - d. Continue to use the town centre website to promote the Site Management Agreement and provide dates of fundraiser visits.
2. Commit to complete the review within 3 months of approval to commence.

Appendix

- Appendix 6 - Decision Sheet issued by Democratic Services on 20th April 2006 about the matter following a Petition Hearing.

Financial Implications

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

It is proposed that a charge of £26.30 (this will be consistent with the street trading fee) shall be applied to each application for consent. This is to cover the costs of processing the application. Each consent will cover a period of 8 hours, after which, the applicant will need to reapply. Each application can be made for one designated area only. Additional permissions for other designated areas shall also be charged at £26.30.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and is satisfied that the financial implications properly reflect the direct resource implications for the Council. It is satisfied that the proposed charge of £26.30, for each application for consent, will cover the costs of processing the application.

Legal

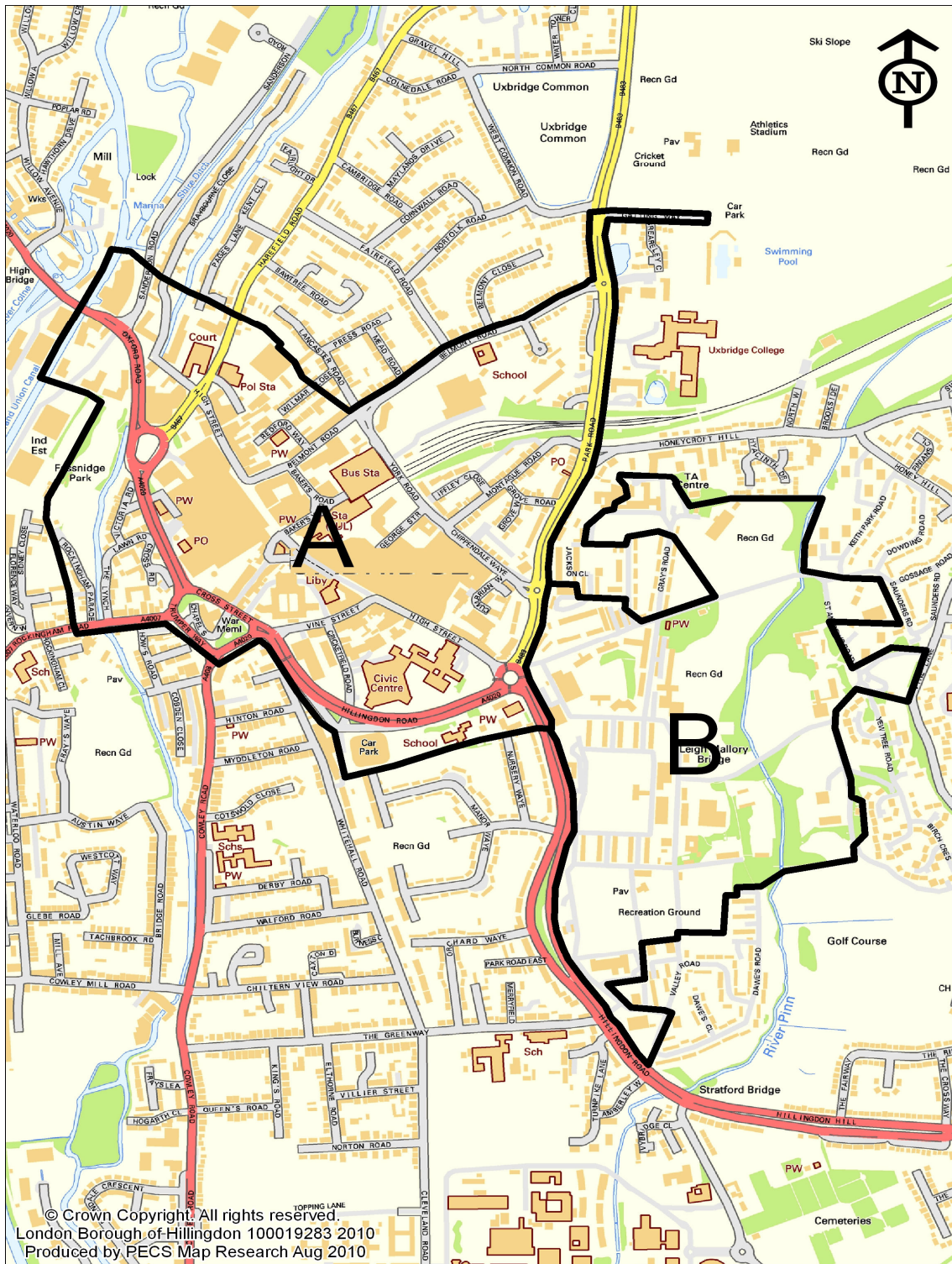
This report indicates that the recommendations outlined above are in accordance with the advice provided by Legal Services.

If as part of the proposed consultation objections are received, the Council are required to take account of these objections throughout the decision making process. Proper consideration should be given to each objection, and if it is decided to reject it, the reasons should be recorded. Officers should note that it is good practice to write to all objectors whose objections have been rejected explaining the reasons for the authority's decision.

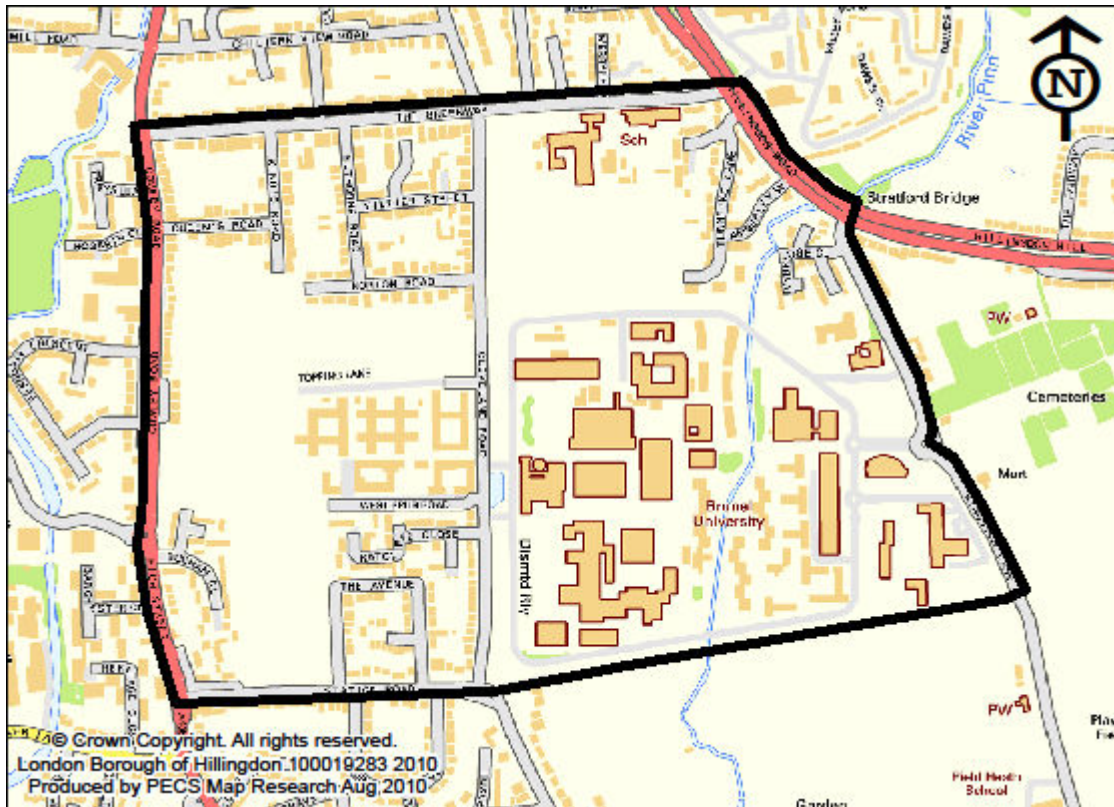
Appendix 1

Distribution of free printed matter (literature) designated areas of Uxbridge and Hayes location plans.

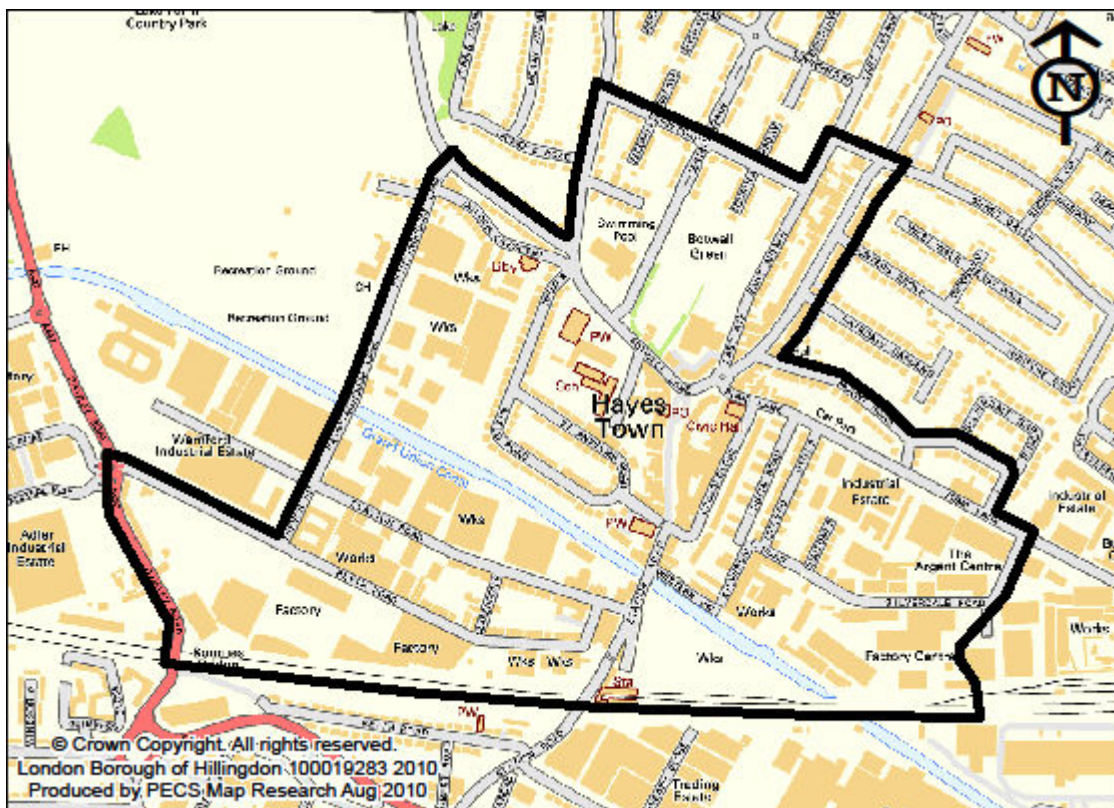
Area 1 Uxbridge Town Centre



Area 2 Brunel University



Area 3 Hayes Town Centre




Appendix 2

Public notice placed in the Uxbridge and Hillingdon Leader 27th October 2010 and 3rd November 2010

LONDON BOROUGH OF HILLINGDON
THE ENVIRONMENTAL PROTECTION ACT 1990
READ TOGETHER WITH SCHEDULE 5A
OF THE ENVIRONMENTAL PROTECTION ACT 1990
CONTROL OF FREE DISTRIBUTION OF PRINTED MATTER

In pursuance of Section 94 of the above Act, NOTICE IS HEREBY GIVEN that at a meeting of the Cabinet of the London Borough of Hillingdon held on 14th October 2010 at the Civic Centre, Uxbridge, the Cabinet has considered all relevant information proposed to implement the following Order:

The Council proposes making an Order designating areas as illustrated enclosed black on the attached maps as areas to which the provisions of Section 94B and Schedule 5A of the Environmental Protection Act 1990 as inserted by Section 25 of the Clean Neighbourhoods and Environment Act 2005 regarding the free distribution of printed matter will apply. In any conflict between the Schedule and this map, the Schedule wording will prevail. The areas to be so designated are described as Uxbridge Town Centre, Hayes Town Centre and Brunel University.



Uxbridge Town Centre

Hayes Town Centre

Brunel University

All highways enclosed within the new coloured black on maps will include the entire highway, namely the outer perimeter of the highway and pavements.

The effect of the proposed Order makes it an offence for a person to distribute any free printed matter without the consent of the London Borough of Hillingdon on relevant land.

Relevant land is defined in Section 94(4) of the 1990 Act as land to which the public are entitled or permitted to have access with or without payment that is open to the air and under the direct control of the London Borough of Hillingdon, and any adjacent highway within the area of the London Borough of Hillingdon as defined by Section 90(9) of the 1990 Act within the designated area.

To "distribute" printed matter means to give it out to, or offer or make it available to, members of the public and includes placing it on or affixing it to vehicles, but does not include putting it inside a building or structure.

Printed matter is "free" if it is distributed without charge to the persons to whom it is distributed.

An offence is also committed when a person causes another person to distribute any free printed matter on designated land without the consent of the Council.


A person who commits an offence under this Order is liable to a fine on Summary Conviction of up to £200. No offence will be committed if the material is distributed for charitable, religious or political purposes.

It is proposed that this Order comes into effect on 23rd December 2010. Any person wishing to object to the making of the proposed Order may do so by writing to the Council within 14 days from the date of publication of this proposed Order.

For further information including the conditions required for such consent to be given may be found on the Council's website www.hillingdon.gov.uk/press.htm

Any representations or queries should be addressed to London Borough of Hillingdon, Street Scene Officer Hayes Town, 40/42C, Civic Centre, High Street Uxbridge, Middlesex, UB8 3LW email www@hillingdon.gov.uk

CABINET MEMBER: COUNCILLOR SANDRA JENKINS
Cabinet Member for Environment
DATED 23rd October 2010



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London Borough of Hillingdon 10 001 0000 001 0
Produced by PCS Map, Revised Aug 2010

Appendix 3

Conditions of consent to distribute free printed matter (literature) in designated areas



HILLINGDON

LONDON

DISTRIBUTION OF PRINTED MATTER CONSENT TERMS AND CONDITIONS

Distribution of Printed Matter Regulations

Proposed to be effective from 23 December 2010

Made by the London Borough of Hillingdon

Pursuant to Environmental Protection Act 1990 section 94B
Schedule 3A

The Consents and Conditions came into force on 23 December 2010.

1. DEFINITIONS

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

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

CONDITIONS APPLICABLE TO ALL CONSENTS DISTRIBUTION OF PRINTED MATTER

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

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

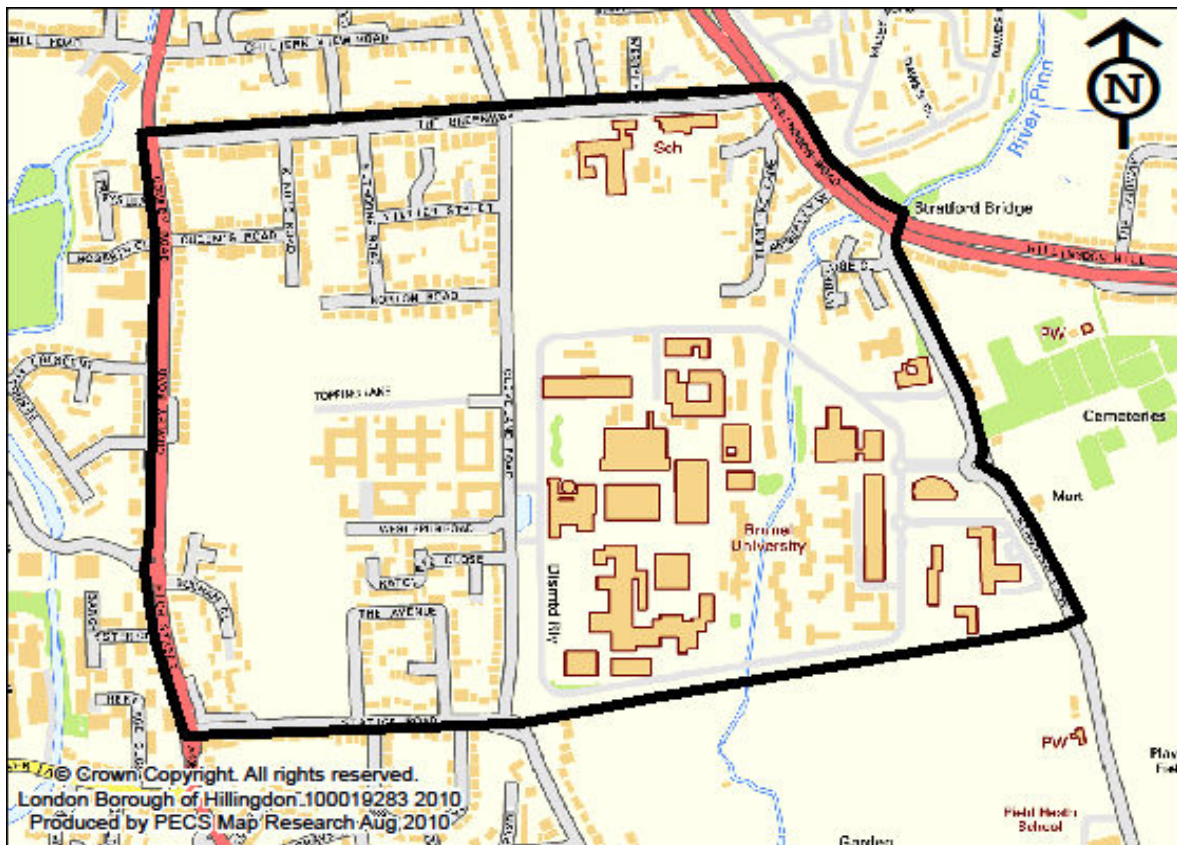
- 2.16 Any distributions carried out whilst an application is being processed shall be treated as having no consent to distribute within the area.
- 2.17 Consent will only be granted to one distributor in each designated area on each day.

Informatives

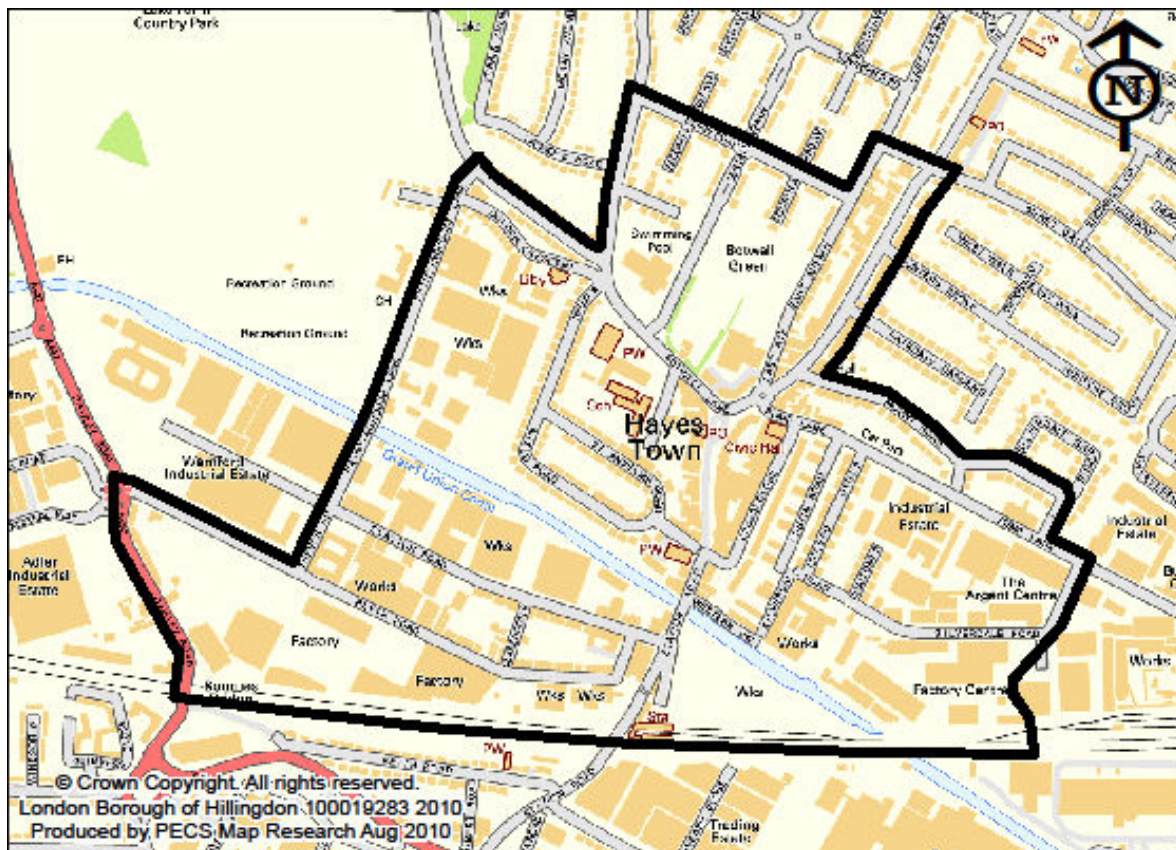
- Applications may be delayed beyond fourteen days should information not be supplied as required on the application form or where the fee is not submitted.
- It is expected that all literature promoting alcohol shall display a responsible drinking strap line
- It is expected that all literature promoting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

DESIGNATED AREAS

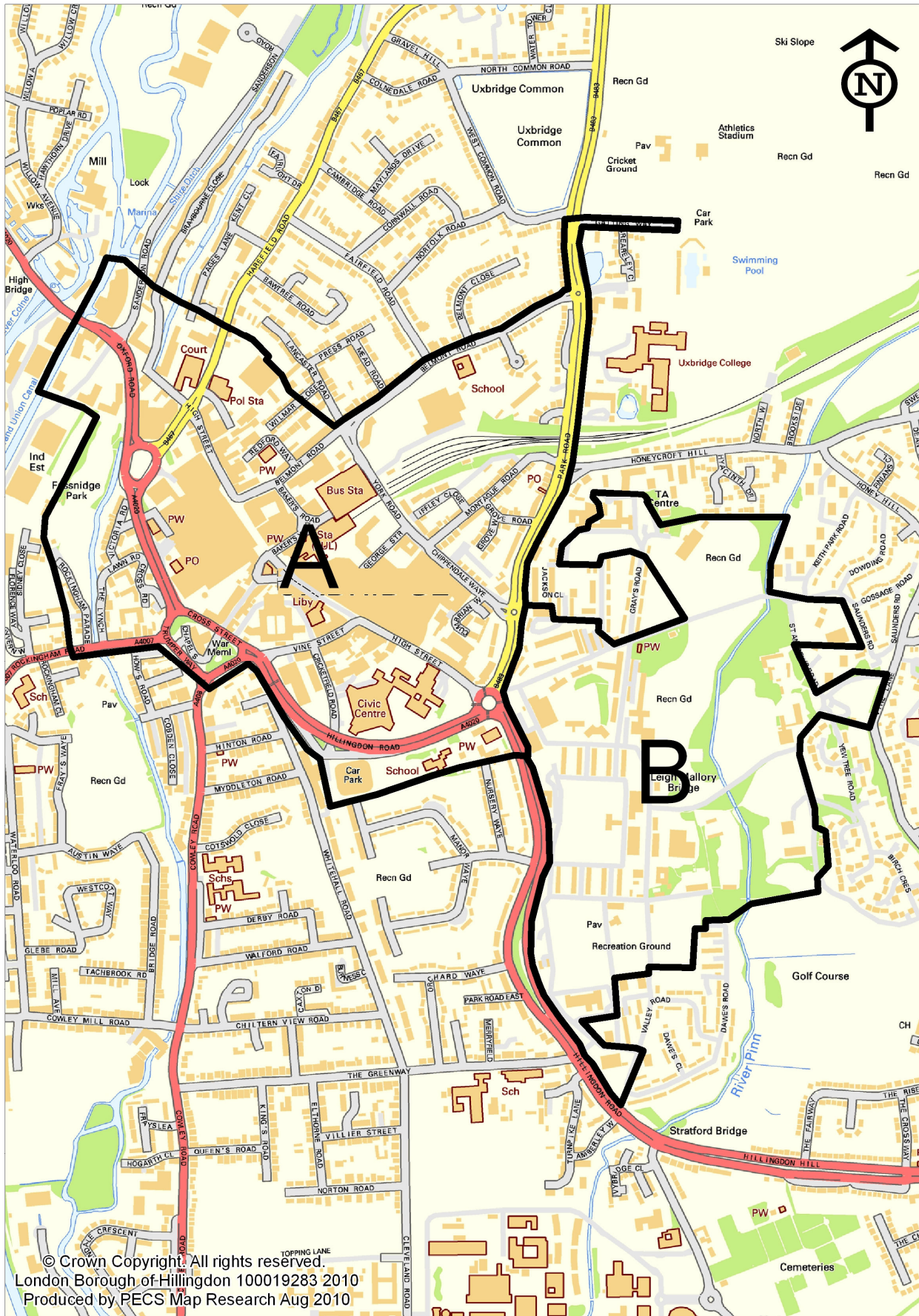
Brunel University



Hayes Town Centre



Uxbridge Town Centre



Appendix 4

Draft Consent to Distribute Free Printed Matter



Street Scene Enforcement Team
 Civic Centre, 4W/05, High Street, Uxbridge, Middlesex UB8 1UW
 Tel: 01895 556920 Fax: 01895 277082
 Email: sset@hillington.gov.uk www.hillingdon.gov.uk/streetscene

**APPLICATION FOR CONSENT TO DISTRIBUTE
 PRINTED MATTER**

Environmental Protection Act 1990 section 94B Schedule 3A

AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED BUT RETURNED TO THE APPLICANT

APPLICATION FOR* Brunel **Fee Enclosed**
 Please print clearly Uxbridge Town Centre
 Hayes Town Centre

APPLICANT'S DETAILS Please print clearly

Should you wish to pay by debit/credit card, contact Street Scene Enforcement Team.

Full Name

Title	First Name	
	Surname	

Business Name
Business Address

	Post Code	

Telephone Number(s)
 (Business)

Email	

DISTRIBUTOR (1) DETAILS Please print clearly

Full Name

Title	First Name	
	Surname	

Home Address

	Post Code	

Telephone Number(s)

Email	

DISTRIBUTOR (2) DETAILS Please print clearly

Full Name

Title	First Name	
	Surname	

Home Address

	Post Code	

Telephone Number(s)

Email	

Matter to be distributed

--

I confirm that I have read and understand the "Conditions Applicable To All Such Consents" and that the information I have provided above is correct. Any failures to comply upon issuance of consent will result in the immediate withdrawal of that consent.

Name: _____ Signature: _____ Date: _____

Please return completed form by post or e mail to the Street Scene Enforcement Team (address above). 1

**Appendix 5
Draft Consent to Distribute Free Printed Matter**

Environmental Protection Act 1990 section 94B Schedule 3A

Consent Number: XXXXXXXXXXXXX

CONSENT TO DISTRIBUTE PRINTED MATTER

The **Council of the London Borough of Hillingdon** being the Principal Litter Authority under the Environmental Protection Act 1990 Act.

HEREBY GIVE CONSENT to: <<Company Name>>

DISTRIBUTOR/S being <<Name/s>>

to distribute free matter at: << specify location>>

ON <<Full Date>> between the **HOURS** of <<00:00 – 00:00>>

Consent is given for the distribution of the following free matter/s:

<< full description>>

THIS Consent is given subject to the London Borough of Hillingdon Conditions Applicable To All Consents to distribute free matter.

THIS Consent is for a period of **ONE DAY** date of which is stated above unless surrendered or revoked

DATE CONSENT GIVEN: <<date>>

SIGNED: _____
on behalf of the London Borough of Hillingdon

All staff engaged in the distribution of free literature shall produce, on demand of an Authorised Officer, their consent to distribute within the area they are operating (Ref: Conditions Applicable To All Consents Distribution of Printed Matter 2.7)



Appendix 6



DECISIONS SHEET PUBLISHED BY THE CABINET OFFICE ON 20TH APRIL 2006

The Cabinet Member for Planning and Transportation made these decisions at a meeting with petitioners held on 19th April 2006:

		Officer contact
2	<p>RESTRAINT OF NUISANCE IN UXBRIDGE TOWN CENTRE</p> <p><i>Councillors Tony Burles, George Cooper and David Routledge attended and spoke as Ward Councillors.</i></p> <p><i>Concerns and suggestions raised at the meeting included the following :-</i></p> <ul style="list-style-type: none"> • <i>Concern that the Governing Body (PRFA) will not agree to proposals;</i> • <i>Need to avoid large numbers of charity clipboard representatives being in the busy areas of the town centre near to the Tube Station entrance and shopping centre entrances;</i> • <i>Concern at effect on income to local Churches if market researchers are no longer allowed;</i> • <i>Suggested that the Churches be asked to better control the activities of market research companies hiring their premises;</i> <p>DECISION</p> <p>That the Cabinet Member gives approval to:</p> <p>1. Touts for businesses or services being offered remote from Uxbridge town centre: Prosecute where necessary (see table section B).</p> <p>2. Charity clipboard representatives (“chuggers”): Wait for the outcome of the London Local Authorities Bill and the Charities Bill and in the meantime operate a booking in system and code of conduct for this type of activity, restricting the number of chuggers to a maximum of four plus a supervisor on three days of each week. The charity collectors would be allocated to specific sites with a daily fee payable to the Town Centre Management to assist with monitoring and</p>	<p>ANDY STUBBS</p> <p>01895 251281</p>

enforcement of the system (see table section C).

3. Walking or stationary advertising board holders: Wait for the outcome of the London Local Authorities Bill currently in the House of Lords (see table section D).

4. Freestanding “A-board” signs on the footway: Most do not require Advertisement Consent and are best enforced using Highways Enforcement powers (see table section E).

5. Illegal street traders: Continue to use existing street trading legislation to deter this activity (see table section F).

The recommendations will apply to any area within the boundaries of the town centre core: High Street, Uxbridge from Harefield Road to Belmont Road to York Road to Chippendale Way to Park Road to Hillingdon Road to Cross Street to Oxford Road to Harefield Road.

REASON FOR DECISION

Uxbridge has the highest footfall of any of the borough’s town centres, by virtue of its shopping and service attractions and the fact that it is the location of a thriving office sector population. Once they arrive in the town centre area, visitors are invariably subjected to the frequent, persistent and repetitive clamour of a wide variety of organisations and individuals, seeking to gain their attention for a number of purposes. Over the years, evidence has gathered which portrays a picture of a public that is tired of the nuisance presented whenever they visit the town. During 2005 one of the licensed Uxbridge street traders spent some weeks raising a petition containing more than 6,000 names from people stating they are in favour of controls being exercised on the “clipboard brigade”. Subsequent investigation shows there is scope for a number of measures to be introduced to deal with the perceived nuisance that is held to be damaging to the enjoyment of the town’s facilities. Adoption of appropriate measures is an opportunity for the council to demonstrate good management of the town.

ALTERNATIVES CONSIDERED AND REJECTED

None.

To view the reports relating to these decisions, click on the link below :-

THIS DECISION WILL COME INTO FORCE AND WILL THEN BE IMPLEMENTED UNLESS CALLED-IN. THE DEADLINE FOR CALL-IN TO BE RECEIVED BY THE HEAD OF DEMOCRATIC SERVICES IS 5PM ON THURSDAY 27TH APRIL 2006.

COUNCILLORS AND OFFICERS WILL BE NOTIFIED OF ANY CALL-IN RECEIVED.

This is a summary of the Cabinet Member's decisions.

If you wish for more detailed information on any of the decisions please contact Sue Came on 01895 250472.

The right hand column indicates the name of the officer(s) responsible for implementing/following up the decision in each case.

Circulation of this decisions sheet is to Members of the Council, Corporate Directors, Group Secretariats.

CHENEY STREET- EXTENSION TO EASTCOTE VILLAGE CONSERVATION AREA

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation & Recycling
Officer Contact	Nairita Chakraborty/ Sarah Harper Planning, Environment and Community Services
Papers with report	Appendix 1 – Extension to Eastcote Village Conservation Area Appendix 2 – Eastcote Village Conservation Area: Information Leaflet (circulated separately)

HEADLINE INFORMATION

Purpose of report	<ol style="list-style-type: none"> To inform the Cabinet of the outcome of the recent consultations on the proposed extension to the Eastcote Village Conservation Area. To seek approval for extending the Eastcote Village Conservation Area and to carry out the required notification procedure and related publicity.
Contribution to our plans and strategies	Hillingdon's Emerging Local Development Framework Hillingdon Design & Access Statements Hillingdon Unitary Development Plan 1998 (Saved Polices 2007) Community Strategy
Financial Cost	The production of the information leaflets and notification of residents and associated publicity will be approximately £1000, which will be met from the Planning, Environment and Community Services budget for 2010/11.
Relevant Policy Overview Committee	Residents and Environmental Services Policy Overview Committee
Ward(s) affected	Eastcote and East Ruislip

RECOMMENDATION

That Cabinet:-

- approves the extension of the Eastcote Village Conservation Area as shown on the map in Appendix 1;**
- instructs officers to notify affected residents of the new designation and carry out the associated publicity within the extended area; and**
- agrees the leaflet (circulated separately) be distributed to residents and other interested parties within the conservation area.**

INFORMATION

Reasons for recommendation

During the period between October and November 2010, a public consultation exercise was carried out in the proposed area for the extension of the Eastcote Village Conservation Area, the results of which have determined the above recommendations.

Alternative options considered

To not agree the proposed extension of the area, or the partial designation: this would leave areas identified as being of heritage significance unrecognised and unprotected.

Supporting Information

1. As part of the Council's rolling review of the Borough's conservation areas, and following a request for designation, officers re-assessed Cheney Street and proposed its inclusion within the Eastcote Village Conservation Area. On 23rd September 2010 Cabinet approved in principle the extension of the conservation area and a period of six weeks for public consultation in accordance with Hillingdon's Statement of Community Involvement.
2. Consultation with local residents, amenity groups and other interested parties was undertaken for the proposed area during October and November of this year. The respective Ward Councillors were also advised of the consultation. This report sets out the responses to this exercise and Cabinet approval is now being sought for the extension of the Eastcote Village Conservation Area as shown on the map in Appendix 1.
3. The consultation was carried out by way of a letter and information sheet. The latter included a map illustrating the boundary of the proposed extension and an explanation of the implications of the designation. These were addressed to the individual properties within the area of the proposed extension and sent through the post to ensure that there would be minimal errors in delivery. The results of the consultation are detailed in paragraph 5.
4. In parallel with this consultation, the Council's Highways Improvements Projects Team has consulted the residents of Cheney Street and the adjoining areas on a proposed 20mph zone within Cheney Street. This project was initiated as a result of a petition from the residents and following Cabinet Member approval on 18th June 2008, various studies and surveys were undertaken by officers. As a result, a 20mph speed restriction was proposed, together with associated works. This was revised following further discussion with the Residents' Association and other interested parties.
5. A formal consultation exercise on the 20mph scheme proposals was undertaken in October 2010, the results of which will be reported separately to the Cabinet Member by the Highways Improvement Projects Team. Conservation officers have discussed these proposals with the relevant officers in order to mitigate their potential visual impact on the character and appearance of the area.

Summary of Responses

6. There was positive support for the extension of the conservation area. In total 49 consultation letters were sent out and there was a high response rate of approximately 43%. Of these, most supported the designation. The results are detailed in the table below:

Eastcote Village	YES	YES with Comments	Total Yes	NO	NO with comments	Total NO	Other Comments	Total Response
Total letters sent: 49	11	7	18	0	3	3		21
			36.73%			6.12%		42.85%

7. A summary of the main comments and queries arising from the consultation are listed below:

- a) The majority of the respondents were very supportive of the proposal and commented that the area had a semi-rural character that was worthy of preservation.
- b) One resident queried as to why the three houses at the southern end of Cheney Street were not included in the proposed extension.
- c) Three residents disagreed with the extension and said that current planning controls were sufficient to preserve the character of the area. One of the residents queried the benefits of the extension and said that the area would be 'subject to more bureaucracy - surely this is contrary to government guidelines'.
- d) There were also queries and concerns raised regarding the proposed traffic calming measures being undertaken by the Highways Team.
- e) One resident raised particular concerns over the materials and signage proposed as part of the traffic calming project and their impact on the appearance of the area.

Consideration of responses

8. Given the positive responses to the consultation, it is clear that there is a high level of support for the extension of the conservation area to include Cheney Street. Only a few residents objected to the proposal on the grounds of additional planning restrictions. It is, however, felt that these controls would help to resist inappropriate development and would be in line with the National and Council policies to preserve and enhance the architectural character and appearance of conservation areas.

9. With regards to the exclusion of the properties on the southern end of Cheney Street, it was felt that these were modern houses with much smaller curtilages, built as a result of the subdivision of previously larger plots, which did not reflect the built form of the area. It is, therefore, proposed to exclude them from the extension.

10. In principle, the proposed 20mph zone in Cheney Street should not have an impact on the character and appearance of the area provided it is carefully detailed. The proposal has been discussed with the Highways Team and Conservation officers have advised that the signage should be rationalised, new road markings minimised, and that all materials should be carefully selected. Additional street clutter should also be avoided

and redundant signs and poles should be removed. The grass verges form a very important part of the character of the area, and should be retained.

SUMMARY AND RECOMMENDATIONS

11. The purpose of consulting the residents is to determine whether there is sufficient support for the designation; an approach championed by national bodies such as English Heritage. The public consultation exercise was highly successful and the Council received a number of positive responses. Whilst most supported the designation, concerns over added planning restrictions were raised. Some residents also queried the impact of the proposed traffic calming measures on the character and appearance of the street. Conservation officers are in discussion with the Highways Team to ensure that the visual impact of the proposal is minimised and does not detract from the character of the area. Following the consultation, it is recommended that:-

- a. The Eastcote Village Conservation Area is extended as shown on the Map in Appendix 1.

Financial Implications

12. Under section 70 (8) of the Planning (Listed Building and Conservation Areas) Act, 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 cost of these notifications will be £700. The cost of informing the residents of the decision will be approx £100 and the cost of the production of the leaflets will be approx £200. The total cost will be £1,000 and it will be met from the 2010/11 budget for the group.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

13. The aims of the recommendations are to extend the Eastcote Village Conservation Area. The residents and stakeholders within the area will be informed of the outcome of the consultation, and if agreed, the date of designation. They will also be advised of the increased planning controls resulting from designation, which include greater control over development, demolition and works to trees. A high quality of design, materials and workmanship will also be required for replacement structures and associated works. These are summarized in the information leaflet attached as Appendix 2.

Consultation carried out or required

14. The report includes the details of consultation.

CORPORATE IMPLICATIONS

Corporate Finance

A Corporate Finance Officer has reviewed the report and the financial implications within it, and is satisfied that the financial implications properly reflect the direct resource

implications on the planning service and any wider implications for the Council's resources as a whole.

Legal

The designation of Conservation Areas is governed by the Planning (Listed Building and Conservation Areas) Act 1990 ("the Act"). Section 69 of the Act 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

The Act does not prescribe a statutory requirement to consult prior to the designation of a Conservation Area. Nonetheless, the common law principles of consultation have to be maintained as well as compliance with the Council's consultation policies. In this case consultation principles and policies have been followed.

Section 70 of the Act sets out notification and publication requirements once the Conservation Area has been designated which the Council must follow. 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:

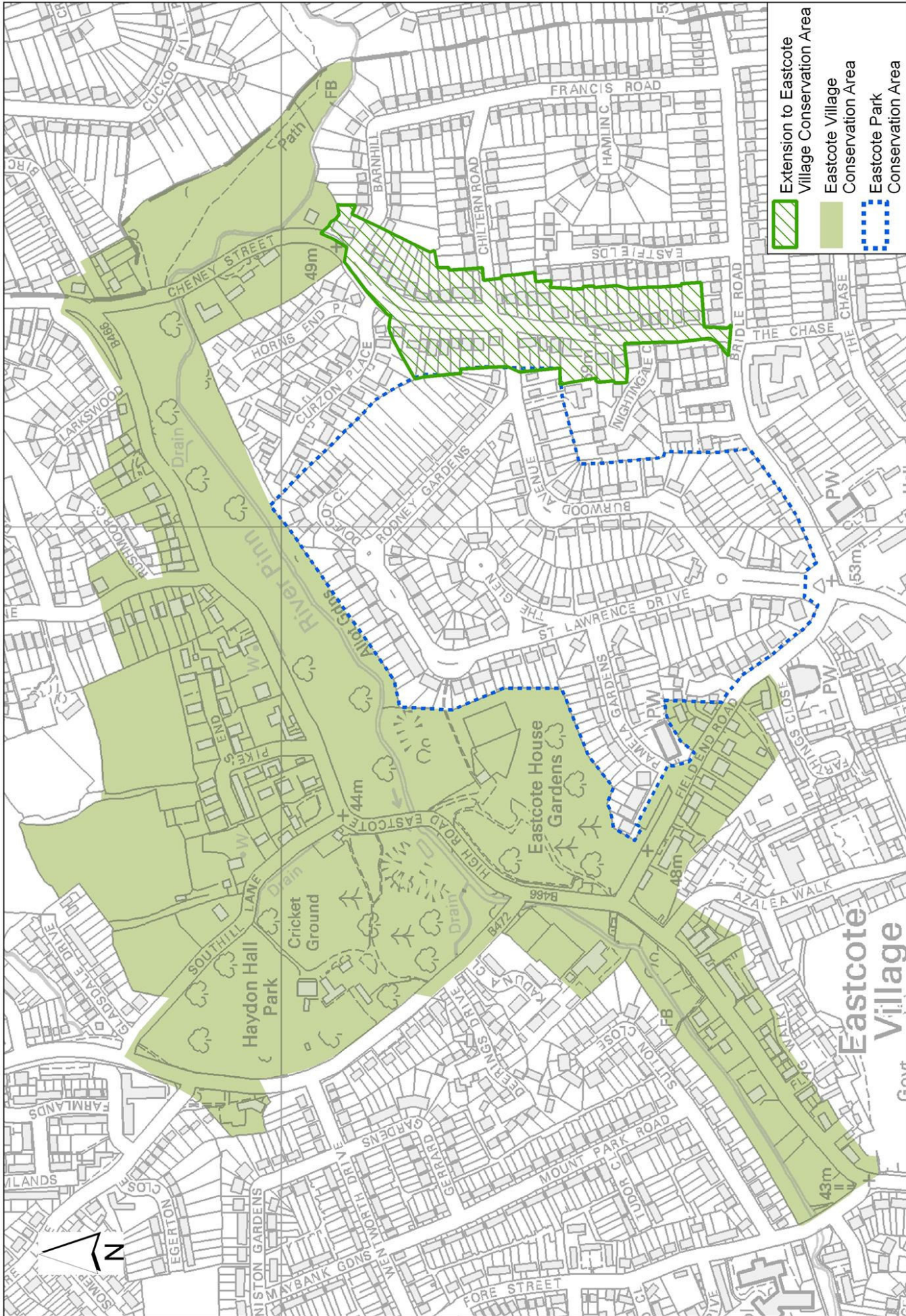
- a. The demolition of most buildings requires the consent of the Local Authority (Section 74 of the Act).
- b. Prior notification must be given to the Local Authority before works can be undertaken to most trees within the Conservation Area (section 211 of the Town and Country Planning Act 1990).
- 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, as amended, are more restricted than in other areas.
- g. The right to display certain types of illuminated advertisement without express consent under the Town and Country Planning (Control of Advertisements) Regulations 2007 is excluded.

Corporate Landlord

There are no direct property implications arising from this report, and the Interim Corporate Landlord has no comments.

BACKGROUND PAPERS

- 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



November
2010

**Cheney Street- Extension to
Eastcote Village Conservation Area**

Appendix 1

**Planning, Environment and
Community Services**
Civic Centre, High Street, Uxbridge,
Middlesex, UB8 1UW



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Demolitions

Conservation Area Consent is required for demolition work of a substantial nature, including demolition covered by unimplemented planning permissions. In general, consent will not be granted for the demolition of buildings, which make a positive contribution to the character or appearance of a Conservation Area.

Trees

Trees and other landscape features may contribute to the special character of a Conservation Area. There is a requirement to give six weeks notice (a 'Section 211 notice') to the Council for proposals to prune, lop or fell a tree in a Conservation Area. This allows time for the Council to make a Tree Preservation Order if considered to be appropriate. The following tree work is exempt from the need to notify the Council:

- Dead, dying or dangerous trees - five days notice of the works should still be given, however, unless in an emergency case;
- Council owned trees;
- Work on trees with a trunk less than 75mm in diameter; and
- If the removal of a tree or work to a tree will improve the growth of other trees, the work is exempt where the tree trunk is less than 100mm in diameter.



Design

The Council aims to enhance Conservation Areas through its own initiatives and by encouragement and advice to owners who may wish to alter or improve their properties.

The following will be particularly important:

- Extensions or alterations should not be out of scale with the original house, and should respect the property's original design;
- Side extensions should normally be set back from the original building line;
- The original plan of the house should be respected, and there should be a relationship with the original form of the house;
- Materials and detailing should match the existing property (eg. existing features, window shapes and sizes, brick arches and eaves details);
- Boundary treatment should be in keeping with the street scene; and
- Shop-fronts should be of good quality design with appropriate advertisements and signage.

Obtaining information in your language

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

For further information contact the Conservation and urban Design Team at 01895 250230

Eastcote Village Conservation Area



HILLINGDON
LONDON

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EASTCOTE VILLAGE CONSERVATION AREA

The Eastcote Village Conservation Area was designated in the early 1970s and includes the historic hamlet of Eastcote and surrounding areas. The area was extended in 1989, 1999 and more recently in 2010, to include those adjoining areas that contributed positively to the setting of the Conservation Area.

The original Conservation Area included the linear development along the River Pinn and the surrounding woodlands. It also included a large number of country houses with extensive grounds, such as the sites of Eastcote House, which dates from the C16, Haydon Hall from the C17 and High Grove from the C18. The area also includes some later well designed modern estates such as Pikes End. Overall, the character of the area is that of a high quality suburb dominated by open spaces, extensive natural landscaping and trees.

Most recently, the Conservation Area was extended to the south to include the southern part of Cheney Street. The character of this area is largely derived from its semi-rural setting and low-density housing of varied design, including large detached houses as well as bungalows. No 9 Cheney Street, the original Cheney Farmhouse, is the only listed building in the area and is listed at Grade II. It is a C17 timber-framed building with exposed framing between rendered



1. Central Reserve Cheney Street
2. Chalet Bungalows, Cheney Street

panels. The later 1920s buildings are in red brick or rendered, with clay roof tiles. Tall chimneys and half timbered details are also common and characteristic features of the houses, giving an “Arts and Crafts” appearance to the area.

The dominant features of the streetscape of the area are the hedges and low walls bordering front gardens, the mature trees, grass verges and the central reserve. These, together with the curving road layout and gentle topography, create an attractive street scene. The spacing between the houses, landscaping and views through to the back gardens all combine to form an attractive gateway to the Conservation Area.



9 Cheney Street, Cheney Farmhouse, Grade II

What is a Conservation Area?

A Conservation Area is an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. The borough has thirty Conservation Areas, designated over the last 40 years, the first being in 1969 and the most recent in 2009.

What effect will designation have?

The Council’s planning policies seek to preserve and enhance the architectural character and appearance of Conservation Areas, and to resist inappropriate development through the exercise of planning controls under the provision of the Town and Country Planning (General Permitted Development) Order 1995 (as amended). In these areas, normal ‘permitted development’ rights (permission granted automatically for certain works to single family dwelling houses) have been restricted, enabling more control over the size, design and location of extensions and alterations. The works over which there are greater controls are as follows:

- Enlargement or alteration of a dwelling house would require planning permission if the extension were situated on the side of the house or have more than one storey or extend beyond the rear wall of the original house more than 4m in case of a detached house or 3m in any other case;
- Planning permission would be required for cladding any part of the exterior of the dwelling house with stone, artificial stone, pebble dash, render, timber, plastic or tiles;
- Planning permission is required for the enlargement of a dwelling house consisting of an alteration or addition to its roof;
- The siting of a satellite dish on the chimney stack or on the roof slope or elevation fronting a road would require permission;
- Installing, replacing or altering a chimney, or installing a flue, biomass heating system or vent pipes on a wall or roof slope on the principal, or side elevation of the dwelling house, or on an elevation fronting the highway would require permission;
- Planning permission is required for any buildings (e.g. sheds, summerhouses) or enclosures (e.g. swimming pools) within the curtilage of a house if they are situated between the side of the house and its curtilage boundary.
- Planning permission is required for the installation of solar panels on a wall on the principal or side elevation of the house or if visible from a highway, or if it protrudes more than 200mm beyond the plane of the slope of the original roof.

It should be noted that previously approved Certificates for Lawful Development may no longer be valid and residents are urged to check with the Council and where necessary, apply for Planning Permission.

CORONERS MORTUARY SERVICE - UPDATED SERVICE AGREEMENT

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Officer Contact	John Purcell, Finance and Business Services
Papers with report	None

HEADLINE INFORMATION

Summary	This report seeks approval to enter into a new partnership Agreement with Ealing Council for the provision of statutory mortuary services for the Coroner's office to use when carrying out post mortems. The service will continue be located at Uxbridge Mortuary.
Contribution to our plans and strategies	Council Plan- 1. Value for Money. 2. Partnership Working
Financial Cost	The acceptance of the proposed new agreement will result in an annual contribution of £164k to the running costs of the service, which is in line with the current charge.
Relevant Policy Overview Committee	Residents and Environmental Services Policy Overview Committee
Ward(s) affected	All

RECOMMENDATION

The Cabinet:

- 1. Agree that the London Borough of Hillingdon and Ealing Council enter into a 15 year agreement whereby the London Borough of Hillingdon provides a statutory Coroner's Mortuary Service to Ealing Council in return for financial recompense.**
- 2. Agree that the Director of Finance and Business Services is authorised to take all necessary steps to execute the Agreement under the seal of the Council.**

INFORMATION

Reasons for recommendation

The Council has provided public mortuary services to carry out post mortems on behalf of HM Coroner in partnership with the London Borough of Ealing since April 2005 when a Partnership

and Service Level Agreement was forged between the two borough Councils. The agreement expired in March 2008. Since that time service has continued to be provided on a quarterly quotation basis on the former agreement terms whilst further work was carried out in regards to benchmarking and costing.

It is necessary to set in place more permanent and longer-term service arrangements. If the recommendation is approved, the continued shared service will ensure that the cost of running a statutory mortuary service is shared between both Councils, resulting in a cost benefit to both Councils.

Alternative options considered / risk management

Not to proceed with the proposed long-term partnership arrangement with Ealing Council would revert to a situation of the Council operating this service on a stand alone basis, and result in a budget pressure of £164k.

Comments of Policy Overview Committee(s)

None

Supporting Information

1. Uxbridge Mortuary is part of the West London Coroner's District. Local authorities are statutorily required to provide funding/facilities for the Coroner's service in line with the Coroners Act of 1988 ensuring that the Coroner has access to a mortuary to investigate violent deaths or deaths in custody where the cause of death unknown or in doubt. The Coroner may require a post mortem to be conducted and in some circumstances an inquest to be held. At present, the Council is part of a consortium of 6 authorities who fund the West London Coroner's Service.
2. The Mortuary was originally built in 1953 and upgraded in 2005 to modern day standards. It currently undertakes approximately 900-1000 post mortems per year on behalf of the two boroughs and employs 3 full-time Mortuary Technicians. The building also provides office accommodation for 5 Coroners officers who are based there.
3. Under the previous arrangement, Ealing Council provided an average of £164k to the Council for the mortuary service. Officers from both Councils have been discussing the feasibility of entering into a new long-term partnership arrangement to provide mortuary and post mortem services at the Uxbridge Mortuary. Ealing Council has no public mortuary and relies on the service being provided by way of a partnership arrangement.
4. Under the new arrangement, the Council will be responsible for the day-to-day operations of the mortuary, remuneration of staff, supplies, equipment and fittings and management of the service. The agreement contains details of how the service will be managed and monitored. The total cost of the mortuary service, including all running costs, revenue and capital costs will be calculated on a shared costs basis apportioned by the relevant borough population. Payment by Ealing Council shall be in quarterly instalments.
5. The Bereavement Services Manager will provide advice and information to both Councils on the operations and management of the Mortuary, and will attend meetings when requested, in relation to the service. A service review mechanism is built into the agreement with the reciprocal right to terminate on 12 months notice.

Financial Implications

Under the agreement, Ealing Council will provide funding to the Council each year to carry out their mortuary service duties based on shared costs. This arrangement reflects economies of scale through greater utilisation of the current facility and will provide ongoing revenue benefits and value for money for both Councils. Over the course of 15 years, it is anticipated that the Council will receive at least £2.5 million (based on an average contribution of £164k per annum to cover the costs of providing mortuary services above and beyond the statutory minimum required to meet the Council's own needs.

In the event that either party wishes to terminate this agreement provision is made for a 12 month termination notice period if necessary. Therefore if the London Borough of Hillingdon for example wish to dispose of the site in the future, it is possible and we could either provide the service from a new location within the borough or serve notice to London Borough of Ealing.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

A shared service will ensure that costs remain stable, thereby ensuring that residents are not financially stressed during the painful grieving process. It will ensure that the Council is in a position to provide suitable facilities to residents for post mortems and storage of deceased persons.

Consultation Carried Out or Required

H.M. Coroner for the West London District fully supports the shared service arrangement.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and is satisfied that on acceptance of the proposed agreement, an average of £164k per annum will be received from Ealing Council, as a contribution to the running costs for the statutory mortuary service. Accepting this agreement will result in cost benefits to both Ealing and Hillingdon, as the cost of running a mortuary service will be shared between both Councils.

Legal

Pursuant to the Public Health Act 1936, the council is statutorily required to provide a mortuary for the reception of dead bodies before interment and for the carrying out of post mortems.

Two local authorities may enter into an agreement under section 1 of the Local Authorities (Goods and Services) Act 1970 for the supply or provision by one to the other of goods or materials, or any administrative, professional or technical services.

As this is a Part B Service under the Public Contracts Regulations 2006 it is not subject to the full EU Public Procurement Regulations. The Council's Contract Procedure Rules do however apply. In this case, Cabinet is authorised to decide on the acceptance of the agreement. As the contract value exceeds £100,000 the contract will have to be executed by the Common Seal of the Council.

Corporate Landlord

The existing arrangement with Ealing Council results in a Council asset being more fully utilised than would otherwise be the case. Building related overheads are shared with the service paid for by Ealing Council, resulting in lower property costs for Hillingdon. The Interim Corporate Landlord supports the recommendation.

Relevant Service Groups

No other service areas relevant.

BACKGROUND PAPERS

None

GIFT FUNDING FOR PLANNING FUNCTIONS

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation & Recycling
Officer Contact	Jales Tippell, Planning, Environment and Community Services
Papers with report	None

HEADLINE INFORMATION

Purpose of report	This report considers the offer of a gift from Inland Homes in accordance with the provisions of Section 93 of the Local Government Act 2003 and Section 139 of the Local Government Act 1972. The gift is required to assist in meeting the Council's reasonable and justifiable costs associated with the discharge of its planning function, in providing a high quality planning application service assessing and determining reserved matters and pre-commencement conditions discharge applications for the first phase of the redevelopment of the former National Air Traffic Services (NATS) site, Porters Way, West Drayton. This will ensure additional resources are dedicated consistent with the importance of this project to the local community and the wider area. It is recommended that the gift be accepted.
Contribution to our plans and strategies	The recommendations will assist the planning process to realise the objectives of the Sustainable Community Strategy.
Financial Cost	The offer of £20,000 gift funding from Inland Homes will cover the costs assessing and determining the first phase reserved matters and pre-commencement conditions applications. This will provide additional resources to the Council to enable it to carry out its statutory planning functions.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	West Drayton and the surrounding wards.

RECOMMENDATION

That Cabinet accepts the offer of a gift from Inland Homes in accordance with the provisions of Section 93 of the Local Government Act 2003 and Section 139 of the Local Government Act 1972.

INFORMATION

Reasons for recommendation

Rippon Development Services (RDS), agents for Inland Homes, have obtained outline planning permission for a residential led redevelopment at the former National Air Traffic Services (NATS) site. They now require reserved matters and pre-commencement condition applications to be determined in order to implement the first phase. The processing of these applications will incur costs to the Council. The gift funding offer from Inland Homes will greatly assist the Council in meeting those costs.

As part of fulfilling the requirements of assessment and determination, there will be the need for on-going meetings, and the provision of consistent and timely advice throughout the process. In the case of the reserved matters application, there is an additional requirement for public consultation and finally, to report the matter to Central and South Planning Committee for a decision. It is considered essential to have a dedicated officer for the project, and additional resources are needed to support that function. It is therefore considered appropriate that the Council should accept an offer of a gift to contribute towards the reasonable and justifiable costs of carrying out these planning functions.

Alternative options considered / risk management

- I. Refuse the gift from Inland Homes. This would not be in the best interests of the local communities or the council.
- II. Request changes to the proposed gift from Inland Homes. Inland Homes are unlikely to increase their offer.

Comments of Policy Overview Committee(s)

The Residents and Environmental Services Policy Overview Committee have not commented on the report.

Supporting Information

Former NATS site

1. The former NATS site is a large site of 12.72ha at Porters Way, West Drayton. The site has the potential to provide 773 dwellings, and to significantly improve the aesthetic appeal of the site and the immediate area, and contribute to improving services and facilities in the local area, particularly if the planning process is managed effectively. The Council therefore considered it necessary to prepare supplementary planning guidance for the site. A Supplementary Planning Document (SPD) was adopted by Cabinet at its meeting in September 2009.

2. Inland Homes has previously provided a gift of £80,000 to contribute towards the preparation of the SPD, pre-application costs and the costs of determining the outline planning application which was issued on 1st October 2010 (LBH application Ref: 5107/APP/2009/2348). The current offer to consider the reserved matters and pre-commencement conditions discharge is £20,000. This would meet the costs of a temporary project officer.
3. In order to meet the reasonable and justifiable costs to Council, and to ensure that dedicated resources are provided to ensure the best outcomes for the project, it is considered appropriate that the Council should accept an offer of a gift in the order of £20,000 from Inland Homes. The gift funding that is received would be strictly ring-fenced to ensure that it is spent in accordance with the terms of the gift, and the planning functions associated with the former NATS site.
4. Whilst the acceptance of a gift cannot in any way influence the outcome of the reserved matters and pre-commencement conditions applications, it can provide an adequate staffing resource to enable the development proposals to be afforded a higher level of priority than may otherwise be possible, particularly given the complexity and importance of this project. In this regard, a temporary dedicated project officer would enable the resolution of issues and help realise the expectations of the Council through the planning process, to inform any application at the earliest possible stage, and also to provide a central contact for the community and key stakeholders.
5. The Council has previously accepted gift funding in relation to various planning delivery agreements, and planning initiatives, including the discharge of its functions in producing the RAF Uxbridge Supplementary Planning Document (SPD), providing detailed planning advice and processing applications for RAF Uxbridge and RAF West Ruislip, and dealing with airport related planning applications.
6. The alternative, to refuse the gift funding, would involve meeting the costs of the SPD through the existing planning budget, which is not likely to achieve the same objectives, given the current constraints on that budget and the competing priorities of other workstreams.
7. The acceptance of the gift would facilitate the dedication of additional resources to provide prepare the SPD, provide pre-application advice, and to offer an important customer service to the community, as the dedicated officer would take a proactive approach to engaging with the community and various key stakeholders, ensuring the best possible planning outcomes through the reserved matters application process.
8. The Cabinet is recommended to accept the gift funding of £20,000. If funding is not provided externally by Inland Homes then these on-going costs will need to be met from existing Council resources.

Financial Implications

The offer of £20,000 gift funding from Inland Homes will cover the costs of assessing and determining reserved matters and pre-commencement conditions discharge applications for the first phase of the redevelopment of the former National Air Traffic Services (NATS) site, Porters Way, West Drayton. This will provide additional resources to the Council to enable it to carry out its statutory planning functions.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

In terms of service user outputs the gift offers the opportunity to provide a higher standard of service than may otherwise be possible. A dedicated project officer would be proactive in engaging with various stakeholders, a central point of contact for enquiries and add value to the overall process. The project officer would facilitate the sharing of information, coordinating responses from the Council to Inland Homes and other stakeholders and ensure a consistent approach to deliver the best outcomes for redevelopment of the site. Such an approach is consistent with the latest guidance from government, and is in the best interests of achieving the Council's objectives, as set out in the Sustainable Community Strategy.

Consultation Carried Out or Required

None required.

CORPORATE IMPLICATIONS

Corporate Finance

The gift proposed of £20,000, will contribute to the costs of assessing and determining reserved matters and pre-commencement conditions discharge applications for the first phase of the redevelopment of the former National Air Traffic Services (NATS) site, Porters Way, West Drayton. The gift will ensure that a temporary dedicated project officer can be involved throughout the works for this first phase and will provide additional resources to the Council, to enable it to carry out its statutory planning functions. There are no wider implications for the Council's resources as a whole.

Corporate Procurement

Not applicable.

Legal

Section 93 of the Local Government Act 2003 provides a general power to local authorities to charge for discretionary services. Discretionary Services are those services that an authority has the power, but is not obliged, to provide. Through the power to recover via a charge the costs to an authority of providing a service, the government aims to encourage authorities to provide more wide ranging and new and innovative services for their communities. The Council may utilise this power if:

- the Council already has the power to provide the service, but is not mandated or has a duty to provide;
- the recipient of the discretionary service has agreed to its provision and to pay for it;

Charges may be set differentially, so that different people are charged different amounts. The Council is not required to charge for discretionary services. They may provide them for free if they have the resources to do so. However, by virtue of Section 93 (4) there are limitations to the cost of recovery in that for “each kind of service” the income from charges for that service does not exceed the costs of provision. Each Council can decide the methodology they wish to adopt for assessing the costs.

In planning terms, the effect of the above legislation is that the Council can provide extensions to statutory services including a range of advisory services linked to planning and development control. These are not a statutory requirement, but can make an important contribution to the operation of the statutory services. The Council are entitled to receive income for provision of the discretionary services so long as it does not exceed the cost of providing the service.

To conform to government guidance the PPA ought to be negotiated by officers and properly formalised. In terms of member involvement, Members and officer should have regard to the helpful guidance on Members pre-application involvement set out in the Department of Communities and Local Government “Member Involvement in Planning Decisions”, published in January 2007.

In relation to the provision of gift funding for the preparation of the SPD, the relevant statutory power is Section 139 of the Local Government Act 1972. This provides that “a local authority may accept, hold and administer for the purpose of discharging any of their functions, gifts of property, whether real or personal, made for that purpose.”

- The ordinary meaning of a gift is a voluntary transfer of property without consideration. The offer from Inland Homes does not suggest that the Council is to be obliged to do anything in consideration of any payment. Furthermore, any gift made and accepted under Section 139 must be one which is intended to enable the Council to discharge its functions.
- A gift may be made notwithstanding the fact that the donor expects its use by the donee to bring him benefits. Therefore the fact that Inland Homes would for example, have an interest in ensuring that its submissions are dealt with in a timely manner, would not mean that the payments could not be accepted as gift.
- The reality, however, is that the Council would not be providing any advice and assistance solely for the benefit of former NATS site will be in the public interest and in the interests of the proper planning of the area. From the Council’s point of view, Inland Homes is not the beneficiary of the activities associated with the gift funding, nor is the object to provide Inland Homes with any advice or services extraordinary to this particular project. Instead the beneficiaries of the planning process should be the existing residents of the borough, particularly those within close proximity of the site, and the future residents that will choose to live on the former NATS site.
- The perception of the public is a matter for the Council to consider if it accepts the payments. The Council must maintain its independence from Inland Homes and its impartiality as a local planning authority with respect to any application or other matter involving Inland Homes. The Council should ensure that legitimate

doubts do not arise about such matters. The Council may also be concerned about any widespread impression which might arise, however unfounded.

- One way of addressing this difficulty is to ensure that Inland Homes' proposals are fully reported, and that the community is engaged through the planning process, both at pre-application stage, and after the submission of a planning application. Transparency and accountability will be essential if any payment is to be accepted.

Corporate Landlord

The report has no significant property implications for the Council and the interim Corporate Landlord has no comments

Relevant Service Groups

No other service groups are directly impacted by the recommendation.

BACKGROUND PAPERS

Department of Communities and Local Government - Guidance Note on Implementing Planning Performance Agreements 2007.

NON-SURGICAL USE OF CLASS 3/4 LASERS

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Officer Contact	Oliver Darius, Planning, Environment and Community Services
Papers with report	Appendix - Special Treatment Regulations Licence Conditions

HEADLINE INFORMATION

Summary	After 1st October 2010 the non surgical use of lasers and also intense light pulse (ILS) systems will no longer be regulated like other parts of the cosmetic and beauty industry. To continue protection for the public, such activities may be controlled by the Local Authority. Such controls can be included alongside existing regulatory services dealing with other beauty treatments. An amended set of prescribed conditions is to be considered to include lasers and ILS, in line with the existing service, a scheme of fees and charges may be considered.
Contribution to our plans and strategies	Council Plan 'A Safer Borough'
Financial Cost	The annual license fee will generate an estimated £9000 per annum, this will cover the costs of operating the scheme.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	ALL

RECOMMENDATION

That the Cabine:

- 1) Agree to amend the Special Treatment Regulations Licence Standard Conditions prescribed under Section 10 of the Regulations to include Lasers;**
- 2) Agree that the Council should introduce a fee of £750 for a licence for up to 18 months and;**
- 3) Agree to ancilliary amendments to Special Treatment Regulations Licence Conditions as set out in the Appendix.**

Reasons for recommendation

It is recommended that standard conditions prescribed under Section (10) of the Regulations made under Part II of The London Local Authorities Act 1991 be amended. This is to encompass the non surgical use of lasers and intense light systems within the regulatory framework of special treatment licensing.

It is proposed that a new Laser category will be introduced to the scheme of fees and charges. This shall be subject to a review, along with a review of the of special treatment scheme of fees and charges in 2012. This is to ensure funding for the service and continued protection to members of the public. The recommended fee is £750

The ancillary amendments will bring them in line with current legislative requirements. Amendments are highlighted in the background paper Special Treatment Regulation Licence conditions.

INFORMATION

Businesses operating special treatments must be licensed under regulations made by the London Borough of Hillingdon. A scheme of fees and charges apply. Licences must be renewed no less than once every 18 months. A strategy of regulatory interventions including inspections of businesses is in place to target high-risk activities within these businesses so as to ensure public safety.

Without the correct safety measure in place laser treatments can lead to facial swelling, skin infections, scarring and burning. The Independent Healthcare Advisory Services, Association of Laser Protection Healthcare Advisors and the Department of Health have proposed essential standards for the use of Lasers to be used across the UK. The Special Treatment Group made up of 32 London Boroughs is to consider these standards and determine how they work in practice as part of the London regulatory framework for special treatments. The essential standards have been used to draft Code of Practice 13.

Examples of treatments currently using laser and light equipment

Vascular treatments	Port wine stains, thread veins, leg veins
Pigmented treatments	Tattoo removal, photo aging
Ablative treatment	Removal of epidermal layers to reduce wrinkles and facial lines, wart removal and benign lesions
Photo Rejuvenation	Photo ageing, roscea
Hair removal	Body and facial hair

Laser protection advice from the Care Quality Commission is that controls must be put in place for the following reason

- To prevent eye damage,

- Control exposure,
- Control skin burns,
- Control the risk of fire/explosion,
- Prevent electric shock,
- Surface reflection of laser light,
- Chemical hazards,
- Regulate the use of Hydrochloric Acid,
- Reduce infection risks associated with burning,
- Restrict areas and personal protection for therapist as well as clients,
- Prevent laser exposure to members of the public.

A new Care Quality Commission registration system came into force on 1st October 2010. In this new system the non surgical use of lasers and also intense light pulse (ILS) systems will no longer be regulated like other parts of the cosmetic and beauty industry.

Independent Healthcare Advisory Services (IHAS) and the Association of Laser Protection Healthcare advisors (ALPHA) have been seeking an alternative arrangement to ensure the continued protection of the public.

To continue protection for the public, such activities may be controlled by Local Authority. Such controls can be included alongside existing regulatory services provided for by the London Local Authorities Act 1991, within the terms and conditions controlling special treatments. Lasers and Intense Light Treatments will have to meet essential standards before they can operate, thereby preventing as far as reasonably practicable injury and ill health.

Essential standards are to be adapted for use in Code of Practice 13 within the licencing regime and would become enforceable.

By applying standards an age limit may be introduced in order to protect young people. (age restrictions for under 16)

Recommended Fee

Fees to be charged were discussed at the Special Treatments Working Group (made up of 32 London Local Authorities including Hillingdon) The group advised that LB Harrow are to charge £1000, LB Enfield are to charge £600 LB Westminster are to charge £600 and Croydon will levy no additional charges over and above their standard scheme of special treatment charges (they operate a flat rate charge to all businesses.)

The recommended fee of £750 is about 75% of the rate charged by Care Quality Commission. This will lessen the burden upon existing operators of laser treatments and reduce the possibility of a challenge under the EU Services Directive, whilst increasing revenue to the service. The recommended fee takes into account that all businesses affected are currently licensed by Hillingdon and are already charged a fee at a level dependant upon the existing beauty treatments offered. The fee of £750 is in addition to existing fees and is considered to be proportionate to the estimated officer time, including training, management costs, consumables and other overheads. Under the EU services directive fees set must be 'proportionate to the effective cost of the procedure dealt with, and must not be used as an economic deterrent.'

Ancillary amendments to Special Treatment Regulations Licence standard Conditions

Amendments are proposed to reduce the administrative burden of processing licence renewals on the Council and remove unnecessary burdens on the business e.g. requiring evidence of qualifications to be kept on site, removing named therapists from the licence, removing the need for therapist updates. This also allows for greater flexibility in the business, permitting use of different therapists and removing a technical offence of not operating within the terms and conditions of the licence. Business will not have to send certificates and other documentation in the post. This approach is consistent with the objectives set out in the Regulators compliance code concerning Economic Progress.

Further amendments proposed update the regulations in line with ancillary legislation on fire safety and controlled waste as well as the use of anaesthetics.

Also to protect Children under the age of 16, who will require parental consent

Alternative options considered / risk management

IHAS and ALPHA have developed essential standards which reflect arrangements required for the safe and quality provision of laser treatments, which may be used as part or a registration scheme, akin to, for example Gas Safe Registration. Such a scheme however is not in place or ready for launch.

Lasers and Intense Light Treatments may simply be regulated through existing and general provisions of the Health and Safety at Work Act 1974. Businesses may operate outside standard conditions; unsafe practices may be remedied by serving of statutory enforcement notices. This is potentially a more reactive approach. No revenue will be achieved.

Comments of Policy Overview Committee(s)

No comments at this stage

Financial Implications

The costs incurred will be for staff time in the administration of the scheme plus initial annual inspections for all sites operating ILS systems, these annual inspections will potentially reduce after a risk assessment of the operators is concluded after the initial inspection. There will also be some upfront training costs for 2 members of staff estimated to be £600.

These costs will be recovered through the fees levied on the business. Accordingly implementation of the report recommendations will be cost neutral. An income may be generated, in line with the EU Service Directive; this must not be disproportionate to the cost of providing the service

Should the cabinet approve the introduction of lasers into the regulatory regime of the London Local Authorities Act, an estimated income of £9,000 per annum may be achieved. This is based on the current 12 known operators of ILS systems being charged an annual fee £750 fee.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

The proposed recommendation shall reduce the regulatory burden on existing businesses through reducing the fee charged to operators of Lasers and Intense Light Systems.

Other ancillary amendments to the regulations reduce administrative burden on both the council and the business. The recommendation supports business in the economic recovery and is consistent with Hampton principles highlighted in the Regulators Compliance Code.

The proposal will protect as far as reasonably practicable, injury and ill health resulting from laser and intense light treatments and will also protect children by securing an age limit for such treatments.

Consultation Carried Out or Required

To all businesses affected, the Special Treatment Working Party, (IHAS) ALPHA and Hair and Beauty Industry Authority (HABIA)

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and is satisfied that the financial implications properly reflect the direct resource implications for the Council. It is satisfied that the estimated income from the annual license fee will cover the costs of operating the scheme.

Legal

The above recommendation is in accordance with the legislative requirements surrounding Special Treatment Premises. The Council do have the power to licence Special Treatment Premises pursuant to Part II of The London Local Authorities Act 1991 ("the Act"). Section 10 of the Act provides the Council with the power to prescribe standard terms, conditions and restrictions by the making of regulations prescribing the standard conditions applicable to all licences. As legislative changes occur it is important to ensure that the standards conditions are reviewed and revised accordingly to ensure that they are current and applicable.

Although not a statutory requirement, it is prudent to undertake the informal consultation process outlined in the report. In considering any consultation responses, officers must ensure that there is full consideration of the representations from consultees, including those that do not accord with the proposals.

BACKGROUND PAPERS

General scheme of Fees and Charges for Special Treatments
Explanatory notes relating to the application of a Special Treatments Licence

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Special Treatments Regulations

Licence Conditions

London Local Authorities Act 1991 (Amended)

London Local Authorities Act 1991, as amended by the London Local Authorities Act 2000

Regulations made by the London Borough of Hillingdon under Section 10(1) of the London Local Authorities Act 1991, prescribing standard conditions applicable to all Special Treatment premises located in the London Borough of Hillingdon

Interpretation:

1. 'Approval of the Council' or 'Consent of the Council' means the approval or consent of the council as licensing authority in writing
2. 'Borough Council' means London Borough of Hillingdon as the appropriate licensing authority
3. 'Establishment for Special Treatment' has the meaning set out in section 4 of the London Local Authorities Act 1991 (as amended)
4. 'Licence' means a Special Treatment Licence granted under section 6 of the London Local Authorities Act 1991 (as amended)
5. 'Officer' means any person authorised by the Borough Council in writing
6. 'Premises' means any premise within the Councils area licensable for special treatments and includes all installations, fittings and other items connected with the business.
7. 'The Act' means the London Local Authorities Act 1991 (as amended)

Use of Anaesthetics

6.1 No prescription only medicines (POM's) **may ("ADDED")** be administered by therapists/**practitioners/operators. ("ADDED")** All injected anaesthetics are POM therefore no anaesthetic injections can be administered by therapists/**practitioners/operators** added

6.2 Cream/spray based **pharmacy medicines ("ADDED")** (P) **can be purchased as a topical anaesthetic. ("ADDED")** These can only be used where a detailed consultation assessing contra-indications has been carried out.

6.3 **Topical anaesthetics may only be used in applications for which they are licensed. ("ADDED")**

Control of Waste

5.1. GENERAL WASTE

- (a). Waste and other refuse must not be allowed to accumulate in the premises, except so far as is unavoidable for the proper functioning of the business.
- (b). Adequate provision must be made for the removal and storage of waste and other refuse.
- (c). Closable, ***pedal operated ("ADDED")*** containers must be provided for this purpose, which are appropriately constructed, kept in sound condition, and where necessary easy to clean and disinfect

5.2. CONTROLLED WASTE

- (a) Controlled waste must be disposed of appropriately & not placed within the ordinary refuse.
- (b) Licensees must ensure that risks are properly controlled by developing suitable systems of handling, storage and disposal of controlled waste.

Licence Conditions

1.1 TERMS OF LICENCE

Licences are granted for a term of twelve months.

1.2. LICENCE

- (a). The licence is personal to its holder. The licence cannot be transferred by the licence holder to any other person unless the licence holder makes an application for transfer to the Council.
- (b). The licence is only valid in respect of the premises named on the licence. The licence cannot be transferred by the licence holder to any other premises unless the licence holder makes an application for transfer to the Council.
- (c). The establishment specified in the licence may only carry out treatments that are specified on the licence.

1.3. LICENCE HOLDER

The licence holder must be 18 years or over.

1.4. LICENCE CHANGES

- (a). The establishment specified in the licence may only carry out treatments which are specified on the licence. If any alteration is required, an application to vary the items, conditions or restrictions to the terms, must be made to the Council and accompanied by the amendment fee. ***(Section relating to types of amendment deleted)***
- (b). Application for transfer of the licence ***to a different premise*** must be made to the Council accompanied by the appropriate amendment fee.
- (c). The licensee shall at once notify the Council in writing of any change in the name or private address of the licensee(s) or any other particulars of the company
- (d). Any company (within the meaning of the Companies Act 1985) shall at once notify the council in writing of any changes to the registered companies address or acquisition.
- (e). Proposed changes in the name or title of the premises licensed as a special treatment establishment shall be notified to the Council and shall not be put into effect until an amended licence is issued.

1.5. NAME AND TRADING OF PREMISES

- (a). The establishment shall practice only the special treatments (falling within the scope of this Act) for which the licence is issued.
- (b). The establishment shall additionally be operated only in accordance with the details documented on the licence application form.

1.6. LICENCE DISPLAY

The current licence must be prominently displayed in the licensed premises at all times.

1.7. SCALE OF FEES

A scale of fees for treatments must be prominently displayed in the licensed premises at all times.

1.8. NOTICES AND ADVERTISEMENTS

(a). All notices and advertisements issued by or on behalf of the establishment shall bear the trade name, style or title specified in the licence.

(b). The licensee shall keep at the premises, arranged or filed in order of date, a copy of each advertisement or circular issued by the licensee or on behalf of the licensee for a period of six months from the date of issue of the advertisement. The copies shall be open to inspection by an officer and are to be produced on request.

(c). The licensee shall not advertise in a public convenience or conveyance or in any other place in which the public assemble, any massage or special treatments carried on at the establishments.

(This will not apply to an advertisement in or on the premises of the establishment or to any advertisement in any newspaper or periodical which may be exposed for sale in any public place in which the public assemble.)

(d). The licensee shall not publish or allow to be published on their behalf any advertising in words or pictures in publications of an erotic nature, or in any publication or other media which in themselves suggest that there is an erotic element in any treatment provided.

4.4. CLEANLINESS OF EQUIPMENT

(a) A documented cleaning schedule shall be provided by the licensee and retained at the premises for inspection

(b) Where necessary, adequate facilities must be provided for the

i) cleaning, disinfecting and sterilization of work tools, equipment, protective clothing, gowns, towels etc.

ii) These facilities must be easy to clean and have an adequate supply of hot and cold water, where appropriate.

iii) Adequate storage for all items must be provided so as to avoid, as far as possible the risk of contamination.

(c). A licensee shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment:

i) Is clean and in good repair, and, so far as is appropriate, is sterile;

ii) Has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilized.

(d). A licensee shall ensure that any needle, metal instrument, or other item of equipment used in treatment or for handling instruments and needles used in treatment so far as is appropriate, is in a sterile condition and kept sterile until it is used.

4.5. INFECTION CONTROL

(a) Procedures for the decontamination, disinfection and sterilisation of equipment shall be provided at the premises

(b) Glass bead sterilisers; UV light boxes; hot air ovens and water boilers must not be used for sterilisation purposes

(c) Glutaraldehyde must not be used for sterilisation purposes

(d) Autoclaves must be used for sterilisation where necessary. This must be strictly in accordance with manufacturers instruction and with the current version of Medicines and Healthcare Products Regulatory Agency MHRA DB2002 (6) and in accordance with **HTM 2010 on sterilisation. ("ADDED")**

Hygiene and Cleaning

4.1. PERSONAL HYGIENE

(a) Any person carrying out a treatment must ensure that: -

- i) His/her hands are kept clean and washed immediately prior to carrying out any treatment
- ii) Maintain a high degree of personal cleanliness and shall wear suitable, clean and appropriate protective clothing.
- iii) No person shall be permitted to administer treatments while afflicted by either a known or suspected ailment, or being a carrier of a disease likely to be transmitted during treatment (e.g. infected wounds, skin infections, sores, etc.).
- iv) He/she does not smoke or consume food or drink during the course of the treatment.
- v) Any open sores, cuts boils or other open wounds on the practitioners must be effectively covered with a waterproof impermeable dressing.

4.2. STRUCTURE AND CLEANLINESS

(a). All internal walls, doors, windows, partitions, floors and floor coverings and ceilings in any part of the premises used by the client and operator must be kept clean and maintained in good repair and condition.

(b) All hand wash stations and shower facilities must be provided with materials for the hygienic washing and drying of hands

(c) Animals are prohibited in the treatment rooms

4. 3. CLEANLINESS OF FURNITURE AND FITTINGS

(a) All furniture and fittings in the treatment area shall be kept clean and in such good repair as to enable them to be cleaned effectively.

(b) All tables, couches and seats used by clients in the treatment area and any surface on which equipment is placed immediately prior to treatment shall have a smooth impervious surface that is wiped down regularly with a suitable disinfectant.

(c) Where tables or couches are used, they shall be covered by a disposable paper sheet /towel or similar which shall be changed for each client.

(e). A notice shall be displayed 21 days prior to the opening of any new premises to allow for any objections to be made. This notice must be displayed in a conspicuous part of the premises where it can be read by people on the streets at all times and must be displayed continuously for the 21 days.

1.9. COMPETENCE AND QUALIFICATION

(a). ~~(section deleted as repetitive)~~ No person shall give any treatment unless they are qualified and (“ADDED”) the treatment to be administered is (“ADDED”) detailed on the current licence.

(b). The Council will seek to verify all certificates as evidence of competence. Where verification is not possible, or the qualification claimed is not appropriate, the person concerned may be required to undergo assessment by an independent organization, acceptable to the Council, to establish competence. All costs arising in this matter will be borne by the applicant. In exceptional circumstances where national occupational standards are not available and assessment will be carried out on an individual basis and further training required as deemed appropriate. (section on experience being acceptable deleted)

(c). Where a therapist is exempt under the Act, then current details of their membership of the relevant body shall be kept at the premises. A copy of membership details will be submitted to the council at the time of application and a certificate of registration issued to the applicant.

(d). For the purposes of training, trainees can administer treatments under the direct supervision of their trainer only.

1.10. HEALTH & SAFETY

The requirements of the Health and Safety at Work Etc Act 1974, and any regulations made under it must be complied with.

1.11. FIRE SAFETY

The establishment must comply with any requirements of the Council or Fire Authority in respect of fire, including means of proper escape in case of fire and fire-fighting equipment. A fire risk assessment must be carried out in accordance with the Regulatory Reform (Fire Safety) order 2005 and the

Management of Health and Safety at Work Regulations 1998
("ADDED")

1.12. NUISANCE

There must be no nuisance arising from any activities carried out at the premises by either the staff or clients using the premises.

1.13. OPERATING TIMES

The licensee must ensure that any restrictions on opening hours or days imposed on the premises by the Council or specified in the licence application are adhered to.

1.14. CONDUCT OF PERSONS AT PREMISES

All persons concerned in the conduct of the premises used for special treatments must be regarded as fit and proper persons to hold such a licence. In respect of this, the licensee must:

- i) Ensure that no indecent and/or sexual acts are carried out at the premises;
- ii) Exclude any persons who have committed such an act on the premises;
- iii) Ensure all persons in the premises are decently attired;
- iv) Ensure that no persons under the influence of drink or drugs are allowed on the premises.
- v) The licensee shall not permit or suffer the door of any room or place in the premises to be locked whilst any person is within it.
- vi) The licensee shall not cause to be published any advertising in words or pictures suggesting that there is an erotic element in the treatment provided.

(b) Unless prior written consent from the Council has been given, the licence holder shall not employ anyone to be involved in, or have an interest in, the running of the business:

- i) Whose licence has been revoked, or to whom a licence has been refused on the grounds that such a person is unsuitable to hold a special treatments licence;
- ii) Who has had an application for a licence under other legislation concerning treatment of the public refused or revoked;
- iii) Who is not a fit and proper person.

(section on criminal convictions deleted as repetitive)

showering facilities shall be provided (or appropriately mixed) running water

Procedural Rules

Record Keeping

3.1 THERAPIST RECORDS

- (a) **It shall be the responsibility of the licensee to keep ("ADDED")** therapist/practitioner/**operator ("ADDED")** records for all persons administering treatments. This will include the following-
- i) Full names
 - ii) Dates of birth
 - iii) Home addresses
 - iv) Qualification certificates **(to the level defined in the relevant code of practice)**
 - v) List of treatments offered by the therapist
 - vi) Copy of professional insurance for all treatments offered **and all therapists.added**
 - vii) Photographic proof of identity ("ADDED")**
 - viii) Proof of address ("ADDED")**

3.2. CLIENT RECORDS

A licensee shall keep client records obtained by means of a client consultation before each treatment and the following details recorded.

- i) Name and address of all persons receiving treatments,
- ii) The type of treatment given
- iii) The name of the person giving the treatment
- iv) Date the treatment was given
- v) Assessment of any contra-indications
- vi) Informed consent of the client – **client signature ("ADDED")**

3.3. GENERAL RECORD KEEPING

- (a) Records must be kept on the premises and available for inspection for two years.
- (b) Suitable and sufficient, written and verbal aftercare advice must be given to all clients for all treatments administered.

(c) Records of waste transfer notes (“ADDED”) shall be retained at the premises

(b). Ventilation systems must be constructed to enable all parts requiring cleaning, or replacement to be readily accessible.

(c) Extract units must be positioned so as not to cause noise or other nuisance to neighboring properties.

2.7. LIGHTING

Lighting must be suitable and sufficient to ensure safe operation of the premises.

2.8. HEATING

The licensee must ensure that suitable and sufficient heating is provided and maintained throughout the premises.

2.9. PRIVACY OF CLIENTS

Separate male and female changing facilities shall be provided where both sexes are treated.

2.10. W.C.S

(a) Sanitary conveniences must be available for clients and staff

(b) All conveniences must be ventilated (see above)

(c) There must be an intervening ventilated space between WCs and treatment rooms

2.11. WASH BASINS

(a). An adequate number of wash-hand basins must be available and suitably located in every treatment room or adjoining room and toilet facility.

(b). A separate wash-hand basin must be available for the toilet facility. ("ADDED")

(c). Wash-hand basins must be properly drained and provided with hot and cold mains water

2.12. SINKS

Provision for the cleaning of equipment must be made where necessary separate to the requirement for wash-hand basins.

2.13. SHOWERS

In premises providing body treatments involving the application of heat by saunas, solarium, steam bath or other baths suitable and sufficient

1.15. CRIMINAL HISTORY

(a) **There must be no** criminal convictions in the 5 years prior to application.

(b) **The applicant has** a duty to inform the council of any criminal convictions obtained during the licensing period.

1.16. PROOF OF IDENTITY

For applicants and all persons offering treatments, the following proof of identity must be kept on the premise and made available for inspection at all times. ("ADDED")

i) Photographic ID showing date of birth, **e.g. passport, driving licence ("ADDED")**

ii) Proof of address such as utilities bill

(section deleted as does not reflect change of policy)

1.17. PLANNING CONSENT

All applicants must contact the Council's Planning department to check whether planning permission is required. The issue of a special treatment licence does not indicate that planning consent has been granted by the Council for the premises to be used for such treatments. It is the applicant's responsibility to obtain planning consent separately.

1.18. INSURANCE

(a). The licensee shall arrange for suitable Employer's Liability, Public Liability and Professional Indemnity insurance covering the range of special treatments offered.

(b). The appropriate insurances must be kept on the premises and be available for inspection by visiting officers.

1.19. CODES OF PRACTICE

All applicants must abide by the codes of practice laid down by Hillingdon council for each treatment they offer.

Code of Practice – 1 Nail Treatments

Code of Practice – 2 U V Light Treatments

Code of Practice – 3 Saunas and Steam Rooms

Code of Practice – 4 Spa Pools

Code of Practice – 5 Acupuncture

Code of Practice – 6 Cosmetic Piercing

Code of Practice – 7 Body Piercing

Code of Practice - 8 Tattooing

Code of Practice - 9 Massage

Code of Practice – 10 **Foot Healthcare (change from Chiropody)**

Code of Practice – 11 Electrolysis

Code of Practice – 12 Facials (“ADDED”)

Code of Practice – 13 Laser and Intense Light Systems (“ADDED”)

Premises Rules

2.1. ELECTRICAL SAFETY

(a) The electrical installation for the premises shall be inspected, tested and maintained in accordance with the British Standard 7671. A Periodic Inspection Report shall be obtained from a “competent person” at the appropriate intervals (e.g. up to a maximum of five years or a shorter period as specified on the Report) and submitted to the Council.

(b) The inspection certificate shall be signed by a person who shall be one of the following: -

(i) a professionally qualified Electrical Engineer;

(ii) a member of the Electrical Contractors' Association;

(iii) an approved contractor of the National Inspection Council for Electrical Installation Contracting (**NICEIC (“ADDED”)**), or

(iv) a qualified person acting on behalf of one of the above (in which event it shall be stated for whom he/she is acting).

2.2. ELECTRICAL APPLIANCES

(a) An inspection and test shall be carried out on all portable electrical appliances within the premises in order to comply with the Electricity at Work Regulations 1989. The inspection shall also include fixed appliances used for treatment of the public. The tests shall ensure that the electrical appliances comply with these Regulations and the relevant parts of British Standard 7671.

(b) A certificate shall be submitted to the Council at the time of application (i.e. at 12 monthly intervals) by a person described in Condition 16 (2.1b) above. Guidance about maintenance can be obtained from the Health & Safety Executive, Memorandum of Guidance HS(R)25.

2.3. GAS APPLIANCES AND INSTALLATIONS

(a). All gas appliances and installations at the premises shall be inspected for safety at intervals not exceeding 12 months by a **“ADDED” Gas Safe** registered engineer.

(b). The inspection certificate shall be kept at the premises and made available for inspecting officers of the council.

2.4. PRESSURE SYSTEMS

Any equipment operating under pressure shall be inspected for safety by a competent person. All pressure systems shall be operated in accordance with the current version of the Pressure Systems (Safety) Regulations.

2.5. STRUCTURE

The layout, design, construction and size of the establishment and all equipment shall:

(a). Permit adequate cleaning and/or disinfection;

(b). Be such as to protect against the accumulation of dirt and contact with toxic materials, and the formation of condensation or undesirable mould on surfaces;

(c). Be robust, durable and maintained in a sound condition.

2.6. VENTILATION

(a). There must be suitable and sufficient means of natural or mechanical ventilation, and wherever practicable this should be direct to the external air.

PLANNING OBLIGATIONS - QUARTERLY FINANCIAL MONITORING REPORT

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation & Recycling
Report Author	Nicola Wyatt, Planning, Environment and Community Services
Papers with report	Appendix 1 - attached

HEADLINE INFORMATION

Purpose of report	This report provides financial information on s106 and s278 agreements up to 30th September 2010 against respective portfolio areas.
Contribution to our plans and strategies	Planning obligations are an established delivery mechanism for mitigating the effect of development, making it acceptable in planning terms and achieving the aims of the Community Strategy and other strategic documents that make up the Local Development Framework.
Financial Cost	The Council currently holds £13,303,199 relating to s106 and s278 agreements. Of this £6,976,752 is allocated/earmarked for projects and £3,481,924 relates to funds that the Council holds but is unable to spend directly, leaving a residual balance of funds that the Council holds of £2,844,523 that is currently spendable and not yet allocated/earmarked towards specific projects. In Quarter 2, the Council has received additional income of £228,194 and spent £359,001.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	All

RECOMMENDATION

That the Cabinet notes the updated financial information attached at Appendix 1.

INFORMATION

Reasons for recommendation

Circular 05/05 and the accompanying best practice guidance requires local planning authorities to consider how they can inform members and the public of progress in the allocation, provision and implementation of obligations whether they are provided by the developer in kind or through

a financial contribution. This report details the financial planning obligations held by the Council and what progress has and is being made in allocating and spending those funds.

Alternative options considered

To not report to Cabinet, however, it is an obvious example of good practice to monitor income and expenditure against specific planning agreements and ensure that expenditure takes place in accordance with the parameters of those agreements.

Comments of Policy Overview Committee(s)

The Committee did not ask to comment on the report.

Supporting Information

1. Appendix 1 provides a schedule of all agreements on which the Council holds funds. The agreements are listed under Cabinet portfolio headings. The appendix shows the movement of income and expenditure taking place during the financial year; including information at 30 June 2010 (which was subject of the report in September 2010) as well as up to 30 September 2010. Text that is highlighted in bold indicates key changes since the Cabinet report of 23 September 2010. Figures indicated in bold under the column headed 'Total income as at 30/09/10' indicate new income received. (Shaded cells indicate where funds are held in an interest bearing account) The table shows expenditure between 1 July and 30 September 2010 of £359,001 (compared to £207,535 during the previous quarter) and income of £228,194 (compared to £665,196 during the previous quarter) within the same period.

2. The balance of s278/106 funds that the Council held at 30 September 2010 is £13,303,199. It should be noted that the 'balance of funds' listed, i.e. the difference between income received and expenditure, is not a surplus. Included in the balance at 30 September 2010 are those s278/106 funds that the Council holds but is unable to spend for a number of reasons, such as cases where the funds are held as a returnable security deposit for works to be undertaken by the developer and those where the expenditure is dependant on other bodies such as transport operators. The column labelled "balance spendable not allocated" shows the residual balance of funds after taking into account funds that the Council is unable to spend and those that it has allocated to projects. The 'balance of funds' at 30 September 2010 also includes funds that relate to projects that are already underway or programmed, but where costs have not been drawn down against the relevant s106 (or s.278) cost centre.

3. In summary, of the 'total balance of funds' that the Council held at 30 September 2010 (£13,303,199) £3,481,924 relates to funds that the Council is unable to spend and £6,976,752 is allocated/earmarked for projects, leaving a residual balance of funds that the Council holds of £2,844,523 that is currently spendable and not yet allocated towards specific projects.

4. It was not possible to report this information to the Cabinet at any earlier meeting because the reporting deadlines were prior to the receipt of reconciled financial information.

Financial Implications

5. The S106 balance as at 30th September 2010 is £13,303k. The detail is shown in Table A below. This includes sums (£3,482k) of which the delivery of projects/schemes is dependent on the council's partners, eg PCT/TFL. Of the £ 6,977k earmarked/allocated to projects £2,463k,

excluding S278 fees, is currently estimated to be spent in 2010/11. The balance of £2,844k is yet to be allocated. Over the last quarter (September) the income received was £228k.

Services	Balance b/fwd (1/04/10)	Income Received	Total	Spend	Balance c/fwd (30/09/10)	Allocated balances	To be allocated
	£,000	£'000	£'000	£'000	£'000	£'000	£'000
S278/S106							
S278							
Planning & Transportation	1,380	202	1,582	165	1,417	1,417	0
S106							
Planning & Transportation	2,950	0	2,950	212	2,738	2,419	319
Culture, Sports & Leisure	399	15	414	0	414	389	25
Education & Children Services	5,136	562	5,698	0	5,698	3,419	2,279
Improvements, Partnerships, & Community (PPR)	1,251	0	1,251	39	1,212	1,150	62
Environment	1,049	36	1,085	90	995	840	155
Housing, Social Services & Health	811	78	889	60	829	825	4
Sub total	12,976	893	13,869	565	13,303	10,459	2,844
Less: Money held on behalf of partners	3,479	3	3,482	0	3,482	3,482	0
Total LBH	9,497	890	10,387	565	9,821	6,977	2,844

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

7. The recommendation ensures transparency and assures probity in the area of planning obligations, thereby promoting public confidence.

Consultation Carried Out or Required

8. There are no external consultations required on the contents of this report.

CORPORATE IMPLICATIONS

Corporate Finance

9. A corporate finance officer has reviewed the report and the financial status of Section 106 and Section 278 agreements up to 30 September 2010 contained within it. The recommendation to note this monitoring information report has no financial implications.

10. While there is currently an unallocated balance of £2,279k under Education & Children's Services, it is anticipated that a significant proportion of these funds relating to Primary Schools would be available to support the on-going Primary School Expansions programme.

Legal

11. The monies referred to in this report are held by the Council for the purposes specified in each of the relevant legal agreements. Such monies should only be spent in accordance with the terms of those agreements. Where monies are not spent within the time limits prescribed in those agreements, such monies should be returned to the payee. Where officers are unsure whether monies held pursuant to particular agreements can be used for particular purposes, Legal Services should be consulted for advice on a case by case basis.

Corporate Property

12. The Corporate Landlord Department has reviewed this report and confirms that there are no direct property implications for the Council, arising from the recommendation.

BACKGROUND PAPERS

ODPM Circular 05/2005 'Planning Obligations'

District Auditor's "The Management of Planning Obligations" Action Plan May 1999

Monitoring Officers Report January 2001

Cabinet Report December 2002 / March 2003 / October 2003 / January 2004 / June 2004 / September 2004 / November 2004 / March 2005 / July 2005 / October 2005 / December 2005 / March 2006 / July 2006 / September 2006 / November 2006 / March 2007 / July 2007 / September 2007 / December 2007 / March 2008 / June 2008 / September 2008 / December 2008 / March 2009 / June 2009 / September 2009 / December 2009 / March 2010 / June 2010 / September 2010

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10	AS AT 30/9/10	To 30/9/10	AS AT 30/9/10	AS AT 30/9/10	
SECTION 278									
PORTFOLIO: PLANNING, TRANSPORTATION & RECYCLING									
PT278/27/09 (Includes Former PT129) *16	Bowwell	Stockley Park Phase 3 - Trident Site* 37977/W/96/1447	604,300.70	604,300.70	14,500.00	0.00	589,800.70	0.00	Spend is engineering fees. Development not yet implemented and highways works not started. Funds currently held are for security deposit and fully refundable subject to the due and proper implementation of the Highway works. £2,500 engineering fees transferred from PT278/27. A further £12,500 of Engineering fees needs to be claimed from developer should works commence. Interest added.
PT278/30/115 *22	Heathrow Villages	Terminal 5, Land at Longford Roundabout, Heathrow s278 10 Jan 02. 47853/93/246	10,500.00	10,500.00	0.00	0.00	10,500.00	0.00	Fees & security (£5,000) associated with Highway Works to be undertaken by developer. Works consisted of temporary access works from Longford Roundabout to Western Perimeter Road. Access installed & will be removed following completion of Terminal 5. Security to be retained pending outcome of BAA proposals to make this access two-way and permanent for buses and emergency services vehicles as well as cyclists. Two way access implemented. Officers investigating whether all required works have been completed. Works completed, security to be refunded after maintenance period
PT278/34/86A *18	Brunel	Brunel sites 3 532/SPP/2001/1858 - Highways Works at Junction Hillingdon Hill / Kingston Lane & Pelican Crossing on Kingston Lane	392,358.87	392,358.87	197,448.22	0.00	194,910.65	0.00	Highway Works - £1,150k refundable security. £124,637.12 received for highway works at junction of Hillingdon Hill and Kingston Lane. £65,271.32 - received for Kingston Lane Pedestrian Crossing. £20,500 supervision fees. If the supervision fee following final completion exceeds 10% of the costs of the works plus statutory undertakers costs and TTS payment then the excess is to be refunded. Works complete and signals switched on. Officers continue to chase Brunel to perform remedial works to grass verges and are investigating options for the use of some of the security for the Council to perform the remedial works if necessary. Final certificate sent 30/4/09.
PT278/44/87A *20	Brunel	Brunel s278 16 April 04 532/SPP/2002/2237 - Traffic Calming on Cleveland Road & New Entrance on Kingston Lane	102,018.78	102,018.78	81,080.74	0.00	20,938.04	0.00	Traffic Calming on Cleveland Road & roundabout on Kingston Lane. £30,900 spent on engineering fees. £150k Refundable security deposit. £3,200 for Traffic DC project management costs. £58,962.38 TTS estimate for Pedestrian Crossing on Cleveland Road. Further payments received following receipt of estimate of works to cover security/costs. £10,000 received for improvements to a footpath on the site to be retained a security for Brunel to implement the works and to be transferred to PT84/87B-D. Traffic Calming on Cleveland Road (including new signalised crossing) & roundabout on Kingston Lane at new entrance to Brunel University now complete. TIL invoice paid. Residual on TIL payment due to VAT not claimed - funds to be held on as contingency for extra TIL costs. Interest Accrued. Remedial work completed and signed off in December 2007.
PT278/46/135 *32	Northwood	10A Sandy Lodges Way Northwood 54671/AP/2002/54	7,458.07	7,458.07	2,458.00	0.00	5,000.07	0.00	Improvement of visibility for junction of Sandy Lodges Way & Woodingdean Way. ECU fees have been claimed and £5,000 security remains. Works substantially complete. 12 month maintenance period, ended 16 September 2006. Final certificate has been prepared. Security held to part offset outstanding education contribution which is being sought via legal proceedings.
PT278/47	Various	Refunds Various	37,804.67	37,804.67	15,938.10	0.00	21,866.57	0.00	Funds transferred to here as refunds related to the Heinz, Hayes Park and former BT site, Glencoe Road, Yeading developments, not yet taken up by developer or owners. Also £10.79 from Wimpey Site Beaconsfield Road and £232.58 from Former Magnatex Site Bath Road which is residual interest omitted from refunds related to those schemes. Officers looking into appropriate recipients for refunds.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10	AS AT 30/9/10	AS AT 30/6/10	To 30/9/10	AS AT 30/9/10	AS AT 30/9/10	
PT278/48	Various	No Legal Agreement Various	86,020.60	83,520.60	48,331.60	43,981.60	4,350.00	37,689.00	0.00	No Legal Agreement - consultancy fees. £14,000 to be transferred to a PPR/reference for 1st quarter 08/09 report as these funds are for construction training secured from the s106 agreement for Budgens Site, South Ruislip. Expenditure due to ECU fees claimed in relation to Bishop Ramsey school S278 works. £5,200 security deposit received for car park at Mount Vernon Hospital. Spend towards engineering fees claimed for Hatfield Academy.
PT278/49/117 *23	Yeading	Grand Union Village Southall 327/APP/2000/2106	77,331.55	77,331.55	11,447.00	11,447.00	0.00	65,884.55	0.00	Security deposit (£5K + interest) for highways works involving traffic calming to the junction with Glencoe Rd and a cycleway/footway on Broadmead Rd to Hayes Bypass. £52,363.10 for TL costs for Broadmead Road Toucan Crossing proposed as part of works. Additional income is £1K of engineering fees. Detailed plans of works and design agreed. Consultation undertaken during February 2007 for traffic calming and toucan crossing. Officers chasing TL for implementation. Following consultation Cabinet Member agreed to works to be carried out. Works completed Aug 09. Further £11,447 received for LBH fees.
PT278/50/10A *14 (Formerly PT/31)	Uxbridge North	Land at Sanderson Site and Braybourn / 35347/APP/2000/1294 & 1296	166,491.05	166,491.05	463.10	463.10	0.00	166,027.95	0.00	Funds held (£140,070 plus interest) as a deposit sum - fully refundable subject to the due and proper execution of the Highways Works by developer (road widening, the provision of a mini-roundabout, two new bus stops, extension of a right hand turn lane on Oxford Rd into Sanderson Road, and removal of existing parking bays). Engineering fees were paid direct to HEC and did not pass through s106/278 accounts. Works complete. Some outstanding remedial items, which are subject of on-going discussions with the developer. Funds to be returned following issue of final certificate. £463.10 additional engineering fees received - claimed by HEC. Interest accrued.
PT278/57/140 A	Pinkwell	MOD Records Office Stockley Road Hayes 18399/APP/2004/2284	419,128.68	419,128.68	325,719.61	325,719.61	0.00	93,409.07	0.00	£188,737.70 (including £170,027.34 for Transport For London signals unit) for installation of two sets of traffic signals, one at the entrance to the site the other at Lavender Rise on Stockley Road and £190,686.91 received in respect of the Council's costs for supervision of the works (to be carried out by the owner). Works complete. Stage 3 road safety audit now agreed await completion of remedial works. Remedial works completed. Additional item of works being sought by officers who are chasing the developer for this. Council's costs of £205,686.71 claimed. TTS invoice for signals at Lavender Rise paid. Funding for additional items of works (removal of right turn lane) and BT cabling received. Design work and public consultation completed. Removal of right turn lane completed Sept 09. Scheme in maintenance period awaiting financial completion.
PT278/60/147A *42	West Drayon	Former DERA site, Kingston Lane West Drayon 45658/APP/2002/3012	1,568.98	1,568.98	0.00	0.00	0.00	1,568.98	0.00	£1,500 The Council's costs for the design, administration and supervision of the works to the public highways surrounding the site to be performed by the developer. £15,000 held as security for the due and proper execution of the works. Await progress on site before commencement of these off-site highways works. Highway works started on site and were due to be substantially complete in September 2007. Maintenance period complete. Bond plus interest returned. Remaining balance LBH fees due.
PT278/60/147B	West Drayon	DERA Site, Kingston Lane, West Drayton - Highways 45658/APP/2002/3012	56,816.26	56,816.26	0.00	0.00	0.00	56,816.26	0.00	£55,000 was received towards the total cost of highway works for the purchase and installation of traffic signals at Station Road/ Porters Way Junction and any such other incidental work as identified by the Council to support the development. Funds not spent by 19 February 2014 are to be refunded together with interest accrued. £125.85 interest accrued. These works to be performed by developer of RAF Porters Way (see PT278/62/148A). Funds to be retained as a contingency for these works.
PT278/62/149A *51	Botwell	Hayes Goods Yard 10057/APP/2004/2996&2999	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00	The Council's costs due upon lodgement of documents by the developer for the design, administration and supervision of the works to the public highways surrounding the site to be performed by the developer. £5,000 received as a security deposit for the due and proper execution of the highways works by the developer.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE		BALANCE OF FUNDS		BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10		AS AT 30/9/10	AS AT 30/6/10	To 30/9/10	AS AT 30/9/10		
PT1278/63/175A *49	South Ruislip	BFPO, R.A.F Northolt 189/APP/2006/2091	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	£5k received as the security deposit for the due and proper implementation of junction works at the White House Gate entrance to the development. Signals complete and in operation. Currently within 12 month maintenance period. Date of final completion to be confirmed.
PT1278/64/173	Eastcote & East Ruislip	R.A.F. Eastcote 10/189/APP/2004/1781	19,200.00	19,200.00	12,201.13	0.00	6,998.87	0.00	0.00	0.00	Engineers fees paid prior to the execution of an agreement to secure access works associated with this application. Waiting restriction in Lime Grove undertaken. Elm Avel Lime Grove junction improvement pending. Elm Ave P-edestrian crossing technical approval pending (£5,500) design fees received plus further £6,700 for temporary footpath works carried out by LBH. £7,500 engineering fees claimed. Funds spent towards temporary footpath works. Further £5,000 security deposit for proper execution of highway works.
PT1278/65/182 *52	Heathrow Villages	Longford Roundabout - Fifth Arm. 63389/APP/2007/2294	9,521.00	9,521.00	4,521.00	0.00	5,000.00	0.00	0.00	0.00	Remaining balance is a security deposit for developer implementation of bus only access to Terminal 5 Heathrow. Spend on supervision costs. Works complete, security to be refunded following maintenance period.
PT1278/66/183	Pinkwell	Shepiston Lane - Petrol Station Development	32,000.00	32,000.00	16,000.00	0.00	16,000.00	0.00	0.00	0.00	Funds received as security for highways improvements being performed by the developer in lieu of a banker's bond. Works completed and part of the monies has been refunded. Remaining balance to be refunded following satisfactory completion of the maintenance period. Further £16,000 security returned to developer. Remaining balance to be returned following final completion of works.
PT1278/71/214A	Uxbridge North	Hillingdon House Farm Site E Eng. Cons. Fees (North Way) 2543/APP/2005/870	12,430.00	12,430.00	12,430.00	9,280.00	0.00	0.00	0.00	0.00	Fees received for design checks. Alteration to access road, traffic signals and advanced warning signs. S278 agreement and technical approval pending. £3,150 engineering fees claimed. £9,280 highways works & inspection fees received & claimed.
PT1278/72 *66	West Ruislip	R.A.F West Ruislip (Kkenham Park) Design check on S278 Designs 38402/APP/2007/1072	53,986.57	53,986.57	27,486.57	14,986.57	26,500.00	0.00	0.00	0.00	Fees received for design checks. Pelican crossing and signals on Long Lane. S278 agreement and technical approval pending. Further £18,000 returnable deposit received to ensure reinstatement of temporary crossover on Alysham Drive. Further fees received towards inspection fees and traffic orders. Spend towards fees & inspection.
PT1278/73	South Ruislip	R.A.F Northolt - South Ruislip Main Gate 189/APP/2007/1321	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	Fees received for design checks. Junction improvements at West End Road/ Bridgewater Road. S278 agreement and technical approval pending.
PT1278/74/209C	Yiewsley	Proposed Tesco development, Trout Road, Yiewsley 609/APP/2007/8744	120,300.26	120,300.26	117,300.26	117,300.26	3,000.00	0.00	0.00	0.00	Fees received for design checks for proposed junction works and carriageway widening at Trout Road. S278 agreement and technical approval pending. Further fees received & claimed for inspection works.
PT1278/75/218A	Harfield	The Harfield Academy, Harfield 1109/APP/2006/825	72,011.08	72,011.08	19,112.78	0.00	52,898.30	0.00	0.00	0.00	Fees received for design checks. Alteration to Academy entrance and proposed zebra crossing S278 agreement and technical approval pending. Fees received for design checks for pedestrian crossing. £66,011.08 received for provision of zebra crossing on Northwood Road. Scheme currently being implemented.
PT1278/76/198A *60	Uxbridge	Former Gas Works site (Klar Park), Cowley Mill Road, Uxbridge 3114/APP/2008/2497	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	Funds received as a security deposit for due and proper execution of highways improvements. S278 agreement.
PT1278/77/197 *62	Ruislip Manor	Windmill Hill Public House, Penbrooke Road, Ruislip 11924/APP/2632	24,000.00	24,000.00	1,000.00	0.00	23,000.00	0.00	0.00	0.00	Fees received for design checks (£1,000). £23,000 received as a security deposit to ensure works are carried out to a satisfactory standard. £1,000 engineering fees claimed.
		SECTION 278 SUB - TOTAL	2,324,247.12	2,321,747.12	883,975.33	165,029.61	1,416,809.01	0.00	0.00	0.00	

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE		BALANCE OF FUNDS AS AT 30/9/10	BALANCE SPENDABLE NOT ALLOCATED AS AT 30/9/10	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10		To 30/9/10	AS AT 30/9/10			
SECTION 106										
PORTFOLIO: PLANNING, TRANSPORTATION & RECYCLING										
PT/05/04a *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	339,111.08	339,111.08	70,084.00	0.00	70,084.00	269,027.08	0.00	The balance is for improvements to public transport serving the south side of London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum sought in determining any scheme. No time limits. BAA led proposal for upgrade of bus services serving the south side of Heathrow being discussed. S106 funding (from this case and PT/05/4b) would be used to 'pump prime' these services with TIL taking on the costs once the available funding has been used. £2.10.000 allocated to enhancements to 350 and 423 bus services (Cabinet Member decision 21/10/09). Enhanced services commenced December 09. £70,084 payment to London Buses (bus service agreement 09/10).
PT/05/04b *2	Heathrow Villages	BA World Cargo / 50045A/95/1043	406,331.57	406,331.57	173,645.35	173,645.35	0.00	232,686.22	0.00	The balance is for improvements to public transport serving London Heathrow. Any scheme supported by these funds should provide a significant benefit to BA employees in the vicinity of Heathrow and the views of the Heathrow Transport Forum are to be sought in determining any scheme to be funded. See update to PT/05/04a above regarding the remainder of the balance. No time limits.
PT/11/45	Hardfield	Springwell Lane - Cycle Way / 6079/AZ/98/0887	3,283.20	3,283.20	3,283.20	2,121.57	0.00	0.00	0.00	Towards traffic calming in Springwell Lane. Funds earmarked/committed towards traffic calming to benefit a cycle way. Delegated authority granted to advertise for 20min/ speed zone. Works complete. Officers chasing confirmation of final S106 expenditure amount. Interest accrued. Unexpended funds at January 2011 to be returned to the owner. Expenditure confirmed and balance spent towards additional works associated with the scheme.
PT/18/28B (See also E/25/38A) *33	Heathrow Villages	Former Airspeed House, Stanwell Road, Heathrow / 50395/A97/1297	138,068.30	138,068.30	138,068.30	62,912.71	75,155.59	0.00	0.00	For Public Transport Improvements (2 bus shelters & pedestrian crossing) Bus shelters and pedestrian crossing installed & funded by another authority/agency. Two alternative bus shelters also provided by London Buses and LB Hounslow. S106 funds are not required. No other schemes required in accordance with terms for spend. Officers investigating options to pursue alternative scheme. Interest accrued. There are no time constraints upon the expenditure of the funds. Original scheme implemented & paid for from other funds. Balance allocated to another highway scheme and transferred to highway account.
PT/21/39A	Uxbridge North	The Chimes - Supervision & TTS / 42966/AH/96/1862	110,426.22	110,426.22	110,426.22	110,426.22	0.00	0.00	0.00	£63,484.80 received for traffic signals - £62,591.63 has been paid, leaving £893.17 unspent for this purpose. £2,165.41 for engineering fees. Trees planted in the High Street near the Sony Shop but wrong species planted by developer's contractor. This issue prevented the Final Certificate being issued. The remaining supervision funds (£2,165.41) are earmarked for final inspection/ supervision. Trees planted and establishment period expired Spring 2008. £893.17 has been refunded. Remaining supervision and administration fee transferred to PT/44/03.
PT/24/55 (see E/08) *28	Pinkwell	Former Arlington Hotel, Shepiston Lane, Harlington - Highway Works 382/BH/97/0714	23,639.34	23,639.34	0.00	0.00	0.00	23,639.34	0.00	Highway Improvement Works according to the 3rd Schedule of the agreement (13.141K). Excess funds are to be refunded to the developer following the date of the Final Account. Conflict between works specified in agreement and works required in association with application for Harlington Community School Sports Centre (see PT/28/51). Works (to right hand turn lane) have been carried out as part of the Harlington Community School development. Reasonable time for spend has elapsed. Officers investigating options to pursue possible deed of gift for alternative scheme.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME AS AT 30/9/10	TOTAL INCOME AS AT 30/6/10	TOTAL EXPENDITURE AS AT 30/9/10	TOTAL EXPENDITURE AS AT 30/6/10	2010 / 2011 EXPENDITURE To 30/9/10	BALANCE OF FUNDS AS AT 30/9/10	BALANCE SPENDABLE NOT ALLOCATED AS AT 30/9/10	COMMENTS (as at mid November 2010)
PT/25/66 *24	South Ruleslip	J Sainsbury, 11 Long Drive, Ruleslip 33667/1/97/0694	37,425.09	37,425.09	0.00	0.00	0.00	37,425.09	0.00	Highway improvements adjacent to the site. Legal advice stated that because of time that has elapsed, it would not be reasonable to proceed without Sainsbury's agreement. Officers investigating the potential to utilize these funds for traffic congestion mitigation at that junction to complement current works that have been commissioned for that location. A portion of land owned by Sainsbury's would need to be dedicated as public highway for the scheme to be feasible. Traffic congestion mitigation scheme is fully funded. Officers investigating whether improvements could be tied into 114 bus route project. Excess funds are to be refunded to the developer following the date of the Final Account.
PT/37/40B-C *53 (see: PPR/29)	Botwell	Land at Thorn EMI Complex - Highways Works & Environmental Improvements 51588/APP/2000/366&1418	559,443.43	559,443.43	372,015.36	372,015.36	0.00	187,428.07	0.00	Project 40B- Environmental improvements in Blyth Road. Funds committed to highways works on Blyth Road and subway CCTV. Unspent funds at 6 months of occupation to be refunded. Ongoing discussions with developers. Project 40C- Council's costs in the implementation, and supervision & administration fees related to the highway works. Unspent funds following final account to be refunded. Awaiting developer regarding implementation of phase 3 highways works.
PT/37/40E *47	Botwell	Land at Thorn EMI Complex - Parking 51588/APP/2000/366&1418	32,805.42	32,805.42	0.00	0.00	0.00	32,805.42	0.00	Project 40E - £30,000 received for controlled parking in Blyth Road area. There are no immediate plans to consult with the residents of the area around Blyth Road on the introduction of a residents parking scheme. These funds may be required to address additional parking pressure on the surrounding residential roads once the development has been completed and is fully occupied. Officers continue to monitor the parking situation. Unspent to be refunded 5 years following implementation (date yet to be confirmed).
PT/37/40F	Botwell	Land at Thorn EMI Complex. 51588/APP/2000/366&1418	100,000.00	100,000.00	43,434.54	0.00	43,434.54	56,565.46	0.00	Funds received towards the funding of environmental improvements in Dawley Road (to include pedestrian safety). Unspent funds to be returned within 5 years of implementation (Jan 2013). Funds allocated towards scheme of improvements (Cabinet Member decision 19/2/10). Scheme completed Sept 2010. Awaiting financial completion.
PT/141/94A (See also E/29) *19	Yiewsley	Land to the West of Stone Close, Horton Road, Yiewsley / 54822/APP/2000/424 (outline)	9,794.97	9,794.97	0.00	0.00	0.00	9,794.97	0.00	£8,333.34 received on 17 February 2003 as a capital contribution towards improved public transportation in the area of Yiewsley. £934.14 is interest accrued. If planning permission is implemented within 5 years of the grant there are no time constraints on the spend. Planning permission yet to be implemented. Officers investigating whether funds should be returned considering planning permission has expired.
PT/141/94C *19	Yiewsley	Land to the West of Stone Close, Horton Road, Yiewsley / 54822/APP/2000/424 (outline)	5,883.03	5,883.03	0.00	0.00	0.00	5,883.03	0.00	Received as a contribution towards planting and offsite maintenance of landscaping on the 'Landscaping Land'. If planning permission is implemented within 5 years of the grant there are no time constraints on the expenditure of funds. Planning permission yet to be implemented. Officers investigating whether funds should be returned considering planning permission has expired.
PT/142/41	Heathrow Villages	Temp Stockpiling at Bedford Court. 47853/SPP/2003/113	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00	£50,000 for landscape enhancement on specified land around the development. Unexpended funds at 19 June 2006 were to be repaid to the developer. Following consultations with BAA it has been agreed to spend the funds as part of the Colne Valley project. Deed of variation has been secured to remove time limits.
PT/144/03	Various	S278 Surplus	159,457.49	159,457.49	85,933.82	85,933.82	0.00	73,523.67	0.00	Income is from underspends on s278 projects where surplus funds do not have to be refunded. First priority for use of funds is to address otherwise irrevocable deficits from overspent projects. £322.14 income from PT278/26/127 has been transferred back. A further £1,391.64 transferred to reconcile overspend on PT278/26/127. £1,945.35 used towards zebra crossing scheme at PT/105/175B. Balance transferred from PT/21/39A (£2,165.41)
PT/154/21C	Botwell	Former EMI Site, Dawley Road - Landscaping 6198/BS/98/1343	57,000.00	57,000.00	0.00	0.00	0.00	57,000.00	0.00	£50,000 for Landscaping on adjacent land and £7,000 for maintenance of the landscaping works. Funds to be held for landscaping in accordance with the agreement subject to Crossrail. No time constraints.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE		BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10		To 30/9/10	AS AT 30/9/10			
PT/54/21D	Botwell	Former EMI Site, Dawley Road - HGV Signage 6198/BS/66/1343	39,738.91	39,738.91	35,931.70	0.00	3,807.21	0.00	£15,000 for HGV signage in the area - officers working towards developing a scheme. Officers have carried out a Freight Audit of the area and secured funding from TfL for HGV route signs. Subject to Cabinet Member approval, the £ 15,000 to be pooled with TfL funding to implement a comprehensive HGV route signage scheme. Directional signage scheme approved and officers implementing the scheme in accordance with the £15k allocation. No time constraints. Scheme implemented Jan 09. Spend towards design and implementation of new signage.	
PT/61/89B (see: E/35)	West Drayton	LHR Training Centre, Stockley Close /514868/71537	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00	£25,000 for improvements at the junction of Stockley Road & Stockley Close / Lavender Rise, West Drayton. Scheme provided using TfL funding. Further improvements to area have been implemented as part of the MOD development. Funds to be held as contingency for any works required to the junction arising out of the MOD development. No time constraints.	
PT/65/74A (see EYL40, E/20 & E/21)	Uxbridge North	Land at Johnson's Yard (former garage site), Redford Way, Uxbridge - Street Lighting 53936/APP/2002/1357	18,893.88	18,893.88	17,871.38	0.00	1,022.50	0.00	Street lighting according to the agreement drawing. No time constraints. Expenditure due to commencement of project for street lighting on Redford Way at Johnson's Yard. Columns & lanterns installed and working. Unable to install column in footpath leading to the high Street. Last column installed. Connection by Southern Electric were programmed for July 07. Columns all connected but require painting. Officers chasing painting contractor to progress. Painting completed - final invoices paid. Final balance to be confirmed after closure of 09/09 financial year accounts.	
PT/68/86A	Uxbridge North	Land at Sanderson Site and Braybourn - Tramway feasibility, resident parking scheme / 35347/APP/2000/1294 & 1296	43,481.32	43,481.32	24,991.85	0.00	18,489.47	0.00	£80k received for feasibility work to be carried out into the possible provision of a tramway. Increased restrictions in favour of residential car parking, other relevant transport initiatives, and associated training initiatives (40k transferred to PPR30 for Stockley Academy Adult Training Scheme). Funds were spent on the extension of Uxbridge North Parking Management Area which has been completed. No time constraints. Funds now earmarked towards improvements to Bakers Yard, pending a review by TfL. Balance allocated to Bakers Yard scheme (Cabinet member decision 26/10/10).	
PT/71/99	Uxbridge South	UB1 Vine Street Uxbridge 11005/AG/97/360	250,000.00	250,000.00	248,521.47	0.00	1,478.53	0.00	To facilitate enhancements of the Old Uxbridge Conservation Area and the Town Centre - committed to Windsor Street schemes. Consultations undertaken. High St works programmed to be implemented late 2006 - complete. Further consultations for Windsor Street, Granges Yard and Market Square completed and Cabinet Member approval received for scheme to include resurfacing, plaques, signage and parking. Works programmed for summer 09/10 financial year to spend this balance and the balance at P/796/164. No time constraints. Scheme in progress; phase 1 completed November 09. Phase 2 completed March 2010. Minor works outstanding.	
PT/76/119	Northwood	Land at 64 Ducks Hill Road Northwood / 26900L/99/1077	35,253.56	35,253.56	23,472.70	18,875.70	11,780.86	0.00	To provide a speed camera, anti-skid surface and associated road markings in Ducks Hill Road. Speed camera cannot be installed in this location, as the accident rate in this location is below the threshold established by TfL. Deed of variation not required. Site included in vehicle activated sign (VAS) forward programme. Officers looking into feasibility of Driver Feedback Sign - implementation due Spring 2007, subject to feasibility. Quotes being sought with the view to possible purchase of signs. Interest accrued. No time constraints. Utilities works completed Nov 08. Anti-skid can be implemented following 3 months after completion of utilities works. Scheme programmed for implementation April/May 2010. Spend towards the provision of anti skid and electrical work.	

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			AS AT 30/9/10	AS AT 30/6/10			AS AT 30/9/10	AS AT 30/6/10	To 30/9/10	AS AT 30/9/10		
PT178/10B (See also PT278/65)	Uxbridge North	Land at Sanderson Site and Braybourn / 35347/APP/2000/1294 & 1296	27,986.49	27,986.49	25,651.60	25,651.60	3,192.80	2,334.89	0.00	£25K received November 2004 for Part B Highways Works to be undertaken by Council and consisting of improvements at junction of Sanderson and Oxford Roads. Preliminary designs have been drawn. Preliminary estimates have been provided. TIL have appointed a consultant through their bus route flagship programme to investigate the system of nodes at Mahjacks, Cedars and Sanderson Road & Oxford Road. Draft report received. Still await final report. TIL to programme implementation following receipt of the final report. Due to the approaching deadline for spend officers looking into any elements that could be addressed at an early stage. Discussions with TIL continuing. Interest accrued. Funds not spent by November 2009 to be returned to developer. Works completed October 09. Awaiting financial completion.		
PT180/112 (formerly PT278/05)	Uxbridge South	Grand Union Park, Packet Boat Lane, site ref. 1197 (various applications)	47,774.85	47,774.85	2,228.56	2,228.56	0.00	45,546.29	0.00	No time constraints. Officers looking into project for spend of balance at junction of Packet Boat Lane & Cowley High Street. Cabinet Member for P&T concerned with affect of proposal and blind road bend heading towards Uxbridge. Funds to be held until sight lines are resolved.		
PT182/114 (formerly PT278/23)	Uxbridge South	Waterloo Road, Uxbridge - Highway Works / 332BD/99/2069	13,169.44	13,169.44	11,577.00	11,577.00	0.00	1,592.44	0.00	Highway Works for alternative traffic management on Waterloo Road. No time limits. Cabinet Member for Planning & Transportation has approved use of funds to extend the Uxbridge South Parking Management Scheme approved. Implementation occurred in the Autumn. £11k spend on Waterloo Road from the Parking Revenue Account to be recharged to this case for next quarter. Recharge charge completed.		
PT184/87B-D (Formerly part of PT278/44)	Brunel	Brunel st 06 16 April 04 532/SPP/2002/2237	27,596.36	27,596.36	2,345.30	2,345.30	0.00	25,251.06	0.00	£3,000 + interest for monitoring of landscape management plan (87B). £10,000 + interest for monitoring of green travel and public transport obligations (87D), and £200 + interest initial payment associated with footpath works to be undertaken by Council (87C). Engineers inspected site to ascertain whether works are required & whether further payments are due late Jan 2006. Officers chasing Brunel to provide a disabled ramp from the back of the privately owned footway at Hillingdon Hill. Interest accrued. £10k plus interest received for improvements (including lighting) to the footpath alongside the River Pinn linking 'Site 2' to Uxbridge Road transferred from PT278/44 and held as security for Brunel to implement the footpath works as above. Spend towards monitoring Landscape Management Plan.		
PT188/140 B	Pinkwell	MOD Records Office, Stockley Road, Hayes - Offsite Footpath 183399/APP/2004/2284	3,207.23	3,207.23	0.00	0.00	0.00	3,207.23	0.00	£3,000 is the of-site public footpath contribution for the provision of a footpath in the location specified in the legal agreement. Work to commence following completion of construction phase of the development which is underway. Unspent funds to be repaid following 7 years of receipt (i.e. 14 October 2012).		
PT188/140C *38	Pinkwell	MOD Records Office, Stockley Road, Hayes - Public Transport 183399/APP/2004/2284	754,743.82	754,743.82	2,392.75	2,392.75	0.00	752,351.07	0.00	Funds received as first and second instalments (plus indexation payment) of the public transport contribution to enhance the level of public transport to and from the area of the development site. Discussions with TIL expected in Spring regarding bus route funding. TIL has been approached with regard to extending the U4 bus route. TIL has advised that if a feasible scheme could be implemented once development of the housing units are complete and estate roads are adopted expected in 9 months time. Double yellow lines required for bus route through site. TMO approved TIL in consultation with developer regarding location of bus shelter. Unspent funds to be repaid following 7 years of receipt (i.e. 14 October 2012 for 1st instalment, 19 March 2014 for the 2nd instalment and 30 April 2015 for the 3rd instalment). All funds now received. Spend this quarter towards fees and executing TMO.		

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE	BALANCE OF FUNDS		BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10				AS AT 30/9/10	AS AT 30/6/10		
PT/98/140F *46	Pinkwell	MOD Records Office, Stockley Road, Hayes - Parking 18339/APP/2004/2284	73,774.40	73,774.40	0.00	0.00	0.00	73,774.40	0.00	Funds received for parking management system in Bourne Avenue and surrounding streets of the new and existing estate roads utilised within the residential part of the development. There are currently no plans to consult with residents of the area on a Parking Management Scheme. However, any resident objections to increases in commuter parking on residential roads generated by the MOD development may give reason to spend these funds. Officers continue to monitor the parking situation. Funds must be spent within 7 years following date of receipt i.e. 11/12/2013.	
PT/91/142A	Northwood	3 Reginald Road, Northwood 58666/APP/2005/1087	1,049.35	1,049.35	0.00	0.00	1,049.35	0.00	0.00	For the introduction and maintenance of white lines on the highway adjacent to the development. Funds not spent within 7 years of receipt of PO1 Form to be refunded. Scheme completed and final invoices received. Expenditure charged to non-s106 code. Officers investigating whether spend can be recharged.	
PT/92/154	Pinkwell	5, 7, 7a & 10 Westlands Industrial Estate 1902/APP/2005/2370	41,527.00	41,527.00	0.00	0.00	41,527.00	0.00	41,527.00	Funds received for cycle network improvements. Cycleway and local safety scheme identified for the junction of Station Road and North Hyde Road. Entire scheme now to be funded TIL. Officers looking into alternative options. Interest bearing account, funds must be spent within 7 years following date of receipt i.e. 06/12/2013.	
PT/93/147C	West Drayton	DERA Site, Kingston Lane, West Drayton - Traffic Calming 46658/APP/2002/3012	20,660.46	20,660.46	0.00	0.00	20,660.46	0.00	0.00	To be applied towards traffic calming measures in Kingston Lane. Traffic calming measures are already in place in Kingston Lane. Officers are investigating options for spend within the terms of the legal agreement in combination with funds at PT/93/147D. Funds not spent by 19 February 2014 are to be refunded.	
PT/93/147D	West Drayton	DERA Site, Kingston Lane, West Drayton - Cycle Network 46658/APP/2002/3012	33,056.72	33,056.72	0.00	0.00	33,056.72	0.00	0.00	To be applied towards the cycle improvements for the London Cycle Network including such works for the Heathrow to Hillingdon Hill cycle way adjacent to the Land. Officers are investigating options for spend within the terms of the legal agreement in combination with funds at PT/93/147C. Funds not spent by 19 February 2014 are to be refunded.	
PT/95/161A	West Drayton	Former Honeywell Site, Trout Road, West Drayton - Footpath 335/APP/2002/2754	18,155.95	18,155.95	0.00	0.00	18,155.95	0.00	0.00	To be applied towards the provision of a footpath from the site crossing over the Grand Union Canal along Trout Road to the High Street. Unexpended funds after 7 years of receipt (31 January 2014) are to be refunded including interest. Funds to be held until outcome of Tesco site determined.	
PT/96/164	Uxbridge South	35-38 Windsor Street (Westcombe House), Uxbridge 13544/APP/2005/31	10,516.65	10,516.65	3,753.58	3,753.58	6,763.07	0.00	0.00	For environmental enhancement on Windsor Street and the surrounding area. Funds not spent by 1 April 2014 are to be refunded. See updates on PT/71/99. Spend towards purchase of benches and information boards.	
PT/97/169A	Uxbridge South	Colham House Taxi Rank Relocation - 27298/APP/2006/875	15,000.00	15,000.00	6,284.90	6,284.90	8,715.10	0.00	0.00	Funds received for the relocation of the black cab taxi rank from Bakers Yard. Alternative taxi rank proposal advertised in the London Gazette. Cabinet Member report prepared to consider merits of implementing proposal. Taxi rank relocation agreed for implementation (Cabinet Member approval received July 2008). Taxi rank changes implemented July 09. Funds not spent by July 2012 are to be returned. Balance allocated to Bakers Yard improvements (Cabinet Member decision 26/10/10).	
PT/98/168B	Uxbridge South	Colham House Footpath Re-Paving 27298/APP/2006/875	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00	0.00	Funds received for footpath repaving within the immediate vicinity of the site. Funds not spent by July 2012 are to be returned. Officers looking into scheme of improvements for Bakers Yard. Funds allocated to Bakers Yard improvement scheme (Cabinet Member decision 26/10/10).	
PT/99/169C	Uxbridge South	Colham House Kerb Alignment 27298/APP/2006/875	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	Funds received for the kerb realignment within the immediate vicinity of the site. Funds not spent by July 2012 are to be returned. Officers looking into a scheme of improvements in Bakers Yard. Funds allocated to Bakers Yard improvement scheme (Cabinet Member Decision 26/10/10).	

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE AS AT 30/9/10	TOTAL EXPENDITURE AS AT 30/6/10	2010 / 2011 EXPENDITURE		BALANCE OF FUNDS		BALANCE SPENDABLE NOT ALLOCATED AS AT 30/9/10	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10			To 30/9/10	AS AT 30/9/10	AS AT 30/9/10	AS AT 30/6/10		
PT/100/169D	Uxbridge South	Colham House Side Alley Re-surfacing 27298/APP/2006/6875	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	Funds received for the resurfacing of the side alley located immediately adjoining the site. Funds not spent by July 2012 are to be returned. Officers looking to include funding as part of a scheme of improvements for Bakers Yard.	
PT/101/170A	Uxbridge South	11 - 21 Clayton Road, Hayes 56840/APP/2004/630	30,527.21	30,527.21	0.00	0.00	0.00	0.00	30,527.21	0.00	Funds received for parking management in the area. Funds held to be used in combination with those at case ref PT/3740E should any scheme be required. Funds not spent by 31 August 2014 are to be refunded.	
PT/102/161D	Yiewsley	Honeywell Site, Trout Road Yiewsley 335/APP/2002/2754	154,302.99	154,302.99	0.00	0.00	0.00	0.00	154,302.99	154,302.99	Funds received for public transport and community facilities initiatives. Funds not spent by 20 September 2014 are to be repaid.	
PT/103/174A	Heathrow Villages	Terminal 2, Heathrow 62350/APP/2006/2942	100,000.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00	Funds received for the West Drayton to Heathrow Cycle Scheme. Funds not spent by 16 November 2015 are to be repaid.	
PT/104/147H	West Drayton	DERA Site, Kingsdon Lane, West Drayton 49658/APP/2002/3012	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	Funds received for the installation and maintenance of CCTV cameras on the site as specified in the relevant planning permission. Cameras to be installed by the developer. Funds to be retained as security. No time constraints.	
PT/106/149E	Pinkwell	Hayes Goods Yard 10057/APP/2005/2996 & 2999	119,402.15	119,402.15	0.00	0.00	0.00	0.00	119,402.15	94,402.15	Funds received towards enhancements to the London Cycle Network, route 88A or any other cycle route that is likely to be used by the occupiers of the development. Funds to be spent by Oct 2015. £25k earmarked for cycle access improvements at Hayes Town Centre as part of canal-side improvement scheme. See PPR/52/149G.	
PT/108/155E	West Drayton	Former RAF Porters, West Drayton, 5107/APP/2005/2082	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	Funds received to provide a local walking bus scheme. Funds to be spent within 3 years of receipt (Jan 2012)	
PT/109/194A	Uxbridge	Frays Adult Education Centre, Herefield Road, Uxbridge 18732/APP/2006/1217	10,000.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	Funds received towards street lighting in the vicinity of the site. No time limits. Funds earmarked towards a lighting scheme for the public footpath which runs adjacent to the site.	
PT/110/198B *61	Uxbridge	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge 3114/APP/2008/2497	14,240.00	14,240.00	0.00	0.00	0.00	0.00	14,240.00	0.00	Travel Plan Bond received to ensure compliance with the travel plan. To be refunded after 10 years.	
PT/111/204A *63	Uxbridge	106, Oxford Road, Uxbridge. 26198/APP/2008/2338	20,000.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00	0.00	Travel Plan Bond received to ensure compliance by the tenant of its monitoring and reporting obligations in accordance with the travel plan. Returnable.	
PT/112/205A	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1761	7,502.15	7,502.15	0.00	0.00	0.00	0.00	7,502.15	0.00	Contribution towards improvements to the London cycle network within a radius of 1500m of the site. Funds to be spent by September 2013	
PT/113/198C	Uxbridge	Former Gas Works Site (Kier Park) at Cowley Mill Road, Uxbridge 3114/APP/2008/2497	24,410.43	24,410.43	0.00	0.00	0.00	0.00	24,410.43	24,410.43	Contribution towards the provision of public transport improvements in the vicinity of the land. Funds to be spent within 7 years of receipt (Nov 2016).	
PT/114/209A *67	Yiewsley	Tesco, Trout Road, Yiewsley. 60929/APP/2007/3744	25,000.00	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00	Travel Plan Bond received to ensure compliance by the owner for monitoring and reporting in accordance with the Travel Plan. To be refunded five years following first occupation.	
PT/115/209B	Yiewsley	Tesco, Trout Road, Yiewsley. 60929/APP/2007/3744	4,850.00	4,850.00	0.00	0.00	0.00	0.00	4,850.00	4,850.00	Contribution received for the purpose of the purpose of setting up a car club. Funds to be spent within 5 years of receipt (March 2013).	
PT/116/210A	Botwell	Hayes Stadium, Judge Heath Lane, Hayes. 49996/APP/2008/3561	30,000.00	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00	Contribution received towards the cost of upgrading two bus shelters in the vicinity of the development. Funds to be spent within 5 years of receipt (March 2015).	
		PLANNING, TRANSPORTATION & RECYCLING SUB - TOTAL	4,139,490.46	4,139,490.46	1,401,913.58	1,197,890.89	210,989.13	2,737,576.88	319,492.57			
		PLANNING, TRANSPORTATION & RECYCLING TOTAL	6,463,737.58	6,461,237.58	2,309,351.69	2,081,866.22	376,018.74	4,154,385.89	319,492.57			

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE	BALANCE OF FUNDS		BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10			AS AT 30/9/10	AS AT 30/6/10		
PORTFOLIO: CULTURE, SPORT AND LEISURE										
CSL/1/113 (formerly EYL/15/13)	Townfield	Sainsbury-Minet D. / Drayton - Community Facility 49658/APP/2002/3012	1,433,000.00	1,433,000.00	1,432,700.15	0.00	299.85	0.00		The balance is committed to providing secure parking and perimeter fencing at Minet Country Park in accordance with the agreement. Work undertaken in parallel with Goals 5 a side development. Work complete. Funds allocated to gaining on perimeter fencing. There are no time constraints for expenditure. Remaining funds spent towards movable barriers. Awaiting financial completion.
CSL/2/147E	West Drayton	DERA Site, Kingsdon Lane, West Drayton - Community Facility 49658/APP/2002/3012	94,015.15	94,015.15	53,830.08	0.00	40,185.07	0.00		To be applied towards communal facility improvements in the West Drayton area and which will benefit the occupants of the Development. £151,786.77 transferred to EYL/77/147F as they were received for school places and were originally allocated to this case reference erroneously. Funds not spent by 19 February 2014 are to be refunded. Officers looking to commit these funds to the West Drayton Youth Centre expansion. Funds allocated to the "Skidz" project at West Drayton Young People's Centre (Cabinet Member decision 21/10/09). Phase 1 complete. Phases 2 & 3 programmed for summer 2010.
CSL/5/184A	West Ruislip	31-46, Pembroke Road, Ruislip 59816/APP/2006/2896	49,601.53	49,601.53	0.00	0.00	49,601.53	0.00		Funds have been allocated to the dining centre for Northwood and Ruislip elderly persons association. Funds not spent by 1/07/2015 to be returned.
CSL/6/189A	Ruislip	30 Kings End, Ruislip 48299/APP/2006/2165	7,674.48	7,674.48	0.00	0.00	7,674.48	0.00		Towards the provision of community facilities in the immediate vicinity of the land. No time limits. Earmarked towards Manor Farm Library. Subject to formal allocation of funding.
CSL/7/195A	Eastcote	Highgrove House, Eastcote Road, Ruislip. 10622/APP/2006/2494	9,578.00	9,578.00	0.00	0.00	9,578.00	9,578.00		Funds received towards the improvement of community facilities in the vicinity of the site. No time constraints on the expenditure of funds.
CSL/9/199A	Ruislip	41, Kingsend, Ruislip. 2792/APP/2006/3451	9,338.43	9,338.43	0.00	0.00	9,338.43	0.00		Funds received towards the provision of community facilities in the Borough. No time constraints. Earmarked towards Manor Farm Library. Subject to formal allocation of funding.
CSL/10/200B	Manor	Former Ruislip Manor Library, Victoria Road, Ruislip. 14539/APP/2008/2102	5,200.00	5,200.00	0.00	0.00	5,200.00	0.00		Funds received towards improvements to nearby community facilities. Earmarked towards Ruislip Manor Library and Community Resources Centre. Subject to formal allocation of funding.
CSL/11/205B	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	277,131.54	277,131.54	0.00	0.00	277,131.54	0.00		Contribution towards the provision or improvement of leisure, youth and/or cultural services within Eastcote and East Ruislip ward boundary. Funds to be spent by September 2014. Earmarked towards Highgrove pool improvement programme. Subject to formal allocation of funds.
CSL/12/215A	Ruislip	5 - 11, Reservoir Road, Ruislip 61134/APP/2006/260	13,338.00	13,338.00	0.00	0.00	13,338.00	13,338.00		Contribution received towards the provision of community facilities in the locality. No time limits on spend.
CSL/13/219A	Yeading	Rear of Syney Court, Perth Avenue, Hayes. 69936/APP/2010/883	414.00	0.00	0.00	0.00	414.00	414.00		Funds received towards the provision or improvement to library facilities and or library books within the Borough. No time limits.
CSL/14/220	Townfield	Tresscott House, Hayes. 36261/APP/2010/215	1,599.00	0.00	0.00	0.00	1,599.00	1,599.00		Funds received towards additional or improved library facilities in the vicinity of the site. No time limits.
		CULTURE, SPORT AND LEISURE SUB - TOTAL	1,900,890.13	1,896,877.13	1,486,530.23	0.00	414,359.90	24,929.00		
PORTFOLIO: EDUCATION AND CHILDREN'S SERVICES										
EYL/14/75	Heathrow Villages	Land at 78-84 The Crescent, Hatfieldon / 46970/APP/1998/2169	21,972.07	21,972.07	21,639.90	0.00	332.17	0.00		Interest accrued. Allocated to Pinkwell Primary School expansion: feasibility study commissioned. No time constraints. Expenditure of £21,639.90 will be recharged out of s106 for closure of 08/09 Financial Year as these project costs should have been met from school modernisation funds.
EYL/29/54	Pinkwell	Hyde House, Newhaven Close, Hillingdon 2306/SPP/2002/238	37,257.94	37,257.94	36,836.02	0.00	421.92	0.00		For primary school places in the Hayes/Hatfieldon area. Interest accrued. Allocated to Pinkwell Primary School expansion: feasibility study commissioned. Expenditure of £27,486.48 will be recharged out of s106 for closure of 08/09 Financial Year as these project costs should have been met from school modernisation funds. No time constraints.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE	BALANCE OF FUNDS		BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10				AS AT 30/9/10	AS AT 30/6/10		
EYL30/30	Yiewsley	Former Bridge Works, Benlinton Road W/D/ 20610/APP/2002/2407	161,898.00	161,898.00	0.00	0.00	0.00	161,898.00	0.00	161,898.00	161,898.00 contribution for the provision of secondary school places in the West Drayton/Yiewsley area. No LEA Secondary school in West Drayton. New allocated to primary school expansion in West Drayton by way of re-inbursement - i.e. it can be demonstrated that equivalent funding from the Council had been spent to provide sufficient secondary school places at Stockley Academy (the nearest secondary school). Time constraint no longer applicable.
EYL38/104 see: P1728/22	West Drayton	Defence Research Agency, West Drayton - New Nursery & W Drayton Primary School Improvements / 49542F/98/1509	394,890.45	394,890.45	389,607.96	389,607.96	0.00	5,282.49	0.00	5,282.49	Nursery construction and school improvements at West Drayton Primary School. Earmarked for West Drayton area primary expansion. No time constraints.
EYL43/67	Townfield	Heme House, Church Walk, Hayes 15405/APP/2003/188	67,843.93	67,843.93	46,354.68	46,354.68	0.00	21,489.25	0.00	21,489.25	Educational places and facilities in the area. Unspent funds 7 years from notice of implementation (not received) to be refunded. Notice of implementation requested from the developer. Interest accrued. Earmarked to the Pinkwell Primary School expansion project. Expenditure of £46,354.68 will be recharged out of s106 for closure of 08/09 Financial Year as these project costs should have been met from school modernisation funds.
EYL44/81	Heathrow Villages	339-353 High Street, Harlington 53740/APP/99/310	19,253.00	19,253.00	0.00	0.00	0.00	19,253.00	0.00	19,253.00	For primary school places in the Hayes & Harlington area. No time constraints. Interest accrued. Earmarked to Pinkwell Primary School. Feasibility study commissioned.
EYL65/144	Northwood	65 Ducks Hill Road 11900/APP/2005/1087	183,044.65	183,044.65	99,819.57	99,819.57	0.00	83,225.08	0.00	83,225.08	Towards the costs of providing primary and secondary school places in the Borough. No time constraints. £16,400 spent on Ruislip High School. £75,832.86 spent towards Ruislip High School costs. Earmarked for Primary School expansions in north Ruislip/Northwood areas. Further £1,423 spent towards Ruislip High School. £5,000 spent towards Sacred Heart Primary School modernisation.
EYL67/145	West Drayton	6A Swan Road West Drayton 9037/A/APP/2005/2945	21,928.87	21,928.87	0.00	0.00	0.00	21,928.87	0.00	21,928.87	Towards the costs of providing primary and secondary school places in the Borough. Earmarked for West Drayton area primary expansion. No time constraints.
EYL71/155B	West Drayton	Fmr RAF West Drayton, Porters Way, West Drayton 5107/A/APP/2005/2082	953,668.35	953,668.35	485,861.35	485,861.35	0.00	467,807.00	467,807.00	467,807.00	First contribution received as a third of the total education contribution. To be used solely for the purpose of funding additional places at primary and/or secondary schools within a three mile radius of the site. Earmarked for West Drayton area primary expansion. Funds to be spent within three years of receipt i.e. first contribution spent by 05/12/2009. £465,861.35 spent towards Uxbridge High School construction project. £20,000 spent towards Longmead Primary School expansion. Second contribution (£467,807.00) received towards the same purpose. Second contribution to be spent by Dec 2012.
EYL74/158	Botwell	29 Dawley Road, Hayes 11280/APP/2005/678	14,543.00	14,543.00	0.00	0.00	0.00	14,543.00	0.00	14,543.00	Towards the costs of providing primary and secondary school places in the Borough. Earmarked for Pinkwell classrooms. No time constraints.
EYL76/163	West Drayton	18a Colham Ave, West Drayton 29679/APP/2006/1048	18,939.00	18,939.00	8,826.00	8,826.00	0.00	10,113.00	0.00	10,113.00	To be applied towards primary and secondary school places within 3 miles of the development. £10,113.43 is earmarked for West Drayton area primary expansion. No time limits. Remainder to be used at Uxbridge High School modernisation. £8,826 spent towards Uxbridge High School construction project.
EYL78/161B (see also: EYL86/161B)	West Drayton	Former Honeywell Site, Trout Road, West Drayton 335/APP/2002/2754	243,320.37	243,320.37	186,447.40	186,447.40	0.00	56,872.97	0.00	56,872.97	25% of the total education contribution to be applied towards the provision of new school places and the improvement of existing education facilities at all primary schools within the Yiewsley, West Drayton and Cowley area and secondary schools within 3 miles of the site. Funds earmarked for West Drayton area primary expansion. Unexpended funds after 7 years of receipt are to be refunded (31 January 2014) including interest. £186,447.40 spent towards Longmead Primary School expansion.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE	BALANCE OF FUNDS		BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10				AS AT 30/9/10	AS AT 30/9/10		
EYL79/140G	Pinkwell	MOD Records Office Stockley Road/Bourne Avenue, Hayes (Kings Oak)18399/APP/2004/2284	791,811.37	791,811.37	0.00	0.00	0.00	791,811.37	0.00	To be applied towards the costs of providing educational places at any local educational facilities within a 2 mile radius of the development for primary and a 3 mile radius in relation to secondary. Earmarked for Pinkwell classrooms. Funds not spent by 1 February 2014 are to be repaid.	
EYL80/165	Yiewsley	Land Rear of 4.20 Acacia Avenue, Yiewsley 39054/APP/2004/2894	78,701.05	78,701.05	39,350.50	0.00	0.00	39,350.55	0.00	To be applied to the provision of additional and improved educational facilities within a three mile radius of the Land to accommodate the child yield arising from the Development. Earmarked for West Drayton area primary expansion. Funds not spent by 1 May 2014 are to be repaid. £39,350.50 spent towards Longhead Primary School expansion project.	
EYL84/149B	Botwell	Hayes Goods Yard 10057/APP/2005/2966 & 2999	550,559.37	550,559.37	0.00	0.00	0.00	550,559.37	0.00	For the provision of educational places in the Borough as necessitated by the development. Funds not spent by 1 August 2012 are to be repaid. Second contribution (£240,000) and additional contribution (£44,314) received towards the same purpose. Second contribution to be spent by June 2016. Earmarked for Pinkwell expansion.	
EYL85/170B	Botwell	11-21, Clayton Rd, Hayes 56840/APP/2004/630	100,370.26	100,370.26	0.00	0.00	0.00	100,370.26	0.00	For the provision of educational places within the area. Funds not spent by 31 August 2014 are to be repaid. Earmarked for Hayes area Primary School expansions.	
EYL86/161B (See also: EYL79/161B)	Yiewsley	Honeywell Site, Trout Rd., Yiewsley 335/APP/2002/2754	777,504.14	777,504.14	527,504.00	0.00	0.00	250,000.14	0.00	For the provision of new school places and the improvement of existing education facilities at all primary schools within the Yiewsley, West Drayton and Cowley area and secondary schools within 3 miles of the land. Funds not spent by 20 September 2014 are to be repaid. 57% of the total Honeywell education contributions of £1m were sought for Primary school places within the Yiewsley, West Drayton and Cowley. The remaining unallocated can be earmarked for the Uxbridge High School project. £327,504 spent towards Uxbridge High School construction project.	
EYL87/143B	Herefield	Dairy Farm, Breakspear Rd, Herefield 27314/APP/2005/844	103,122.52	103,122.52	74,935.52	0.00	0.00	28,187.00	28,187.00	For the provision of educational places in the Borough. Funds not spent by 25 August 2014 are to be repaid. Earmarked for primary School expansions in north Ruislip/Northwood areas. Funds spent towards Sacred Heart Primary School modernisation. Further £28,187 received as an additional contribution for provision of educational places in the borough. No time limits on spend.	
EYL90/178A	Botwell	89-95, Bowell Crescent, planning ref. 33523/APP/2004/2343	26,294.63	26,294.63	0.00	0.00	0.00	26,294.63	0.00	Monies received for works at Rosedale College, Hayes. For the provision of additional and improved education facilities to accommodate child yield arising from the development. No time limit on spend.	
EYL91/179A	Botwell	555-559 & r/o 51-553 Uxbridge Road, Hayes planning ref. 41390/APP/2006/1346	77,928.00	77,928.00	0.00	0.00	0.00	77,928.00	0.00	Funds received towards the costs of providing educational places within the borough. To be used for primary school expansions in the Hayes area. No time limit. Earmarked for Hayes area primary school expansions.	
EYL94/186A	Yiewsley	92-104, High St, Yiewsley 59189/APP/2005/9476	79,722.27	79,722.27	0.00	0.00	0.00	79,722.27	0.00	Funds received towards the cost of providing additional education facilities within the borough. Funds not spent by 20/04/2015 must be returned. earmarked to Longhead Primary School expansion West Drayton.	
EYL100/191	Uxbridge	15, Fairfield Road, Uxbridge 59469/APP/2007/1756	7,721.62	7,721.62	3,559.06	0.00	0.00	4,162.56	4,162.56	Towards the provision of primary school places (£4,122.56) and secondary school places (£3,559.06) in the borough. No time limits. £3,559.06 spent towards Uxbridge High School construction project.	
EYL102/196	Herefield	19, Vemon Drive, Herefield. 57498/APP/2008/3031	739.00	739.00	0.00	0.00	0.00	739.00	739.00	Funds received towards the provision of nursery school places in the Borough. No time limits.	
EYL103/197A	Ruislip Manor	Windmill Public House, Pembroke Road, Ruislip. 11924/APP/2006/2632	68,689.00	68,689.00	34,980.79	0.00	0.00	33,708.21	33,708.21	Funds received towards the provision of education facilities within the locality. Funds to be spent within 5 years or receipt (Feb 2014). £34,980/79 spent towards Ruislip High School.	
EYL104/194C	Uxbridge	Frays Adult Education Centre, Herefield Road, Uxbridge. 18732/APP/2006/1217	146,131.00	146,131.00	0.00	0.00	0.00	146,131.00	93,941.00	Funds received towards the cost of providing nursery school place (£34,160), Primary school places (£69,781), Secondary school places (£52,190) in the Borough of Hillingdon. No time limits. Secondary school contribution (£52,190) allocated towards Abbotfield School. (Cabinet Member decision 14/10/2010)	

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE		BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10		To 30/9/10	AS AT 30/9/10			
EYL105/1998	Ruislip	41, Kingsend, Ruislip. 2792/A/PP/2006/3451	37,459.20	37,459.20	0.00	0.00	0.00	37,459.20	0.00	Funds received towards the cost of providing education places within the Borough. No time limits on spend. Funds allocated towards the provision of an additional form of entry and sixth form centre at Ruislip High school. (Cabinet Member decision 21/10/2010).
EYL106/200A	Manor	Former Ruislip Manor Library, Victoria Road, Ruislip. 14539/APP/2008/2102	3,519.00	3,519.00	0.00	0.00	0.00	3,519.00	0.00	Funds received towards improvements to nearby educational facilities arising from the needs of the development. No time limit on spend. Funds allocated towards the provision of an additional form of entry and sixth form centre at Ruislip High school. (Cabinet Member decision 21/10/2010).
EYL107/201A	Hayes	360, Uxbridge Road, Hayes. 7517/APP/2007/188	77,414.00	77,414.00	0.00	0.00	0.00	77,414.00	0.00	Funds received towards nursery places (£2,291), primary school places (£40,108), and secondary school places (£35,015) within a 3 mile radius of the development. Funds not spent by June 2016 must be returned.
EYL108/202	Ickenham	179, Swakeleys Road, Ickenham. 52293/APP/2006/2360	8,037.00	8,037.00	0.00	0.00	0.00	8,037.00	0.00	Funds received towards the provision of additional or improved education facilities within a 3 mile radius of the site. No time limit on spend.
EYL109/206A	Yiewsley	111-117, High St, Yiewsley. 6948/APP/2007/1326	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.00	Funds received for primary and secondary education facilities within the London Borough of Hillingdon in order to meet increased demand as a result of the development. Funds to be spent within 5 years of receipt (August 2014). £12,810 allocated towards Abbotfield School (Cabinet Member decision 14/10/2010).
EYL110/205C	Eastcote	RAF Eastcote, Lime Grove, Ruislip. 10189/APP/2004/1781	1,830,551.09	1,830,551.09	0.00	0.00	0.00	1,830,551.09	829,553.09	First and second installments towards the cost of providing educational places in or improvements to nursery, primary or secondary schools in the North Secondary Planning Area. Nursery (£421,026.76), primary (£750,525.95) and secondary (£658,998.39). Funds to be spent within 7 years of receipt of the first contribution (September 2016). Secondary contribution (£658,998) allocated towards the provision of an additional form of entry and sixth form centre at Ruislip High school. (Cabinet Member decision 21/10/2010). £342,000 from the Nursery contribution allocated towards Deansfield Early Years Centre. (Cabinet Member decision 28/10/2010).
EYL111/207	Brunel	100-104, Harlington Road, Uxbridge. 33863/APP/2007/3721	5,247.60	5,247.60	0.00	0.00	0.00	5,247.60	5,247.60	Funds received towards additional or improved education facilities within a 3 mile radius of the site. No time limits.
EYL112/208	Northwood	110, Green Lane, Northwood 46543/APP/2005/2697	4,085.75	4,085.75	0.00	0.00	0.00	4,085.75	4,085.75	Funds received towards additional or improved education facilities in the Northwood area. No time limits.
EYL113/211	Ickenham	15, Woodstock Drive, Ickenham. 69754/APP/2009/200	8,953.00	8,953.00	0.00	0.00	0.00	8,953.00	8,953.00	Funds received towards additional or improved education facilities within a 3 mile radius of the site. No time limits.
EYL114/212	West Drayton	22, The Green, West Drayton. 8144/A/PP/2009/2143	3,955.00	3,955.00	0.00	0.00	0.00	3,955.00	3,955.00	Funds received towards additional or improved education facilities within a 3 mile radius of the site. No time limits.
EYL115/215B	Ruislip	5 to 11 Reservoir Road, Ruislip. 61134/APP/2006/260	22,087.13	22,087.13	0.00	0.00	0.00	22,087.13	22,087.13	Funds received towards the provision of education facilities within the Borough of Hillingdon. No time limits on spend.
EYL116/210B	Hayes	Hayes Stadium, Judge Heath Lane, Hayes. 49996/APP/2008/5561	135,000.00	135,000.00	0.00	0.00	0.00	135,000.00	135,000.00	Funds received as first instalment towards the provision of education facilities and places within a 2 mile radius of the development (details of parameters for spend are set out in the legal agreement). Funds to be spent within 5 years of receipt (March 2015).
EYL117/213	Northwood	1, Oakhurst, Northgate, Northwood. 30779/APP/2009/2036	4,441.00	4,441.00	0.00	0.00	0.00	4,441.00	4,441.00	Funds received towards additional or improved education facilities to accommodate primary and nursery places within a 3 mile radius of the development. No time limits.
EYL118/214B	Uxbridge	Hillingdon House Farm. 2543/A/PP/2005/870	256,399.34	256,399.34	0.00	0.00	0.00	256,399.34	256,399.34	Funds received as first instalment towards the cost of providing nursery (£59,351), primary (£102,085) and secondary (£75,970) school places within the London Borough of Hillingdon. First contribution to be spent before April 2014.
EYL119/216	Hillingdon	119 to 137 Charville Lane, Hayes. 38290/APP/2006/2501	56,316.00	56,316.00	0.00	0.00	0.00	56,316.00	56,316.00	Funds received towards additional or improved education facilities within a 3 mile radius of the site to accommodate nursery, primary and secondary child yield arising from the development. No time limits.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10	AS AT 30/9/10	AS AT 30/6/10	To 30/9/10	AS AT 30/9/10	
EYL120/217A	Harefield	34 High Street, Harefield. 259/APP/2009/2391	7,193.00	0.00	0.00	0.00	7,193.00	7,193.00	Funds received towards the provision of additional or improved education facilities within a 3 mile radius of the site. No time limit on spend.
EYL121/221	Ruislip Manor	2, Windmill Hill, Ruislip. 3595/APP/2008/2951	6,438.00	0.00	0.00	0.00	6,438.00	6,438.00	Funds received towards the provision of additional nursery and primary school places in the vicinity of the site. No time limits.
EYL122/222	West Drayton	Land adjacent to 125, Mulberry Crescent, West Drayton. 66012/APP/2010/676	11,653.00	0.00	0.00	0.00	11,653.00	11,653.00	Funds received towards additional or improved educational facilities within a 3 mile radius of the site. No time limits.
EYL123/223	Botwell	Land rear of 1&2 Voltaire Way, Hayes. 66048/APP/2009/1095	11,760.00	0.00	0.00	0.00	11,760.00	11,760.00	Funds received towards additional or improved education facilities within a 3 mile radius of the site. No time limits.
EYL124/224	West Drayton	Land behind 65 Mulberry Crescent, West Drayton. 65172/APP/2009/696	17,400.00	0.00	0.00	0.00	17,400.00	17,400.00	Funds received towards additional or improved education facilities within a 3 mile radius of the site. No time limits.
EYL125/225	Yeading	Land adjacent to 20, Norwood Gardens, Hayes. 68925/APP/2009/687	37,522.00	0.00	0.00	0.00	37,522.00	37,522.00	Funds received towards improvements to educational facilities in the vicinity of the site. No time limit on spend.
EYL126/226	Botwell	Site rear of 29-43 Sycamore Avenue, Hayes. 66048/APP/2009/1097	17,462.00	0.00	0.00	0.00	17,462.00	17,462.00	Funds received towards additional or improved education facilities within a 3 mile radius of the site. No time limits.
EYL127/227	Barnhill	Land adjacent to 1-6 Devonshire Way, Hayes. 66009/APP/2010/32	20,955.00	0.00	0.00	0.00	20,955.00	20,955.00	Funds received towards improvements to education facilities in the vicinity of the site. No time limits.
EYL128/228	Barnhill	Adjacent to 19 & 20 Burns Close, Hayes. 66006/APP/2009/970	19,469.00	0.00	0.00	0.00	19,469.00	19,469.00	Funds received towards improvements to education facilities in the vicinity of the site. No time limits.
EYL129/229	Yiewsley	91 Pinewood & 52, Beechwood Avenue, Hillingdon. 66014/APP/2009/983	11,653.00	0.00	0.00	0.00	11,653.00	11,653.00	Funds received towards capacity enhancements and local education facilities in the Authority Area. No time limits.
EYL130/230	Pinkwell	Moston Close, Harlington. 66007/APP/2009/972	24,447.00	0.00	0.00	0.00	24,447.00	24,447.00	Funds received towards the cost of additional or improved education facilities within the Borough of Hillingdon.
EYL131/219B	Yeading	Land rear of 1-6 Sydney Court, Perth Avenue, Hayes. 6593/APP/2010/883	41,020.00	0.00	0.00	0.00	41,020.00	41,020.00	Funds received towards the cost of providing education or educational improvements or facilities in the Authority Area. No time limits
		EDUCATION & CHILDRENS SERVICES - TOTAL	7,653,290.97	1,955,722.75	1,955,722.75	0.00	5,697,568.22	2,279,195.66	
				0.00					
PORTFOLIO: IMPROVEMENT, PARTNERSHIPS AND COMMUNITY SAFETY									
PPR05/33	Heathrow Villages	Bluns Field Training Programme, Bath Road / 45486/G/98/236	67,268.95	67,042.69	67,042.69	0.00	226.26	0.00	Hotel Training Centre, Uxbridge College - pilot scheme successful. Ongoing programme being delivered. No time limit. Hotel & Hospitality training at Thames Valley University ongoing. Final payments to be recorded by the end of the financial year. Remaining balance is interest accrued. Invoice for £5988.89 paid April 08. Invoice paid £264.60.
PPR09/42	Townfield	Abbess Warehouse, Hayes / 49614B/96/110	30,000.00	0.00	0.00	0.00	30,000.00	0.00	Employment training support associated with the Hayes Opportunity Centre. No time limit. Balance allocated for Hayes Partnership but not committed to a specific project. Officers looking into potential schemes. The Hayes Opportunity Centre did not materialise. A deed of variation required following agreement from owner before funds can be committed. A deed of variation is being sought with the view to allocating the funds to construction training. Awaiting confirmation from developer. No time constraints.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE		BALANCE OF FUNDS		BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10			AS AT 30/9/10	AS AT 30/6/10	To 30/9/10	AS AT 30/9/10		
PPR34/140D	Pinkwell	MOD Records Office Stockley Road, Hayes 18339/APP/2004/2284	80,180.72	80,180.72	80,094.96	62,018.42	18,078.54	85.76	0.00	0.00	For construction training in the Borough. Unspent funds to be repaid including interest following 7 years of receipt (i.e. 14 October 2012). Partly allocated for construction training at Uxbridge College. Launched in January 2008. The remaining balance is allocated towards "Young Achievers in Construction" training programme for secondary school children. Construction training underway at Uxbridge College. Payments to be recorded during 08/09 Financial Year.	
PPR36/163A	Heathrow Villages	Polar Park, Bath Road, Hammondswoth 2964/APP/2002/1436 & 1437	26,750.00	26,750.00	3,250.00	3,250.00	0.00	23,500.00	0.00	0.00	For local employment training initiatives in the vicinity of the property. There are no time constraints upon the expenditure of the monies. £3,250 spent towards a Brunel run training course at Hayes titled 'Business skills for self employed Women'. Second and final instalment (£13,500) received Council's Construction and Apprenticeship Training Programme. (Cabinet Member decision 27/10/2010)	
PPR42/149C	Botwell	Hayes Goods Yard 10057/APP/2004/2996 & 2999	80,162.75	80,162.75	15,000.00	15,000.00	0.00	65,162.75	0.00	0.00	Funds received for Construction Training in relation to the development. Funds allocated to a Junior Construction programme running from April 2008 to Sept 09. The Learning Skills Council have confirmed their match funding. Balance of £28,939.20 earmarked to pump-prime Construction Workplace Co-ordinator post (further funding for this post from PPR43/169E £10K). Funds not spent by 1 August 2012 are to be repaid.	
PPR47/26A (formerly PT/56/26A)	Botwell	Trident Site, Phase 3 Stockley Park - Hayes Hub/H50 & Botwell Common Road Zebra Crossing 3797/TP/94/335	2,601,600.00	2,601,600.00	1,808,071.42	1,808,071.42	0.00	793,528.58	0.00	0.00	See Cabinet report 18 December 2003. Balance allocated to Hayes & Harlington Station Improvements and associated interchange initiatives. Project on-hold due to design issues. Officers investigating alternative improvements to area around the station. No time limits.	
PPR49/174C	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	200,000.00	200,000.00	92,638.95	85,638.95	20,638.95	107,361.05	0.00	0.00	Contribution towards the Local Labour Strategy, as defined in the agreement. No time limits. Second instalment £100,000 received 1/12/09. Balance allocated to the delivery of the Heathrow Local Labour Strategy as outlined in Allocation report. (Cabinet Member decision 27/10/2010).	
PPR50/163	Heathrow Villages	Hammondsworth Detention Centre 8190/APP/2008/1050	39,375.00	39,375.00	0.00	0.00	0.00	39,375.00	0.00	0.00	Towards construction training initiatives in the Borough. No time limits. Funds allocated towards the Council's Construction Training and Apprenticeship Programme. (Cabinet Member decision 27/10/2010)	
PPR51/194F	Uxbridge	Frays Adult Education Centre, Herefield Road, Uxbridge. 18752/APP/2006/1217	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	Funds received towards the cost of providing construction training in the Borough. No time limits. Funds allocated towards the Council's Construction Training and Apprenticeship Programme. (Cabinet Member decision 27/10/2010).	
PPR52/149G	Botwell	Former Hayes Goodseyard site. 10057/APP/2005/2996&299	75,360.00	75,360.00	0.00	0.00	0.00	75,360.00	0.00	0.00	Funds received towards improvements to open space to the canal towpath opposite the site. Any remainder to be expended towards purchasing new equipment for the YMCA Youth Centre as necessitated as a result of the development. Funds not spent within 7 years (May 2016) to be returned.	
PPR53/149H	Botwell	Former Hayes Goodseyard site. 10057/APP/2005/2996&299	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	Funds received towards the maintenance and operation by the Council of the station approach cameras. Funds spent towards operation of station cameras 09/10.	
PPR54/204B	Uxbridge	106, Oxford Road, Uxbridge. 26198/APP/2008/2339	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00	Funds received towards street scene improvements within the vicinity of the site. Funds to be spent by July 2014	
PPR55/206B	Yiewsley	111-117 High St, Yiewsley. 6948/APP/2007/1326	10,713.00	10,713.00	0.00	0.00	0.00	10,713.00	0.00	0.00	Funds received for the provision of economic development training and employment facilities within London Borough of Hillingdon. Funds to be spent by August 2014. Funds allocated to the Council's Construction Training and Apprenticeship Programme. (Cabinet Member decision 27/10/2010)	
PPR56/168D	Uxbridge	Former Gas Works site (Kier Park), Cowley Mill Road, Uxbridge 3114/APP/2008/2497	12,205.22	12,205.22	0.00	0.00	0.00	12,205.22	12,205.22	0.00	Contribution towards the employment training initiatives promoted by the Council to encourage employment in the vicinity of the land. Funds to be spent within 7 years of receipt (Nov 2016).	

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME AS AT 30/9/10	TOTAL INCOME AS AT 30/6/10	TOTAL EXPENDITURE AS AT 30/9/10	TOTAL EXPENDITURE AS AT 30/6/10	2010 / 2011 EXPENDITURE To 30/9/10	BALANCE OF FUNDS AS AT 30/9/10	BALANCE SPENDABLE NOT ALLOCATED AS AT 30/9/10	COMMENTS (as at mid November 2010)
		PERFORMANCE, PARTNERSHIPS & REGENERATION SUB - TOTAL	3,280,615.64	3,280,615.64	2,068,098.02	2,043,919.48	38,717.49	1,212,517.62	62,205.22	
		PORTFOLIO: FINANCE, PROPERTY & BUSINESS SERVICES								
E/02/18	West Drayton	Old Mill House, Thorney Mill Road, West Drayton 41706C/91/1804	59,556.42	59,556.42	52,577.45	45,252.45	7,325.00	6,978.97	0.00	Revenue cost (12K) spent. The balance is required for the establishment and management of a nature reserve on nearby land. Works identified and now awaiting quotations from contractors. Officers have liaised with London Wildlife Trust and contractors with regards to pricing of the works (access and conservation improvements) required to improve the nature reserve. Works have now been scheduled by the area officer. Spend towards tree and footpath works. Further spend towards maintenance works. There are no time constraints upon the expenditure of the funds.
E/10/85 (see: PT/36)	Heathrow Villages	A4 Heathrow Corridor scheme - Match Funding for Heathrow Villages Chrysalis Projects	25,000.00	25,000.00	3,017.00	3,017.00	0.00	21,983.00	0.00	For Environmental Improvements on A4/M4 corridor. Balance allocated to improvements scheme at Berkeley Meadows also using funds at E/26/93. Trees are being scheduled for planting during the upcoming planting season. Officers chasing prices for other works. Spend reduced due to rectification of miscoding. No time constraints. A programme of works has been drawn up for this site. Formal allocation of funds to be sought.
E/17/26D (see: PT/56 & PPR/18)	Bolwell	Trident Site, Phase 3 Stockley Park - Lake Farm & Bolwell Green Play Area 37977/P/94/335	1,323,400.00	1,323,400.00	1,187,301.83	1,187,301.83	0.00	136,098.17	0.00	Balance for Lake Farm: Friends of Lake Farm now agreed scope of works. Engineering Consultancy have been commissioned to commence works to enhancing slope of BMX track, Bolwell Green Play area complete. See Cabinet report 18 December 2003. Spend due to engineering consultancy fees and drawings. Planning permission for skate park granted. Spend for consultancy fees preparing the tender document and CDM (Construction and demolition management preparation). No time limits.
E/21/74C (see: PT/85, EYL40 & E/20)	Uxbridge North	Land at Johnson's Yard - Uxbridge TC CCTV 53936/APP/2002/1357	5,389.15	5,389.15	5,180.57	5,180.57	0.00	208.58	0.00	Funds received for the Uxbridge Town Centre CCTV Initiative. No time constraints. Improvement works completed April 2005. No additional works have been identified to date that would be in accordance with the terms of the legal agreement. Interest accrued.
E/22/97B (see: PT/69)	Bolwell	Land at West Drayton Depot - Stockley Road West Drayton - Monitoring of Noise & Dust Emissions 2760/APP/2003/2816	5,622.02	5,622.02	4,222.20	354.45	3,867.75	1,399.82	0.00	Monitoring of Noise and Dust emissions. Interest accrued. Funds spent towards noise and dust emissions monitoring Unspent funds at 4 May 2011 to be refunded.
E/24/62 (See also PT/60 & PPR/23)	Brunel	Land at Lyon Industrial Estate, High Rd, Cowley - Uxbridge Cowley Initiative (Employment Training, Air Quality & Highway Works) 51095/APP/2000/1004	14,368.39	14,368.39	12,331.47	12,331.47	0.00	2,036.92	0.00	Towards Uxbridge/Cowley Initiative. Allocated to Air Quality Action Plan projects. This is a portion of a £30k contribution to be applied towards all or some of 4 different project areas. £1K income transferred to PPR/23. Interest accrued. No time constraints. Spend towards operation of air quality monitoring stations in the borough.
E/26/93 (Formerly PT/33)	Heathrow Villages	H.S.A Land, Bath Road 41687S/98/16	12,396.46	12,396.46	8,441.07	8,441.07	0.00	3,955.39	0.00	Available for Environmental Improvements in Bath Rd area. Balance allocated to improvements scheme at Berkeley Meadows also using funds at E/10/85. See update at E/10/85. Interest accrued. No time constraints. Spend towards tree planting.
E/28/71 (Formerly PT/40)	Bolwell	Land at Hendrick Lovell, S.W of Dawley Road, Hayes 43554/C/92/787	12,692.00	12,692.00	267.81	318.55	0.00	12,424.19	0.00	Landscaping works (12.69K). Limited to specific area of land. Delays caused by land being in Stockley Park Consortium ownership. Green Spaces team is looking into the potential for a scheme within the parameters of the legal agreement. Site overgrown preventing planting trees in preferred location. The trees officer has suggested two locations on the site where they could be planted instead. Officers currently considering feasibility. No time constraints. Spend showing against wrong cost centre. To be transferred for next quarter.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME	TOTAL INCOME	TOTAL EXPENDITURE	TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE	BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10	AS AT 30/9/10	AS AT 30/6/10	To 30/9/10	AS AT 30/9/10	AS AT 30/9/10	
E32/01 (Formerly PT/43/01)	Townfield	Sainsbury Minef Site - Grapes Junction / 40601/14/9/11/970	1,008,500.00	1,008,500.00	832,719.55	832,719.55	1,323.56	175,780.45	0.00	The balance has been included in s106 dated 10 May 2004 for Lombardy Retail Park, Coldharbour Lane for the Council to use the funds for the following specified improvements: (i) provision of CCTV coverage on the land (ii) provision of safety enhancements (iii) provision of environmental improvements to Uxbridge Rd (iv) provision of either CCTV within the wider area of the land, junction improvements at Springfield Road/Uxbridge Road, or installation of bollards and lighting along Springfield Road, or other similar schemes in the vicinity of the site to be agreed in writing by the developer. Sainsbury has given approval for a scheme in Lombardy Park. Playground works are complete. Further play equipment installed. Spend towards design works to install lighting along main footpath. Unspent funds to be repaid by 12 January 2011.
E38/153B	Heathrow Villages	Polar Park, Bath Road, Hammondswoth 2964/APP/2002/1436 & 1437	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	Funds received towards Air Quality initiatives within the vicinity of the site. No time constraints. Funds allocated towards two monitoring stations in vicinity of the site. (Cabinet Member Decision 22/6/2010.)
E44/140J	Pinkwell	MOD Records Office Stockley Road/Bourne Avenue, Hayes 18399/APP/2004/2284	104,308.09	104,308.09	25,156.76	25,156.76	0.00	79,151.33	0.00	To be applied towards the provision and maintenance of open space and recreational facilities within the area of the site. £25,000 allocated to Bourne Park Playing Fields. Balance allocated to Pinkwell Park. Drainage works to the Bourne Park Playing Fields are now complete. Funds not spent including interest within 7 years of receipt (i.e. 3 January 2014) are to be repaid. A programme of works is being drawn up by the area officer, including path works and play equipment. £1,990 spend towards play equipment transferred to E/45 due to miscoding.
E44/174B	Heathrow Villages	Terminal 2, Heathrow 62360/APP/2006/2942	25,000.00	25,000.00	17,212.00	2,712.00	14,500.00	7,788.00	0.00	Funds received towards the implementation and monitoring of the Council's Air Quality Action Plan. Funds not spent by 16 November 2010 are to be repaid. Spend towards operation of air quality monitoring stations in the borough. Funds allocated towards two monitoring stations in the vicinity of the site. (Cabinet Member Decision 22/6/2010)
E45/155D	West Drayton	Former RAF - Porters Way, West Drayton 5107/APP/2005/2082	126,918.75	126,918.75	44,151.81	44,026.81	42,155.81	82,766.94	0.00	Funds received for sports/recreation facilities or upgrading existing facilities for older children/teenagers at Stockley Recreation Ground (Muberry Parade) Funds not spent by 10 December 2010 are to be repaid. Plans for new play area are being drawn up. Spend towards the provision of new play area for older children.
E46/176B	Northwood	Former True Lovers' Knot Public House, Rickmansworth Road, Northwood 2771/APP/2007/1440	21,195.00	21,195.00	0.00	0.00	0.00	21,195.00	0.00	Funds received towards the costs of providing environmental improvements at "The Gravel Pits" within the vicinity of the development or other green space within the Borough. No time constraints. Area officer is drawing up a programme of works to be implemented at this site. Funds allocated towards scheme of improvements at The Gravel Pits. (Cabinet Member Decision 3/9/2010).
E47/177B	Manor	41-55, Windmill Hill, Ruislip planning ref.48268/APP/2006/2353	38,258.39	38,258.39	0.00	0.00	0.00	38,258.39	0.00	Funds received towards open green space and recreational open space within a 3 mile radius of the land. This sum includes approximately £9k for bins and benches and £30k for children's play space. Funds not spent within 5 years of receipt (24 December 2012) are to be refunded. Officers currently drawing up a programme of works for Warrender Park. Funds allocated towards a scheme of improvements at Warrender Park (Cabinet Member Decision 3/9/2010).
E48/181A	West Ruislip	Bury Wharf, Bury Street Ruislip. Planning ref 19033/APP/2007/3269	2,030.70	2,030.70	1,315.31	1,315.31	0.00	715.39	0.00	Funds received for an interpretation sign to be located in the nearby plot of land known as Murphy's field, more particularly described as Public Open Space to the south of the development site immediately adjoining Ducks Hill Road. Interest accrued must be applied to the above purpose. Funds not spent prior to 8 February 2013 are to be refunded. Project complete, awaiting invoices. Spend against revenue account, costs to be journalised to show for March quarter. Journal completed.

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE		BALANCE OF FUNDS	BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10			AS AT 30/9/10	AS AT 30/6/10			
E49/179B	Bowwell	565-559 & r/o 51-553 Uxbridge Road, Hayes planning ref. 41390/APP/2006/1346	33,912.00	33,912.00	17,755.00	17,755.00	0.00	16,157.00	0.00	Funds received towards improvement to the open space facilities at Rosedale Park adjoining the land. No time limits. Spend towards improvements to Park Pavilion.	
E50/180B	Northwood Hills	16, Watford Rd and 36, Brookland Drive, Northwood planning ref. 62535/APP/2007/2726	20,253.00	20,253.00	0.00	0.00	0.00	20,253.00	0.00	Funds received towards the costs of providing local open space facilities at Frithwood Park within the vicinity of the development or other green spaces within the borough of Hillingdon. No time limits. Officers looking at programme of improvements for Frithwood Park. Funds allocated towards the provision of a new play area at Frithwood Park. (Cabinet Member Decision 319/2010).	
E51/186C	Yiewsley	92-104, High St., Yiewsley 59189/APP/2005/3476	60,616.20	60,616.20	38,061.21	24,901.21	13,160.00	22,554.99	0.00	Funds received towards open space improvements at Yiewsley Recreation Ground. Funds unspent at 20/04/2015 to be returned. Spend towards footpath works completed Dec 09. Remaining funds to be spent towards play builder scheme. Completed June 2010.	
E52/190B	Uxbridge	Armstrong House & The Pavilions 43742/APP/2006/252	104,000.00	104,000.00	22,868.87	22,868.87	0.00	81,131.13	0.00	Funds received towards improvements to open space recreation facilities at Fasnidge Park and/or cycle links to the park. Funds unspent as at 29/7/2015 must be returned. Funds allocated towards a scheme of improvements at Fasnidge Park (Cabinet Member decision 21/10/09). Spend towards improvements to bowling green. Further works programmed for Autumn 2010.	
E53/192B	Uxbridge	126/127, Waterloo Road Uxbridge 2325/A/PP/2006/3452	20,913.64	20,913.64	8,305.74	795.74	8,305.74	12,607.90	0.00	Funds received towards provision of public open space in the locality of the site. Officers looking at a programme of improvements to Rockingham Recreation Ground. No time limits. Funds to be spent towards playbuilder scheme, due to commence spring 2010. Playbuilder scheme completed August 2010. Awaiting invoices.	
E54/194D	Uxbridge	Frays Adult Education Centre, Herefield Road, Uxbridge 18732/APP/2006/1217	44,509.05	44,509.05	41,536.22	41,536.22	0.00	2,972.83	0.00	Funds received towards the provision of open space facilities within the Borough of Hillingdon. No time limits. Funds allocated to Hillingdon Court Park (reconstruction of the bowling green). Cabinet Member decision 20/7/09. Scheme completed October 09, awaiting financial completion.	
E55/203	Hayes	Tarmac Site, Pump Lane Hayes. 19377/APP/2007/3089 & 2008/893	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00	Funds received towards an air quality management study in the surrounding land (to be conducted only after the planning permission has been implemented). Funds allocated towards air quality study. (Cabinet Member Decision 22/6/20).	
E56/200C	Manor	Former Ruislip Manor Library, Victoria Road, Ruislip. 14639/APP/2008/2102	5,652.00	5,652.00	0.00	0.00	0.00	5,652.00	0.00	Funds received towards improvements to nearby open space facilities. No time limits for spend. Funds allocated towards improvements at Bessingby Park Complex. (Cabinet Member Decision 316/2010).	
E57/205D	Eastcote	RAF Eastcote Lime Grove, Ruislip. 10189/APP/2004/1781	118,803.95	118,803.95	0.00	0.00	0.00	118,803.95	118,803.95	Contribution received towards the provision or improvement of outdoor sports facilities within a 3000m radius of the land. Funds to be spent by September 2014.	
E58/205E	Eastcote	RAF Eastcote Lime Grove, Ruislip. 10189/APP/2004/1781	28,275.50	28,275.50	0.00	0.00	0.00	28,275.50	0.00	Contribution received to improve the High Grove Nature Reserve and upgrade the path network. Works are specified in the agreement. Funds to be spent by Sept 2011.	
E59/155F	West Drayton	Former RAF - Porters Way, West Drayton 5107/APP/2005/2082	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	Funds received towards the maintenance of play facilities at Stockley Recreation Ground (Mulberry Parade). Funds to be spent by Dec 2012.	
E60/215C	Ruislip	5 - 11 Reservoir Road, Ruislip. 61134/APP/2006/260	28,994.76	28,994.76	0.00	0.00	0.00	28,994.76	28,994.76	Contribution received towards open spaces/recreation improvements or other green spaces in the locality. No time limits on spend.	
E61/217B	Herefield	34 High Street, Herefield. 259/APP/2009/2391	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	7,000.00	Funds received towards additional or improved recreation/open space facilities within a 3 mile radius of the site.	
		FIN, PROPERTY & B. SVS SUB -TOTAL	3,317,565.47	3,317,565.47	2,322,421.87	2,275,984.86	90,637.86	995,143.60	154,798.71		
PORTFOLIO: SOCIAL SERVICES, HEALTH AND HOUSING											
H/1/152C	Brunel	Middlesex Lodge, 189 Harrington Road, Hillingdon 12484/APP/2005/1791	8,903.60	8,903.60	0.00	0.00	0.00	8,903.60	0.00	Funds received to provide for healthcare facilities and places. The PCT has started work on moving a GP to a new site that will allow them to increase the provision of services. PCT to send details to allow a decision to be made as to whether allocation of these s106 funds is appropriate. No time limit on expenditure.	
*40											

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME		TOTAL EXPENDITURE	2010 / 2011 EXPENDITURE		BALANCE OF FUNDS		BALANCE SPENDABLE NOT ALLOCATED	COMMENTS (as at mid November 2010)
			AS AT 30/9/10	AS AT 30/6/10		AS AT 30/9/10	AS AT 30/6/10	To 30/9/10	AS AT 30/9/10		
H12/160B	Uxbridge North	9-15 Herefield Rd, Uxbridge 59632/APP/2005/2401	300,000.00	300,000.00	240,000.00	60,000.00	0.00	0.00	0.00	Funds received as a contribution towards the provision of off site Affordable housing in the borough. Funds allocated towards HRA Pipeline sites project currently being implemented. Spend anticipated during this financial year. Not an interest bearing account time limit on spend 5 years following receipt i.e. 04/12/2011. Funds allocated towards Housing Purchase and repair scheme (Cabinet Member decision 21/7/2009). Funds spent towards purchase of 12 affordable homes. 3 further properties to be purchased in 10/11. Scheme complete Sept 2010.	
H13/155A *41	West Drayton	Fmr RAF West Drayton, Porters Way, West Drayton 5107/APP/2005/2082	149,904.56	149,904.56	76,404.56	0.00	0.00	73,500.00	0.00	Funds received as half of the contribution. To be used solely for the provision of general practitioner services within a 2 mile radius of the Site. The PCT has identified potential use of the funds to expand an existing GP surgery within walking distance of Porters Way. PCT to send details to allow a decision to be made as to whether allocation of these s106 funds is appropriate. Time limit on expenditure 3 years following receipt i.e. 05/12/2009. Second half of contribution received 9/12/08. Funds to be spent by Dec 2011. £76,404.56 (1st half of contribution), transferred to PCT to cover costs towards expansion of GP services in the local area.	
H14/140H *43	Pinkwell	MOD Records Office Stockley Road/Bourne Avenue, Hayes 18399/APP/2004/2284	53,495.95	53,495.95	0.00	0.00	0.00	53,495.95	0.00	To be applied towards the costs of providing primary health care facilities within the Borough. Funds not spent including interest within 7 years of receipt (3 January 2014) are to be repaid.	
H15/161C *44	West Drayton	Former Honeywell Site, Trout Road, West Drayton 335/APP/2002/2754	51,117.73	51,117.73	0.00	0.00	0.00	51,117.73	0.00	To be applied only towards the provision of new health care facilities within premises to be constructed at the corner of High Street and St Stephens Road, Yiewsley. The PCT is working on a project to re-house 3 GP practices in the Yiewsley High Street area to allow for additional GP services to be provided and capacity expanded. New community nursing services will also be available. PCT to send details to allow a decision to be made as to whether allocation of these s106 funds is appropriate. Unexpended funds after 7 years of receipt (7 March 2014) are to be refunded including interest.	
H16/170C *48	Botwell	11-21, Clayton Rd, Hayes 56840/APP/2004/630	30,527.21	30,527.21	0.00	0.00	0.00	30,527.21	0.00	To be applied towards the costs of providing primary health care facilities within the Borough. Funds not spent by 31 August 2012 are to be repaid.	
H17/149D *50	Botwell	Hayes Goods Yard 10057/APP/2004/2996 & 2999 335/APP/2002/2754	180,795.00	180,795.00	0.00	0.00	0.00	180,795.00	0.00	£2,953.08 received for primary health care facilities in the Borough as necessitated by the development. Unspent funds at 29 November 2014 are to be repaid. Further £156,801.92 received (Oct 08) towards same purpose. Unspent funds as at Oct 2015 are to be repaid. Further additional funds received (Jun 09) towards the same purpose (£21,040). Unspent funds as at Jun 2016 are to be repaid.	
H18/186D *54	Yiewsley	92-105 High St, Yiewsley 59189/APP/2005/3476	15,549.05	15,549.05	0.00	0.00	0.00	15,549.05	0.00	Funds received towards the cost of providing additional primary health facilities in the Borough. Funds not spent by 20/04/2015 must be returned.	
H19/184C *55	West Ruislip	31-46, Pembroke Rd, Ruislip 59816/APP/2006/2896	21,675.10	21,675.10	0.00	0.00	0.00	21,675.10	0.00	Funds received towards primary health care facilities within a 3 mile radius of the development. Funds not spent by 01/07/2015 must be returned to the developer.	
H110/190D *56	Uxbridge	Armstrong House & The Pavilions, 43742/APP/2006/252	43,395.00	43,395.00	0.00	0.00	0.00	43,395.00	0.00	Funds received towards primary health care facilities in the borough. Funds not spent by 29/7/2015 are to be returned to the developer.	
H111/195B *57	Ruislip	Highgrove House, Escote Road, Ruislip, 10622/APP/2006/2494	3,156.00	3,156.00	0.00	0.00	0.00	3,156.00	0.00	Funds received towards the provision of local health care facilities in the vicinity of the site. No time limits.	
H112/197B *58	Ruislip	Windmill Public House, Pembroke Road, Ruislip, 11924/APP/2006/2632	11,440.00	11,440.00	0.00	0.00	0.00	11,440.00	0.00	Funds received for the provision of health care facilities in the Uxbridge area. Funds to be spent within 5 years of receipt (Feb 2014).	
H131/194E *59	Uxbridge	Frays Adult Education Centre, Herefield Road, Uxbridge, 18732/APP/2006/1217	12,426.75	12,426.75	0.00	0.00	0.00	12,426.75	0.00	Funds received towards the provision of healthcare facilities in the Borough. No time limits.	

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME AS AT 30/9/10	TOTAL INCOME AS AT 30/6/10	TOTAL EXPENDITURE AS AT 30/9/10	TOTAL EXPENDITURE AS AT 30/6/10	2010 / 2011 EXPENDITURE To 30/9/10	BALANCE OF FUNDS AS AT 30/9/10	BALANCE SPENDABLE NOT ALLOCATED AS AT 30/9/10	COMMENTS (as at mid November 2010)
H/14/206C *64	Yiewsley	111 to 117 High St, Yiewsley, 6948/A/PP/2007/1326.	10,651.50	10,651.50	0.00	0.00	0.00	10,651.50	0.00	Funds received towards the provision of health care facilities in the borough. Funds to be spent by 2014.
H/15/205F *65	Eastcote	RAF Eastcote, Lime Grove, Ruslip, 10189/APP/2004/1781	184,653.23	184,653.23	0.00	0.00	0.00	184,653.23	0.00	Funds received towards the cost of providing primary healthcare facilities within the Eastcote and East Ruslip ward boundary. Funds to be spent by September 2014.
H/16/210C *68	Hayes	Hayes Stadium, Judge Heath Lane, Hayes, 49996/APP/2008/3561	49,759.00	49,759.00	0.00	0.00	0.00	49,759.00	0.00	Funds received as the first instalment of the healthcare contribution towards the cost of providing additional facilities to meet increased patient numbers in the local area.
H/17/214C *69	Uxbridge	Hillingdon House Farm, 2543/A/PP/2005/670	74,276.46	74,276.46	0.00	0.00	0.00	74,276.46	0.00	Funds received as the first instalment (25% of total contribution) towards the provision of primary healthcare facilities in the Uxbridge area. First instalment to be spent within 7 years of receipt (April 2017).
H/18/219C *70	Yeading	Land rear of Sydney Court, Perth Avenue, Hayes, 6593/APP/2010/883	3,902.00	0.00	0.00	0.00	0.00	3,902.00	3,902.00	Funds received towards the cost of providing health facilities in the Authorities Area. No time limits.
		HOUSING SUB-TOTAL	1,205,628.14	1,201,726.14	376,404.56	316,404.56	60,000.00	829,223.58	3,902.00	
		SECTION 106 SUB - TOTAL	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	
		GRAND TOTAL ALL SCHEMES	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	
NOTES										
The balance of funds remaining must be spent on works as set out in each individual agreement.										
Bold and strike-through text indicates key changes since the Cabinet report for the previous quarter's figures.										
Income figures for schemes within shaded cells indicate where funds are held in interest bearing accounts.										
* Denotes funds the Council is unable to spend currently (totals £3,481,924.16)										
*1: PT105 £361,797.30 is restricted to public transport serving London Heathrow and subject to approval from BAA and bus operators.										
*14: PT27855 £166,027.95 is to be held as a returnable security deposit for the highway works (to be later refunded)										
*16: PT27827 £589,800.70 is to be held as a returnable security deposit for the highway works (to be later refunded).										
*18: PT27834 £194,910.65 includes a returnable security deposit for the highway works (to be later refunded) plus interest.										
*19: PT141 £15,678.00 currently unspendable relating to an unimplemented planning permission.										
*20: PT27844 £20,938.04 includes a returnable security deposit for the highway works (to be later refunded) plus interest.										
*22: PT27830 £5,000.00 is to be held as a returnable security deposit for the highway works (to be later refunded)										
*23: PT27849 £66,684.55 includes a returnable security deposit for the highway works (to be later refunded) plus interest and funds for TL costs.										
*28: PT124 £37,425.09 reasonable period for expenditure without owner's agreement has lapsed										
*24: PT125 £23,639.34 reasonable period for spend has elapsed. Awaiting outcome of other works before considering whether to attempt negotiation of deed of variation.										
*32: PT27846 £5,000.00 is to be held as a returnable security deposit for the highway works (to be later refunded).										
*33: PT118 £0.00 Funds transferred to highway cost centre, S106 scheme completed using other funds										
*38:PT188/140C £752,351.07 funds have been received to provide a specific bus service through TL, therefore implementation is not within control of the Council.										
*40:H11 £9,903.60 funds have been received to provide Health Care services in the borough therefore are for the Hillingdon PCT to spend.										
*41:H13 £73,500.00 funds have been received to provide Health Care services in the borough therefore are for the Hillingdon PCT to spend.										
*43:H14 £53,495.95 funds have been received to provide Health Care services in the borough therefore are for the Hillingdon PCT to spend.										
*44:H15 £51,117.73 funds have been received to provide Health Care services in the borough therefore are for the Hillingdon PCT to spend.										
*46:PT188/140F £73,774.40 there has not been any petitions for parking schemes in the area.										
*47:PT17/40E £32,805.42 there has not been any petitions for parking schemes in the area.										
*48:H16 £30,527.21 funds have been received to provide Health Care services in the borough therefore are for the Hillingdon PCT to spend.										
*49:PT27863 £5,000.00 is to be held as a returnable security deposit for the highway works (to be later refunded).										
*50:H17/149D £180,795.00 funds have been received to provide Health Care services in the borough therefore are for the Hillingdon PCT to spend.										
*51:PT27816/149A £5,000.00 is to be held as a returnable security deposit for the highway works (to be later refunded).										
*52:PT27865 £5,000.00 is to be held as a returnable security deposit for the highway works (to be later refunded).										
*53:PT37/40B-C £187,428.07 for highways improvements awaiting implementation of third phase of planning permission.										
*54:H18/186D £3,549.05 funds have been received to provide health care facilities in the borough therefore are for the Hillingdon PCT to spend.										
*55: H9/184C £21,675.10 funds have been received to provide health care facilities in the borough therefore are for the Hillingdon PCT to spend.										
*56:H1/10190D £43,395.00 funds have been received to provide health care services in the borough therefore are for the Hillingdon PCT to spend.										

CASE REF.	WARD	SCHEME / PLANNING REFERENCE	TOTAL INCOME AS AT 30/9/10	TOTAL INCOME AS AT 30/6/10	TOTAL EXPENDITURE AS AT 30/9/10	TOTAL EXPENDITURE AS AT 30/6/10	2010 / 2011 EXPENDITURE To 30/9/10	BALANCE OF FUNDS AS AT 30/9/10	BALANCE SPENDABLE NOT ALLOCATED AS AT 30/9/10	COMMENTS (as at mid November 2010)
*57:H11/195B			£3,156.00							
*58:H12/197B			£11,440.00							
*59:H13/194E			£12,426.75							
*60:PT/278/76			£5,000.00							
*61:PT/110/198B			£14,240.00							
*62:PT/278/897			£23,000.00							
*63:PT/112/205A			£20,000.00							
*64: H14/206C			£10,651.50							
*65: H15/205F			£184,653.23							
*66: PT/278/72			£18,000.00							
*67 PT/14/209A			£25,000.00							
*68 H16/210C			£49,759.00							
*69 H17/214C			£74,276.46							
*70:H1/8219C			£3,902.00							
			£3,481,924.16							

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