

## Minutes

### **CABINET**

**Thursday, 22 October 2020**

**Meeting held at Committee Room 6 - Civic Centre,  
High Street, Uxbridge**



**Decisions published on: 23 October 2020**

**Decisions come into effect from: Friday 30 October 2020**

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

Sir Ray Puddifoot MBE (Chairman)  
Jonathan Bianco (Vice-Chairman)  
Philip Corthorne  
Douglas Mills  
Keith Burrows  
Richard Lewis  
Susan O'Brien  
Jane Palmer

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

Duncan Flynn  
Henry Higgins  
John Riley  
Wayne Bridges (in part - by teleconference)  
Simon Arnold  
Nick Denys

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

All Members were present.

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

No interests were declared in matters before this meeting.

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

The decisions and minutes of the Cabinet meeting held on 24 September 2020 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**

Items to be considered in public and in private were confirmed as set out on the agenda.

**5. RESIDENTS', EDUCATION & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE - REVIEW INTO LITTERING AND FLY-TIPPING**

*The Chairman of the Residents', Education and Environmental Services Policy Overview Committee, Councillor Wayne Bridges, joined by teleconference to present the Committee's in-depth review into littering and fly-tipping. Cabinet welcomed the insightful report and recommendations.*

**RESOLVED:**

**That the Cabinet welcomes the Committee's findings from their review into littering and fly-tipping and the recommendations outlined below, noting that their implementation will be taken forward with officers by the Cabinet Member for Housing & The Environment:**

**Policy Overview Committee Recommendations**

**Greater Landlord & Tenant Awareness:**

- a. That Waste Services promotes the Council's waste collection services in a targeted way to key landlords, letting agents, the Landlords Forum, Housing Associations on their and their tenants responsibilities;**
- b. To include consideration of 'welcome information' for new tenants on waste and recycling procedures, via letting agents and key landlords.**

**Beautification and Civic Responsibility**

- a. That officers increase the scope of roadside beautification through the planting of wildflowers to instil greater civic pride in areas, visually helping to deter littering from cars and by pedestrians;**
- b. That a new 'warning letter' regime be instigated, with letters issued to suspected offenders as recommended by officers following receipt of complaints;**
- c. That the Council develops its relationship with external organisations such as Keep Britain Tidy and participates in national civic awareness campaigns;**
- d. That officers investigate the possibility of introducing a unique reference number for each bin to enable Waste Services to easily identify patterns (via reports/requests from residents) where particular bins overflow regularly or indeed are underused, and in turn, allow them to deploy limited resources more strategically and effectively.**

**Hard-hitting Communications Campaign:**

- a. That Cabinet note some of the detailed ideas and creative approaches (not recommendations) suggested by the Committee in the report for consideration as part of the Council's wider communications campaign, including poster campaigns to highlight the impact, cost, and potential fines resulting from littering and fly-tipping;**

- b. That Corporate Communications produces a catchy online clip showing how to report fly-tipping and to book the bulky waste removal service, sharing online and across social media platforms;**
- c. That officers further investigate, and report back to the Cabinet Member with proposals, on the potential for “CCTV appeals” on video and social media, for residents to help identify offenders caught on CCTV in an effort to promote greater public engagement and a new avenue of information for securing successful later prosecutions;**
- d. That ASBET officers, in conjunction with the Legal officers and the Corporate Communications team, roll out a regular programme to publicly ‘name and shame’ offenders once prosecuted, communicated widely including to Councillors, Street Champions and Neighbourhood Watch.**
- e. That the Council publicise all successful prosecutions from the preceding 12 months through the Communications team.**

#### **Engaging Volunteers and Young People:**

- a. That the Council provides free litter picking equipment to established local groups, residents associations, schools, Ward Councillors or street champions, upon request;**
- b. That the Waste Services Team establish a programme of liaison with Hillingdon Schools, including environmental awareness and training, pupil led poster campaigns; and regular litter-picking activities;**
- c. That the Council steps up its use of Community Payback to help clear litter and fly-tipping in parks, as well as ‘hotspots’ such as alleyways.**

#### **Embracing National Changes**

- a. Following the Motion approved at Council on 16 January 2020 and national changes expected from the 2020 Environment Bill, notes that the Committee will revisit what additional steps can be taken by the Council should new powers and the ability to impose larger fines be granted upon local authorities to provide a stronger deterrent, reporting back to Cabinet as appropriate.**

#### **Reasons for decision**

Cabinet received and welcomed the report of the Committee with recommendations to enable the Council to further address the problem of littering and fly-tipping across the Borough, through the use of innovative approaches to public engagement and awareness, and additional tools for officers to pursue increased prosecution of offenders.

The Cabinet Member for Housing and The Environment thanked the Committee for its sound and comprehensive report, noting that some recommendations, in terms of later implementation, may have challenges ahead. The Cabinet Member also paid particular tribute to the unsung work of local residents and groups who keep their local streets and neighbourhoods clean.

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

The Cabinet could have decided to reject some or all of the Committee's recommendations.

**Officer to action:**

Perry Scott / Cathy Knubley – Residents Services (implementation)

Neil Fraser – Corporate Resources & Services (monitoring)

**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. THE ANNUAL REPORT OF ADULT AND CHILD SAFEGUARDING ARRANGEMENTS**

**RESOLVED:**

**That the Cabinet notes the content of the report.**

**Reasons for recommendation**

Cabinet received an update on the work undertaken by the Hillingdon Safeguarding Partnership to safeguard Hillingdon's residents and the strategic priorities for safeguarding in 2020-21, which included tackling modern slavery.

The Cabinet Member for Social Care, Health and Wellbeing introduced the report, welcoming the joint partnership working and personalisation of safeguarding to vulnerable adults, in particular those suffering domestic abuse.

The Cabinet Member for Education, Children and Youth Services set out the importance of the recent Ofsted report about communication, cooperation and collaboration to identify vulnerable children early so that preventative services are offered quickly.

The comments of the Social Care, Housing and Public Health Policy Overview Committee on the annual report were welcomed.

**Alternative options considered and rejected**

None.

**Officers to action:**

Alex Coman, Claire Solley, Suzi Gladish - Social Care

**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. PROPOSED LICENSING SCHEME FOR OUTDOOR FITNESS INSTRUCTORS AND TENNIS COACHES IN PARKS AND OPEN SPACES**

### **RESOLVED:**

#### **That the Cabinet:**

- 1) Note the proposal to introduce a licensing scheme for outdoor fitness instructors including tennis coaches using Hillingdon's parks and open spaces on a commercial basis, including the terms and conditions and code of conduct as set out in the report.**
- 2) Authorise the Deputy Chief Executive and Corporate Director of Residents Services, in consultation with the Leader of the Council and Cabinet Members for Finance, Property & Business Services, Central Services, Culture & Heritage and Commerce, Community and Regeneration, to undertake the necessary statutory consultation required before changes can lawfully be made to existing Public Space Protection Orders and to then decide whether to give effect to the proposed changes, having conscientious regard to the consultation responses and also determining whether the statutory test required to make these changes is fully satisfied.**
- 3) Subject to the outcome of the statutory process above, delegate authority to the Leader of the Council and Cabinet Members for Finance, Property & Business Services, Central Services, Culture & Heritage and Commerce, Community and Regeneration, in consultation with Deputy Chief Executive and Corporate Director of Residents Services, to approve the licensing scheme and make all necessary decisions to give effect to this proposal, including setting the associated fees and charges.**

#### **Reasons for decision**

Cabinet agreed to consult on a new licensing scheme, and associated Public Space Protection Order, for outdoor fitness instructors and tennis coaches using Hillingdon's parks and open spaces on a commercial basis, which had increased during the pandemic. The Cabinet Member for Finance, Property and Business Services outlined how the Council would intend to take a balanced approach to control such activities, whilst ensuring that the Borough's parks and open spaces were preserved for all residents and visitors alike.

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

Cabinet could have proposed to leave existing means in place but as the number of outdoor fitness instructors and tennis coaches had increased in recent months this was not deemed an appropriate option.

**Officer to action:**

Priscilla Simpson, 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. SELF-BUILD & CUSTOM-BUILD HOUSING: CHARGING AND ELIGIBILITY CRITERIA**

**RESOLVED:**

**That the Cabinet:**

- 1. Approve the introduction of local eligibility criteria so that Hillingdon's self-build and custom housebuilding register can be split into two parts.**
- 2. Approve the following local eligibility criteria for joining Part 1 of the Register:**
  - a. Residency in the Borough for at least five years prior to the date of application with flexibility for non-continuous residency for study or temporary work; or**
  - b. Currently in the service of the regular armed forces or have served in the armed forces in the past five years.**

**and**

  - c. Able to provide evidence of "sufficient resources" to purchase land of £225,000.**
  - d. For associations of individuals wishing to be added to Part 1 of Hillingdon's Self-build and Custom Build Register, at least three-quarters of the members of the association must meet the local connection criteria above and be able to demonstrate that the association collectively has sufficient financial resources to purchase a plot large enough to accommodate its members.**
- 3. Approve the introduction of the following fees:**
  - i. Fee for Part 1 of the register: £90 for entry and an annual retention fee of £30.**
  - ii. Fee for Part 2 of the register: £45 (no annual retention fee).**
- 4. Approve the national eligibility criteria for Part 2 of the register, which requires the applicant to be:**
  - a. Over 18 years old; and**
  - b. A British Citizen or national of an EEA State\*;** and
  - c. Seeking to acquire a serviced plot of land to build a house to occupy as a sole or main residence.**

- 5. Approve the maintenance of existing entries on the register until 1<sup>st</sup> December 2020 after which date they will be re-assessed against the new eligibility requirements and subject to payment of the appropriate fee.**

*\*This would only continue to apply in accordance with future legislative provisions implemented at the end of the Brexit transition period.*

### **Reasons for decision**

Following consideration of the consultation responses and equalities assessment, Cabinet agreed the new local eligibility criteria to ensure that the self-build and custom housebuilding register better reflected local demand for land for custom and self-build housing. It was noted that the criteria approved would also assist the Council in better and more accurately meeting its obligations under the Self-build and Custom Housebuilding Act 2015.

The Cabinet Member for Planning and Transportation brought to Cabinet's attention that the eligibility status would be amended following the end of the Brexit transition period.

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

Cabinet could have decided to continue with the eligibility criteria initially proposed in the May 2020 Cabinet Report whilst introducing exemptions for specific groups in response to the EqIA findings and consultation responses.

### **Officer to action:**

Prag Shah, Residents Services  
Julia Johnson, 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. HAYES HOUSING REGENERATION: OPTIONS APPRAISAL**

### **RESOLVED:**

#### **That the Cabinet:**

- 1. Approves the proposal to undertake further design work on a new build option for the redevelopment of the estates, in consultation with residents.**
- 2. Approves that a residents ballot should be undertaken in relation to the proposals once they have been finalised.**
- 3. Approves all necessary expenditure leading up to the residents' ballot including architectural fees and surveys and the appointment of an Independent Tenant and Leaseholder Advisor.**
- 4. Grants delegated authority to the Leader of the Council, the Cabinet Members for Finance Property and Business Services and Housing and the Environment, in consultation with the Director of Infrastructure, Procurement, Business Improvement, Communications, Waste Services & ICT, to make all necessary decisions in the lead up to the residents ballot including agreeing the final Landlord offer which is to be the subject of the ballot.**
- 5. Agrees to receive a further report on the next steps if the outcome of the ballot is positive.**

#### **Reasons for decision**

Cabinet agreed to move forward with the next step in relation to major regeneration proposals for the Austin Road and Avondale Estates in Hayes, which were intended to improve standards of residential provision for the future.

Cabinet agreed to develop designs, in close consultation with residents and subject to a resident ballot, as recommended in Options Appraisal Reports. The Cabinet Member for Finance, Property and Business Services noted the fundamental importance to achieve resident support for the proposals.

The Cabinet Member for Housing and The Environment also highlighted robust community engagement and the consultation on the Residents Charter.

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

Cabinet considered alternative options as set out in the Options Appraisal Reports.

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

Perry Scott – 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.*

**10. RESPONSE TO GOVERNMENT CONSULTATION: PLANNING FOR THE FUTURE**

**RESOLVED:**

**That the Cabinet:**

- 1. Notes the content of the 'Planning for the Future' White Paper and endorses, in principle, the Council's proposed response attached at Appendix 1 of this report.**
- 2. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to make any final changes to the response before submission, in consultation with the Leader of the Council and the Cabinet Member for Planning and Transportation.**

**Reasons for decision**

Cabinet noted that the Government's 'Planning for the Future' White Paper proposed a radical reform to the existing UK planning system and that it had the potential to dramatically change how the Planning Service in Hillingdon was delivered, impacting negatively on residents, businesses and other service users.

Cabinet, therefore, agreed that it was important to respond robustly on behalf of the local community to this significant Government consultation and agreed the Council's response in principle.

**Alternative options considered and rejected**

Cabinet could have decided not to submit a consultation response.

**Officers to action:**

Tom Campbell and Julia Johnson, Planning Policy

**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.*

## 11. COUNTER FRAUD STRATEGIC PLAN

### RESOLVED:

That the Cabinet:

1. Approves the Business Assurance Counter Fraud - Counter Fraud Strategic Plan for 2020-21 as set out in Appendix A
2. Approves the following counter fraud related policies:
  - a. Prosecutions & Sanctions Policy - Appendix B
  - b. Anti-Bribery Policy - Appendix C
  - c. Anti-Money Laundering Policy - Appendix D
  - d. Surveillance Policy - Appendix E
  - e. Whistleblowing Policy - Appendix F
  - f. Corporate Investigations Protocol - Appendix G

### Reasons for decision

Cabinet approved an updated Counter Fraud Strategic Plan to ensure residents' confidence in the Council and its protection of the public purse. The Leader of the Council noted the robust activity planned to pursue the prevention and detection of fraud and corruption along with taking appropriate sanctions and prosecutions where necessary. Cabinet approved six counter fraud related policies, including the Corporate Investigations Protocol, which had been updated to provide a framework to underpin planned operations in relation to bribery, money laundering, whistleblowing, prosecution and enforcement.

### Alternative options considered and rejected

None.

### Officer to action:

Zac O'Neil - Finance

### 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.*

## 12. MONTHLY COUNCIL BUDGET MONITORING REPORT: MONTH 5

### That Cabinet:

1. Note the budget position as at August 2020 (Month 5) as outlined in Table 1.
2. Note the Treasury Management update as at August 2020 at Appendix E.
3. Continue the delegated authority up until the October 2020 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 24 September 2020 and 22 October 2020 Cabinet meetings, detailed at Appendix F.
4. Approve acceptance of gift funding in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for;
  - a. Douay Martyrs School, Cardinal Hume Campus - £16,250
  - b. Nanaksar Primary School (Discharge of Conditions) £7,500
  - c. Paddington Packet Boat (1st Payment) - £10,000
5. Accept a grant award of £3,863k from the Department for Business, Energy and Industrial Strategy in respect of the Green Homes Grant
6. Accept the Next Steps Accommodation Programme funding award from the Ministry of Housing, Communities and Local Government of £535,925.

### Reasons for decision

The Cabinet Member for Finance, Property and Business Services informed Cabinet of the latest revenue and capital position for the financial year 2020/21.

The Leader of the Council detailed the recommendations in the report, drawing to Members' attention the latest treasury position. The Leader updated Cabinet on the in-year COVID-19 costs and how the Council was mitigating this exceptional pressure, whilst notwithstanding the Council's sound financial position in such times.

Cabinet made a number of financial related decisions, including the acceptance of gift funding for key future developments in the Borough and acceptance of Government grants relating to Green Homes and the Next Steps Accommodation Programme to continue to support rough sleepers during the COVID-19 response.

### Alternative options considered and rejected

None.

### Officer to action:

Paul Whaymand, Finance 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.*

### **13. DISPOSAL OF GARAGE SITES**

#### **RESOLVED:**

**That Cabinet:**

- 1. Declares the two sites surplus to requirements;**
- 2. Authorises the sale of the sites on the open market with planning consent for a residential scheme. The method of sale to be by auction, subject to prevailing market conditions. The sales are to be leasehold with an option to sell the freehold for £1 on the satisfactory completion of the development and;**
- 3. Delegates authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, for all subsequent decisions regarding the sale of the sites.**

#### **Reasons for decision**

Cabinet agreed to dispose of two garage sites as part of an ongoing programme to optimise and make the best use of any under-utilised Council assets, especially those that were attracting anti-social behaviour and fly-tipping.

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

The development of these sites by the Council was considered but rejected as uneconomic.

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

Julie Markwell, 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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).*

### **14. VOLUNTARY SECTOR LEASE**

## RESOLVED:

**That Cabinet agrees the rent set out in the report, which is subject to negotiation with the voluntary sector organisation detailed in this report, and instructs Property and Estates to complete the Rent Review Memorandum.**

### Reasons for decision

Cabinet agreed an updated rent review for the Hillingdon District Guides, Mayfield Close, Hillingdon, superseding that agreed at Cabinet in July 2020. Cabinet's decision enabled the organisation concerned to benefit from a heavily discounted rent as part of the Council's Voluntary Sector Leasing Policy and wider commitment to a vibrant local voluntary sector.

### Alternative options considered and rejected

None.

### Officer to action:

Michele Wilcox / Mike Paterson; 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 in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).*

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

No additional items were considered by the Cabinet.

The meeting closed at 7:33pm.

---

### **\*Internal Use only - implementation of decisions**

**All decisions:** Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the remaining Cabinet's decisions. Therefore, these decisions can be implemented by officers upon the expiry of the scrutiny call-in period which is from:

**5pm, Friday 30 October 2020.**

Officers to action the decisions are indicated in the minutes.

---

---

---

The public part of this meeting was broadcast on the Council's YouTube channel [here](#). Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.

If you would like further information about the decisions of the Cabinet, please contact the Council below:

[democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk)

Democratic Services: 01895 250636

Media enquiries: 01895 250403

To find out more about how the Cabinet works to put residents first, visit [here](#).