

## Minutes

### Cabinet

Thursday, 24 September 2015

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



Published on: 25 September 2015

Decisions come into effect on: Some immediately, others from 2 October 2015 \*

#### **Cabinet Members Present:**

Ray Puddifoot MBE (Chairman)  
David Simmonds CBE (Vice-Chairman)  
Douglas Mills  
Scott Seaman-Digby  
Keith Burrows  
Philip Corthorne

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

Wayne Bridges  
Susan O'Brien  
Nick Denys  
Neil Fyfe  
John Riley  
John Oswell  
Jane Palmer  
Jan Sweeting  
Henry Higgins  
Brian Crowe  
Beulah East

#### **1. APOLOGIES FOR ABSENCE**

Councillor Jonathan Bianco sent his apologies for this meeting.

#### **2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING**

No interests were declared by Members present.

#### **3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING**

The minutes and decisions of the Cabinet meeting held on 23 July 2015 were agreed as a correct record.

#### **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**

This was confirmed.

**5. HILLINGDON LOCAL PLAN - PART 2 - DRAFT DEVELOPMENT MANAGEMENT POLICIES, SITE ALLOCATIONS AND DESIGNATIONS AND POLICIES MAP**

**RESOLVED**

**That the Cabinet:**

- 1. Agrees the proposed further changes to the Development Management Policies document and the Site Allocations and Designations documents at Appendix 1 of this report.**
- 2. Instructs officers to issue the amended Development Management Policies document, Site Allocations and Designations document and Policies Map for a 6 week period of public consultation to seek views on all proposed changes.**
- 3. Notes the requirement to undertake a Sustainability Appraisal of the proposed changes.**
- 4. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to agree, in conjunction with the Cabinet Member for Planning, Transportation and Recycling, any editing and textual changes to the Draft Development Management Policies, Sites Allocations and Designations and Policies Map.**
- 5. Instructs officers to report back to a future meeting of Cabinet on the outcome of the public consultation exercise and to make recommendations on any necessary changes to the Development Management Policies document, Site Allocations and Designations document and the Policies Map prior to its formal submission to the Department of Communities and Local Government.**

**Reasons for decision**

Cabinet noted the outcome of recently completed evidence base studies and agreed to make additional changes to the Local Plan Part 2 documents, before they were issued for further public consultation and then submitted to the Secretary the Secretary of State for public examination.

Cabinet welcomed that Part 2 of the Hillingdon Local Plan would provide detailed site specific allocations, development management policies and a policies map for future development in the Borough over the next 15 years. Positive feedback from the commercial sector was noted about Hillingdon's approach to development.

**Alternatives considered and rejected**

Cabinet could have declined to make additional changes to the Proposed Submission documents or have instructed officers to submit the Local Plan for examination without undertaking further consultation on the proposed changes.

**Officer to action:**

James Gleave: Residents Services

**Classification:** Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

## **6. RAF BATTLE OF BRITAIN BUNKER ENCLAVE**

**RESOLVED:**

**That Cabinet:**

- 1. Welcomes the commitment of the Council and the Government to secure the future of the RAF Battle of Britain Bunker Enclave.**
- 2. Authorises the acquisition of the RAF Battle of Britain Bunker Enclave by the Council from the Ministry of Defence.**
- 3. Agrees to accept a grant of £1m from HM Treasury.**
- 4. Agrees to accept a gift of the leasehold land hatched black on the site plan from the Ministry of Defence and Annington Property Limited.**
- 5. Instructs the Borough Solicitor to complete the legal documentation to facilitate all property transactions which are the subject of the report.**
- 6. Authorises the Council to undertake all necessary works to refurbish and renovate the RAF Battle of Britain Bunker Enclave.**
- 7. Notes that the Council will give consideration to applying for Heritage Lottery Funding.**
- 8. Delegates authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to make all necessary decisions to give effect to the above recommendations and any other decisions which are required in relation to the RAF Battle of Britain Bunker Enclave.**

## **Reasons for decision**

Cabinet received a report to secure the future of the RAF Battle of Britain Bunker given its significant historical importance, not only to the Borough itself, but also nationwide. In a fitting tribute alongside the 75<sup>th</sup> anniversary of the Battle of Britain commemorations, Cabinet welcomed the Council's plans to construct a state-of-the-art Battle of Britain Education and Visitor's Centre and thanked the Member of Parliament for Uxbridge & South Ruislip for his support on this matter.

Cabinet made a comprehensive set of decisions at the meeting to ensure that all possible steps would be taken to ensure that the Bunker and its environs were renovated, refurbished and preserved for generations to come.

## **Alternative options considered and rejected**

Due the Council's commitment to this project and as resources had already been earmarked along with money granted from the UK Government, the Cabinet considered no other options.

## **Officers to action:**

Raj Alagh, Administration Directorate  
Michael Paterson, Residents Services

## **Classification:** Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

## **7. REVIEW OF LICENSING POLICIES**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Agrees to a public consultation for the draft Street Trading policy, Markets Policy, Statement of Licensing policy and Statement of Gambling Policy.**
- 2. Notes that a further report will be submitted to Cabinet, post consultation, highlighting any consultation responses for Cabinet to consider for inclusion in the final policies.**
- 3. Notes that the Licensing and Gambling Policies should be referred to full Council.**

## **Reasons for decision**

Cabinet agreed to review four key licensing policies, in accordance with legislative requirements but also how they could be improved to make such regulatory processes more efficient and customer-friendly.

Permission was granted by Members to undertake a six week public consultation on updated drafts of the Street Trading & Markets Policies and Statements of Licensing and Gambling Policies. It was noted that the Statements of Licensing and Gambling Policies were deemed Policy Framework documents under the Council's Constitution and would therefore, ultimately require referral back from Cabinet to full Council

## **Alternative options considered and rejected**

Cabinet could have decided not to review the Policies but the Council would then not meet its statutory obligations in this respect.

## **Officers to action:**

Claire Freeman, Stephanie Waterford - Residents Services

## **Classification:** Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

## **8. HAYES VILLAGE AND HARLINGTON VILLAGE CONSERVATION AREA APPRAISALS**

### **RESOLVED:**

#### **That Cabinet:**

- 1. Notes the responses to the public consultation and the revisions made to the documents to incorporate the comments made.**
- 2. Agrees the minor alterations proposed to the respective Conservation Area boundaries and the formal notifications required as part of the designation process for these changes.**
- 3. Agrees that the small number of proposed additions to the Local List of Buildings of Architectural or Historic Importance be considered for inclusion in the List when next reviewed.**
- 4. Formally adopts the Hayes Village Conservation Area Appraisal and the Harlington Village Conservation Area Appraisal documents.**

### **Reasons for decision**

Cabinet welcomed the fact that the Conservation Area Appraisals for Hayes Village and Harlington Village had been prepared by local residents, with the support and assistance of specialist consultants and Council officers. It was noted that draft documents had been subject to a period of public consultation, including drop in sessions, during June and July 2015. Cabinet considered the resulting responses, which were positive in nature and gave final approval to the updated appraisals.

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

Cabinet could have decided not to approve the documents.

### **Officers to action:**

Sarah Harper, Alisha Lad - Residents Services

### **Classification:** Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

## **9. OLDER PEOPLE'S PLAN UPDATE**

### **RESOLVED**

**That Cabinet notes the successes to date and continued progress to deliver the Older People's Action Plan during 2015-16 to improve the quality of life, health and wellbeing of older people in Hillingdon.**

### **Reasons for decision**

Cabinet welcomed the progress on the Older People's Plan 2015-16 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. Cabinet noted a number of initiatives, showing Hillingdon Council leading the way in its support for Older People, in particular the Free Burglar Alarm Scheme for residents over 65, where more than 6,000 had been installed since its inception.

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

None.

### **Officer to action:**

Vicky Trott, Administration Directorate

**Classification:** Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

## **10. QUARTERLY PLANNING OBLIGATIONS MONITORING**

**RESOLVED:**

**That the Cabinet notes the updated financial information.**

**Reasons for decision**

Cabinet noted the report which detailed the financial planning obligations held by the Council and what progress had, and was, being made.

**Alternative options considered and rejected**

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

**Officer to action:**

Nicola Wyatt, Residents Services

**Classification:** Public

The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

## **11. COUNCIL BUDGET - 2015/16 MONTH 4 REVENUE AND CAPITAL BUDGET MONITORING**

**RECOMMENDATIONS**

**That Cabinet:**

- 1. Notes the forecast budget position for revenue and capital as at July 2015 (Month 4).**
- 2. Notes the Treasury Management update as at July 2015 at Appendix E.**
- 3. Continues the delegated authority up until the 22 October 2015 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 23 July 2015 and 24 September 2015 Cabinet meetings, detailed at Appendix F.**

4. Approves the addition of £428,709 DCLG grant funding to support those clients formerly in receipt of Independent Living Fund monies to Adult Social Care operating budgets from 2015/16 onwards.
5. Approves the addition of £24,132 DCLG grant funding for new burdens in respect of personal search fees to Residents Services operating budgets in 2015/16.
6. Approves the addition of £75k grant funding from Transport for London for the Transport Interchange and Public Realm programme within the Local Implementation Plan.
7. Approves acceptance of £23,500 Planning Performance Agreement income in respect of the Former Technicolour Site, Bath Road, Bath Road Corporation Sarl/Blakes Hotels.
8. Agrees to transfer of £50k funding from Capital Contingency to the Bowls Club refurbishment budget for works at Deane Park Bowls Club.
9. Ratifies the decisions, outlined in Appendix G, taken by the Leader of the Council under specific delegated authority between the 23 July and 24 September 2015 Cabinet meetings, subject to Cabinet agreeing an amendment to:

The decision taken on 1 September 2015 on the Deed of variation to rights of access in The Pavilions Shopping Centre, Uxbridge, where following the receipt of additional information, approval be given to progress the necessary variation to the basement rights, in addition to the ground floor rights already granted, delegating final authorisation of this matter to the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Member for Finance, Property and Business Services. Furthermore, requests the Chairman of the Executive Scrutiny Committee waives the call-in period to progress this matter expediently.

10. Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to make all necessary decisions in respect of the refurbishment project at Cedars and Grainges Car Parks in Uxbridge, including the award of the construction and associated contracts. Furthermore, requests the Chairman of the Executive Scrutiny Committee waives the call-in period to progress this matter expediently.
11. Authorise the 2015/16 annual grant of £54,600 to the Hillingdon Outdoor Activity Centre and agree that going forward this be incorporated into the annual corporate core voluntary sector grants budget and that the necessary funding be vired to that budget from Children's & Young People's Services.

#### **Reasons for decisions**

Cabinet was informed of the latest forecast revenue, capital and treasury position (Month 4) for the current year 2015/16 to ensure the Council achieved its budgetary and service objectives.

Cabinet made a range of decisions including the acceptance of grants and allocation of new funds to support Adult Social Care budgets, new burdens for personal search fees and monies for transportation improvements. Cabinet also agreed to accept gift funding for a



planning development and transferred monies to cover the cost of the refurbishment of Deane Park Bowls Club.

In ratifying the decisions taken by the Leader of the Council during the summer period to ensure continuity of decision-making, Cabinet agreed an amendment to the decision made in relation to the Pavilions Shopping Centre, Uxbridge, of which the Council owns the freehold, to extend the property variation for rights of access to include the basement.

Two additional decisions were made by Cabinet at the meeting by way of an Addendum Sheet in respect of delegating decision-making to progress the refurbishment project at the Cedars and Grainges Car Parks in Uxbridge, along with approval of continued grant support to the Hillingdon Outdoor Activity Centre.

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

None.

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

Paul Whaymand, Finance Directorate

#### **Classification:** Public

The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

## **12. SCHOOL CAPITAL PROGRAMME UPDATE**

#### **RESOLVED:**

#### **That Cabinet:**

- 1. Note the progress made with primary and secondary school expansions, the school condition programme and other school capital projects.**
- 2. Approve a virement of £4,084k from the Provision for Secondary Schools Funding budget to the Northwood Secondary School Replacement scheme, to meet the additional costs of construction**

#### **Reasons for decision**

Cabinet received its monthly update, tracking progress on London's largest school building programme which would invest over £300m in new local education facilities by 2020. This would ensure that every child in the London Borough of Hillingdon would have a quality place at a local school.

Cabinet approved the virement of additional resources for the replacement of Northwood Secondary School due to a combination of reasons including ground abnormalities, additional design specifications and market pressures.

The Deputy Leader and Cabinet Member for Education and Children's Services noted the very positive feedback from schools, pupils and parents making use of the new schools and many new school buildings the Council had built over the last few years.

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

None.

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

Bobby Finch, Residents Services

#### **Classification: Public**

The report relating to this decision by the Cabinet is available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

### **13. FUEL SUPPLY - CONTRACT EXTENSION AND FIXED PRICE**

#### **RESOLVED:**

#### **That Cabinet:**

- 1. Approves the recommendation to extend the existing contract with Hall Fuels for the supply of fuel for a further 2 year period.**
- 2. Approves the recommendation to fix the wholesale price of fuel on the percentage [as set out in the report] of the Council's annual ULSD requirement for 12 months. The remainder of all other fuel purchased will reflect the market price at that time.**
- 3. Delegates authority to the Corporate Director of Finance, in consultation with the Leader of the Council and Cabinet Member for Finance, Property & Business Services, to agree the rate at which the Council fixes the fuel price with notification to Cabinet through Budget Monitoring in October 2015.**

#### **Reasons for decision**

Cabinet noted the Council's ongoing need for Ultra Low Sulphur Diesel and Gas Oil for its various operational teams including Green Spaces, Waste Services, Housing Repairs and Highways from its two fuelling facilities in the Borough.

Cabinet agreed an extension of the existing supply contract and put in place arrangements to protect the public purse against future fuel price volatility.

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

Cabinet considered a number of other options for fuel procurement, but these were deemed not best value.

### **Officers to action:**

Matthew Kelly - Finance  
Colin Russell - Residents Services

### **Classification: Private**

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and 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).

## **14. COTTESMORE AND TRISCOTT HOUSES - EXTRA CARE HOUSING CONTRACT AWARD FOR PERSONAL CARE**

### **RESOLVED:**

**That Cabinet agree a Single Tender Action to award an 18 month contract to SevaCare to continue to provide Personal Care Services to residents in Triscott House and Cottesmore House at a cost of £405,750.**

### **Reasons for decision**

Cabinet agreed an interim single tender contract to Sevacare for the provision of personal care services at the flagship Extra Care Schemes of Triscott House and Cottesmore House, noting that officers were working up a new combined contract model for such services going forward.

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

Cabinet could have conducted a competitive tender process but this was not recommended at this time, given preparations underway for a combined contract.

### **Officers to action:**

Tony Zaman, Adult Social Care Services  
Paulo Borges, Finance Directorate

**Classification: Private**

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**15. TRANSLATION AND INTERPRETATION SERVICES**

**RESOLVED:**

**That Cabinet appoint DA Languages Limited on a 3 year contract (with provision to extend by a further 2 years subject to performance and relevant approvals) to provide the Council's Translation and Interpretation Services.**

**Reasons for decision**

Following competitive tender, Cabinet agreed a new contract for the continuation of translation and interpretation services to the Council and residents. It was noted that there was high resident demand for interpreters and the Council currently received over 3,000 requests annually, with additional requests for direct translation and British Sign Language signing.

**Alternative options considered and rejected**

Cabinet could have considered procuring such services through a Framework Agreement.

**Officers to action:**

Pauline Moore - Administration / Residents Services (Communications)  
Daniel Tilbury - Finance

**Classification: Private**

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## **16. THE COMPASS THEATRE, ICKENHAM - REFURBISHMENT**

**RESOLVED:**

**That Cabinet agree:**

- 1. To the use of the Scape National Minor Works Framework operated by Kier Construction Limited for the refurbishment and the modernisation of the front of house areas at the Compass Theatre.**
- 2. The appointment of Kier to provide Pre-Construction Services to progress the design proposals for the refurbishment of the Compass Theatre and subsequently undertake the works for a lump sum fee of £621,581.**
- 3. The appointment of Gleeds to act as Cost Consultants and R J Cann as CDMC for the project for the fees set out in the report.**
- 4. To the provision of a client contingency budget as set out in the report.**
- 5. To fund the roof works estimated at £76,000 from the Property Works Programme.**
- 6. To fund the refurbishment works from the £587,743 Sports and Cultural capital budget allocated to Compass Theatre with the remaining shortfall of £34,819 to come from the Capital Priority Growth fund.**
- 7. Delegate authority to the Leader of the Council and Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, to make all necessary decisions to give effect to the above recommendations and any other decisions which are required in relation to this project.**
- 8. To request the Chairman of the Executive Scrutiny Committee waive the call-in period for these decisions so the project can progress within the tight time-frames outlined in the report.**

### **Reasons for decision**

Cabinet agreed an urgent report on The Compass Theatre, Ickenham, which was now in need of refurbishment and modernisation to ensure it continued to provide a high standard of facilities for both performances and workshop activities to the local community. Cabinet made the necessary contractual decisions, noting that works were designed to ensure the theatre could continue to function, in particular, during its busiest period in December.

The Leader of the Council noted that this was part of a wider approach to improving cultural facilities in the Borough.

## **Alternative options considered and rejected**

Cabinet could have decided to not to progress the modernisation of the theatre or delayed the works until a later time.

### **Officer to action:**

Mohamed Bhimani – Residents Services

### **Classification: Private**

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### **Special Urgency Provisions**

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

## **17. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT**

No additional items were considered by the Cabinet.

The meeting closed at 7.36pm.

### **\* IMPLEMENTATION OF CABINET'S DECISIONS**

#### **For Members and Officers only**

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions. Cabinet's decisions below come into immediate effect following the agreement to waive the call-in period from the Chairman of the Executive Scrutiny Committee:

- Item 11 (budget monitoring report) to ratify and approve an amendment to the decision made in relation to the Pavilions Shopping Centre in Uxbridge;
- Item 11 (budget monitoring report) to delegate decisions in relation to the Cedars and Grainges Car Parks in Uxbridge;
- Item 17 (Compass Theatre Refurbishment) - all decisions.

All other decisions can be implemented from 5pm, Friday 2 October 2015 unless notified otherwise by Democratic Services. The officers to implement the decisions are indicated in the minutes.