



HILLINGDON
LONDON

Chrysalis Alley Gating Pack

If you need a copy of this pack in large print please
call the Community Engagement Team
on 01895 277309

Content

A letter from Cabinet Member, Cllr Eddie Lavery.....	Page 3
Getting Started.....	Page 4
Community Engagement Team Contact Details.....	Page 4
Criteria.....	Page 4
How to Make an Application.....	Page 5
Designing Your Scheme.....	Page 7
Gating Scheme Contractor Contact Details.....	Page 9
Glossary of Terms.....	Page 10
Frequently Asked Questions.....	Page 12

The Chrysalis Programme for Gating Alleyways

Dear Resident,

Thank you for your interest in this Alley Gating scheme. The information pack has been compiled to help you achieve a successful gating scheme in your area.

The Council and Police work closely together to tackle crime and disorder in the borough and are keen to involve the community wherever possible in this partnership. Neighbourhood schemes, whereby lockable gates are installed at 'problem' alleyways, can improve the quality of life for adjacent households and businesses by:

- reducing the risk of burglary
- protecting the area within from rubbish dumping, vandalism and other anti-social behaviour
- creating a safer and more attractive environment for the use of those who live there, particularly the very young and the elderly
- returning the use and control of the alleyways to the residents

The Chrysalis fund for alley gates is money which Hillingdon Council has set aside for improving the environment and safety of its residents on private land and will contribute up to 90% of the cost of alley gates to successful applicants. Residents will contribute up to minimum 10% of the agreed total gating costs and will be responsible for any future repair and upkeep once the gates are in place. All schemes will be given consideration and are subject to Cabinet Member approval. In addition to this pack, further guidance is available from the Community Engagement Team who will be happy to support you through the process. Please visit our web sites www.hillingdon.gov.uk/chrysalis and www.hillingdon.gov.uk/alleygatingscheme for further information and important updates.

Cllr Eddie Lavery
Cabinet Member for Environment, Housing & Regeneration
London Borough of Hillingdon

Getting Started

Find out if your alley meets the criteria for funding and how to apply.

This scheme is not open to residents who are in council or social housing. Requests for council and social housing should be made to the housing authority directly.

Who's who?

Lead Resident (LR): Person who represents the residents and liaises with the council and gating contractors to implement the scheme.

Gating Company: Contractor responsible for installing the gates to the specifications required by the council and the Police.

Community Projects Team: Council officers who facilitate the alley gating scheme and who are on hand to provide advice at any stage in the process.

Officer's	Contact details
David O'Driscoll	Phone:01895 277309
Neil O'Connor	Email: chrysalis@hillingdon.gov.uk Website: www.hillingdon.gov.uk/alleygatingscheme

Criteria

- The Alley Gating Scheme is for alleyways acting as service roads to at least 6 properties.
- Residents must live in an area vulnerable to crime or anti-social behaviour, (such as fly-tipping or graffiti).
- Residents must be aware this is a community-led, self-help scheme and the council will only contribute up to a maximum of 90% of the installation of the gates.
- Alley gating schemes can only be implemented on private land. Gating is not permitted on a public highway or public right of way.
- Gates should be positioned to make an enclosed area with no open exits and should be visible from the street.
- Gates must conform to the gate specification (for more information on this please see the 'Designing your Scheme' section on page 7).
- Planning permission is not usually necessary, but residents are advised to check with the planning department if there is any doubt.
- Residents accept direct responsibility for the security of the keys and for upkeep and repair of the gates once they are installed.
- Businesses who wish to apply for alley gates will be expected to contribute between 50-70%. Each scheme will be treated on a case by case basis.
- Electronic gates are not usually provided by this scheme, however they may be

considered where there is evidence that a management company has been established and there are sufficient financial resources to fund the ongoing maintenance of the gates.

Tips

If you are unsure of any of the above information or if your scheme fits the criteria, please contact the Community Engagement Team who will be able to advise you. Contact details can be found on page 4.

Homeowners and landlords are strongly advised to check their property deeds prior to submitting an application form. This is to ensure that all residents who have a 'Right of Way' are considered and included in the scheme, where appropriate.

How to Make an Application

Step 1 - Before you Apply

- First of all, make sure you have read the alley gating criteria on page 4 to see if your alleyway is suitable for gating. If you are unsure if your proposal meets this, please contact the Community Engagement Team.
- Seek the agreement of your neighbours for the alley gating scheme. To help you, we have prepared some letter templates which you can send to your neighbours. These explain the scheme and ask them for their support. The Council favours schemes where there is 100% support from all house owners however, it may be possible to go forward with the scheme if not everyone agrees. The Community Engagement Team can advise you if this is the case.
- Obtain a quote from the council's term contractor Drayton Fencing (See 'Designing your Scheme' for more information).

Tips:

- Check if your alleyway is a public right of way.
- A quote which is more than three months old will still be accepted but may result in a delay in your application being processed as an updated quote will be requested from the contractor to ensure prices are kept the same or similar.

Step 2 - Making an Application

- Complete the application form online or send it to the Community Engagement Team via email or post. Your application form must be accompanied by:
- a quote from our term contractor (See 'Designing your Scheme')
- consent forms from each household (see 'Consult your Neighbours')

If any items are missing or out of date, this will delay the processing of your application and may lead to the application being returned to you.

Applications will be checked by the Community Engagement Team who will contact you to arrange a visit to your location. If your scheme has any objectors or households who have not responded, officers will advise how to proceed.

All completed applications are submitted to the Cabinet Member for Community, Commerce and Regeneration for his approval. If your application is successful you will be written to and the amount that the residents' need to contribute to the scheme will be confirmed.

Tip:

We highly recommend that a designated bank account is opened to collect the contributions and that the Lead Resident should collect a small amount of extra money from each household in order to establish a sinking fund to cover any future repairs and maintenance. This should be done once the scheme is given approval.

Step 3 – Installation

- Once your scheme has been approved and the residents contribution has been received, the council will commission the work with the contractor. The contractor will liaise with you to arrange an installation date. As all gates are made to measure, this will take approximately 6-8 weeks.
- Once the gates are installed and the keys are distributed, you and your neighbours will be able to enjoy the additional security of the gates.

Step 4 - After Care

- Ensure that when the alley way is not in use, the gate is kept locked.
- Continue to keep your alley way clean and clear from rubbish.
- For any maintenance or repair works to the gates please speak to the contractor directly. Please note this pack is subject to change and is correct at the time of printing.

Important note:

The council reserves the right to inspect the finished gates before making payment to the contractor, but the council will give no guarantee and accept no responsibility in connection with the installation, retention and quality of the gates, or in respect of any other matter relating to the scheme.

Designing your Scheme

Obtaining and understanding your quote, contractor details and estimating costs. As part of the application process you will be asked to obtain a quote for your gates. The following guide is to help you understand the specification of the gates and the options that are available to you.

Please also refer to our: Glossary of Terms (page 10)



The gates that the contractor will quote you for will have the following features:

Design

- Gates should have a total height of no more than two metres from the ground. This includes the height of finials or any other additions of trimmings.
- Gates should be installed at least one metre away from the closest edge of the highway to prevent the need for planning permission. Where possible they should be visible from the street.
- The design should be, as far as possible, resistant to climbing and forcing, and should allow clear vision and not be clad. Hinges used must not offer a foothold to potential burglars. In addition, it should not be possible to lift the gate out of its frame.
- The gap between the gate and the ground should be small enough to prevent potential burglars from crawling underneath.
- All gates should be fitted with a drop bolt so that they can be secured open as required.
- No handles should be fitted to any of the locks or the gates themselves.

- Wherever possible a single leaf gate should be installed in preference to a pair of gates.
- Gates should open 'into' the alley and not 'out' towards the highway.
- Gates should slam shut.

Structure

- Gates should have blunted tops or finials (see glossary of terms.)
- Vertical bars should be spaced no wider than 100mm apart.
- The sides of the frame should be fixed to the wall or galvanised steel posts through the galvanised frame with heavy-duty fixings. The fixing should be visible and accessible when the gate is open.
- All gate components should be welded.

Materials used.

- 3mm steel should be used for all sections.
- The steel should be galvanised to protect from rust, leaving a grey finish.

Locks.

- A narrow-style, Euro-profile automatic deadlocking mortice latch should normally be used. Any proposed variation must be subject to approval. This means that the gate will "slam- to- lock."
- The same lock should be fitted to all gates in the scheme unless otherwise instructed.
- Locks should be embedded into the post of the gate.

Keys

The scheme will allow for the purchase of 1 key per household.

In most cases the keys supplied are of a standard "Yale" type which can be easily cut at high street kiosks.

However, if making copies you are advised to ensure that whoever cuts the keys is using the correct shaped template as this can affect how well the key engages with the lock.

In cases where this is a very large number of households who will be using the gates, 'security' keys may be advised. This can only be copied by the original locksmith and will prevent keys being given freely to those who live outside the scheme. These keys are more expensive to purchase and copies can only be obtained through the original contractor.

The contractor will be able to give you more information on this if you wish to consider this measure.

In both cases, you may wish to purchase additional keys from the contractor up front. If so, please state this on your application form and these added to the order the Council raises for the gates. You will be advised how this affects your residents' contribution.

Gating contractor

Applications should be submitted with a quote from the contractor below. The information given here is for the head office of the company. Local representatives will be available to visit to arrange your quote.

Name	Address	Contact details
Drayton Fencing	93 Parkfield Road, West Drayton, UB8 3LN	Tel: 01895 444727 Email: sales@draytonfencing.co.uk Website: www.draytonfencing.co.uk

Estimating costs

When you approach your neighbours to get their consent for a scheme, it is likely that they will be interested in how much the scheme will cost. This guidance shows you how to estimate how much a scheme is likely to cost per household once you have received a quote.

Please note: VAT does not need to be added to your figures and most quotes will not add this.

- Total up the full cost of the gates (this may already be done for you on the quote)
- Identify the cost per key and multiply this by the number of households in your scheme
- Identify the cost of any extra services or miscellaneous items such as lock boxes (do not include the cost of finials or powder coating at this stage)
- Add the costs together for all of the three items above to give you a total cost
- Divide this by 10. This will give you the total cost of the residents' contribution
- Add on the full cost of any finials, powder coating or additional keys. Any extras such as these are not subject to the alley gating scheme and the additional cost must be met by residents.

Divide this figure by the number of households to get contribution per house for the installation. It is recommended that you add a small amount to this figure so that this can remain in your gating scheme bank account and establishes a sinking fund for future repairs and maintenance.

Tip,

Approximate costs for items in year 2019/20

- Gates £1,500 each (rough estimate dependant on the size of gate)
- Keys £3 each
- Lock box £75 each
- Powder coating £400 per gate (rough estimate dependant on the size of gate)

These should be used as a guide only. Quotes should still be sought for all applications

Glossary of Terms

<p>Galvanised steel finish</p>	<p>This is the standard option for alley gates.</p>	
<p>Blunted tops</p>	<p>Part of the standard option for alley gates, the tops of the gate are blunt.</p>	
<p>Lock boxes (sometimes called "key safes")</p>	<p>These are installed when there might be a need for a third party to gain access in an emergency. You will usually include these if the alley is a recognised fire escape or if there is an electricity sub-station in the alley that is to be gated.</p>	

<p>Powder coated finish (optional extra)</p>	<p>Powder coating is available in a range of colours and the contractor will be able to advise you on this and add it as an extra to your quote. Please note: powder coating will not be covered in the funding that you receive from the Council and if it is desired, the additional cost of this must be met by residents</p>	
<p>Finials (optional extra)</p>	<p>This is an example of finials. They will come in a range of shapes and the contractor will be able to advise you of options. Please note: finials will not be covered in the funding that you receive from the Council and if it is desired, the additional cost of this must be met by residents</p>	
<p>Fire escape gates</p>	<p>Gates designed for use in fire escape routes. These feature a quick release lock (such as a thumb catch or lever) and wire meshing to prevent them from being opened from the outside. These are recommended in locations only where there is a recognised fire escape route (such as around blocks of flats) as the thumb catch can be easily worn by overuse if residents choose to use this rather than their key</p>	

FREQUENTLY ASKED QUESTIONS

How does the scheme work?

It is a self-help scheme, where residents organise the scheme themselves with the support of the Council. Please note: once the application has been submitted and approved, the Council will instruct the contractors and will pay them directly.

Will I need planning permission?

Generally speaking, the gate will not need planning permission if:

- The gate stands no more than 2 metres high from ground level. This includes the height of any fittings such as finials to the gates
- The gate is at least one metre from the nearest edge of the public highway (this includes the pavement)
- The gate opens 'inwards' i.e. it opens towards the alley rather than towards the pavement.

If your proposed gate does not meet any one of the provisions above, please contact our planning department on 01895 556805 or email planning@hillingdon.gov.uk. There are also restrictions in the case of listed buildings, for more information contact the conservation department on 01895 558390.

Obtaining planning permission is the responsibility of residents and a planning application should be submitted before a gating application is sent in. Details of this should be included in your application. Any costs associated with obtaining permission are the responsibility of residents and cannot be reimbursed.

Can we apply for automated gates?

To date, the scheme has only provided manual gates. This is because electric gates are much more expensive both to install and to maintain and need a reliable source of power to operate. If however, there is evidence that residents have established a management company with sufficient funds for the ongoing maintenance of the gates, then this may be considered. Please contact the Community Engagement team to discuss.

Can the council tell me where the boundaries of my property lie?

Only if the adjoining land (or yours) is council owned. If you want to check on council ownership you should telephone or write to the Estates and Valuation Services, Civic Centre, Uxbridge (tel. 01895 250893) or, in the case of a council house, telephone the Contact Centre at the Civic Centre (tel. 01895 556000).

Otherwise, the information you need is usually given in your property deeds or lease. If you do not have a copy because your bank, building society, conveyance/solicitor or loan company has them for safe keeping, you should write to them (or to your landlord, if you rent the property), requesting the necessary information. Alternatively you can apply to the Land Registry for details. They can be contacted through their website www.landregistry.gov.uk or by phone 01792 458877. There may be a small charge for their services.

Who owns the alleyway that runs next to my land?

It may be that you do. However, if you do, other people may have the right of way over it. This will restrict what you can do with the land. Again, you should consult your property documents. If you don't own it, you may have a right of way over the alley or drive. This means that nobody else has a right to obstruct it or prevent you from using it. If the alleyway is council maintained, you can find out by ringing the Council's Estates and Valuation Services (tel. 01895 250288). Land ownership can also be confirmed by the Land Registry, There may however be a small charge for their services. They can be reached on 01792 458877 Or via their website: www.landregistry.gov.uk

What happens if people don't support the scheme?

Schemes with 100% support will be looked on more favourably by the council, however it may still be possible for the scheme to go ahead if not all households agree. These schemes are considered on a case-by-case basis and are the exception rather than the rule. In order to be considered, these applications must have the support of at least 80% of households. For more information contact the Community Engagement Team on 01895 558136 or chrysalis@hillingdon.gov.uk. Anyone with objections will be given the opportunity to formally register them with the Council as part of the application process. However, if any residents feel that they are unable to support the scheme because of the impact it may have on their personal circumstances, they are welcome to contact the Community Engagement Team at directly at any time.

Please note: that residents may share with you personal information about their circumstances and every effort should be made to keep this confidential. If a household objects, irrespective of whether they choose to disclose their reason or not, this should not be disclosed to any other residents. For further advice, please contact the Community Engagement Team.

Who is responsible for the gates once they have been installed?

The residents are responsible for all future management of the scheme including any liability of the residents group arising out of their responsibility in relation to costs of repair or reinstatement of the gates. All ongoing maintenance and including damage

to or loss of gates is the sole responsibility of the residents - not the police or local authority. All gates will be installed with a minimum of 12 months warranty against construction failure.

Please note: The council does not carry spare keys for any gating scheme. Residents are recommended to seek advice on public liability insurance for the gates in the event of future damage/maintenance. If unsure, please contact the Community Engagement Team for further advice and guidance.

If I have already implemented a scheme and want to claim for funding, retrospectively, can I do this?

No. You must follow the procedures as laid out in the alley gating pack as gates must adhere to the specification and be installed by Council approved contractors and the Chrysalis fund cannot be responsible for any expenditure you undertake without approval from the Chrysalis fund first.

How much will residents need to contribute?

The council recommends that residents should make a minimum contribution of 10% towards the installation of the gates, including the cost of keys. (Businesses will be expected to contribute a higher amount - please see the criteria for more information). In addition, it is highly recommended that contributions collected should also cover the cost of painting (optional) and future maintenance including repairs from vandalism and criminal damage as these costs will be the responsibility of the households involved in the scheme. A bank account should be set up in the name of the scheme (eg: Victoria Road alley gating scheme) to collect these contributions.

Do we give keys to those residents who objected to the initial scheme and to tenants?

Yes. Even though some residents may oppose the scheme, those affected by the erection of gates will still need to be given a key. Not to do so will prohibit their access and this is against the law. If they refuse to receive a set of keys, they should be retained by the Lead Resident.

We use our alleyway for the collection of refuse, what should we do now?

If this is the case, please contact the Waste Division Team at Harlington Road Depot on 01895 250034 who will be able to arrange either for the refuse collectors to obtain a key to the gate OR arrange for kerbside collection from the front of the residents' houses.

What about access by the emergency services?

Alley gating schemes, such as the one operated by Hillingdon Council, have been introduced by councils across the country. The Fire Service supports these schemes and has stated that the gates do not represent a hazard to them undertaking their duties. In certain cases, it may be necessary to liaise with the local Fire Safety Officer for advice on schemes where escape routes are required and if this is the case, gates can be adapted with special fittings to facilitate a quick exit where this is necessary. If this is required for your scheme, please let us know so that we can contact the appropriate personnel. Landlords should give consideration to the impact of alley gates as part of their mandatory fire safety checks.

In the case of access by the ambulance services, alley gates are usually positioned to the rear of properties and therefore would not impact on the primary entrance to a building. If this is not the case with your location then the Project Co-ordinator will be happy to liaise with the Ambulance Service for advice.