

Cabinet

Agenda

MONDAY
24 JUNE 2013
6.00 pm

COURTYARD ROOM
HAMMERSMITH
TOWN HALL
KING STREET
LONDON W6 9JU

Membership

Councillor Nicholas Botterill, Leader (+ Regeneration, Asset Management and IT)

Councillor Greg Smith, Deputy Leader (+ Residents Services)

Councillor Helen Binmore, Cabinet Member for Children's Services

Councillor Mark Loveday, Cabinet Member for Communications (+ Chief Whip)

Councillor Marcus Ginn, Cabinet Member for Community Care

Councillor Andrew Johnson, Cabinet Member for Housing

Councillor Victoria Brocklebank-Fowler, Cabinet Member for Transport and Technical Services

Councillor Georgie Cooney, Cabinet Member for Education

Date Issued
13 June 2013

If you require further information relating to this agenda please contact:
David Viles, Committee Co-ordinator, Governance and Scrutiny, tel:
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Reports on the open Cabinet agenda are available on the Council's website: http://www.lbhf.gov.uk/Directory/Council_and_Democracy

PUBLIC NOTICE

The Cabinet hereby gives notice of its intention to hold part of this meeting in private to consider items (14 to 18) which are exempt under paragraph 3 of Schedule 12A to the Local Government Act 1972, in that they relate to the financial or business affairs of any particular person, including the authority holding the information.

The Cabinet has received no representations as to why the relevant part of the meeting should not be held in private.

Members of the Public are welcome to attend.
A loop system for hearing impairment is provided, together with disabled access to the building

DEPUTATIONS

Members of the public may submit a request for a deputation to the Cabinet on non-exempt item numbers **4-11** on this agenda using the Council's Deputation Request Form. The completed Form, to be sent to David Viles at the above address, must be signed by at least ten registered electors of the Borough and will be subject to the Council's procedures on the receipt of deputations. **Deadline for receipt of deputation requests: Wednesday 19 June 2013.**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by **Wednesday 26 June 2013**. Items on the agenda may be called in to the relevant Scrutiny Committee.

The deadline for receipt of call-in requests is: **Monday 1 July 2013 at 3.00pm**. Decisions not called in by this date will then be deemed approved and may be implemented.

A confirmed decision list will be published after 3:00pm on **Monday 1 July 2013**.

Cabinet Agenda

24 June 2013

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1.	MINUTES OF THE CABINET MEETING HELD ON 13 MAY 2013	1 - 13
2.	APOLOGIES FOR ABSENCE	
3.	DECLARATION OF INTERESTS	
	<p>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.</p> <p>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</p>	
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The Cabinet is invited to resolve, under Section 100A (4) of the Local Government Act 1972, that the public and press be excluded from the meeting during the consideration of the following items of business, on the grounds that they contain the likely disclosure of exempt information, as defined in paragraph 3 of Schedule 12A of the said Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

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|------------|---|--|
| 13. | EXEMPT MINUTES OF THE CABINET MEETING HELD ON 13 MAY 2013 (E) | |
| 14. | TRIBOROUGH CARERS SERVICES CONTRACTS AWARD - EXEMPT ASPECTS (E) | |
| 15. | AWARD OF CONTRACT FOR HOSPITAL TO HOME AND BEFRIENDING PLUS SERVICES TENDER : EXEMPT ASPECTS (E) | |
| 16. | HOUSING DEVELOPMENT PROGRAMME BUSINESS PLAN 2013 - 17 : EXEMPT ASPECTS (E) | |
| 17. | AGILISYS CONTRIBUTION TO THE COUNCIL'S EFFICIENCY CHALLENGE : EXEMPT ASPECTS (E) | |



London Borough of Hammersmith & Fulham

Cabinet

Minutes

Monday 13 May 2013

PRESENT

Councillor Nicholas Botterill, Leader (+ Regeneration, Asset Management and IT)
Councillor Greg Smith, Deputy Leader (+ Residents Services)
Councillor Helen Binmore, Cabinet Member for Children's Services
Councillor Mark Loveday, Cabinet Member for Communications (+ Chief Whip)
Councillor Marcus Ginn, Cabinet Member for Community Care
Councillor Andrew Johnson, Cabinet Member for Housing
Councillor Victoria Brocklebank-Fowler, Cabinet Member for Transport and Technical Services

ALSO PRESENT

Councillor Rory Vaughan

210. MINUTES OF THE CABINET MEETING HELD ON 8 APRIL 2013

RESOLVED:

That the minutes of the meeting of the Cabinet held on 8 April 2013 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

211. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

212. DECLARATION OF INTERESTS

There were no declarations of interest.

213. TRI-BOROUGH TOTAL FACILITIES MANAGEMENT - AWARD OF CONTRACT

RESOLVED:

1. That the Tri-Borough contract for the provision of TFM (“the Project Agreement”) to Amey Community Limited with the services commencing on 1 October 2013 for a period of 10 years (with an optional 3 year extension), be approved.
2. That a London-wide Framework Agreement for the provision of facilities management services to Amey Community Limited for a period of four years, be approved.
3. That it be noted that the initial £2 million savings identified in the Business Case have been met and that the potential net savings over the life of the contract could now significantly exceed this.
4. That the Bi-Borough Executive Director of Transport and Technical Services at H&F and RBKC in conjunction with the bi-borough Director of Law at H&F and RBKC, the Director of Corporate Property at RBKC and the WCC Strategic Director Housing Regeneration and Property with the Head of Legal Services agree to any final amendments to the PA and FA deemed necessary and to conclude the PA and FA accordingly.
5. That the structure of the ICF at a net annual cost of £1.7 million to be funded from existing FM budgets, be approved.
6. That the Royal Borough of Kensington and Chelsea be the host employer for the ICF, be approved.
7. That the proposed high level Governance arrangements and principles of the Tri-Borough Inter-Authority Agreement, subject to any other report thought necessary at a later date, be approved
8. That the Executive Director of Finance and Corporate Governance (LBHF), the Town Clerk and Executive Director of Finance (RBKC) and the Chief Operating Officer (WCC) be authorised to enter into a Tri-Borough agreement in respect of TFM underpinned by a Section 113 agreement for the client function.
9. That the methodology for allocating costs and indicative costs of TFM for each Borough, be noted.
10. That authority to spend £750,000 (£250,000 per Authority) required to mobilise the TFM contract from May to September 2013, to be split equally between the boroughs on the basis that the work required to deliver the TFM project in each borough is broadly the same, be approved. (It is anticipated that the £250,000 can be met from existing facilities management budgets but in the event that this is not possible, it may be necessary to call on funding from borough contingency budgets. For H&F in particular, this will need to be funded from the Efficiency Projects Reserve).

11. That the structure and form of the ICF be reviewed at a future date (no earlier than 12 months from contract commencement) with a view to considering a Tri-Borough Owned Company (TOC), should that prove to be commercially and operationally advantageous.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

214. REVENUE BUDGET 2012/13 AND CLOSURE OF ACCOUNTS

RESOLVED:

That the Executive Director of Finance and Corporate Governance in consultation with the Leader of the Council be authorised to take the necessary decisions required to ensure the Council's accounts are closed by 30 June 2013.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

215. LINFORD CHRISTIE STADIUM : GENERAL INTERNAL AND EXTERNAL REFURBISHMENT OF CHANGING ROOM PUBLIC FACILITIES AND MAJOR UPGRADE OF COMMERCIAL KITCHEN

RESOLVED:

That an order be placed under the Measured Term Contract for Non-Housing Projects 2011/2015 with Mulalley & Company Limited, based on a framework agreement with three contractors, at an estimated works cost of be £264,450 which includes a contingency sum of £22,470 to which fees of £ £39,667 will be added, making a total cost of £304,117.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

216. APPOINTMENT OF CONTRACTOR TO DELIVER STREET OUTREACH SERVICES IN HAMMERSMITH & FULHAM

RESOLVED:

1. That Broadway Homelessness & Support be appointed to deliver street outreach services in Hammersmith & Fulham from June 2013 for a period of four years, with a break clause in the contract whereby the Council can terminate with three months' notice at any time after the second anniversary of the commencement of the contract.
2. That authority be delegated to the Cabinet Member for Residents Services to extend the contract in line with the options contained in the contract documentation, if it is considered appropriate at the time.
3. That it be noted that the Cabinet Member for Residents Services has agreed to allow the Council to vary the existing contract with Thames Reach by extending it for a period of up to 6 months on a month by month basis to allow for negotiations between Thames Reach and Broadway Homelessness & Support in relation to staff transfers (i.e. TUPE) and other matters.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

217. LETTING OF A SERVICE CONCESSION CONTRACT TO ALLOW NETWORK EQUIPMENT TO BE FITTED TO LAMP POSTS, STREET FURNITURE AND OTHER COUNCIL-OWNED ASSETS (AS APPLICABLE)

RESOLVED:

That the report be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

218. DELEGATED AUTHORITY TO EXTEND SUPPORTING PEOPLE CONTRACTS

RESOLVED:

1. That approval be given for authority to be delegated to the Cabinet Member for Community Care, in conjunction with the Executive Director of Adult Social Care and the Executive Director of Finance and Corporate Governance, to extend a contract where there is an option to do so, or vary the contractual terms in order to extend the contract period for:
 - i. All existing housing support contracts listed in Appendix 1 of the exempt report; and
 - ii. All contracts called-off the West London Housing Support Framework Agreement 2012-16, including those already called-off listed in appendix 2 of the exempt report.
2. That approval be given for authority to be delegated to the Cabinet Member for Community Care and the Cabinet Member for Children's Services, in conjunction with the Executive Director of Children's Services and the Executive Director of Finance and Corporate Governance, to extend a contract where there is an option to do so, or vary the contractual terms in order to extend the contract period for:
 - i. All existing supported housing contracts for young people leaving care, listed in Appendix 3 of the exempt report; and
 - ii. Any future contracts for young people leaving care that are called off the Framework.
3. That each of the proposed Cabinet Member Decision reports seeking approval to extend or vary a contract as set out in recommendations 2.1 and

2.2 above shall detail the financial, legal and procurement implications and include details of savings and service improvements.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

219. HOUSING ESTATE INVESTMENT PLAN UPDATE

Councillor Vaughan was of the view that the residents' and stakeholders' consultation between July and August was inappropriately timed. He requested that the consultation be put back or moved forward to encourage a higher response rate. Furthermore, he expressed his concerns that housing officers had not developed good working relations with Genesis Housing Association. Improved working relationships were required to support the establishment of a play scheme for the residents on the Factory Quarters scheme. He requested officers to keep him informed of the progress on the Becklow Gardens and Emlyn Gardens schemes.

Cabinet agreed that the consultation should be moved to a time outside July and August to encourage a better response. Officers are to look into the concerns raised regarding working relations and open further dialogue with Genesis to explore any outstanding issues.

RESOLVED:

1. That, subject to section 20 leaseholder consultation, the full scope of works for Fulham Court and Barclay Close Estates as described in section 5 and Appendix 1 of the report and to the allocation of a further £1.82m from the total budget for this project held in the Decent Neighbourhoods fund of £3.469m to deliver phase two of the works be approved, and that Cabinet notes that the first phase of works came in £0.15m under budget. (Cabinet also noted that the £3.469m represents the balance remaining of the original budget of £4.057m approved by Cabinet on 11 January 2010 following the construction of the Tudor Rose Centre).
2. That it be noted that, with the exception of lighting and CCTV improvements, work in phase two of the Fulham Court and Barclay Close project will be delivered by Mitie under the existing Planned Maintenance contract. Lighting and CCTV elements of the scheme will be taken forward by the appropriate Council departments.

3. That the development of draft investment plans for Sullivan Court, Becklow Gardens and Emlyn Gardens as phase 2 estates for HEIP investment and a budget of £50,000 funded from the 2013/14 Housing Services Budgets held in the Housing Revenue Account to develop proposals for the three estates with residents, be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

220. HOUSING DEVELOPMENT PROGRAMME - NEW BUILD INNOVATIVE HOUSING

Councillor Vaughan noted that the plans showed the potential loss of a children's play area. He asked officers to consider a replacement elsewhere in the development. The meeting was informed that there were plans for the re-provision with an improved new open space within the underutilised caretaker facility. The Leader noted that the plans were still being developed and officers would submit a further report with detailed proposals for consideration.

RESOLVED:-

1. That the work completed to date on the Pilot Site at Spring Vale Estate to develop a detailed development proposal be noted; and that approval be given for further expenditure of £3,394,000 (to be funded from the decent neighbourhoods fund) comprising:
 - Construction costs (£2,504,000),
 - Scape framework fee & pre-construction fees (£70,000),
 - City House Projects Limited's professional fees (£240,000),
 - Sales and marketing fees (£82,000), and
 - Statutory fees and project contingency (£498,000).
2. That the appointment of Willmott Dixon Capital Works Limited, through the SCAPE Framework, as building contractor for the Spring Vale scheme, be approved.
3. That authority be delegated to the Cabinet Member for Housing, in conjunction with the Executive Director of Housing and Regeneration, to appoint a sales and marketing agent following completion of the procurement process.

4. That the initial appraisals undertaken to date to identify two additional development sites at Becklow Gardens and Barclay Close be noted; and that expenditure of £230,000 be approved (to be funded from the decent neighbourhoods fund, or should the schemes prove to be abortive - due to unforeseen costs; issues specific to site which makes development risk too high; or the development does not get planning consent - the cost would fall to revenue funded from s106) for professional fees for City House Projects Limited (appointed under the Council's Framework for Innovative Housing Built Using Modern Methods of Construction and Associated Development Management Services) to undertake resident consultation, site investigation surveys, and design of the two sites to planning (RIBA Stage D); and that the letting of this work in phases, ensuring that funds are not expended if a feasibility issue emerges, be noted.
5. That it be noted that a further Cabinet report will be presented setting out detailed development proposals – including construction methodology options - for the Becklow Gardens and Barclay Close sites and approval for further funding to proceed with the schemes, following consideration of the Housing Development Programme Business Plan.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

221. CONTRACT AWARD - BI-BOROUGH PAY AND DISPLAY MACHINE MAINTENANCE SERVICES

RESOLVED:

That a Bi-Borough three year contract with the option of a 24 month extension for 2 occasions, totalling 7 years inclusive for RBKC and LBH&F, be awarded to Metric Group Limited in accordance with option 1 as set out in this report at a tendered price of £709,817 per annum with an approximate full term total value of £4.97 million.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

222. EXTENSION OF A CONTRACT FOR THE PROVISION OF A VEHICLE REMOVAL SERVICE AND OPERATION OF A CAR POUND

RESOLVED:

1. That the waiver to the provisions of Contract Standing Orders requiring the Council to obtain three tenders be approved and it be noted that negotiations have taken place with the current provider to provide continuing support until the new contract starts by January 2014.
2. That the contract for the removal of vehicles and the provision and operation of a car pound with Ontime Parking Solutions Ltd be continued on the existing terms and conditions until the commencement of the new contract which is scheduled to start by January 2014, at a notional value of £427,000 for seven month period commencing 1 June 2013 until 31 December 2013.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

223. PARKING PROJECTS & POLICY PROGRAMME FOR 2013/14 AND 2014/15

RESOLVED:

That the list of parking projects and policy programme for the 2013/14 and 2014/15 financial years and the funding, as set out in Section 6 of the report, be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

224. FORWARD PLAN OF KEY DECISIONS

The Forward Plan was noted.

225. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the remaining items of business on the grounds that they contain information relating to the financial or business affairs of a person (including the authority)] as defined in paragraph 3 of Schedule 12A of the Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

[The following is a public summary of the exempt information under S.100C (2) of the Local Government Act 1972. Exempt minutes exist as a separate document.]

226. TRI-BOROUGH TOTAL FACILITIES MANAGEMENT - AWARD OF CONTRACT - EXEMPT ASPECTS (E)

RESOLVED:

That the full outsourcing of the provision of 'Total Facilities Management' (TFM) and award of a Tri-Borough contract, be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

227. LINFORD CHRISTIE STADIUM : GENERAL INTERNAL AND EXTERNAL REFURBISHMENT OF CHANGING ROOM PUBLIC FACILITIES AND MAJOR UPGRADE OF COMMERCIAL KITCHEN : EXEMPT ASPECTS (E)

RESOLVED:

That the report be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

228. APPOINTMENT OF A CONTRACTOR TO DELIVER STREET OUTREACH SERVICES IN HAMMERSMITH & FULHAM : EXEMPT ASPECTS (E)

RESOLVED:

That the report be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

229. LETTING OF A SERVICE CONCESSION CONTRACT TO ALLOW NETWORK EQUIPMENT TO BE FITTED TO LAMP POSTS, STREET FURNITURE AND OTHER COUNCIL-OWNED ASSETS (AS APPLICABLE) : EXEMPT ASPECTS (E)

RESOLVED:

That the recommendation in the exempt report be approved.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

230. **DELEGATED AUTHORITY TO EXTEND SUPPORTING PEOPLE CONTRACTS : EXEMPT ASPECTS (E)**

RESOLVED:

That the report be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

231. **CONTRACT AWARD - BI-BOROUGH PAY AND DISPLAY MACHINE MAINTENANCE SERVICES : EXEMPT ASPECTS (E)**

RESOLVED:

That the report be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.

Note of dispensation in respect of any declared conflict of interest:

None.

**232. PARKING PROJECTS & POLICY PROGRAMME FOR 2013/14 AND 2014/15:
EXEMPT ASPECTS (E)**

RESOLVED:

That the report be noted.

Reason for decision:

As set out in the report.

Alternative options considered and rejected:

As outlined in the report.

Record of any conflict of interest:

None.


Note of dispensation in respect of any declared conflict of interest:

None.

Meeting started: 7.00 pm
Meeting ended: 7.16 pm

Chairman

Agenda Item 4

 the low tax borough	London Borough of Hammersmith & Fulham CABINET 24 JUNE 2013
PREVENT DELIVERY – DELEGATED AUTHORITY	
Report of the Leader, Councillor Nicholas Botterill, and the Cabinet Member for Residents Services, Councillor Greg Smith	
Open Report	
Classification: For Decision	
Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Jane West, Executive Director of Finance and Corporate Governance	
Report Author: Rebecca Skellett, National Management Trainee, Prevent	Contact Details: Tel: 020 8753 6250 E-mail: : rebecca.skellett@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report summarises the Home Office funding for the Tri-borough Prevent team across 2013/14 and requests delegated authority for the Executive Director of Finance and Corporate Governance to sign off the Joint Home Office and Tri-borough Prevent Delivery Plan for 2013/14 - 2015/16 and associated H&F spend.
- 1.2. This recommendation follows a previous Cabinet report submission (dated 6 June 2012) where it was agreed that H&F should work with RBKC, WCC and the Home Office to develop a joint Prevent delivery plan.
- 1.3. Since the previous paper, Prevent is being delivered on a Tri-borough basis supported by a Tri-Borough Prevent Steering group which will oversee and scrutinise Prevent delivery.

2. RECOMMENDATION

- 2.1. That delegated authority be given to the Executive Director of Finance and Corporate Governance, in consultation with the Leader and the Cabinet Member for Residents Services, to sign off the use of external funding by the Home Office allocated to the borough for the Bi-borough's Prevent Programme across 2013/14 - 2015/16.

3. REASONS FOR DECISION

- 3.1. Home Office funding allocation provided to the Tri-borough Prevent team is to fund projects approved by the Home Secretary. The content of these projects is often based upon restricted information and existing independent engagement with the local voluntary sectors, and requires rapid 'in real time' decision making to ensure our work with the Police and Central government reflects local threats, vulnerabilities and risks.
- 3.2. This recommendation is in line with the need to protect the reputation and credibility of the Council's delivery partners.
- 3.3. Additionally, this decision will ensure that the Home Office funding is spent according to the project's terms and conditions and to ensure good reputational management.

4. INTRODUCTION AND BACKGROUND

- 4.1. The Prevent Strategy forms part of CONTEST, the UK's Counter Terrorism Strategy. H&F is working closely with RBKC and WCC as well as the Home Office and the Metropolitan Police's SO15 (Counter Terrorism Command).
- 4.2. Implementation of the delivery plan will require some engagement and support from Council departments across the Tri-borough, particularly from Children's, Adult Social Care, HRD and ELRS. Where possible, Prevent seeks to support other Council agendas, e.g. the Family Recovery Project in White City.
- 4.3. The delivery plan is funded directly from the Office of Security and Counter Terrorism (OSCT) which is based in the Home Office.
- 4.4. H&F, RBKC and WCC are on the Government's priority list of 28 areas requiring targeted Prevent work aim to stop vulnerable people from being drawn into terrorism.
- 4.5. Ring fenced funding is available to the 28 areas but with significant conditions and central monitoring
- 4.6. There are Home Office funded Prevent Coordinators in each of the 28 areas working closely with the Home Office and Special Branch. H&F and

RBKC share a joint Bi-Borough Prevent Coordinator whilst WCC has their own Prevent Coordinator.

4.7. The Bi-Borough Prevent Coordinator acts as chair of the London Prevent Network and attends the London Prevent Board as the representative of all London Prevent priority boroughs.

4.8. The Chief Executive of Westminster City Council is CELC Prevent lead, Chair of the London Prevent Board and, as chair, attends the National Prevent Oversight Board chaired by the Home Secretary.

4.9. **Overview of projects/ spend**

4.9.1. Following the December 2012 bidding round, the Minister approved 52 Prevent projects nationally all commencing in the financial year 2013/14 with a total spend of £1.9m. The Tri-borough Home Office ring fenced funding for this period accounts for 12.7% of the national Prevent project allocation.

4.9.2. It should be noted that Prevent funding is ring fenced and tightly monitored by the Home Office.

4.9.3. The Tri-borough Prevent team has increased in project capacity over the last two financial years with funding increasing by 153.6% between 2012/13 and 2013/14.

4.9.4. Where possible, we are also seeking to engage with authorities beyond the Tri-borough area with a recent project for 2013/14 recently approved in partnership with Wandsworth Borough Council.

4.9.5. Home Office Project funding across this period is summarised below;

Period	Total Home Office funding	Number of Projects
2013-14	£241,321.15	8 Tri-borough projects
2012-13	£95,146.00	5 Bi/Tri-borough projects

5. **PROPOSAL AND ISSUES**

5.1. Once the Home Secretary signs off Prevent funding and projects, LBHF receives funding in the form of grant payments from OSCT on behalf of the Home Office approximately every quarter for the duration of the project(s) spend.

5.2. As Prevent deals with some sensitive topics, the Prevent team is careful to uphold the reputation of partners, authorities and community members who all share a stake towards reducing the local threat of extremism. Characteristics we are particularly mindful of are summarised below;

5.3. Prevent work operates largely using **restricted information** from the Home Office, OSCT and from local intelligence profiles such as the

Counter Terrorism Local Profile (CTLP). It is therefore difficult to construct persuasive and accurate business cases to be presented to Cabinet and other decision making bodies when background information is classified.

- 5.4. Central to the work of Prevent is working with a **multitude of trusted partners** to foster community engagement. As a result of interaction with the Local Authority and the Prevent agenda, respective partners face reputational damage in their engagement with respective community members. It is in Prevent's best interest to ensure our partners gain maximum traction in their communities.
- 5.5. Due to the dynamic nature of Prevent work, it is critical that we are able to react and make **rapid decisions** to respond to issues in real-time.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. In order to ensure that restricted information is protected, that partners continue to be trusted and that Prevent can make quick decisions, officers recommend that delegated authority be granted to approve the use of Home Office funding across H&F.
- 6.2. Steps to ensure that well-informed partners are able to oversee and scrutinise the Tri-borough Prevent strategy have already been taken. Since the previous Cabinet Paper (June 2012), Prevent is now delivered through a Tri-borough team and supported by a Tri-Borough Prevent Steering Group which will ensure scrutiny of Prevent delivery is supplied by stakeholders best positioned to do so.

7. CONSULTATION

- 7.1. No consultation is required outside the departmental comments which follow.

8. EQUALITY IMPLICATIONS

- 8.1. Equality implications are addressed during the pre-application, delivery and evaluation stages of a project's lifespan. The Home Office requires all projects to be monitored and assessed quarterly and bi-annually through their evaluation procedures ensuring any equality risks are mitigated.

9. LEGAL IMPLICATIONS

- 9.1. There are no direct legal implications for the purpose of this report.
- 9.2. Implications verified/completed by: Janette Mullins, Head of Litigation. Tel 020 8753 2744.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. Ring-fenced grant funding of £0.241m has been made available to the tri-borough Prevent Team in 2013/14. As set in the report it is proposed that delegated authority be given to the Executive Director of Finance and Corporate Governance, in consultation with the Leader and the Cabinet Member for Residents Services, to sign off the use of such funding. It is important that expenditure be contained within the grant made available and be properly accounted for by each Borough.
- 10.2. Implications verified/completed by: (Comments provided by Andrew Lord, Corporate Finance Ext 2531).

11. RISK MANAGEMENT

- 11.1. There are no significant risks in regard to granting delegated authority to the Executive Director of Finance and Corporate Governance. Steps to minimise risk ensure good reputational management have been taken by the Prevent team, including updating the relevant internal risk registers (corporate and project), OSCT performance evaluations, working in conjunction with relevant stakeholders (e.g. the Police) and regular reports to the Executive Director of Finance and Corporate Governance.
- 11.2. Implications verified/completed by: (Michael Sloniowski, BiBorough Risk Manager Tel 020 8753 2587)

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1. There are no procurement related implication regarding the recommendations contained within this paper
- 12.2. Implications verified/completed by: (Mark Cottis, e-Procurement Consultant, 020 8753 2757)

LOCAL GOVERNMENT ACT 2000 **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	The Revised Home Office Prevent Strategy	Pinakin Patel 020 8753 5727	FCS
2.	Cabinet Report Prevent Strategy Version 5.0 (6 June 2012)	Pinakin Patel 020 8753 5727	FCS

Agenda Item 5

Decision maker(s) at each authority and date of Cabinet meeting, Cabinet Member meeting or (in the case of individual Cabinet Member decisions) the earliest date the decision will be taken	<i>Full Cabinet</i> Date of decision: 24 June 2013 Forward Plan reference: N/A	
	<i>Cabinet Member for Education and Libraries Cllr Elizabeth Campbell</i> 2 May 2013 Forward Plan reference: 04005/13/S/A	 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
	<i>Cabinet Member for Children and Young People Cllr Danny Chalkley and Cabinet Member for Adults and Public Health Cllr Rachel Robathan</i> Date of meeting: 7 May and 13 May	 City of Westminster
Report title (decision subject)	TRI-BOROUGH CARERS SERVICES CONTRACTS AWARD	
Reporting officer	Charles Stephens and Steven Falvey	
Key decision	Yes	
Access to information classification	Public, Details of the tender appraisal are in a separate report on the exempt Cabinet agenda.	

1. EXECUTIVE SUMMARY

- 1.1. This report details the process followed when tendering for carers' support services across the three Tri-borough authorities and recommends that contracts for the services specified under lots 1a, 1b and 2 be awarded.
- 1.2. Carers undertake a significant amount of support to adults with social care needs across the Tri-borough and it is estimated that supporting carers to continue in their caring role reduces the cost of support for those they care for which would otherwise fall on health and social care services. Each borough is committed to supporting carers and sharing the responsibility for delivering the care a person needs.
- 1.3. The contracts for lots 1a, 1b and 2 will run initially for 2 years with the option to extend for up to 18 additional months. The total contract value for these lots including all possible extensions is £2,917,100.20. The primary objective of tendering for these services was the maintenance and development of service levels within existing budgets. The tender evaluation methodology was therefore set in order to ensure the councils received the maximum service level within specified budgets.
- 1.4. The tendering exercise also included lots 3a and 3b, the result of the tendering exercise did not demonstrate value for money for the Council when compared with available spot purchase rates, and therefore award of these lots is not recommended. Work is ongoing to establish the Councils' best option with regards to procuring the services specified under lots 3a and 3b.

2. RECOMMENDATIONS

- 2.1. That contracts for lot 1a, lot 1b and lot 2 be awarded to the following providers:

Lots	Service	Required by	Provider
Lot 1a	Carers' Advice, Information, Advocacy and Support Service	City of Westminster	Carers Network Westminster

Lot 1b	Carers' Advice, Information, Advocacy and Support Service	London Borough of Hammersmith and Fulham	Carers Network Westminster
Lot 2	Young Carers' Service	City of Westminster, London borough of Hammersmith and Fulham, and the Royal Borough of Kensington and Chelsea.	Spurgeons

- 2.2. That the Tri Borough Executive Director of Adult Social Care be authorised to negotiate any variations to the contracts prices that become necessary as a result of changes to the service levels that are required, but not exceeding a total of more than 10% of the contract sums subject to the necessary budget approvals and, in conjunction with the Head of Legal and Democratic Services/Director of Law, be authorised to agree any minor amendments to the contract deemed necessary and to conclude the contract accordingly.

Notes to recommendation 2.1

- 2.3. For lot 1a the contract value is £769,888 and will run initially for 2 years (August 2013 – July 2015) with the option to extend the contract for up to 18 additional months at a value of £32,078.67 a month. The value of the Hospital Discharge Link Project (HDLP) contract included in lot 1a is £48,902 and will run for 1 year (August 2013 – July 2014). The total contract value including all possible extensions and the HDLP is £1,396,206.
- 2.4. For lot 1b the contract value is £459,192 and will run initially for 2 years (August 2013 – July 2015) with the option to extend the contract for up to 18 additional months at a value of £19,133 a month. The total contract value including all possible extensions is £803,586.
- 2.5. For lot 2 the contract value is £409,890.40 (which will be divided as follows; WCC - £149,961.44, RBKC - £139,939.38, LBHF - £119,989.58) and will run initially for 2 years (August 2013 – July 2015) with the option to extend the contract for up to 18 additional months at a value of £17,078.77 a month (WCC - £6248.39, RBKC - £5,830.81, LBHF - £4,999.57). The total contract value including all possible extensions is £717,308.20.

3. REASONS FOR DECISION

- 3.1. The recommendations with regard to lots 1a, 1b and 2 are in accordance with the tendering exercise, a full technical appraisal of which is set out in Appendix A of the exempt report.
- 3.2. Lots 1a and 1b specify similar services in the City of Westminster (lot 1a) and the London Borough of Hammersmith and Fulham (lot 1b); however the proposed contract prices differ by £155,348 per annum. This is partially in recognition of there being a greater number of carers in the City of Westminster according to the 2011 Census. Carers Network Westminster (the recommended provider) will be expected to deliver more outcomes in the City of Westminster, for example they will be required to undertake carers' assessments on behalf of the local authority. To deliver these additional outcomes in Westminster, Carers Network Westminster have set out, in a cost drivers schedule, that they will attribute the additional funding to providing more front line staff and more first line management.
- 3.3. Lot 2 is a service that will operate across all 3 boroughs. However the contribution to costs from each borough is unequal; this is in recognition of there being more young carers in Westminster than there are in Kensington and Chelsea and more young carers in Kensington and Chelsea than there are in Hammersmith and Fulham (According to the 2011 Census). In order to provide a proportionate service the recommended provider for lot 2 (Spurgeons) have set out, in a cost drivers schedule, that they will attribute the additional funding to providing more front line staff and more first line management in Westminster than they do in Kensington and Chelsea and more front line staff and more first line management in Kensington and Chelsea than they do in Hammersmith and Fulham.
- 3.4. The recommendations with regards to Lots 1a, 1b and 2 achieve the objectives that were set for the process when the business case was agreed.
- 3.5. With regards to lot 1a (Carers Support Service in the City of Westminster) savings were not anticipated against current budgets, as savings were made as part of the voluntary sector grants review which was undertaken prior to the tender commencing. The primary objective for tendering this lot was to formalise the service, specification, outputs, outcomes and monitoring procedures under a contract and move away from the grant

funded arrangement, which has been in place since 1991. Additionally the recommendation equates to a saving of £5,237 for the financial year 2013/14, £7,856 for the financial year 2014/15 and a total saving of £19,369.67 across the life of the contract if it is extended for the maximum length of time provided for.

- 3.6. The health funded Hospital Discharge Link Project is a one off limited time project which will after a year be fully incorporated into lot 1a. The recommended proposal was within budget and met the required quality threshold.
- 3.7. With regard to lot 1b (Carers Support Service in Hammersmith and Fulham) savings were not anticipated against current budgets, with the previous Cabinet Member stating publicly that there would be no reduction in budget. The primary objective for tendering this lot was the need to outsource the service in line with the Council's strategic direction. Currently the services being tendered under lot 1b are provided in-house, this was only ever intended to be a temporary arrangement following an unsuccessful tendering exercise which collapsed in May 2010.
- 3.8. With regard to lot 2 (Tri-borough Young Carers Support Service), there was a requirement to make £15,000 annual savings in the City of Westminster; this has been achieved with the recommended proposal representing an annual saving of £15,019.28 to Westminster City Council. Across the life of the contract, if it is extended for the maximum length of time provided for, the recommended proposal will save Westminster City Council in total £52,567.48, when compared to current spend. The primary objective for Hammersmith and Fulham with regard to lot 2 was (as with lot 1b) to outsource services in line with the Council's strategic direction. As the contribution to the budget was increased in Hammersmith and Fulham in order to closer align it with those of the other two boroughs, savings were not achieved. In Kensington and Chelsea tendering lot 2 was a straight re-tender of an existing service with no requirement for savings, the recommended proposal will represent a cost reduction of £106.08 over the life of the contract if all extensions provided for occur.

4. INTRODUCTION AND BACKGROUND

- 4.1. Unpaid carers undertake a significant amount of support to adults with social care needs. It is estimated that supporting carers to continue in their caring role reduces the cost of support for those they care for which would otherwise fall on health and social care services (Carers UK, 2011).

- 4.2. According to the 2011 Census, 7% of Tri-borough residents provided one or more hours of unpaid care per week, equivalent now to around 39,190 people. Many of these carers are not in touch with services.
- 4.3. The purpose of the procurement exercise was to re-tender existing carers support services and put in place additional support services across the three Tri-borough authorities, with the objective of achieving better quality and lower prices.
- 4.4. Authority to proceed to tender was given in Westminster by Gate 1, Cabinet Member for Adult Services - Cllr Rachael Robathan and Cabinet Member for Children, Young People and Community Protection – Cllr Nickie Aitken. Authority to proceed to tender in Kensington and Chelsea was given by Cabinet Member for Family and Children’s Services – Cllr Elizabeth Campbell. Authority to proceed to tender was given in Hammersmith and Fulham by Cabinet Member for Community Care – Cllr Marcus Ginn, Cabinet Member for Children’s Services – Cllr Helen Binmore and the Leader of the Council – Cllr Nicholas Botterill. Reports were presented during December 2011 and January and February 2012.
- 4.5. Once authority to tender had been received from all required bodies the procurement exercise began, a project team was formed and specifications and other documents were developed. A full technical appraisal of the tender exercise is set out in Appendix 1 of the exempt report.

5. PROPOSAL AND ISSUES

- 5.1. A range of support services will be available to specific groups, including children with disabilities and adult service users; adult carers (aged over 18); young carers (under the age of 18 years) and carers from black, minority and ethnic communities.
- 5.2. **Lot 1: Carers’ Hub - Advice, Information, Advocacy and Support Service.** This service will be based on an outreach model and will provide support in the communities and facilities in which carers already spend their time. Support will be provided to a wide range of adult carers (including parent/carers of children with disabilities). The three main strands of the service will be:
 - 5.2.1. Providing direct support to carers i.e. information, advice, signposting and peer support to improve health and wellbeing.

- 5.2.2. Facilitating access to carers' grants and statutory provision.
- 5.2.3. Facilitating networks and partnerships with other services for carers.
- 5.3. While the tender exercise for this service covered provision in both the City of Westminster and Hammersmith and Fulham, the service was apportioned as two separate packages. This was due to both Councils recognising the need for the service to have a local focus and also to ensure that smaller providers were given the opportunity to bid.
- 5.4. **Lot 2: Young Carers' Support Service.** This service will be based on an outreach model and will provide support in the communities and facilities in which young carers already spend their time. Support will be provided to young carers aged 18 and under. The three main strands of the service will be:
 - 5.4.1. Providing direct support to young carers .
 - 5.4.2. Facilitating access to other support services for young carers and those being cared for to minimise the caring responsibility on the child/young person.
 - 5.4.3. To facilitate a successful transition to adult carer services.
- 5.5. Officers involved in the project start-up were aware that as the relative size of the young carers' services is small, there was scope for a single contract to be let across Tri-borough.

TUPE CONSIDERATIONS

- 5.6. The award of lot 1b would potentially involve two members of staff transferring via TUPE from the Council (London Borough of Hammersmith and Fulham) to the recommended tenderer. The recommended tenderer has confirmed that in the event of transfer they would enter into a Local Government Pension Scheme (LGPS) admission agreement, and that the associated costs of taking on the eligible employees were factored into their bid.
- 5.7. The provider recommend for lot 1a is the incumbent; therefore there are no TUPE implications.
- 5.8. The provider recommended for lot 2 may take on staff from the current out-sourced provider in RBKC should those staff chose to transfer. When the organisations that staff transfer from, and transfer too are both

external outsourced providers, the Council's responsibility is to facilitate the flow of information between the two organisations.

CONSULTATION

- 5.9. Consultation with the market, service users and other stakeholders took place during the pre-procurement stage of the tender; further details of this are set out in Appendix 1 of the exempt report.

6. EQUALITY IMPLICATIONS

- 6.1. A full and thorough Equalities Impact Assessment was undertaken and is available electronically. The impact assessment has been carried out with due regard to the Councils' statutory duties under the Equality Act 2010.
- 6.2. The proposal to re-let carers support services will on the whole have a positive impact on most of the protected groups. It is not anticipated that the services received by carers, children with disabilities or vulnerable adults will vary significantly from what is currently received by awarding these contracts. Eligibility for access to these services is not affected under this process; rather, it is hoped that by working collaboratively and focusing on outcomes across service areas and the three Tri-borough authorities (whilst ensuring local needs continue to be met) residents will receive both better quality and value for money from the services procured. In addition the providers to whom contracts are awarded will be able to reach out and target more carers i.e. those currently not known to or those not accessing services.

7. LEGAL IMPLICATIONS

City of Westminster

- 7.1. There are no particular legal implications arising from the award of Lots 1a, 1b and 2.
- 7.2. Contracts will be sealed by the Head of Legal Services.

Hammersmith and Fulham / Kensington and Chelsea

- 7.3. It is noted that in relation to Lots 1(a and b) and 2 it is proposed to award the contracts to the most economically advantageous tender.

- 7.4. These proposals are in accordance with EU procurement rules.
- 7.5. Contracts will be sealed by the Bi-borough Director of Law
- 7.6. Implications completed by Catherine Irvine, Senior Contracts Lawyer tel 020 8753 2774

8. FINANCIAL AND RESOURCES IMPLICATIONS

- 8.1. The costs of the proposals are set out against the confirmed budgets in the tables below. All figures are based on projected contract start dates of 1 August 2013 and pro-rated accordingly.

Table 1: Lot 1a – Carers Hub in Westminster City Council – WCC Funded (with a proportion of funding coming via the section 75 agreement with the North West London Clinical Commissioning Group as detailed in the Table).

	2013/2014		2014/2015		2015/2016		2016/2017	
	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £
Current Budget	163,400.01	158,162.67	245,100.00	237,244.00	245,100.00	237,244.00	204,250.00	197,703.34
Council Revenue Budget	163,400.01	158,162.67	245,100.00	237,244.00	245,100.00	237,244.00	204,250.00	197,703.34
Council Capital Budget	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
NHS Funding via section 75.	98,466.66	98,466.66	147,700	147,700	147,700	147,700	123,083.33	123,083.33
SUB-TOTALS	261,866.67	256,629.33	392,800	384,944	392,800	384,944	327,333.33	320,786.67
Start-up Costs	Incorporated into costs set out above							
Lifetime Cost								
Close down Costs								
TOTALS	261,866.67	256,629.33	392,800	384,944	392,800	384,944	327,333.33	320,786.67

Table 2: Hospital Discharge Link Project – Westminster City Council Funded

	2013/2014		2014/2015	
	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £
Current Budget	N/A	N/A	N/A	N/A
Council Revenue Budget	N/A	N/A	N/A	N/A
Council Capital Budget	N/A	N/A	N/A	N/A
NHS Funding via section 75.	33,266.67	32,601.33	16,633.33	16,300.67
SUB-TOTALS	33,266.67	32,601.33	16,633.33	16,300.67
Start-up Costs	Incorporated into costs set out above			
Lifetime Cost				
Close down Costs				
TOTALS	33,266.67	32,601.33	16,633.33	16,300.67

Table 3: Lot 1b – Carers Hub in LBHF – H&F Funded.

	2013/2014		2014/2015		2015/2016		2016/2017	
	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £
Current Budget	153,466.67	153,064	230,200	229,596	230,200	229,596	191,833.33	191,330
Council Revenue Budget	153,466.67	153,064	230,200	229,596	230,200	229,596	191,833.33	191,330
Council Capital Budget	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
External funding	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SUB-TOTALS	153,466.67	153,064	230,200	229,596	230,200	229,596	191,833.33	191,330
Start-up Costs	Incorporated into costs set out above							
Lifetime Cost								
Close down Costs								
TOTALS	153,466.67	153,064	230,200	229,596	230,200	229,596	191,833.33	191,330

Table 4: Lot 2 – Young Carers Support Services – Tri-borough Funded Westminster Element.

	2013/2014		2014/2015		2015/2016		2016/2017	
	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £
Current Budget	50,000	49,987.15	75,000	74,980.72	75,000	74,980.72	62,500	62,483.93
Council Revenue Budget	50,000	49,987.15	75,000	74,980.72	75,000	74,980.72	62,500	62,483.93
Council Capital Budget	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
External funding	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SUB-TOTALS	50,000	49,987.15	75,000	74,980.72	75,000	74,980.72	62,500	62,483.93
Start-up Costs	Incorporated into costs set out above							
Lifetime Cost								
Close down Costs								
TOTALS	50,000	49,987.15	75,000	74,980.72	75,000	74,980.72	62,500	62,483.93

Table 5: Lot 2 – Young Carers Support Services – Tri-borough Funded RBKC Element

	2013/2014		2014/2015		2015/2016		2016/2017	
	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £
Current Budget	46,666.67	46,646.46	70,000	69,969.69	70,000	69,969.69	58,333.33	58,308.08
Council Revenue Budget	46,666.67	46,646.46	70,000	69,969.69	70,000	69,969.69	58,333.33	58,308.08
Council Capital Budget	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
External funding	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SUB-TOTALS	46,666.67	46,646.46	70,000	69,969.69	70,000	69,969.69	58,333.33	58,308.08
Start-up Costs	Incorporated into costs set out above							
Lifetime Cost								
Close down Costs								
TOTALS	46,666.67	46,646.46	70,000	69,969.69	70,000	69,969.69	58,333.33	58,308.08

Table 6: Lot 2 – Young Carers Support Services – Tri-borough Funded LBHF Element

	2013/2014		2014/2015		2015/2016		2016/2017	
	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £
Current Budget	40,000	39,996.53	60,000	59,994.79	60,000	59,994.79	50,000	49,995.66
Council Revenue Budget	40,000	39,996.53	60,000	59,994.79	60,000	59,994.79	50,000	49,995.66
Council Capital Budget	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
External funding	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SUB-TOTALS	40,000	39,996.53	60,000	59,994.79	60,000	59,994.79	50,000	49,995.66
Start-up Costs	Incorporated into costs set out above							
Lifetime Cost								
Close down Costs								
TOTALS	40,000	39,996.53	60,000	59,994.79	60,000	59,994.79	50,000	49,995.66

- 8.2. Implications verified/completed by: (Heidi Prinsloo, Business Partner – Adult Social Care, 020 7641 3269 and Ben Bastable, Finance Manager – Children's Social Care, 020 8753 2945).




9. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 9.1. The tender was undertaken in accordance with the procurement code of the lead authority (Westminster City Council) and under the guidance of Sharpe Pritchard solicitors who prepared all documentation.
- 9.2. The proposed approach with regards to lots 3a and 3b is both provided for within the original tender documentation and appropriate due to the requirement to obtain value for money for the Councils.
- 9.3. All future variations and contract extensions will be done in accordance with the contract standing orders or procurement code of all affected authorities.
- 9.4. Implications verified/completed by: Joanna Angelides, Procurement Consultant, 020 8753 2586.

LIST OF APPENDICES:

- Appendix 1: Technical Report – Tender Appraisal (exempt).
- Appendix 2: Equalities Impact Assessment.

Executive Decision Report

Decision maker(s) at each authority and date of Cabinet meeting, Cabinet Member meeting or (in the case of individual Cabinet Member decisions) the earliest date the decision will be taken	Cabinet Date of decision : 24 JUNE 2013	
	Cabinet Member for Adult Social Care Date of decision (i.e. not before): 11 June 2013 Forward Plan reference: KD04016	 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
	Cabinet Member for Adults Date of meeting or formal issue (i.e. not before): 3 June 2013	 City of Westminster
Report title (decision subject)	AWARD OF CONTRACT FOR HOSPITAL TO HOME AND BEFRIENDING PLUS SERVICES TENDER	
Reporting officer	Martin Waddington	
Key decision	Yes	
Access to information classification	Public. A separate report on the exempt Cabinet agenda provided information regarding the tender appraisal.	

1. EXECUTIVE SUMMARY

- 1.1. This report details the process followed when tendering for the Hospital to Home and Befriending Plus services across the three Tri-borough authorities and recommends that contracts for the services specified under Lots 1 and 2 be awarded.
- 1.2. These services, although not statutory, are preventative and help support people at a time of need; after a hospital episode, bereavement and loss, or when feeling vulnerable. The Hospital to Home service helps with the discharge process and effectively supports people to live a life with potentially less reliance on acute care. These services support local CCGs out of hospital strategies, reducing hospital admissions and promoting a greater use of primary and community services. Where people's well-being has improved, the onset or need for statutory care management services or residential care can be delayed, therefore reducing the burden on statutory services. This can help save money in the long run for both the NHS and the local authorities.
- 1.3. The tender exercise was divided into two lots, the lots were split by service type as set out below:

Lot	Service Description
1	Tri-borough Hospital to Home Service
2	Befriending Plus Service - Westminster

- 1.4. The contract for Lot 1 will run initially for two years with the option to extend for up to 24 additional months. The total contract value for this lot including all possible extensions is £659,008. The contract for Lot 2 will run initially for two years with no option to extend. The total contract value for this lot is £100,000. The primary objective of tendering for these services was the maintenance and development of service levels within existing budgets and to formalise contractual arrangements. The tender evaluation methodology was therefore set in order to ensure the councils received the maximum service level within specified budgets.
- 1.5. Provided the recommendations for contract award are agreed, the contract for Lot 1 will be awarded by the Royal Borough of Kensington and Chelsea to the recommended provider. RBKC will order the services under Lot 1 for behalf of the London Borough of Hammersmith and Fulham and the City of Westminster. The contract for Lot 2 will be awarded by the City of Westminster to the recommended provider.

2. RECOMMENDATIONS

- 2.1. That contracts be awarded for Lots 1 and 2 to the following providers:

Lot 1 – British Red Cross
Lot 2 – Volunteer Centre Westminster

- 2.2. For Lot 1 the contract value is £164,752 per annum and will run initially for two years (September 2013 – August 2015) with the option to extend the contract for up to 2 additional years. The total contract value including all possible extensions is £659,008.
- 2.3. For Lot 2 the contract value is £49,850 in year one and £50,150 in year two and will run for a total of two years (September 2013 – August 2015) with no option to extend the contract. The total contract value is £100,000.
- 2.4. That the Tri-borough Executive Director Adult Social Care be authorised to negotiate any variations to the contract prices that become necessary as a result of changes to the service levels that are required, but not exceeding a total of more than 10% of the contract sums, subject to the necessary budget approvals and in conjunction with the three boroughs' Legal Services departments be authorised to agree any minor amendments to the contract deemed necessary and to conclude the contract accordingly.

3. REASONS FOR DECISION

- 3.1. The recommendations with regards Lots 1 and 2 are in accordance with the tendering exercise and are the most economically advantageous tender bids, a full technical appraisal of which is set out in Appendix 1 of the exempt report.
- 3.2. Lot 1 is a service that will operate across all three boroughs with equal contributions from each borough. This was agreed in the financial implications section of the original CoCo report and is in recognition of all three local boroughs having similar demographics, with small variations in the total adult population, and having similar requirements for the service. The funding for this service will be paid via section 75, from reablement and health to social care monies. The payment mechanism will be by invoicing each of the local authorities.
- 3.3. Lot 2 specifies that the service will operate in the City of Westminster only. This is in recognition of the pilot for this service in Westminster that provided a way of bringing older people out of isolation. The commissioning team were only approached by the emerging CCG from this pilot in Westminster and not by the other two boroughs who already had similar services in place. It was agreed that this type of service should be continued as the CCG could see the benefits of having these services.
- 3.4. A similar type of service to Lot 2 was in place in the south of Westminster, originally funded by a voluntary organisation. Tendering for these services therefore allows for contractual formalisation and monitoring management arrangements to be made, as well as for providing a means to move away from grant funding.

- 3.5. The tender price of Lot 1 achieves a saving of £1,796 per annum against the budget, with a total of £7,076 savings over the total life of the contract. There are no savings for Lot 2. The two lots were tendered at the same time and providers did have the opportunity to bid for both lots and potentially add towards savings.

4. INTRODUCTION AND BACKGROUND

- 4.1. As people are living longer, more people reach a point where they are no longer living with someone. These older people, who may have long term conditions, are often people living alone for long period. In Westminster, 1 in 2 older people over 65 lives alone (JSNA 2009). When these people are waiting to be discharged they may not have someone waiting for them or someone to collect them from hospital.
- 4.2. Lot 1 aims to provide short term preventative intervention and support, to aid an individual's discharge following an acute hospital episode. The Service will also avoid hospital re-admissions and demonstrate value for money. The core focus is to deliver a Service that streamlines the discharge process, increases the number of people accessing the Service from hospital, improves outcomes and ensures vulnerable older people settle home and maintain their independence.
- 4.3. With a growing older adult population, there are more people living in isolation. This includes people living alone, housebound people, or those with little or no interaction with family, friends or the wider community. It is these people who are most vulnerable and may go unnoticed by the statutory organisations that have a duty to maintain their well-being.
- 4.4. The aim of Lot 2 is to provide a volunteer Befriending Plus Service, one that reaches out to vulnerable older people in the community. By providing social contact and interaction for people, this service will help people out of isolation and improve their well-being.
- 4.5. The purpose of the joint procurement exercise was to re-tender the existing Hospital to Home Service across the three Tri-borough authorities being delivered under a grant and put in place an additional Befriending Plus Service in the City of Westminster only. By competitively procuring and formalising the services contractually, these services could be monitored and managed more closely in order to drive the achievement of outcomes. The tender process also enabled best value and an opportunity to test the market for a quality provider who could deliver within the financial envelope. The objective to achieve best value could be met from this exercise by allowing for a secure commitment to a longer term contract, at a fixed price.
- 4.6. Authority to proceed to tender was given in Westminster by Gate 1 and Cabinet Member for Adults - Cllr Rachael Robathan. Authority to proceed to tender in Kensington and Chelsea was given by Cabinet Member for

Adult Social Care – Cllr Fiona Buxton. Authority to proceed to tender was given in Hammersmith and Fulham by Cabinet Member for Community Care – Cllr Marcus Ginn. Reports were presented during September 2012.

- 4.7. Once authority to tender had been received from all required bodies the procurement exercise began, a project team was formed and specifications and tender documents were developed. A full technical appraisal of the tender exercise is set out in Appendix 1 of this report.

5. PROPOSAL AND ISSUES

- 5.1. The services being procured will be available to black, minority and ethnic communities and will have a focus on older residents of the three boroughs.
- 5.2. **Lot 1: Tri-Borough Hospital to Home Service.** The recommended tenderers proposal is for this service to operate as a “hub and spoke” model. Referrals will be managed and coordinated centrally from the recommended tenderers base in central London and will incorporate a system of floating hospital coordinators and a team of volunteers. The model was designed to best meet the needs of 1,200 service users per year (a requirement of the specification). The main function of the contract will be the provision of short term preventative intervention and support, to aid an individual’s discharge following an acute hospital episode.
- 5.3. **Lot 2: Befriending Plus Service – Westminster.** The recommended tenderers proposal is based on their experience of delivering a successful pilot for a similar service in the City of Westminster, with the objective of providing well-trained and supported volunteer befrienders to give companionship to vulnerable older people. The main function of the contract will be the provision of a service that reaches out to vulnerable people in the community. By providing social contact and interaction for people, the service will help people out of isolation and improve their well-being.

6. TUPE CONSIDERATIONS

- 6.1. As the recommended provider in both lots are effectively the incumbents there are no considerations regarding TUPE or the transfer of staff.

7. CONSULTATION

- 7.1. Consultation with the market, service users and other stakeholders took place during the pre-procurement stage of the tender; further details of this are set out in Appendices 1 and 2 of this report.

8. EQUALITY IMPLICATIONS

- 8.1. A full and thorough Equalities Impact Assessment was undertaken and is available electronically with this report. The impact assessment has been carried out with due regard to the Councils' statutory duties under the Equality Act 2010.
- 8.2. The proposal to tender for these services will on the whole have a positive impact on most of the protected groups. It is not anticipated that the services received by the services users eligible for the services being procured will vary significantly from what is currently received by awarding these contracts. Eligibility for access to these services is not affected under this process; rather, it is hoped that by working collaboratively and focusing on outcomes across service areas and the three Tri-borough authorities (whilst ensuring local needs continue to be met) residents will receive both better quality and value for money from the services procured.

9. LEGAL IMPLICATIONS

- 9.1. These are Part B services under the Public Contracts Regulations 2006. The competitive tender process followed is in compliance with such Regulations.
- 9.2. This joint procurement led by RBKC needs to be underpinned by an Inter Authority Agreement between the Tri-Boroughs which needs to provide for responsibilities, payment, indemnity and exit provisions etc. RBKC are merely co-ordinating the administration of the contract and will not be undertaking legal functions on behalf of the other two boroughs (i.e. making decisions on their behalf), and therefore a legal agreement under s.101 of the Local Government Act 1972 or s.19 of the Local Government Act 2000, whereby the other two boroughs delegate their legal responsibilities to RBKC, will not be needed.
- 9.3. Implications completed by: Babul Mukherjee (Bi-borough Legal Representative) and Peter Nixon (Principal Solicitor at Westminster City Council).

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. The costs of the proposals are set out against the confirmed budgets in the tables below. All figures are based on projected contract start dates of 1 September 2013 and pro-rated accordingly.

Table 1: Lot 1 – Hospital to Home Service – Tri-Borough Funded

	2013/2014 Quarters 3 and 4 only		2014/2015		2015/2016		2016/2017		2017/2018 Quarters 1 and 2 only	
	Confirme d Budget £	Cost of Proposal £	Confirme d Budget £	Cost of Proposal £	Confirme d Budget £	Cost of Proposal £	Confirme d Budget £	Cost of Proposal £	Confirme d Budget £	Cost of Proposal £
Current Budget	83,260.50	82,376.00	166,521.0 0	164,752.0 0	166,521.0 0	164,752.0 0	166,521.0 0	164,752.0 0	83,260.50	82,376.00
Council Revenue Budget	83,260.50	82,376.00	166,521.0 0	164,752.0 0	166,521.0 0	164,752.0 0	166,521.0 0	164,752.0 0	83,260.50	82,376.00
Council Capital Budget	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LBHF	27,753.50	27,458.67	55,507	54,917.33	55,507	54,917.33	55,507	54,917.33	27,753.50	27,458.67
RBKC	27,753.50	27,458.67	55,507	54,917.33	55,507	54,917.33	55,507	54,917.33	27,753.50	27,458.67
WCC	27,753.50	27,458.67	55,507	54,917.33	55,507	54,917.33	55,507	54,917.33	27,753.50	27,458.67
External funding sources e.g. TfL / NHS etc.	Figures included funding transferred to the authority from the NHS via section 75 agreement									
SUB-TOTALS	83,260.50	82,376.00	166,521.0 0	164,752.0 0	166,521.0 0	164,752.0 0	166,521.0 0	164,752.0 0	83,260.50	82,376.00
Start-up Costs	Incorporated into costs set out above									
Lifetime	Incorporated into costs set out above									

Cost										
Close down Costs										
TOTALS	83,260.50	82,376.00	166,521.00	164,752.00	166,521.00	164,752.00	166,521.00	164,752.00	83,260.50	82,376.00
Savings	N/A	884.50	N/A	1,769.00	N/A	1,769.00	N/A	1,769.00	N/A	884.50

Table 2: Lot 2 – Befriending Plus Service – Westminster City Council Funded

	2013/2014 Quarters 3 and 4 only		2014/2015		2015/2016 Quarters 1 and 2 only	
	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £	Confirmed Budget £	Cost of Proposal £
Current Budget	25,000.00	24,925.00	50,000.00	50,000.00	25,000.00	25,075.00
Council Revenue Budget	25,000.00	24,925.00	50,000.00	50,000.00	25,000.00	25,075.00
Council Capital Budget	N/A	N/A	N/A	N/A	N/A	N/A
External funding sources e.g. TfL / NHS etc.	Figures included funding transferred to the authority from the NHS via section 75 agreement					
SUB-TOTALS	25,000.00	24,925.00	50,000.00	50,000.00	25,000.00	25,075.00
Start-up Costs	Incorporated into costs set out above					
Lifetime Cost						
Close down						

Costs						
TOTALS	25,000.00	24,925.00	50,000.00	50,000.00	25,000.00	25,075.00
Savings	N/A	75.00	N/A	0	N/A	-75.00

COMMENTS OF THE LBHF EXECUTIVE DIRECTOR OF FINANCE & CORPORATE GOVERNANCE

- 10.2. The proposal to award the Hospital to Home Service to the British Red Cross will cost £54,918 annually and £109,836 over the initial 2 year contract award period. The assumed start date of September 2013 will give rise to part year effects in both 2013-14 and 2017-18 of £27,459. The cost of the contract will be fully met from Reablement Funds via a section 75 agreement signed with the Clinical Commissioning Groups (CCGs).
- 10.3. Implications completed by: Cheryl Anglin-Thompson, Principal Accountant x4022)
- 10.4. Steve Mellor, the RBKC Finance Manager has been consulted and supports the recommendation.

11. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 11.1. The tender was undertaken in accordance with the Contract Regulations of the lead authority (the Royal Borough of Kensington and Chelsea).
- 11.2. The attached technical report sets out that contracts will be awarded to the tenderer in each lot that demonstrated they were the Most Economically Advantageous, and therefore represent value for money.
- 11.3. All future variations and contract extensions will be done in accordance with the contract standing orders or procurement code of all affected authorities.
- 11.4. Implications completed by: Charles Stephens, Procurement and Contracts Manager, 020 7361 2717.

LIST OF APPENDICES:

- Appendix 1: Technical Report – Tender Appraisal (exempt).
- Appendix 2: Equalities Impact Assessment.

	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>24 JUNE 2013</p>
<p>HOUSING DEVELOPMENT PROGRAMME BUSINESS PLAN 2013 -17</p>	
<p>Report of the Cabinet Member for Housing, Councillor Andrew Johnson</p>	
<p>Open report A separate report on the exempt part of the Cabinet agenda presents those parts of the proposed Business Plan which are exempt because they contain information which could be of commercial benefit to third parties.</p>	
<p>Classification: For Decision</p> <p>Key Decision: Yes</p>	
<p>Wards Affected: All Wards</p>	
<p>Accountable Executive Director: Melbourne Barrett, Executive Director of Housing & Regeneration</p>	
<p>Report Author: Matin Miah, Head of Regeneration & Development</p>	<p>Contact Details: Tel: 020 8753 3480 E-mail: Matin.Miah@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. The Council is currently moving forwards with three strands of direct housing development to deliver additional low cost home ownership opportunities in pursuance of the Council's adopted Housing Strategy "*Building a Housing Ladder of Opportunity*". This report presents the Housing Development Programme Business Plan for the period 2013-2017 (for Hidden Homes and New Build Innovative Housing).
- 1.2 The current four year programme is based on delivery of 100 Discount Market Sale and 33 private for sale new housing units across 16 sites¹. The total development cost is circa £30m (funded from the decent neighbourhoods fund, complemented by £2.7m grant from the Mayor's Housing Covenant fund (subject to final due diligence and contract) and reinvestment of surpluses realised from the sale of a limited number of private units). This will realise a Gross Development Value of circa £46m (producing a cash surplus of circa £4m and retained equity of circa £14m).
- 1.3 Further to the freedoms and flexibilities introduced by the Localism Act 2011 and the Housing Revenue Account Reform - together with the Council's adopted Housing Strategy (2012) - recent legal and financial advice has confirmed that it

¹ In addition to 2 DMS units delivered at 67/68 Becklow Gardens in June 2012

is appropriate that the housing development programme can be undertaken directly by the Council, without the need to utilise the Council's arm's length special purpose vehicle arrangements that have previously been put in place.

- 1.4 Funding approval will be secured in accordance with the proposed Scheme of Delegation set out in section 7.3 of this report. The delivery of the housing development programme will be overseen by the Housing Development Programme Board, which comprises the Cabinet Member for Housing and the Executive Director of Housing and Regeneration along with senior Directors and Heads of Service from the Housing & Regeneration Department.
- 1.5 The Programme Board meets on a monthly basis to review progress and authorise project progress through gateways within the Cabinet approved frameworks. In addition, quarterly reports will be presented to the H&F Business Board (HFBB) and Members setting out scheme by scheme progress, and seeking approvals for variances to the programme.
- 1.6 The Business Plan will be reviewed by the Programme Board on an annual basis and presented to Cabinet for approval.

2. RECOMMENDATIONS

- 2.1. To note progress with the three main strands of direct housing development currently being pursued by the Council, set out in section 5 of the report.
- 2.2. That approval be given to the Housing Development Programme Business Plan for the period 2013-2017 (appended), based on the Hidden Homes, New Build Innovative Housing (Rational House) programmes, and the additional new build opportunities identified.
- 2.3. That approval be given for a budget envelope of £30.3m for the period 2013-2017, to be partially funded from the decent neighbourhoods fund and partially funded by sales receipts received throughout the development programme.
- 2.4. That approval be given to a peak funding requirement from the decent neighbourhoods fund for the whole programme (rolling up in this the previous approvals for Hidden Homes and the Spring Vale pilot scheme which have already set aside £5.7m) of £15.3m.
- 2.5. That approval be given to revenue funding from HRA reserves for 2014/15 of £1.8m and of £0.3m in addition to previous approvals for 2013/14, with the intention that in so far as is possible any S106 resources available that can reasonably be applied to the programme will be so applied.
- 2.6. That approval be given to £2.1m of the funding approved by recommendations 2.3 to 2.5 above to be designated for the initial feasibility work required to develop sites in this programme and to delegate authority to the Executive Director of Housing and Regeneration to determine the allocation of this expenditure between individual sites and to appoint the professional teams to carry out this work.
- 2.7. That the proposed delivery mechanism to undertake developments directly within the Council, rather than the Local Housing Company SPV, based on the

updated legal and financial advice, as set out in section 7 of the report, be approved.

- 2.8. That the proposed Scheme of Delegation for further funding and scheme approvals, as set out in section 7 of the report within the budget envelope and resources set by recommendations 2.3, 2.4 and 2.5, be approved.
- 2.9. That the annual updating of the Business Plan and the proposed quarterly reporting cycle to the HFBB and Members, as set out in section 7 of the report, be approved.
- 2.10. That the Executive Director of Housing and Regeneration be authorised to negotiate and enter into contract for a £2.7m grant from the Mayor's Housing Covenant.
- 2.11. That authority be delegated to the Cabinet Member for Housing, in conjunction with the Executive Director of Housing and Regeneration, to appoint professional teams as necessary to facilitate delivery of the programme, following completion of necessary procurement processes.

3. REASONS FOR DECISION

- 3.1 To approve the Housing Development Programme Business Plan 2013-2017 (appended to the report), and delivery mechanisms for the Council's direct housing development programme (set out in section 5.2 of the report), in support of the Council's Housing Strategy "*Building a Housing Ladder of Opportunity*" adopted in October 2012.

4. BACKGROUND AND INTRODUCTION

- 4.1 Hammersmith & Fulham has the fourth highest property prices in the UK which means that getting on the housing ladder is virtually impossible for many people and results in large numbers being forced to rent or live outside the borough. The borough has one of the highest proportions of social housing in London, with around 31 per cent socially rented compared to a West London average of 21.5 per cent. However, less than two per cent of the borough's housing is 'intermediate' low cost homes to buy.

- 4.2 The Council wants to create a "Borough of Housing Opportunity" whereby hard-working local residents, on modest and middle incomes, can fulfil their housing aspirations and buy a local home for a reasonable price. Local authorities have a key role to play in unlocking new housing growth through effective asset management. The Council's Housing Strategy *Building a Housing Ladder of Opportunity* sets out key objectives which are being pursued through the direct housing development programme, namely:

- *Delivering Major Economic and Housing Growth* – to be achieved using housing investment acting as a catalyst for wider socio-economic change.

- *Tackling Economic and Social Polarisation* – to be achieved using more innovative and flexible approaches to: estate regeneration; allocation policies prioritising working households; local lettings plans; flexible tenancies; and low cost home ownership initiatives.

- 4.3 In April 2011, Cabinet approved the establishment of a local housing development company structure to allow the Council to generate and retain development surplus through the development of new housing on Council land. This created a major opportunity for the Council to deliver housing and regeneration outcomes using its own land, under its own leadership.
- 4.4 This involved creation of an arm's length development company - H&F Housing Developments Limited (HFD) to build homes directly. HFD is supported by a charitable company to ensure tax efficiency for its income. The Council received external legal advice at the time and the key considerations for the Council in selecting the structure were centred around vires, tax efficiency and control, particularly in relation to development of private for sale housing. Both HFD and the charitable company have been registered at Companies House. HFD has undertaken the development and sale of two flats at Becklow Gardens Estate and secured planning permission for seven additional sites.

5. PROGRAMME UPDATE

5.1 The Council is currently moving forwards with the following three main strands of direct housing development to achieve its housing aims and objectives set out in the Housing Strategy *Building a Housing Ladder of Opportunity*:

- Strand 1: *Hidden Homes* – a programme for small conversions, generally less than 5 units per site
- Strand 2: *New Build Innovative Housing* - built using Modern Methods of Construction (Rational House), generally between 5 – 50 units per site
- Strand 3: *Housing & Regeneration Joint Venture* – partnership with a private sector partner to redevelop selected larger Council owned development sites, delivering 50+ units per site (the JV will have separate governance arrangement and its own Business Plan with the joint venture partner following completion of the procurement process and therefore is outside the scope of this Business Plan).

5.2 Set out below is an update on each strand of work.

5.3 Strand 1: Hidden Homes

5.3.1 A pilot programme of seven schemes was approved by the Cabinet in January 2012, to build 25 new affordable homes. Expenditure of £2.7 million was approved from the decent neighbourhoods fund.

5.3.2 The first development is completed at Becklow Gardens Estate, where two new units were built and sold to applicants on the Council's HomeBuy register. Sale proceeds (including retained equity) of £468,000 were realised against development costs of £123,000, producing a positive gross return of £345,000 (including retained equity).

5.3.3 Planning consent has been secured for seven further sites. Five of the consented schemes are due to start on site from summer 2013. Residents at each of the estates have been notified and consulted regarding the proposals and have inputted into the design process.

- 5.3.4 At Verulam House planning consent has been achieved for a new private 4 bedroom family dwelling on Hammersmith Grove (the development site) in addition to the three DMS homes. It is proposed that the development site be sold rather than developed by the Council through the Hidden Homes programme. This will limit the Council's sales risk of a high value private development and accelerate the programme thereby improving the cash flow due to the earlier than forecast receipt of income from the land sale.
- 5.3.4 Due to the programme re-profiling as a result of the grant from the Mayor's Housing Covenant and re-prioritising the larger development opportunities for the New Build Innovative Housing strand (sites where the Rational House model may be better suited due to site constraints/challenges) this strand will now deliver 16² new homes costing circa £2.3m with a GDV of £4.4m.

5.4 Strand 2: New Build Innovative Housing

- 5.4.1 In December 2012 Cabinet approved the establishment of a Framework for Innovative Housing Built Using Modern Methods of Construction with City House Projects Limited (CHPL) as the single provider. CHPL is a subsidiary company of Rational House and was created to provide all the services and commercial expertise necessary to deliver the Rational House product. This framework now allows the Council to build innovative new housing using the Rational House model.
- 5.4.2 The Cabinet authorised expenditure of £50,000 in December 2012 for professional services to undertake resident consultation, site investigation surveys, and design of the Pilot Site at Spring Vale Estate to planning stage.
- 5.4.3 Following feasibility work and resident consultation a further Cabinet report was presented in May 2013 setting out detailed development proposals for the Pilot Site and approval for funding of £3.4m to undertake detailed design and construction of ten new homes (60 per cent affordable as Discount Market Sales (DMS)). In addition, Cabinet approval has also been secured for expenditure of £0.2m to undertake initial feasibility, design, resident consultation and submit planning applications for two further sites at Barclay Close and Becklow Gardens (these together can deliver 18 homes).

5.5 Strand 3: Housing & Regeneration Joint Venture

- 5.5.1 Following Cabinet approval on 12 November 2012, the Council initiated an OJEU procurement exercise to identify a private sector partner to establish a long term (15 years) Joint Venture.
- 5.5.2 Following receipt of the Pre-Qualification Questionnaires in January 2013, the Invitation to Negotiate (ITN) was sent out to seven shortlisted bidders in February 2013. Outline proposals were received in early April 2013 and following evaluation, three bidders have been shortlisted to go forward to the final stage. The final submissions from the three bidders are expected in August 2013 and it is anticipated that a Cabinet report identifying the preferred bidder will be prepared for consideration in December 2013 (for the JV to go live from January 2014).

² Including 2 completed units at 67/68 Becklow Gardens

- 5.5.3 The first two sites that are to be redeveloped through the Joint Venture are Watermeadow Court and Edith Summerskill House. The initial Council appraisal showed these two sites generating both land receipt and share of development profit, and development of more than 186 new homes (including 40% affordable low cost home ownership housing).
- 5.5.4 The Joint Venture will comprise a governance structure within which the Council can retain equal control and influence site delivery, whilst also enabling the Council to access the skills, resources and capacity of the private sector partner. This approach will reduce the level of risk to which the Council is exposed and enable the Council to access funding from the private sector. This route allows the Council to derive greater value from disposal of surplus land through the sharing in development profits, in addition to achieving land value.

6. DEVELOPMENT PROGRAMME 2013-2017

- 6.1 The Council previously appointed CBRE to undertake a review of all HRA properties to determine their potential for additional housing development. The study identified a wide range of schemes that varied from small conversions of existing properties to larger redevelopment sites.
- 6.2 The proposed development sites under Strands 1 & 2 of the programme are primarily undercrofts, bin stores, pramsheds, garages/parking facilities and other underutilised estate housing amenity land that can be converted, subject to resident consultation and planning, to build new homes.
- 6.3 Current schemes comprise eleven development sites³, which combined have the capacity to deliver 49 DMS and 16 private units. The table below provides a summary of this programme:

Site Name	Proposal	Housing Output	
		DMS	Private
Strand 1: Hidden Homes (conversions)			
129/131 Bloemfontein Road	Conversion of former doctor's surgery to create new affordable housing	2	
28 Comeragh Road	Conversion of disused basement to create new affordable housing	2	
St Peter's Terrace	Conversion of undercroft to create new affordable home	1	
The Grange	Conversion of pram stores to create new affordable housing (scheme incl. re-provision of storage facilities)	2	
Verulam House	Conversion of ground floor to create new affordable house	3	1 ⁴
1-9a Lakeside Road	Conversion of undercroft to create new affordable home	1	

³ This excludes the completed scheme 67/68 Becklow Gardens

⁴ Assumes new build house site (1 private unit) land sale with planning consent

23 Baron's Court Road	Conversion of disused basement to create new affordable housing	2	
TOTAL		13	1
Strand 2: New Build Innovative Housing			
Spring Vale	Redevelopment of parking forecourt and garages to create new affordable and private housing (scheme incl. re-provision of parking facilities where required)	6	4
Barclay Close	Conversion of parking forecourt to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	3	3
Becklow Gardens	Redevelopment of garages to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	6	6
Jepson House	Redevelopment of garages to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	21	2
TOTAL		36	15

6.4 The above programme is targeted to be delivered over the next three years (by March 2016). Further detail of the phasing and delivery timetable are provided within the Business Plan (appended to the report).

6.5 In November 2012 the Council submitted a bid to the Mayor of London for grant funding from the Mayor's Housing Covenant to maximise delivery of DMS housing within the Council's housing development programme, targeting low and middle income households to get onto the housing ladder. The prospectus for the Mayor's Housing Covenant was strongly aligned with the Council's adopted Housing Strategy "*Building a Ladder of Opportunity*" in seeking to encourage the delivery of additional low cost home ownership opportunities and the Council was therefore well positioned in relation to this funding opportunity. Subject to final due diligence and contract, the Council's bid will secure £2.7m grant (at a rate of £27,000 per unit to be drawn down on a per unit basis following completion). This grant can be applied to these sites and will be payable on practical completion of new units which needs to be achieved by March 2016.

6.6 The grant application was based on a higher target of Council delivering 100⁵ DMS and 33 private (to cross subsidise) units over the three year period. In order for the Council to achieve this target further development sites will need to be brought forward for delivery. Therefore, in addition to the current schemes already included in the programmes above a further five opportunity sites have been identified - and based on initial feasibility assessments undertaken - could

⁵ Excludes 67/68 Becklow Gardens 2 DMS units completed in June 2012

potentially deliver a further 51 DMS and 17 private units, achieving the expected overall Mayor's bid target, as set out below.

Site Name	Proposal	Housing Output	
		DMS	Private
Additional New Build Opportunities			
William Church	Conversion of undercroft to create new affordable home	4	
Darlan Road	Conversion of parking forecourt and amenity land to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	4	2
Lancaster Court	Conversion of parking forecourt and adjoining amenity land to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	4	2
Sullivan Court	Development of underutilised housing amenity land adjoining existing residential blocks to create new affordable housing	22	
Linacre Court	Redevelopment of parking forecourt and garages to create new affordable and private housing (scheme incl. re-provision of parking facilities where required)	17	13
TOTAL		51	17

6.7 The new properties built will comprise of a mixture of mainly one and two bed properties, with some three bed family sized units. The final mix will be determined on the basis of planning policy and need identified based on the H&F HomeBuy register.

6.8 The table below sets out the financial summary for the schemes in Strands 1& 2 of the programme:

Gross Development Value ⁶	£23.1m
Development costs ⁷ (including oncosts)	£15.4m
Mayor's Housing Covenant Grant	£1.2m
Available return:	
Development surplus ⁸ (additional cash for reinvestment)	£2.1m
Retained equity (by the Council) ⁹	£6.8m
Total return	£8.9m

⁶ Gross Development Value (GDV): The aggregate Market Value of the proposed development assessed on the special assumption that the development is complete as at the date of valuation in the market conditions prevailing at that date. i.e. the sales values.

⁷ Based on an average build cost of £2,200/sqm plus on cost

⁸ Based on a target of 20% surplus on cost

⁹ Based on average DMS household income of £43,000

- 6.9 The table below sets out the financial summary for the additional new build opportunity sites that can be brought forward to achieve the Mayor's bid target output of 100 DMS units:

Gross Development Value	£22.5m
Development costs (including oncosts)	£14.9m
Mayor's Housing Covenant Grant	£1.5m
Available return:	
Development surplus (additional cash for reinvestment)	£2.0m
Retained equity (by the Council)	£7.1m
Total return	£9.1m

- 6.10 The table below sets out the financial summary for the total programme.

Gross Development Value	£45.6m
Development costs (including oncosts)	£30.3m
Mayor's Housing Covenant Grant	£2.7m
Available return:	
Development surplus (additional cash for reinvestment)	£4.1m
Retained equity (by the Council)	£13.9m
Total return	£18.0m

- 6.11 Full finance comments including cash flows, along with risks and sensitivities are set out in section 8 of the attached Business Plan and in the exempt report.

7. DELIVERY MECHANISM

7.1 Housing Development Company Structure

- 7.1.1 Following the Cabinet decision in April 2011 two companies have been registered with the Companies House:

- H&F Development Limited (HFD) - a wholly owned subsidiary company to undertake building of new homes on Council owned land that will be vested in it for the purpose. This company has three person board and these are H&F senior officers and the Cabinet Member for Housing.
- H&F Housing Limited (HFH) - a company with charitable aims, established under the Industrial and Provident Society rules that enable it to accept gift aid to achieve greater tax efficiency. Under the rules this company can be run initially with an interim board which has now been set up with officers as board members, however the company has not yet undertaken any activity.

- 7.1.2 To deliver new housing through this structure the general approach adopted was as follows:

- The Council transfers the selected sites, subject to Secretary of State's consent, on a long lease basis to HFD and enters into an agreement with HFD which covers the use of the land, the timing of the transfer, the tenure mix and size of units, use of any surpluses and nominations rights.

- The Council grants a loan at a commercial interest rate (funded from the decent neighbourhoods fund) to HFD for the construction of new housing on the selected sites and the company running costs (annual audit fees, etc) until sales income is received.
- The loan is paid to HFD in tranches linked to the development phasing programme. HFD provides monthly accrued management accounts to the Council. Through the loan agreement the Council have the ability to call in the loan at any time if not completely satisfied with the HFD development programme.
- HFD undertakes the development and on completion sells the new properties as Discount Market Sale through the Council's Home Buy scheme.
- The profit from any sales units, in so far as is possible, is gift aided to HFH.
- The retained equity is covenanted to HFH.

7.1.3 Through these approaches the schemes can be developed in a tax efficient manner, with surpluses being gift aided to the charitable company to re-invest in the provision of affordable housing and regeneration.

7.2 Updated Legal and Financial Position

7.2.1 Following the enactment of the Localism Act 2011 and HRA Reform, recent legal advice from Eversheds has confirmed that the Council is able to undertake the development activity directly as the rationale for this is clearly set out in the Council's adopted Housing Strategy "*Building a Housing Ladder of Opportunity*". Pricewaterhouse Coopers have also provided taxation advice looking at SDLT, VAT and corporation tax which confirms that there is no financial disadvantage to the Council if the housing development activity is undertaken directly, and administratively it is more efficient.

7.2.2 Whilst the Council's housing development company structure remains an appropriate delivery mechanism, the freedoms and flexibilities introduced through the Localism Act and HRA Reform – together with the Council's clear policy articulation through the adopted Housing Strategy - allows the Council to now undertake a greater range of housing development activities directly. This includes the Council directly developing private for sale and low cost home ownership housing (such as DMS) to achieve its aims and objectives of creating a ladder of housing opportunity as set out in the Housing Strategy.

7.2.3 Going forward, it is proposed that the Council undertakes development of the schemes in the current programme directly within the Council without the need to utilise the Council's arm's length special purpose vehicle arrangements that have previously been put in place. However, it is not intended that the housing development companies will be dissolved straightaway; rather they will remain dormant and the position reviewed annually.

7.3 Scheme of Delegation

7.3.1 In January 2012 the Cabinet approved the Hidden Homes programme funding envelope of £2.7m. Approvals to initiate individual schemes and drawdown of funds were delegated to the Executive Director of Housing and Regeneration and the Deputy Director of Finance. In addition, a report was approved on 13 May 2013 by Cabinet for full development funding of £3.4m to initiate the Spring Vale Pilot site and £0.2m to undertake feasibility, consultation, and design to

planning submission stage for two further new build sites at Becklow Gardens and Barclay Close.

7.3.2 Set out in the table below is the proposed Scheme of Delegation for the control of expenditure on individual schemes following Cabinet approval of the Housing Development Programme Business Plan. Progress reports on the business plan, programme budget, and decent neighbourhoods funding envelopes will be provided via quarterly reporting process to HFBB and Members:

Scheme Category	Scheme Development Cost	Approval
Hidden Homes conversion schemes (within the Business Plan approved envelope)	Up to £1m	CMD report- Executive Director of Housing and Regeneration and the Executive Director of Finance and Corporate Governance in conjunction with the Cabinet Member for Housing.
New Build Innovative Housing Schemes & Other Opportunity Sites (within the Business Plan approved envelope)	Up to £1m	CMD report- Executive Director of Housing and Regeneration and the Executive Director of Finance and Corporate Governance in conjunction with the Cabinet Member for Housing.
	Up to £2m	CMD report – Cabinet Member for Housing and the Leader
	More than £2m	Cabinet report – Cabinet

7.4 Monitoring

7.4.1 The delivery of the housing development programme will be overseen by the Housing Development Programme Board, which consists of the Executive Director of Housing and Regeneration and the Cabinet Member for Housing along with senior Directors and Heads of Service from Housing and Regeneration Department.

7.4.2 The Programme Board is supported by the Council's development management team and has appointed the following advisors:

- Baily Garner, development agent and architectural services for the Hidden Homes programme
- City House Project Limited (Rational House), design and development management services for the New Build Innovative Housing Schemes
- Grant Thornton, finance and tax advice
- Browne Jacobson & Sharpe Pritchard's, legal advice
- Halcrow, technical surveys and assessments

- Lambert Smith Hampton & Savills, valuation, sales and marketing advice

7.4.3 The Programme Board meets on a monthly basis to review progress and authorise project progress through gateways within the Cabinet approved frameworks. Funding and scheme progression are authorised by the Programme Board in accordance with the Business Model set out in Section 5 of the Business Plan.

7.4.4 In addition, quarterly reports will be presented to the HFBB and Members setting out scheme by scheme progress, and seeking approvals for variances to the programme.

7.5 *Reviews*

7.5.1 The Business Plan will be reviewed by the Programme Board on an annual basis and presented to Cabinet for approval.

8. AFFORDABLE HOUSING

8.1 The Council prefers to see low cost home ownership housing delivered on a Discount Market Sale (DMS) basis, to improve the mid-market offer and deliver a more flexible product. DMS is preferable to Shared Ownership as no rent is charged to the purchaser on the unsold portion of the equity. This has the advantage of making homeownership more affordable by reducing the proportion of household income which is spent on housing costs and in some cases allows the purchaser to buy a bigger percentage share of the property.

8.2 House prices and market rents are high in the borough which means that low cost home ownership housing needs to be affordable to a broad range of incomes. It also needs to be on average affordable by the midpoint income set by the Mayor in the London Plan.

8.3 The Council's HomeBuy register has around 4,700 people (who are either residents of the borough and/or work in the borough) on its database and analysis shows us that the majority of these have income between £20,000 - £40,000. Generally the Council would target a third of the low cost home ownership housing developed to be affordable to households with an annual gross incomes of up to £30,000, a third to be affordable to households with an annual gross income of up to £40,000 with the remaining third to be developed for annual gross household incomes of up to £60,000. This equates to an average household income of £43,300.

8.4 The Council's HomeBuy Team offers a service to identify and enable individuals to move into low cost home ownership in the borough, through acting as the mediator between the housing providers and residents seeking affordable home ownership. The HomeBuy Team will undertake the process of identifying suitable applicants from the HomeBuy register. It is intended that marketing and communications will be undertaken locally to maximise the take up of the new affordable homes by the residents of the estates and the surrounding area.

9. STAKEHOLDER/RESIDENT ENGAGEMENT

9.1 The provision of new housing and in particular affordable home ownership has been identified as a key objective for the Council. The implication of this process will see existing residents, living on the identified estates, impacted both during and after the delivery of the new properties. Therefore, before any scheme can be undertaken it will be important for the Council to carry out a resident consultation exercise on each of the sites and for the results to be properly assessed.

9.2 The individual nature of each site prevents a 'one size fits all' approach to resident consultation. A range of consultation approaches will be used which may include:

- Ward Councillor briefing
- TRA engagement
- Resident newsletter,
- Additional letter to leaseholders,
- Drop-in session to enable residents to engage in site design
- Presentations tenant and leaseholder area forums

9.3 This standardised approach will be tailored where required to ensure a satisfactory level of consultation is achieved for each site.

10. EQUALITY IMPLICATIONS

10.1 As per the Equality Act 2010, the Council must consider its obligations with regard to the Public Sector Equality Duty (PSED). It must carry out its functions (as defined by the Human Rights Act 1998) with due regard to the duty and its effect on the protected in a relevant and proportionate way. The duty came into effect on 6th April 2011.

10.2 An Initial Equality Impact Analysis (EIA) has been undertaken and made available electronically. It shows that the development of sites, when reviewed against the profile of those on the HomeBuy, to be of medium relevance to, have a positive impact on the following groups:

- Age (especially younger age groups)
- Disabled people (and the Council recognises that some disabled people may require more assistance to benefit)
- Race groups (BME in particular)
- Women

10.3 There will also be impacts on women and men, as set out in the EIA, where pram sheds will be moved. This is because this will cause disruption and the degree to which this occurs will vary from site to site. However, there will be no loss of the facility and so this will be mitigated by the re-provision of the facility.

10.4 Full EQIA assessment will be undertaken on a scheme by scheme basis as part of the planning application process.

11. LEGAL IMPLICATIONS

- 11.1 Initial legal advice has been provided by Eversheds LLP as follows:
- 11.2 The Council is able to directly provide housing accommodation for letting at market rents and affordable rent through its Housing Revenue Account. In relation to housing for sale, the Council is able to dispose of land to be developed for that purpose and to engage with a developer for that purpose.
- 11.3 Direct building of homes for sale by the Council is dependent on the Council being fully satisfied that its primary purpose in so doing is to meet the stated objectives of its housing strategy. If that is the case, then the requirement to operate through H&F Development Limited no longer arises. However, work undertaken by the Council will be subject to the requirements to comply with public procurement legislation if cost exceeds the relevant thresholds.

Comments completed by Cath Irvine, Senior Contracts Lawyer, telephone 020 8753 2774

12. FINANCIAL AND RESOURCES IMPLICATIONS

- 12.1 Full finance comments along with risks and sensitivities are set out in section 8 of the attached business plan. Key points to note are:
- Developing in the Council means that pre planning costs are a revenue charge to the HRA, these are currently estimated as:
 - 2013/14: £1.1m (£0.8m currently approved funding via S106, £0.3m will need to be funded from HRA reserves)
 - 2014/15: £1.8m (to be funded from HRA revenue reserves¹⁰)
 - 2015/16: Nil
 - 2016/17: Nil
 - The revenue costs for 2013/14 are being funded as follows
 - £0.8m already approved or in the process of being submitted for approval
 - £0.3m – Hidden Homes covered by the £2.7m envelope approved by Cabinet in January 2012
 - £0.3m – Spring Vale – report approved by Cabinet on 13 May 2013.
 - £0.2m - Barclay Close and Becklow Gardens – report approved by Cabinet on 13 May 2013.
 - £0.3m not yet approved
 - £0.3m – Jepson House feasibility costs plus Barclay Close & Becklow Gardens feasibility costs not covered by 13th May 13 report but incurred by 31 Mar 14)
 - It should be noted that the Council holds a series of S106 agreement funds ring fenced for use for affordable housing and regeneration purposes which total £0.8m. The current potential call on these funds from all

¹⁰ Note the savings generated by the HRA MTFS savings programme enable the HRA to afford this, however it does slightly delay the build up of general reserves by the HRA

approved reports is currently £1.1m including those being considered by 13th May 2013 Cabinet. In the event that costs charged against this pot all crystallise and prove not to be capitalisable or rechargeable there would be a net unbudgeted charge to the HRA of £0.4m in 2013/14. This risk is being monitored on an on-going basis but it is currently expected that these funds would be recoverable from the Housing and Regeneration Joint Venture.

- The programme based on current phasing has a peak funding requirement of £16.6m in January 2016 plus £1.6m of capitalised on costs of which £15.3m is expected to be funded from the decent Neighbourhoods pot as capital expenditure and £2.9m from HRA reserves as revenue expenditure. £5.7m of the Decent neighbourhoods funding has already been set aside by the previous Hidden Homes and Spring Vale pilot scheme approvals.
- The programme ultimately produces a net capital receipt of £7m excluding any potential future sales of additional tranches of equity to DMS owners, including the GLA grant, including capitalised staff costs and excluding revenue costs, generating a net cash surplus after revenue costs of £4.1m
- 33 private sales generating income of £15.2m have been assumed to cross subsidise the DMS programme in addition to the £2.7m of grant received from the GLA (subject to final due diligence and contracts).
- The programme has been phased to ensure there is certainty regarding the success of the initial New Build Innovative Housing pilot scheme before major financial commitments are made on future New Build Innovative Housing schemes.
- Key financial risks are included in section 8 of the Business Plan.

12.2 Comments completed by Danny Rochford, Head of Finance, telephone 020 8753 4023

13. RISK MANAGEMENT

13.1 Principal programme risks are set out in the Business Plan.

13.2 Management of risk relating to the proposal are the responsibility of the Housing and Regeneration Department. A risk register exists for the purpose of recording and monitoring the departmental risks and this will be updated to reflect the report content.

14. PROCUREMENT AND IT STRATEGY IMPLICATIONS

14.1 Any works/services relating to delivery of the housing development programme will need to be procured in accordance with the Council's Contract Standing Orders and EU procurement legislation.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Spring Vale Site Cabinet report, May 2013	Matin Miah. Tel. 020 8753 3480	Housing and Regeneration 3rd Floor, Town Hall, Extension, King Street, London W6 9JU
2.	Hidden Homes Programme Cabinet report, January 2012	Matin Miah. Tel. 020 8753 3480	Housing and Regeneration 3rd Floor, Town Hall, Extension, King Street, London W6 9JU
3.	Housing Development Company Cabinet report, 2011	Matin Miah. Tel. 020 8753 3480	Housing and Regeneration 3rd Floor, Town Hall, Extension, King Street, London W6 9JU

Appendix

Draft Housing Development Programme Business Plan April 2013 – March 2017

London Borough of Hammersmith and Fulham

Housing Development Programme

Business Plan

April 2013 – March 2017

Vision

“Build a Housing Ladder of Opportunity”

Contents

- 1.0** Executive Summary
- 2.0** Background
- 3.0** Vision & Objectives
- 4.0** Market Overview
- 5.0** Business Model
- 6.0** Corporate Structure, Responsibilities and Governance
- 7.0** Business Update
- 8.0** Funding
- 9.0** Financial Update
- 10.0** Sensitivities Analysis
- 11.0** Key Risks and Actions to Mitigate

Appendices

- 1** Housing Development Programme Financial Summary & Programme (EXEMPT APPENDIX)

1. Executive summary

The Council is currently moving forwards with three strands of direct housing development to deliver additional low cost home ownership opportunities in pursuance of the council's adopted Housing Strategy "*Building a Housing Ladder of Opportunity*". This report presents the Housing Development Programme Business Plan for the period 2013-2017 (for Hidden Homes and New Build Innovative Housing).

The current four year programme is based on delivery of 100 Discount Market Sale and 33 private for sale new housing units across 16 sites¹. The total development cost is circa £30m (funded from the decent neighbourhoods fund, complimented by £2.7m grant from the Mayor's Housing Covenant fund (subject to final due diligence and contracts) and reinvestment of surpluses realised from the sale of a limited number of private units). This will realise a Gross Development Value of circa £46m (producing a cash surplus of circa £4m and retained equity of circa £14m).

Further to the freedoms and flexibilities introduced by the Localism Act 2011 and the Housing Revenue Account Reform - together with the Council's adopted Housing Strategy (2012) - recent legal and financial advice has confirmed that it is appropriate that the housing development programme can be undertaken directly by the Council, without the need to utilise the Council's arms length special purpose vehicle arrangements that have previously been put in place.

Funding approval will be secured in accordance with the proposed Scheme of Delegation set out in the Business Plan. The delivery of the housing development programme will be overseen by the Housing Development Programme Board, which consists of the Executive Director of Housing & Regeneration & the Cabinet Member for Housing along with senior Directors and Heads of Service from Housing & Regeneration Department.

The Programme Board meets on a monthly basis to review progress and authorise project progress through gateways within the Cabinet approved frameworks. In addition, quarterly reports will be presented to the H&F Business Board (HFBB) and Members setting out scheme by scheme progress, and seeking approvals for variances to the programme.

The Business Plan will be reviewed by the Programme Board on an annual basis and presented to Cabinet for approval.

¹ In addition to 2 DMS units delivered at 67/68 Becklow Gardens in June 2012

2 Background

Hammersmith & Fulham has the fourth highest property prices in the UK which means that getting on the housing ladder is virtually impossible for many people with large numbers forced to rent or live outside of the borough. The Council wants to *build a housing ladder of opportunity* whereby hard-working local residents, on modest and middle incomes, can fulfil their housing aspirations and buy a local home for a reasonable price.

The Council recognises that local authorities have a key role to play in unlocking new housing growth through effective asset management and maximisation of capacity arising from Housing Revenue Account (HRA) self-financing reform.

As set out in the Council's housing strategy - *Building a Housing Ladder of Opportunity* - the Council has an ambition to create a ladder of housing opportunity through increasing levels of home ownership for local people, especially low cost home ownership. The broader objective is to treat affordable housing as a valued, integrated, and more accessible part of the housing market, playing a greater role in regenerating local communities and local economies. It seeks to create more genuinely mixed-use communities in standards of accommodation fit for the 21st Century.

3 Vision & Objectives

The vision is to ***'Build a Housing Ladder of Opportunity'***

The Council's overarching objectives are to:

- *Deliver major economic and housing growth* – achieved using housing investment as a catalyst for wider socio-economic change.
- Tackle economic and social polarisation – achieved using more innovative and flexible approaches to: estate regeneration; allocation policies prioritising working households; local lettings plans; flexible tenancies; and supply of low cost home ownership initiatives.

The Council is currently pursuing the following three main strands of direct housing development to achieve its housing and regeneration aims and objectives set out in the Housing Strategy:

- Hidden Homes – a programme for small conversions, generally less than 5 units per site
- New Build Innovative Housing – focused on sites of between 5 – 50 units, built using Modern Methods of Construction (MMC) where it provides better value for money and ease of construction.
- Housing & Regeneration Joint Venture – partnership with a private sector partner to redevelop selected larger Council owned development sites, delivering 50+ units per site. The JV will have separate governance arrangement and its own Business Plan with the joint venture partner following completion of the procurement process and therefore is outside the scope of this Business Plan.

In one of the most ambitious local authority house-building projects of its kind in the country, the Council is determined to make it easier for residents to purchase an affordable home in the borough by developing low cost home ownership schemes.

4 Market overview

Hammersmith and Fulham has the fourth highest property prices in the UK at the same time as having one of the highest proportions of social housing in London (c31% socially rented compared to a West London average of 21%). This, combined with a large private rented sector means the borough has a low percentage of homeownership and limited opportunities for working Londoners, on modest incomes, to fulfil their aspirations of achieving homeownership.

There is a significant demand for new housing in Hammersmith and Fulham, and London as a whole. It has been one of the strongest performing London boroughs and was one of the first to return to peak values following the economic downturn (2007), led by demand both internationally and domestically. Prices in Hammersmith & Fulham now stand at circa 17% above their previous 2007 peak, with the average house price of circa £650,000 in December 2012. Recent market forecast produced by Savills, for the Council, anticipates a 23.7% rise in values over the next five years.

In addition to the significant forecast demand for private housing, the borough is also seeking to increase affordable homeownership for the middle market. Out of the total of circa 88,000 homes in the borough, less than 2 per cent are currently Low Cost Home Ownership (LCHO).

Demand for LCHO is high in the borough and in December 2012 the Council had 4,711 applicants on its HomeBuy register. The income bands of the registered households are presented below.

Household income	Registered residents and workers	
Less than £20,000	493	10%
£20,001 to £30,000	1,422	30%
£30,001 to £40,000	1,355	29%
£40,001 to £60,000	1,441	31%
Total	4,711	100%

The Council prefers to see low cost home ownership housing delivered on a Discount Market Sale (DMS) basis, to improve the mid-market offer and deliver a more flexible product. DMS is preferable to Shared Ownership as no rent is charged to the purchaser on the unsold portion of the equity. This has the advantage of making homeownership more affordable by reducing the proportion of household income which is spent on housing costs and in some cases allows the purchaser to buy a bigger percentage share of the property.

House prices and market rents are high in the borough which means that low cost home ownership housing needs to be affordable to a broad range of incomes. It also needs to be on average affordable by the midpoint income set by the Mayor in the London Plan.

Analysis of the status of applicants on the Council's HomeBuy register shows that the majority of these have income between £20,000 - £40,000. Therefore, generally the Council targets a third of the low cost home ownership housing developed to be affordable to households with an annual gross incomes of up to £30,000, a third to be affordable to households with an annual gross income of up to £40,000 with the remaining third to be developed for annual gross household incomes of up to £60,000. This equates to an average household income of £43,300.

5 Business Model

The model is predicated on identifying and delivering, in consultation with the local community, opportunities within the Council's existing HRA property portfolio to provide new affordable and private homes. This is achieved through undertaking the following activities:

- a. Opportunity Identification
- b. Feasibility Assessment of Potential Projects
- c. Planning & Engagement
- d. Development Delivery
- e. Sales Delivery

a. Opportunity Identification

The Council appointed CBRE, property consultants, in 2007 to undertake a review of all Housing Revenue Account (HRA) properties to determine their potential for additional housing development. The study identified a wide range of schemes that varied from small conversions of existing properties to larger redevelopment sites. These sites have been reviewed and a pipeline of 16 sites has been prioritised for housing development in the next four years, including:

- premises previously used for non-housing purposes but are no longer required for those uses (e.g. offices, community facilities) which can be converted to housing
- existing estate storage / parking facilities (including garages) that can be redeveloped / remodelled to build new housing, and where required, re-provide storage / parking facilities that meets resident's needs and achieves good value for money for public asset / resources
- housing amenity land that can be utilised for new build housing that also allows for the provision of improved high quality usable open space / public realm for residents of the estates.
- Larger decanted developments sites

The Council from time to time will undertake further reviews of the Council's housing stock with the purpose of identifying additional housing development opportunities.

b. Feasibility Assessment of Potential Projects

Identified sites are progressed into schemes for consideration by Housing Development Programme Board and an initial feasibility assessment completed by the Council's advisors to ascertain if the sites meet the Council's objectives and:

- can accommodate housing that meets lifetime homes and London Design Guide standards
- can accommodate new housing without any adverse structural impacts on existing / neighbouring residential buildings and are free from any subterranean services that would prohibit new development
- comply with Council planning policy (including parking capacity and daylight / sunlight requirements)
- would meet mainstream mortgage lenders borrowing requirements; enabling households on low to middle incomes to secure a mortgage for low cost home ownership properties in these locations
- are financially viable

The viability assessment requires each scheme to:

- maximise the proportion of DMS units delivered
- deliver units which are affordable to households with a modest household income (average income of £43.3k; capped at £60k, or £77.2k if 3 bedrooms or more)
- achieve surplus on cost of 20 per cent (excluding retained equity)
- deliver dwellings which meet the required bedroom mix of the Council's HomeBuy register

The Council may also seek grant funding for development schemes to support viability, increase the proportion of DMS units included within the scheme, enable the delivery of large units and/or improve affordability levels for the prospective buyer (see Section 7 – Mayor's Housing Covenant)

c. Planning & Engagement

Before sites are taken forward for development it is important to undertake a formal pre-application process with the Local Planning Authority and to carry out a detailed resident engagement exercise. The outcomes of these two processes are assessed and used to decide scheme designs before a planning application is submitted.

A range of consultation approaches may be used which include:

- Ward Councillor briefing
- Tenants and Resident Association (TRA) engagement
- Resident newsletter
- Letters to tenants/leaseholders
- Drop-in session / design exhibitions
- Questionnaires
- Formal planning consultation

d. Development Delivery

Following securing of planning consents a contractor is engaged to undertake the construction of new housing. Where possible this will be undertaken in conjunction with the planning stage as the early engagement of a contractor, as set out in the Government's Construction Strategy (2011), has been demonstrated to create efficiency within the design and development process.

The building contractor may be appointed either from a framework (e.g. SCAPE, GLA developer panel and Westminster development panel), or through an appropriate competitive tendering exercise or the Council's term major voids contractor (where they provide better value for money).

Going forward the Council intends to undertake a procurement exercise to establish a local contractor framework which will engage local contractors on schemes and potentially further improve value for money.

e. Sales Delivery

The affordable homes will be sold to local residents on the HomeBuy register under the Discount Market Sale (DMS) scheme with the expectation that, overall, one third of homes will be available to households with an annual gross income up to £30,000, £40,000 and £60,000 respectively.

Where the viability of a scheme does not achieve a 20 per cent return on cost higher household incomes, with a cap of £60,000, (or £77,200 if a home has 3 bedrooms or more) or private purchasers may be targeted, in order to maximise the number of affordable homes being delivered.

Valuation services will be provided using the Council's existing contract, which is currently being retendered, where appropriate. The new contract will include sales and marketing agent services, which can be used by the Council and or its subsidiary companies.

The marketing strategy will be tailored for each scheme to maximise the value per home whilst maintaining a clear focus on completing sales as quickly as possible once practical completion has been achieved. It is anticipated that new homes will be targeted at local and UK buyers.

Low Cost Home Ownership (LCHO)

LCHO delivered as DMS is preferred to Shared Ownership as no rent is charged to the purchaser on the unsold portion of the equity which can help the purchaser to buy a bigger percentage share of a property. A requirement of DMS is that it must be available in perpetuity which means that the unsold equity will be retained by the Council or a designated third party dependent on taxation and legal advice at the time of sale. If, at a future date, the purchaser wishes to buy-out the remaining equity any receipt would be ring-fenced for housing and regeneration purposes.

Private sales

Sales and marketing agent services will provide marketing advice in terms of property layout and specification, prepare sales and marketing literature and manage the sales process on behalf of the Council. They will also advise on the optimum time to market the property and where possible promote the sales of properties off plan.

6 Corporate Structure, Responsibilities and Governance

Housing Development Company Structure

In April 2011 the Council agreed to establish a local housing development company structure to deliver new affordable housing and take forward the first two programmes of work. The structure allowed the Council to deliver housing and regeneration outcomes using its own land, under its own leadership.

The local housing development company structure was chosen after reviewing the models used by other local authorities, including Westminster City Council and Woking Borough Council, and taking legal and financial advice. This comprises H&F Housing Development Limited (HFD) and H&F Housing Limited (HFH).

- H&F Development Limited (HFD) - a wholly owned subsidiary company that can undertake building of new homes on Council owned land that is vested in it for the purpose. This company has a three person Board and these are H&F senior officers and the Cabinet Member for Housing.
- H&F Housing Limited (HFH) - a company with charitable aims, established under the Industrial and Provident Society rules, that will be able to access grant, provide housing management, and accept gift aid to achieve greater tax efficiency. Under the rules this company can be run initially with an interim Board which has now been set up with Officers as Board Members pending the transfer of any assets into the company.

In April 2011 it was anticipated that all developments would be undertaken through HFD, which would require the Council to dispose of the development sites to HFD and for HFD to secure a loan, at a commercial interest rate from the Council, to undertake the development.

Updated Legal & Financial Position

Following the enactment of the Localism Act 2011 and HRA Reform, recent legal advice from Eversheds has confirmed that the Council is able to undertake the development activity directly as the rationale for this is clearly set out in the Council's adopted Housing Strategy. PricewaterhouseCoopers have also provided taxation advice looking at SDLT, VAT and corporation tax which confirms that there is no financial disadvantage to the Council if the housing development activity is undertaken directly and administratively it is more efficient.

Whilst the Council's housing development company structure remains an appropriate delivery mechanism, the freedoms and flexibilities introduced through the Localism Act and HRA Reform – together with the Council's clear policy articulation through the adopted Housing strategy – allows the Council to now undertake a greater range of housing development activities directly. This includes the Council directly developing private for sale and low cost home ownership housing (such as DMS) to achieve its aims and objectives of creating a ladder of housing opportunity as set out in the Housing Strategy.

Going forward it is proposed that the Council undertakes development of the schemes in the current programme directly within the Council without the need to utilise the Council's arms length special purpose vehicle arrangements that have previously been put in place. However, it is not intended that the housing development companies will be dissolved straightaway, rather they will remain dormant and the position reviewed in one year's time.

Scheme of Delegation

In January 2012 the Cabinet approved the Hidden Homes programme funding envelope of £2.7m. Approvals to initiate individual schemes and drawdown of funds were delegated to the

Executive Director of Housing & Regeneration and the Deputy Director of Finance. In addition, a report is being presented to 13 May 2013 Cabinet meeting seeking approvals for full development funding of £3.4m to initiate the Spring Vale Pilot site and £0.2m to undertake feasibility, consultation, and design to planning submission stage for two further new build sites at Becklow Gardens and Barclay Close. Further programme details are presented in section.

Further funding approval process to undertake development of current schemes and future opportunity sites are set out below:

Scheme Category	Scheme Development Cost	Approval
Hidden Homes conversion schemes (within the Business Plan approved envelope)	Up to £1m	CMD report- Executive Director of Housing and Regeneration and the Executive Director of Finance and Corporate Governance in conjunction with the Cabinet Member for Housing, Cabinet Member
New Build Innovative Housing Schemes & Other Opportunity Sites (within the Business Plan approved envelope)	Up to £1m	CMD report- Executive Director of Housing and Regeneration and the Executive Director of Finance and Corporate Governance in conjunction with the Cabinet Member for Housing, Cabinet Member
	Up to £2m	CMD report- Cabinet Member for Housing and the Leader
	More than £2m	Cabinet report – Cabinet

Monitoring

The delivery of the housing development programme will be overseen by the Housing Development Programme Board, which consists of the Executive Director of Housing & Regeneration & the Cabinet Member for Housing along with senior Directors and Heads of Service from Housing & Regeneration Department.

The Programme Board is supported by the Council's development management team and has appointed the following advisors:

- Baily Garner, development agent and architectural services for the Hidden Homes programme
- City House Project Limited (Rational House), design and development management services for the New Build Innovative Housing Schemes
- PricewaterhouseCooper, finance and tax advice
- Browne Jacobson & Sharpe Pritchard's, legal advice
- Halcrow, technical surveys and assessments
- Lambert Smith Hampton & Savills, valuation, sales and marketing advice

The Programme Board meets on a monthly basis to review progress and authorise project progress through gateways within the Cabinet approved frameworks. Funding and scheme progression are authorised by the board in accordance with the Business Model set out in Section 5.

In addition, quarterly reports will be presented to the HFBB and Members setting out scheme by scheme progress, and seeking approvals for variances to the programme.

The key responsibilities of the Programme Board are set out below:

Governance

- to ensure robust and regular business, and financial, reporting process in place
- to ensure appropriate internal controls (including a fully documented approvals process for business decisions and financial commitments) and risk register in place

Business Strategy

- Ensure that the Business Plan is developed, updated and approved
- Ensure that appropriate Council approvals are in place to support the Business Plan
- Ensure that appropriate resources are in place to deliver the Business Plan
- Ensure that projects remain focussed on delivering the key objectives
- Ensure that financial budgets are approved
- Ensure that appropriate funding is available before committing to expenditure

Business Execution

- Agree the scope of the projects
- Ensure each scheme in the development pipeline is correctly identified as either Prospective, Planning, Committed or Completed (definitions are set out in the development appraisal template)
- Approve development appraisal for each project prior to approval as set out under the delegations above
- Monitor the financial metrics for each project on a regular basis (at least monthly)
- Provide overall guidance and direction to projects
- Approve all major plans and budgets and authorise any major deviations prior to approval as set out under the delegations above
- Ensure required resources are committed for each stage of the projects
- Arbitrate on any conflicts arising within the projects
- Review periodic reports from development managers highlighting progress against the project plans and management of risks
- Request and review “lessons learned” papers from projects as appropriate

Reviews

The Business Plan will be reviewed by the Programme Board on an annual basis and presented to Cabinet for approval.

7 Business Update

Strand 1: Hidden Homes

A pilot programme was approved by the Cabinet in January 2012 to build 25 new affordable homes. Expenditure of £2.7 million was approved from the decent neighbourhoods fund.

The first development was completed at Becklow Gardens Estate, where two new units were built and sold to applicants on the Council's HomeBuy register. Sale proceeds of £468,000 were realised against development costs of £123,000, producing a positive gross return of £345,000 (including retained equity).

Planning consent has been secured for seven further sites. Five of the consented schemes are due to start on site from spring 2013. Residents at each of the estates have been notified and consulted regarding the proposals and have inputted into the design process.

At Verulam House planning consent has been achieved for a new private 4 bedroom family dwelling (development site) in addition to the three DMS homes. It is proposed that the development site be sold rather than developed by the Council through the Hidden Homes programme. This will limit the Council's sales risk of a high value private development and accelerate programme thereby improving the cash flow due to the earlier than forecast receipt of income from the land sale.

Due to the programme re-profiling as a result of the grant from the Mayor's Housing Covenant and re-prioritising the larger development opportunities for the New Build Innovative Housing strand (sites where the Rational House model may be better suited due to site constraints/challenges) this strand will deliver 16² new homes costing circa £2.3m.

The table below sets out the current Hidden Homes programme site details.

Site Name	Proposal	Housing Output	
		DMS	Private
Strand 1: Hidden Homes (conversions)			
129/131 Bloemfontein Road	Conversion of former doctor's surgery to create new affordable housing	2	
28 Comeragh Road	Conversion of disused basement to create new affordable housing	2	
St Peter's Terrace	Conversion of undercroft to create new affordable home	1	
The Grange	Conversion of pram stores to create new affordable housing (scheme incl. re-provision of storage facilities)	2	
Verulam House	Conversion of ground floor to create new affordable house	3	1 ³
1-9a Lakeside Road	Conversion of undercroft to create new affordable home	1	
23 Baron's Court Road	Conversion of disused basement to create new affordable housing	2	
TOTAL		13	1

² Including 2 completed units at 67/68 Becklow Gardens

³ Assumes new build house site (1 private unit) land sale with planning consent

Strand 2: New Build Innovative Housing

In December 2012 Cabinet approved the establishment of a Framework for Innovative Housing Built Using Modern Methods of Construction (the 'Framework') with City House Projects Limited (CHPL) as the single provider. CHPL is a subsidiary company of Rational House and was created to provide all the services and commercial expertise necessary to deliver the Rational House product. This framework now allows the Council to build innovative new housing using the Rational House model, where this approach provides value for money and the construction methodology is better suited due to complex site constraints.

The Cabinet authorised expenditure of £50,000 in December 2012 for professional services to undertake resident consultation, site investigation surveys, and design of the Pilot Site at Spring Vale Estate to planning stage.

Following feasibility work and resident consultation a further Cabinet report was presented in May 2013 setting out detailed development proposals for the Pilot Site and approval for funding to undertake detailed design and construction of ten new homes (60 per cent affordable as Discount Market Sales). In addition Cabinet approval has also been secured to undertake initial feasibility, design, resident consultation and submit planning applications for two further sites at Barclay Close and Becklow Gardens (these together can deliver an additional 18 homes), there is one further site under consideration in the pipeline that has not yet reached the approval stage.

The table below sets out the current proposed New Build Innovative Housing programme site details. For the Becklow Gardens and Jepson House sites⁴ returns would be benchmarked against traditional construction approaches before schemes are progressed.

Site Name	Proposal	Housing Output	
		DMS	Private
Strand 2: New Build Innovative Housing			
Spring Vale	Redevelopment of parking forecourt and garages to create new affordable and private housing (scheme incl. re-provision of parking facilities where required)	6	4
Barclay Close	Conversion of parking forecourt to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	3	3
Becklow Gardens	Redevelopment of garages to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	6	6
Jepson House	Redevelopment of garages to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	21	2
TOTAL		36	15

⁴ Barclay Close is a constrained site and therefore would be more suitable for modern methods of construction as opposed to traditional approach.

New Build Opportunity Sites

In November 2012 the Council submitted a bid to the Mayor of London for grant funding from the Mayor's Housing Covenant to maximise delivery of DMS housing within the Council's housing development programme, targeting low and middle income households to get onto the housing ladder. The prospectus for the Mayor's Housing Covenant was strongly aligned with the Council's adopted Housing Strategy "*Building a Ladder of Opportunity*" in seeking to encourage the delivery of additional low cost home ownership opportunities and the Council was therefore well positioned in relation to this funding opportunity. Subject to final due diligence and contract, the Council's bid will secure £2.7m grant (at a rate of £27,000 per unit to be drawn down on a per unit basis following completion). This will be payable on practical completion of new units delivered by March 2016.

The grant application was based on a higher target of Council delivering 100⁵ DMS and 33 private (to cross subsidise) units over the three year period. In order for the Council to achieve this target further development sites would need to be brought forward for delivery. Therefore, in addition to the sites already identified in the programmes above a further five opportunity sites have been identified - and based on initial feasibility assessments undertaken - could potentially deliver a further 51 DMS and 17 private units, achieving the expected overall Mayor's bid target.

The table below sets out the opportunity sites details.

Site Name	Proposal	Housing Output	
		DMS	Private
Additional New Build Opportunity Sites			
Willaim Church	Conversion of undercroft to create new affordable home	4	
Darlan Road	Conversion of parking forecourt and amenity land to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	4	2
Lancaster Court	Conversion of parking forecourt and adjoining amenity land to create new affordable housing and private housing (scheme incl. re-provision of parking facilities where required)	4	2
Sullivan Court	Development of underutilised housing amenity land adjoining existing residential blocks to create new affordable housing	22	
Linacre Court	Redevelopment of parking forecourt and garages to create new affordable and private housing (scheme incl. re-provision of parking facilities where required)	17	13
TOTAL		51	17

⁵ Excludes 67/68 Becklow Gardens 2 DMS units completed in June 2012

8 Financial Plan

The Council has identified a pipeline of 16 sites for the direct delivery of DMS and private for sale housing over the next four years. The pipeline will deliver 100 DMS homes and 33 private for sale homes (including land at Verulam House being sold following advice from Lambert Smith Hampton with planning permission for the construction of one 4 bedroom house) at a total cost of £30.3m. The capital element of this will be funded from the decent neighbourhoods fund (DNF)⁶ by sales under the Limited Asset Based Voids Disposal Policy, with schemes programmed to allow the maximum level of proceeds to be recycled thereby reducing reliance on asset sales for both new development and for the maintenance of the HRA stock in later years, complimented by £2.7m of GLA grant funding from the Mayor's Housing Covenant (subject to final due diligence and contracts). Approximately 10% (£2.9m) of the direct development cost is forecast to be revenue in nature (i.e. pre planning costs) which will be funded from s106 monies⁷ and from HRA reserves⁸.

It is anticipated that in addition to direct development costs up to £400k per annum of oncosts related to the development programme would be capitalisable. This will include salary cost of 4 full time officers in the development team and an element of cost for the capital finance team within HRD.

The development will be undertaken by the Council in the HRA – sales receipts will be Housing Capital receipts.

This financial section of the Business Plan excludes the financial aspects of the Council's Joint Venture activities.

Target Returns

As set out in Section 5.b. "Business Model : Financial assessment of potential projects" the financial target for each scheme is a surplus on cost of 20%⁹ (excluding retained equity), to be balanced against maximising the level of DMS housing on each site and targeting an average Household Income for DMS purchasers of £43.3k pa. The flat rate nature of the GLA grant funding (£27,000 per DMS unit) will require an "Internal grant pool" to be established to distribute the grant received across the DMS units as required to ensure each scheme targets a surplus on cost of 20%. Further details are provided in the Funding Section.

Where a scheme has a development surplus in excess of 20% the assumptions around the level of DMS housing and the household incomes being targeted will be reviewed to ensure that the homes are as affordable as possible; whilst targeting a surplus on cost of 20%, grant adjusted. The pipeline has been split into the following workstreams for funding purposes:

⁶ Where possible this will be supplemented by s106 affordable housing commuted sum payments, however these will be prioritised for pre-planning works where possible to mitigate potential revenue cost to the HRA. Due to the uncertainty with timing of future s106 receipts no s106 monies have been assumed over and above those currently banked.

⁷ A s106 agreement is currently being negotiated in relation to the Land Bounded By Harbour Avenue and Lots Road (Tent) site whereby a financial contribution of £4.5m to the Council will be agreed in lieu of on-site affordable housing provision, to fund delivery through the Council's Hidden Homes programme. It is anticipated that the terms of the S106 agreement would enable these funds to be applied for revenue costs at feasibility and pre construction stage of developments.

⁸ These numbers were not in the HRA business plan taken to Cabinet as part of the Asset Management Plan but have been included in the latest draft plan which is being considered as part of the 2013/14 Council business planning process. The HRA business plan can accommodate these numbers, although they slow the level at which reserves are built up and additional void sales will be required to initially fund the programme.

⁹ Before internal capitalised oncosts

Current schemes:

- Hidden Homes¹⁰
 - The Grange
 - Verulam House
 - 28 Comeragh Road
 - St. Peter's Terrace
 - 129/131 Bloemfontein Road
 - 1-9a Lakeside Road
 - 23 Baron's Court Road
- New Build Intermediate Housing (NBIH)
 - Spring Vale Estates (pilot scheme)
 - Barclays Close
 - Becklow Gardens
 - Jepson House

New Build Opportunity Sites (schemes identified but only high level feasibility undertaken)

- William Church
- Darlan road
- Lancaster Court
- Sullivan Court
- Linacre Court

The table below summarises the current direct delivery pipeline – all schemes in the pipeline demonstrate a surplus on cost of 20% (excluding Retained Equity) after including GLA grant funding (net of internal grant pool adjustment):

EXEMPT TABLE

Development appraisal assumptions

The development appraisals will evolve for each scheme from high level feasibility appraisals based on indicative construction costs and professional fees based on pounds per square meter estimates through to detailed investment case appraisals which will support the Council's decision to proceed with each scheme. As schemes progress towards detailed investment case appraisals the costs will be supported by detailed cost plans from the appropriate advisors reflecting the designs and specifications for the approved planning consent. The investment case appraisal will be frozen once a scheme has received full Council approval in line with the delegations set out above (which will allow the main construction contract to be placed and the full scheme to proceed) and actual performance will be monitored against the investment case and variances reported back to HFBB and Members on a quarterly basis with full project analysis vs investment case appraisal reported on completion.

The following principles and assumptions apply:

- Sales values and development costs are included within the current Business Plan at present values.
- Construction costs are provided by external advisors, for the Hidden Homes pipeline this is Baily Garner, with the Council adding the following assumptions where appropriate:
 - 20% professional fees
 - £50psm Mayor CIL

¹⁰ This excludes the completed scheme 67/68 Becklow Gardens

- appropriate level of LBHF CIL
 - Selling costs (private) – 2% OMV plus £2k legal costs
 - Selling costs (DMS) - £1k legal costs
 - £1k per unit marketing
 - 10% project contingency¹¹
- Where practical the new private and DMS units will be marketed off plan to achieve sales in advance of the target dates set out below. Following practical completion it is assumed that sales will be completed, dependent on the number of homes in the scheme, as follows:
 - one home – 2 months post PC to complete sale
 - two homes – 3 months post PC to complete sales
 - more than two homes – 4 months post PC to complete sales
 - All schemes are assumed to be zero rated for VAT purposes, which is the best outcome for the Council's partial exemption calculation. It should be noted that the sales on a small number of the smaller schemes are likely to be the second grant of an interest in the property and therefore exempt from VAT where they are refurbishment in nature. Detailed VAT advice will be taken on each site as part of the approval process for each development appraisal based on the rules in force at the time, this will include consideration of any impact on the Council's partial exemption calculation.
 - The financial projections assume that no staircasing¹² occurs
 - Nil land values have been assumed as the land remains within the HRA. As part of the appraisal process the land value will be identified and considered. If the land has some value¹³ then this will be considered as part of the options appraised to ascertain if selling the site might provide a better return (as for example the Council has chosen to do with a small site at Verulam House).
 - No cost of funds has been included in the figures. Both the revenue reserves and capital receipts being utilised can only be used for housing purposes, including the repayment of HRA debt. Excess receipts held only currently attract a negligible interest rate and we currently have sufficient funds expected over the next four years to fund both debt repayments and the housing capital programme therefore it is not considered appropriate to include a cost of funds.

Funding and programming principles

A £2.7m funding envelope from the DNF for the Hidden Homes workstream (now currently £2.3m) was approved by Cabinet on 30 January 2012, at the time via loans to HFD. Funding for the pilot scheme for New Build Innovative Housing (NBIH) at Spring Vale Estates (£3.4m, again from the DNF) is due to be approved by Cabinet on 13 May 2013.

In order to manage the risk to the Council, as the direct delivery model is implemented, the Council does not expect to commit to the scheme at Barclay Close until the Hidden Homes schemes have been built and proceeds realised. The approval of Becklow Gardens and Jepson House, which are substantial NBIH schemes will be dependent on the success of the pilot scheme at Spring Vale which will allow a substantial recycling of funds; funding for these schemes may be advanced from the DNF earlier if significant pre sales are achieved at Spring Vale or if alternative, lower risk, methods of delivery are identified.

¹¹ Contingency levels will reduce as schemes are worked up in detail and programme board will approve all use of contingency budgets

¹² Staircasing: the sale of further tranches of equity to a buyer subsequent to the initial sale

¹³ Sites such as undercrofts may have a virtually nil value as they may be difficult to sell off separately

The remaining Opportunity Sites will inevitably change as more detailed pre planning work is undertaken and further sites are identified, these have all therefore been deferred until March 2014. The delivery of these Opportunity sites will be reviewed as more detailed design and viability work is undertaken and as the Current schemes progress.

The table below sets out the current funding strategy:

EXEMPT TABLE

Mayor's Housing Covenant (MHC)

Subject to final due diligence and contract £2.7m GLA grant funding to support the delivery of 100 new DMS homes has been secured.

Funding will be paid at a rate of £27,000 on Practical Completion of each DMS unit delivered, thereby minimising any risk of claw back as the grant is not paid in advance. The GLA's funding will sit within the Retained Equity of each DMS unit and will be the first element released on staircasing. The value of the GLA grant will increase at 50% of the rate of the percentage increase in open market valuation, but with no downside risk. Released funding will only be repayable to the GLA if the Council cannot identify a new DMS opportunity for reinvestment). The GLA grant funding will expire with the term of the lease (125yrs).

Internal grant pool

A key measure of scheme viability is the ability to demonstrate a surplus on cost of 20%¹⁴ (excluding retained equity). The GLA funding (subject to final due diligence and contracts) has been secured to support the development of 100 DMS units without specifically looking at viability hurdles on each individual scheme but considers viability issues across the programme. This means that £27,000 will be received at practical completion for each DMS unit delivered even if a scheme is viable without the grant funding and conversely only £27,000 per DMS unit will be received where a scheme may need more than that to achieve the 20% hurdle.

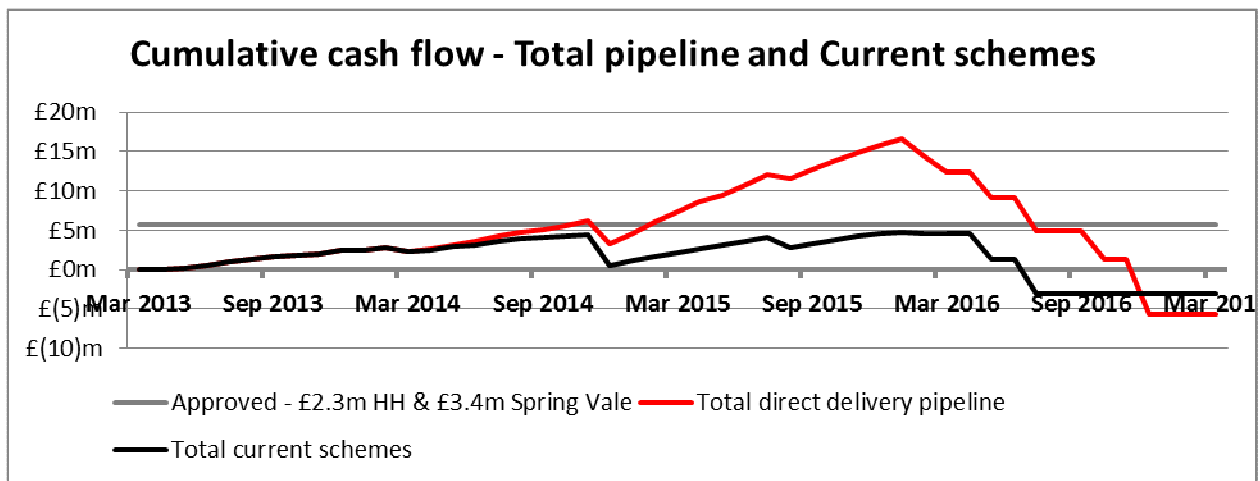
In order to monitor the programme at any point in time to ensure it meets the viability target the Council will establish an Internal grant pool which will effectively reallocate the GLA grant from the schemes that exceed the 20% threshold to those that are forecast to fall short of the 20% threshold with just £27,000 per DMS unit. This will not alter the claw back rules which apply to the grant.

This Internal grant pool will be very closely monitored and will form part of the monthly reporting. The programming of the schemes will be monitored to ensure that the mix of schemes being advanced at any point in time will not create a funding shortfall in the Council, i.e. that sufficient has been received from the GLA to ensure the net programme of approved schemes at any point in time achieves the 20% surplus requirement.

Cash requirements

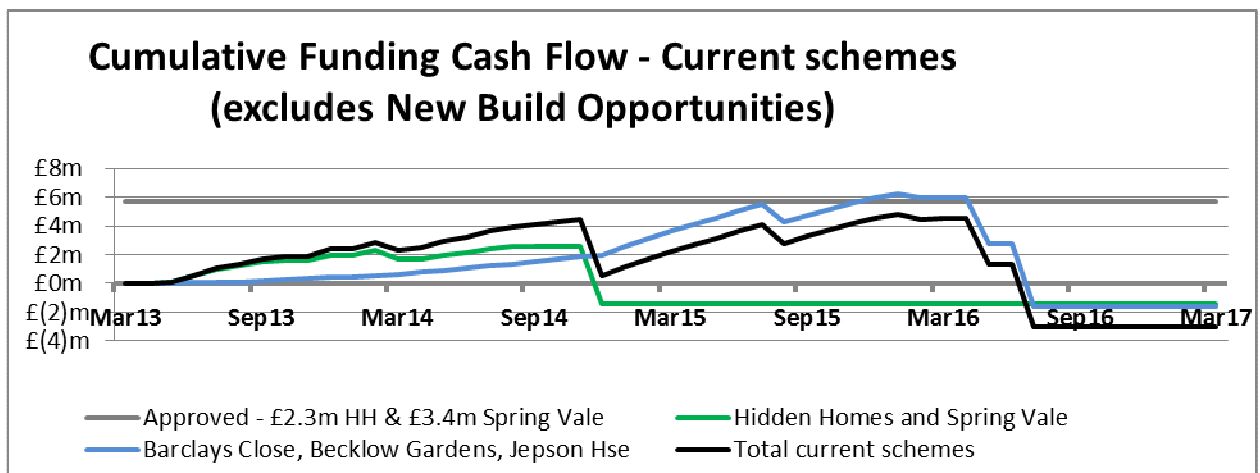
The graph below sets out the total funding requirements of the programme, capital funding comes from the DNF, revenue funding from S106 monies and HRA reserves.

¹⁴ Before internal capitalised oncosts



- The approved funding on the above graph of £5.7m reflects £2.3m in respect of the Hidden Homes schemes (Jan 2012) plus £3.4m for Spring Vale (May 2013).
- Peak funding requirement for the total pipeline is £16.6m in January 2016 (cash requirement, capital and revenue).
- The graph represents net development cash flow – i.e. it includes development expenditure that is revenue in nature and excludes internal capitalised oncosts.
- The total pipeline will deliver a development surplus of £4.1m in cash (including GLA grant funding) by Dec 2016.
- Total Current schemes on the above graph comprise the Hidden Homes sites plus Spring Vale, Barclays Close, Jepson House and Becklow Gardens.
- The difference between the two lines represents the Opportunity sites which have been identified as potentially good development sites but only high level feasibility work has been undertaken.

The next graph sets out the Current schemes and the cash flow profiles achievable from clear programming and recycling proceeds.



The phasing of the three schemes at Barclay Close, Becklow Gardens and Jepson House demonstrates a peak funding requirement of £6.2m. Programming these to follow the successful sale of units at Spring Vale and the hidden homes schemes, the peak funding of the current schemes is contained at £4.8m, for the delivery of schemes with a GDV of £23m. This assumes that:

- Barclay Close is programmed to be committed and fully funded from the sale of Hidden Homes units
- Jepson House is programmed to be committed and fully funded from the sale of Spring Vale

- Becklow Gardens is programmed to be committed following the successful sale of units at Spring Vale

Note: the three schemes above are in the final feasibility/pre planning stages and do not yet have full approval to progress.

Capital / revenue impact of the HRA

The table below summarises the position by financial year, including an estimated capital/revenue split:

Summary cash flow forecast for direct delivery pipeline (Combines Current schemes and New Build Opportunity Sites)					
	2014	2015	2016	2017	Total
	£m	£m	£m	£m	£m
Gross development value (GDV)	2.9	6.5	8.7	27.5	45.6
Retained equity	0.9	1.8	2.3	8.9	13.9
Capital receipts: Sales proceeds	2.0	4.7	6.4	18.6	31.7
Grant received	0.3	0.4	2.0	0.0	2.7
Total Capital Receipts	2.3	5.1	8.4	18.6	34.4
Capital expenditure:					
Development costs	3.6	8.3	13.3	0.6	25.8
On costs capitalised	0.4	0.4	0.4	0.4	1.6
Total Capital Costs	4.0	8.7	13.7	1.0	27.4
Net Capital (Costs) Receipts	(1.7)	(3.6)	(5.3)	17.6	7.0
Revenue Costs	1.1	1.8	0.0	0.0	2.9
Net Capital Receipts less Revenue Costs					4.1
<u>Assumptions</u>					
All sales on each scheme complete at the end of the forecast sales period					
Costs are included when incurred (ie cash flow basis - no accruals)					
Revenue costs, equivalent to 10% of total costs, are the first costs incurred on each scheme (pre planning costs)					

These numbers were not in the HRA business plan taken to Cabinet as part of the Asset Management Plan but have been included in the latest draft plan which is being considered as part of the 2014/15 Council business planning process. The HRA business plan can accommodate these numbers, although they slow the level at which reserves are built up and additional void sales will be required to fund the programme.

10 Sensitivities Analysis

A high level sensitivity analysis of the current schemes (excludes the New Build Opportunity Sites) is presented below.

Current schemes : Surplus on cost £m and % sensitised for development costs and private sales values (GDV)							
			Development costs				
			£16.0m	£15.3m	£14.5m	£13.8m	£13.1m
			10%	5%	0%	(5)%	(10)%
Private sales	£7.5m	(10)%	£0.6m	£1.4m	£2.1m	£2.8m	£3.5m
			4.0%	8.9%	14.4%	20.4%	27.1%
	£7.9m	(5)%	£1.0m	£1.8m	£2.5m	£3.2m	£4.0m
			6.6%	11.6%	17.2%	23.4%	30.2%
	£8.3m	0%	£1.5m	£2.2m	£2.9m	£3.6m	£4.4m
			9.2%	14.4%	20.1%	26.4%	33.4%
	£8.7m	5%	£1.9m	£2.6m	£3.3m	£4.1m	£4.8m
			11.7%	17.1%	22.9%	29.4%	36.6%
	£9.1m	10%	£2.3m	£3.0m	£3.7m	£4.5m	£5.2m
			14.3%	19.8%	25.8%	32.4%	39.8%

The Current schemes (Hidden Homes schemes plus Spring Vale, Barclay Close, Becklow Gardens and Jepson House) are forecast to produce a surplus on cost of £2.9m (20%) (Including grant funding and excluding retained equity and oncosts) for re-investment in the New Build Opportunity Sites.

The Current scheme development appraisals include a 10% project contingency and assume household incomes across the 49 DMS units of £42.4k.

In the event that the entire project contingency is used and costs overrun by a further 10% the Current schemes would deliver a cash surplus of £1.5m in addition to retained equity of £6.8m.

If 10% cost overruns were combined with a 10% fall in the values forecast for the 16 private for sale homes the Current schemes would deliver a cash surplus of £0.6m.

Additionally, increasing the household incomes across the 49 DMS units to £43.3k would increase the surplus achieved by a total of £0.2m.

Further analysis of risks and the opportunities to mitigate those risks is discussed below.

11 Key Risks

Individual risk registers are maintained for each project, the key programme risks are set out below:

Forecast GDVs are not achieved

On larger schemes such as Spring Vale advice has and will continue to be sought from external agents on the range of values that could realistically be expected for the various units. This range of values is then scrutinised by the Council and appropriate values assumed for the development appraisal – on Spring Vale the middle of the range was adopted. Sensitivity analysis is undertaken, looking at 5% increments up and down, and reviewed by the Programme Board. Values are regularly reviewed, at least quarterly, to ensure the Programme Board is alerted early to any viability issues.

Homes delivered fail to give mortgage providers the confidence to lend

A view on the lending appetite from the main mortgage lenders is obtained regularly. This is particularly important due to level of affordable DMS homes being advanced and the relatively new methods of construction being used, i.e. at Spring Vale.

A rental appraisal¹⁵ is also undertaken before committing to schemes to ensure that there is a “Plan B” if the appetite of mortgage lenders changes during construction.

Sales are not completed swiftly delaying the pipeline delivery

An external agent is being appointed early in the process for all schemes with private for sale homes to ensure that the specifications are aligned with achieving best value and to secure pre sales where possible. Sales progress will be monitored weekly by the development and finance teams and monthly by the Programme Board. As the programme is funding from the DNF which is a very low cost source of finance this risk is mostly reputational. However, slippage in sales would delay the start of site of future phases putting £1.6m of grant receipts at risk if practical completion of all the later schemes was not achieved by the grant funding deadline of March 2016.

Viability risk - Surplus on cost drops below 20%

The starting point for all schemes is to deliver the highest quantity of DMS housing (Borough planning policy is for 40% of units to be affordable – the current pipeline is targeting 75%) targeting households with an average income of £43.3k (split one third £30k, £40k and £60k respectively).

If a scheme hits viability issues pre planning, due to the high levels of DMS being targeted, the Council have the option to switch a home being delivered under DMS a higher average level of affordability or to private for sale. Increasing the targeted household income from a scheme from £43.3k to £60k increases the proceeds received by £64k per DMS unit delivered – more viable schemes can then target lower household incomes to maintain the average at or below £43.3k.

The development appraisals are also assuming a 10% project contingency which, following sign off from the Programme Board can be released to cover cost overruns or may compensate for a GDV shortfall when released on PC.

¹⁵ Appraised at both market and slightly sub market rents, the later being to enable the classification of the properties as dwellings as opposed to investment properties to ensure that the revaluation risk is removed from the HRA. (If properties are classified as investment properties any valuation movements are a direct charge to the HRA, exposing HRA reserves significantly to property market volatility)

Construction costs escalate

Construction costs are fixed when the main construction contract is placed which reduces the risk of cost overruns – assuming there are no significant, Council led, specification changes. This will be achieved using the JCT standard build contract for the Hidden Homes programme and NEC contract for the New Build Innovative Housing Schemes (fixed price option).

However there remains a risk that pricing on the individual sites may not come in as expected when contracts are placed, despite continued value engineering or that site investigations and pre planning work may result in unexpected additional costs over and above those covered by the contingency allowance. E.g. site contamination..


Construction cost benchmarking is being undertaken as part of the appraisal process independently of the Council's development management advice to ensure that costs remain competitive on all schemes - benchmarking provides an easy tool to identify anomalies and opportunities for value engineering.

The advice, which is sought from an independent property agent, provides a view on the level of costs proposed for each development scheme by reference to Building Cost Information Service (BCIS). The index reflects the regional impact of the schemes location, but other site and scheme specific adjustments will also need to be made by the agent to make a reliable, like for like, comparison on individual schemes to ensure the Council achieves VfM.

Initial benchmarking advice has also been sought to establish an appropriate contingency level for schemes of this nature, which is currently set at 10%. This will be further reviewed and reduced as projects progress through project gateways.

Programme delays mean that all properties have not practically completed by March 2016 and all the GLA grant monies cannot be drawn down

The programme has been phased so that at any point including grant money received from the GLA to date the programme shows a 20% surplus. This means that even if some funds are lost due to programme delays the returns are to some extent protected, however any programme delay which prevented the draw down of grant money would put completion of the later sites at risk. This will become especially important as the March 2016 deadline becomes closer and careful management of the individual sites will be required by the development team and by the programme board.

 <p>h&f the low tax borough</p>	<p align="center">London Borough of Hammersmith & Fulham</p> <p align="center">CABINET</p> <p align="center">24 JUNE 2013</p>
<p>EARLS COURT REDEVELOPMENT : EARLS COURT & WEST KENSINGTON LOCAL LETTINGS PLAN</p>	
<p>Report of the Leader : Councillor Nicholas Botterill and the Cabinet Member for Housing ; Councillor Andrew Johnson</p>	
<p>Open Report</p>	
<p>Classification: For Decision</p> <p>Key Decision: Yes</p>	
<p>Wards Affected: North End Fulham Broadway</p>	
<p>Accountable Executive Director: Melbourne Barrett , Executive Director of Housing and Regeneration</p>	
<p>Report Author: Tomasz Kozlowski, Head of Area Regeneration (Earls Court) and Mike England Director of Housing Options, Skills and Economic Development</p>	<p>Contact Details: Tel: 0208 753 4523 / 5344 E-mail: Tomasz.Kozlowski@lbhf.gov.uk.uk mike.england@lbhf.gov.uk</p>

1. INTRODUCTION

- 1.1 Cabinet on 3 September 2012 authorised the Executive Director of Housing and Regeneration to consult on a draft Earls Court Local Lettings Plan. The purpose of the Local Lettings Plan is to determine how replacement homes, to be constructed for the Council, will be allocated to eligible residents on the West Kensington and Gibbs Green estates.
- 1.2 This report sets out the results of consultation undertaken between the period 7 March to 11 April 2013, to help inform the Council in considering the adoption of the proposed Earls Court and West Kensington Local Lettings Plan.

2. RECOMMENDATION

- 2.1 That the Earls Court and West Kensington Local Lettings Plan, annexed to this report at Appendix 1, be approved.

3. EXECUTIVE SUMMARY

- 3.1 Under the terms of the Conditional Land Sale Agreement (CLSA) the Council is legally obliged to have the Local Lettings Plan (LLP) adopted within eight months of signing the CLSA, which took place on 23 January 2013.
- 3.2 The proposed redevelopment means that all eligible tenants, leaseholders and freeholders on West Kensington and Gibbs Green estates (the Estates) will be offered new homes in the redevelopment area.
- 3.3 The proposed LLP defines the criteria for the allocation of re-provided homes in the new development with the aim of ensuring that all eligible tenants receive a home that meets their housing needs. It also provides for “meanwhile” use for existing homes becoming vacant during the regeneration period.
- 3.4 The LLP went out for consultation to all residents of the Estates between 7 March and 11 April 2013. They were sent a covering letter, consultation draft LLP booklet, a questionnaire and newsletter. In addition, there were two drop in sessions at the local Mund Street office.
- 3.5 Responses to the consultation have been analysed and references to them are included within this report.

4. REASONS FOR DECISION

- 4.1 The Council has resolved to include the Estates into the wider regeneration of Earls Court. The Council completed the CLSA on the 23rd January 2013. This transfers the ownership of the Estates to E C Properties L P in phases following the provision of replacement homes. The land on the Estates will only be transferred to the Developer when the properties are vacant. The LLP sets out how the replacement homes on the Estates will be allocated to eligible tenants.

5. INTRODUCTION AND BACKGROUND

- 5.1 Following the decision to include the Estates into the wider regeneration of Earls Court at Cabinet on 3 September 2012, the CLSA was signed with E C Properties LP on 23 January 2013. This CLSA was conditional upon the Council receiving permission from the Secretary of State to dispose of housing land. This permission was granted on 18 April 2013.

- 5.2 The redevelopment means that all eligible tenants, resident leaseholders and freeholders on the Estates will be offered new homes in the redevelopment area. Residents will move only once, when their new homes are ready.
- 5.3 The Council's Housing Allocation Scheme was adopted by Cabinet on 15 October 2012 and came into effect on 1 April 2013. The scheme sets out how social housing will be allocated within the borough, but recognises that it will be necessary for the Council to adopt Local Letting Plans for regeneration schemes. The proposed LLP determines how the Council will allocate homes in the new development, making sure that eligible tenants receive a home based on their housing need based upon the size of households.
- 5.4 The proposed LLP is applicable to "eligible tenants". This means secure council tenants and assured tenants of Housing Associations who live on the Estates.

6. PROPOSAL AND ISSUES

- 6.1 The proposal is to adopt the LLP, as revised following consultation by the Director of Housing Options, Skills and Economic Development.
- 6.2 The proposed LLP reflects the commitments and guarantees that the Council has already given to the eligible tenants on the Estates, through prior communication and engagement on the redevelopment proposals. Should the proposed LLP be adopted then further clarification and support can be provided by re-housing officers, through the proposed housing needs assessment.

7. OPTIONS AND ANALYSIS OF OPTIONS

- 7.1 The CLSA obligates the Council to adopt a LLP eight months after signature, i.e. 23 September, but in order to meet other programme requirements, it would be desirable to secure Cabinet approval on 24th June. In order to comply with this obligation and to ensure a transparent and equitable process of home allocation in the Earls Court Regeneration Project, an adopted LLP needs to come into existence.

8. CONSULTATION

- 8.1 The LLP has been the subject of a detailed consultation process. The Earls Court Project Team carried out consultation to ensure all residents of the Estates were given the opportunity to comment on the Draft LLP. Details of this consultation are attached as **Appendix 2** (documents circulated) and **Appendix 3** (responses received).
- 8.2 In order to achieve this:
- The Project Team issued a paper copy of the draft LLP and Questionnaire, with a covering letter and newsletter to all 760 residents of the West Kensington and Gibbs Green Estate, on 7 March 2013. This questionnaire was also available to residents on the Councils specially created webpage

www.lbhf.gov.uk/earlscourtlettingsplan. Consultation responses were also accepted via the team's projects email inbox westken@lbhf.gov.uk Consultation commenced on 7 March 2013 and closed on 11 April 2013.

- The Project Team also held two drop in sessions for residents to comment on the Local Lettings Plan. These were held on 21 March (2pm and 8pm) and 28 March 2013 (8.00am to 2.00pm) at the West Kensington and Gibbs Green Regeneration Office, which is situated at No 1 Mund Street (on the estates) in order to capture comments from the estates residents.

8.3 There was a very low response to the consultation, with only sixty one responses received, these are outlined in the summary table below with full details contained in **Appendix 3**, which gives the number and type of key queries received during the consultation period 7 March to 11 April 2013.

Type of responses	Number of responses	LLP Section	Key queries
Questionnaires	15	5. Principles 9. Re-housing Process 10. Housing Needs 11. Advanced lettings 12. Meanwhile use 14. Equalities 15. Appeals	Clarification of section 5.12 & Appendix 1; Phasing & Prioritisation; Status & Eligibility and type of new home to be provided; Relocation Criteria and Preference Allocation criteria and type of short term tenants Agreed to need for an EIA & tenants be treated fairly Concerns of being moved out of area
Website	0		
Email	2		Allocation Criteria
Drop in Sessions	43		Related to personal circumstances/ situations highlighted within section 5.0 of Appendix 3
Briefing (TRA's)	1		Appendix 4 outlines the queries and Appendix 3 section 8 highlights the alterations, which have been made to the draft LLP.

- 8.4 Residents who attended the drop in sessions tended to ask questions specific to their personal circumstances and raised uncertainty about the process. Residents who completed forms and questionnaires were positive, but did raise concerns. These are highlighted within section 5.0 of **Appendix 3**.
- 8.5 Following the Drop In Sessions and at the invitation of the Council a meeting was held on 11 April 2013, with the Chairs of the Tenant Resident Associations and West Kensington & Gibbs Green Communities Homes Ltd, to discuss queries and issues arising from the LLP. This meeting was chaired by the Director for Housing Options, Skills and Economic Development. Written notes were received on 15 April 2013, which have been attached in **Appendix 4**. This meeting proved helpful and constructive.
- 8.6 Officers have considered the responses made to the consultation, and as a result, a number of amendments are proposed. These are included in the Proposed LLP at **Appendix 1** to the main report and consultation summary **Appendix 3 (section 8)** and reflect all the responses received. The principal changes are as follows:
- An **additional paragraph (new 4.9)** was inserted into the section on Key Commitments to reflect the proposed cap on service charges for secure tenants moving to the redeveloped site. An equivalent reference was deleted from Appendix 2 (Resident Homeowners). The entry in Appendix 4 (Glossary) relating to service charges was amended to include eligible tenants;
 - **Paragraph 5.12 was amended** to make it consistent with paragraph 5.11 in that non-dependent children will be re-housed with an eligible tenant as long as they were living with the tenant as part of the household for a year prior to the date the CLSA was signed (23/1/2013).
 - **Paragraph 5.15 was amended** to clarify that the Local Lettings Plan provision on non-dependent children was a variation from Appendix 1 (Size of Homes set out in the Scheme of Allocation.)
 - **Paragraph 5.13 was amended** to clarify alternative arrangements for larger households with a need greater than 4 bedrooms;
 - **Paragraph 11 (Advanced Local Lettings Plan) was amended** in a number of places to clarify that it applied to eligible tenants;
 - **Paragraph 11.2 was amended** to make it clear that the Local Lettings Plan provision for eligible tenants to choose to leave the estate would apply in line with the overall phasing of the scheme;
 - **Paragraph 11.3 was amended** to clarify the arrangements for eligible tenants choosing not to move to accommodation in the regeneration scheme site. They would be made up to 2 suitable offers elsewhere. (This is consistent with the Council's overall Scheme of Allocation.) If these were both declined, they would be made one offer only of a tenancy in the redevelopment area which

met the Council's commitments. If 2 suitable offers were not made by the time the property was required for possession, the position would revert to the general Council commitments to eligible tenants, and in particular paragraph 5.18.

- **Paragraph 11.4 (h) was deleted** to remove the provision that preference would be given to the resident with the earlier date the Tenant Contract had been signed where all other factors were equal in prioritising requests for "out of phase" moves;
- **Paragraph 15 (Appeals, Information and Reviews) was amended** to include a new paragraph 15.2. This clarified that where an eligible tenant requested a formal review of an offer of accommodation on the regeneration site the property would normally and where practicable be held available while the review is undertaken;
- **Appendix 2 (Resident Homeowners) and Appendix 4 (Glossary; Effective Date) were amended** to clarify that the Council signed the CLSA with EC Properties LP

9. EQUALITY IMPLICATIONS

9.1 Equalities Impact Assessment

A detailed Equalities Impact Assessment was previously completed for the Regeneration of Earls Court/West Kensington project and the impacts have been noted in the Committee Report dated 3 September 2012.

9.2 Public Sector Equality Duty

The protected characteristics to which the Public Sector Equality Duty ("PSED") applies now include age as well as the characteristics covered by the previous equalities legislation applicable to public authorities (i.e. disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sexual orientation, religion or belief and sex).

The PSED is set out in section 149 of the Equality Act 2010 ("the Act") provides (so far as relevant) as follows

(1) A public authority must, in the exercise of its functions, have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected

characteristic and persons who do not share it.

(2) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;

(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;

(c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(3) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities

(4) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

(a) tackle prejudice, and

(b) promote understanding.

(5) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

9.3 Impacts and Mitigation

This section of the report addresses the needs of all protected groups under the Equality Act 2010 and how officers propose to address those needs, as well as how S149 of the Act has been taken into account in the proposed LLP (**Appendix 1**).

9.3.1 Age

For example a negative impact for Older People would be the move itself and therefore the LLP mitigates against this by ensuring that each tenant has a dedicated re-housing officer who will assist with tasks which includes resettlement tasks, changing utilities, using a packing service and assisting with change of address details for benefits agencies. To minimise disruption to older people, **Paragraph 4.4 of the LLP** states that each tenant will be required to move only once.

Elderly tenants who have needs, which require adaptations in their homes are catered for at **Paragraph 10.3**, which states that “In seeking to meet the identified needs within households that are eligible for re-housing, the Council will establish links with the local community services to assess local housing needs of residents with physical disabilities, learning difficulties and any other needs that are required to be taken into consideration. The Occupational Therapy service will be available for those residents who may require an adaptation. The Council will set up an Advocate System where the Eligible tenant can opt to have matters dealt with by a nominated Advocate, usually a close family member or other appropriate person.” This will help to advance equality of opportunity between older people and younger people, by helping older people to move more easily.

A number of tenants raised concerns about non dependant household members not being re-housed. This was where their care needs were provided by members of their current household. In order to mitigate against the impact on Older people who have care needs provided by members of their family **Paragraph 5.11** states “members of an eligible tenant’s household will be re-housed with the Eligible Tenant as long as they were living with the tenants part of the household for a year prior to the date the CLSA was signed”. **Paragraph 5.12** goes on to state that “an adult relative who has become a settled member of the household because they are in need of support and cannot live independently. This is an elderly relative or someone who is disabled. Such person must have resided with the household for a minimum of twelve consecutive months before being considered part of the household”.

Paragraph 5.10 states that “Generally the Council will decide on a case by case basis who is part of an Eligible Tenant’s household”.

No negative impacts have been identified which specifically relate to young people

9.3.2 Disability

It was identified that the Regeneration would impact more negatively on disabled groups than on non-disabled people because they would need more help with resettlement. The LLP mitigates against this to bring the impact to neutral by including **Paragraph 10.3** “In seeking to meet the identified needs within households that are eligible for re-housing, the Council will establish links with the local community services to assess local housing needs of residents with physical disabilities, learning difficulties and any other needs that are required to be taken into consideration. The Occupational Therapy service will be available for those residents who may require an adaptation. The Council will set up an Advocate System where the Eligible tenant can opt to have matters dealt with by a nominated Advocate, usually a close family member or other appropriate person.” This will help to advance equality of opportunity between older people and younger people, by helping older people to move more easily.

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Additionally, **Paragraph 9.3** “The re-housing officer will support the tenant and the household by arranging the necessary removal arrangements (e.g. removal firm, disconnection & reconnection of services)” it is envisaged that this too will encompass packing services, disconnection and reconnection of utilities and notifying benefits agencies of change of address. On the day transport will be arranged to assist with the journey. These measures will help to advance equality of opportunity between disabled and non-disabled people by neutralising the impact of moving

9.3.2 Gender Reassignment

It was identified that the move might generate a higher level of anxiety for tenants by the characteristic of gender reassignment, for example if they are worried about being separated from their neighbours. Therefore, **Paragraph 4.5** will mitigate against this “Where possible the Council will seek to facilitate ‘group moves’ that have been requested by tenants”.

9.3.3 Pregnancy and Maternity

It was identified that the impact of moving would be greater on women who were pregnant or on maternity leave. **Paragraph 9.3** states “The re-housing officer will support the tenant and the household by arranging the necessary removal arrangements (e.g. removal firm, disconnection & reconnection of services)” it is envisaged that this too will encompass packing services and notifying benefits agencies of change of address. In addition it is envisaged that the Advanced LLP which forms part of the LLP will seek to prioritise this group along with others in its move out of phase implementation.

9.3.4 Race

The move will impact more negatively on those from BME backgrounds, solely due to the statistical analysis reflecting a higher make up of BME groups than across the rest of the borough. It was concluded that there was no solution to this, but that a mitigating factor will be to ensure use of translators where necessary.

9.3.5 Religion and belief

It was identified that a higher number of Muslims will be impacted due to the fact that they are proportionally over represented on the estates, however it was also concluded that there were no practical measures to be taken.

No other religious groups were identified as being disproportionately represented in the Estates, therefore the impacts will be of equitable value to them as other residents.

9.3.6 Sex (gender)

In the EIA of September 2012 it was identified that there would be a higher impact on females who are over represented in the lone parent families on the Estates, however the LLP provides a positive impact, which will reduce the impact to neutral; as overcrowded lone parent families will be re-housed to right sized accommodation within the lifetime of the project.

9.3.7 Sexual Orientation

The impact identified for those who are lesbian, gay, bisexual was in relation to a greater anxiety being caused for these groups through stigmatisation or alienation by new neighbours. The LLP seeks to mitigate this at **Paragraph 4.5**, which states "Where possible, the Council will seek to facilitate 'group moves' that have been requested by residents. It is likely that this will be of more relevance to those who are lesbian, gay, bisexual, than to those who are heterosexual, as the former are more likely to be subject to hate crime on grounds of sexual orientation, for example.

9.3.8 All Groups: discretionary element to LLP

It is stated at **Paragraph 9.1** of the LLP that each Eligible tenant will be allocated a dedicated re-housing officer at the start of each phase. The re-housing officer will visit the tenant and undertake a comprehensive housing needs assessment in the tenant's home.

Discretion will be used on an on-going basis within the regeneration in support of the Council's statement at **Paragraph 5.10** of the draft LLP.

Implementation of the LLP will be within the scrutiny of the Executive Director of Housing and delivered by experienced Re-housing Staff.

Equalities of groups will be evaluated and reviewed on an on-going basis through the implementation of the LLP and customer feedback mechanisms.

10. LEGAL IMPLICATIONS

10.1 Housing authorities are required by Section 166A(1) of the Housing Act 1996 to have an allocation scheme to determine priorities and define the procedures for the allocation of housing. The Council’s Housing Allocation Scheme was adopted by Cabinet on 15 October 2012 and specifies that all transfer applicants will be considered in the same way as other housing register applicants.

10.2 As set in the report, the Housing Allocation Scheme allows for the adoption of local letting plans for new schemes and also specifies that existing secure tenants whose homes are due to be demolished will have priority for new replacement homes provided on their estates before the properties are made available to other applicants.

10.3 Implications verified/completed by Janette Mullins Principal Solicitor (Housing and Litigation) x2744

11. FINANCIAL AND RESOURCES IMPLICATIONS

11.1 The Cabinet report of 3 September 2012 provided a budget for the project, which included the resources necessary to produce and administer a LLP for the project. The “meanwhile” use for existing homes which become vacant during the Regeneration period will protect the income within the HRA.

12. RISK MANAGEMENT

12.1 As part of the 3rd September 2012 Cabinet report, officers considered the risks of the comprehensive redevelopment scheme. As new risks emerge they will be added to the register, as necessary and the corporate risk register will be amended to reflect any changes in the nature of the risk.

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

13.1 There are no procurement issues pertaining to this Cabinet Report

LOCAL GOVERNMENT ACT 2000 **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	see appendices below	Tomasz Kozlowski Ex 4532	Housing and Regeneration

Schedule of Appendices

Appendix	Subject	Holder of File	Department
Appendix 1	Proposed Local Lettings Plan	Mike England Ex 5344	Housing and Regeneration
Appendix 2	<p>a) Consultation Letter dated 7th March 2013</p> <p>b) Newsletter distributed to all Estate Residents</p> <p>c) Earls Court & West Kensington Local Lettings Plan – Consultation Draft</p> <p>d) Questionnaire Earls Court & West Kensington Local Lettings Plan Consultation Draft</p>	Tomasz Kozlowski Ex 4532	Housing and Regeneration
Appendix 3	Note on results from the Consultation Events and Questionnaires	Tomasz Kozlowski Ex 4532	Housing and Regeneration
Appendix 4	Notes of TRA Meeting dated 11 April 2013	Tomasz Kozlowski Ex 4532	Housing and Regeneration

LLP

Appendix 1

Proposed Local Lettings Plan

Earls Court & West Kensington

London Borough of Hammersmith & Fulham

DRAFT

1. Summary

- 1.1 The purpose of this document is to set out how the 760 replacement homes will be allocated to Eligible Tenants (see definition in paragraph 5.2) on the West Kensington and Gibbs Green estates. The document will also cover the short term use of properties on the estate during the regeneration scheme. This is a draft for consultation with the community prior to the Council adopting the final Local Lettings Plan.

2. Background

- 2.1 Gibbs Green and West Kensington estates are council housing estates built in the early 1960s and 1970s respectively to provide social housing. Each of the estates includes a number of properties owned by leaseholders/freeholders (originally bought under the right to buy) who are either residents or who have let out their homes for private rented purposes. There are a number of properties owned by the Council and rented to secure tenants. There are a further three Private Registered Providers (also known as housing associations) who rent to assured tenants and provide a combined total of 58 homes for social housing purposes. The Earls Court West Kensington Opportunity Area was first identified in 2009 as an area for regeneration. The Council has consulted on the regeneration scheme and has taken the decision to proceed. On 23rd January 2013 the Council signed the Conditional Land Sale Agreement with the developer.

3. Vision

- 3.1 The Council is seeking to comprehensively regenerate the local area. It is aiming to create a better place to live and work. The scheme is expected to provide over 9,000 new jobs as well as the provision of 7,500 new homes. The regeneration scheme is planned to achieve a transformational change to both estates and the surrounding area. Outcomes will include new town centres; improved transport infrastructure; improved economic health of businesses; and providing new community infrastructure to benefit the wider North Fulham area in which this scheme is located. The site will deliver significant economic

growth and provide a new gateway to London, as well as re-providing 760 brand new homes for those eligible residents who live in the area presently.

- 3.2 The Council's proposals are underpinned by the Mayor of London's London Plan, which features the Earls Court and West Kensington scheme as one of his 33 Opportunity Areas. Along with White City and Old Oak, the Earls Court West Kensington Opportunity Area is one of three opportunities in Hammersmith & Fulham to accommodate new housing, commercial and other development linked to existing or potential improvements to public transport accessibility.
- 3.2 The Council's vision for Earls Court West Kensington Opportunity Area to regenerate the local economy and provide new housing is identified in our Local Development Framework Core Strategy. The Earls Court West Kensington Opportunity Area is one of the Council's 5 key regeneration opportunity areas for growth in the borough. The Council have also identified Earls Court West Kensington Opportunity Area as a key theme within the Council's Corporate Plan to regenerate the borough.
- 3.3 The scheme is also identified as a priority in two key housing documents: the Council's Borough Investment Plan (Dec 2011) and Housing Strategy (Oct 2012).
- 3.4 The Local Lettings Plan is intended to facilitate the relocation of eligible residents from the current West Kensington and Gibbs Green estates as well as those occupying Registered Provider properties (all identified in section 6 below) to enable the comprehensive regeneration of the Earls Court West Kensington Opportunity Area.
- 3.5 The operation of this scheme will be monitored and reviewed from the date it is adopted, onwards. The Executive Director of Housing & Regeneration, in consultation with the Cabinet member for Housing may make amendments to the scheme if required.

4. Key Commitments

- 4.1 The following commitments have been made to eligible tenants affected by the regeneration scheme, as described in Section 3 of this document.
- 4.2 Eligible Tenants will receive the offer of a brand new home.
- 4.3 Existing secure tenants' rights will be unaffected by the move, except as a result of changes in legislation or changes in policy, which we will consult upon with residents..
- 4.4 All Eligible Tenants will be expected to move only once.

- 4.5 Where possible, the Council will seek to facilitate ‘group moves’ (where 2 or more Eligible Tenant households wish to be re-housed in close proximity to each other) that have been requested by residents.
- 4.6 An under-occupying Eligible Tenant will be offered a new home that meets their bedroom need in line with the Housing Allocation Scheme policy in place at the time, plus one bedroom.
- 4.7 Statutory Home Loss and discretionary disturbance payments will be paid.
- 4.8 Compensation will be paid to Eligible Tenants for loss of garage/exclusive use of off street car parking spaces and loss of private garden space.
- 4.9 Service charges will be capped for secure tenants who move to the redeveloped site.
- 4.10 Please refer to **Appendix 2** for resident homeowners.

5. Guiding Principles to the Council’s Approach

- 5.1 The Local Lettings Plan process will be governed by the following guiding principles.
- 5.2 Secure tenants of the council and assured tenants of housing associations (also known as Private Registered Providers), will be entitled to the local lettings plan offers set out in this document. For the purposes of this document, they are described as Eligible Tenants.
- 5.3 The primary objective of the final Local Lettings Plan will be to facilitate the successful relocation of all eligible residents from existing homes to new accommodation. An additional objective is to help ensure that the re-housing process and associated management issues do not detrimentally impact on the successful management of the estate and the remaining residents’ well being
- 5.4 This Local Lettings Plan will operate within the legal and regulatory framework and the policies of the Council, in particular, the Housing Strategy, the Housing Allocation Scheme. Detail on the Council’s policy on Local Lettings Plans is set out in sections 2.43 – 2.50
- 5.5 This Local Lettings Plan must support the sustainable management of the estate during the regeneration programme
- 5.6 Eligible Tenants must sign the Tenant’s Contract to be eligible for the full terms of the re-housing offer.

- 5.7 The Council will be sensitive to equalities issues which may arise during the local lettings plan process and have regard to relevant legislation. This will include taking account of Eligible Tenants' special needs where required.
- 5.8 The Council can proceed with the Local Lettings Plan now that the Conditional Land Sales Agreement (CLSA), has been signed (23/01/13).
- 5.9 Tenants of private sector landlords (whether assured Shorthold tenants other forms of private tenure terms) will **not** be eligible for re-housing under the terms described in this Consultation document and the final Local Lettings Plan.
- 5.10 Generally, the Council will decide on a case by case basis who is part of an Eligible Tenant's household and will be offered re housing. This will be considered as part of the housing needs assessment set out in section 8.
- 5.11 Members of an Eligible Tenant's household will be re housed with the Eligible Tenant as long as they were living with the Tenant as part of the household for a year prior to the date the CLSA was signed (23/01/13). Evidence will be required to substantiate any household changes after the 23/01/13 and tenants must inform the Earls Court Regeneration Team of any change to their household within four weeks. The Council reserves the right to refuse the addition of a household member (or members') if the reason and/or the evidence for such inclusion is considered insufficient to warrant inclusion.
- 5.12 The following persons will normally be considered as part of the household:
- partners living in a settled relationship with the Eligible Tenant
 - non dependent children
 - children born since the start of the tenancy or other dependent children where the eligible tenant has principal care of the child. Birth certificates will need to be produced to confirm relationship /dependence.
 - an adult relative who has become a settled member of the household because they are in need of support and cannot live independently. This is normally an elderly relative or someone who is disabled. Such persons must have resided with the household for a minimum of 12 consecutive months before being considered part of the household. If this is the case, the Council will consider that proposed household member's (or members') housing needs for re-housing purposes.

- 5.13 The Council will discuss with large households whether they can be divided into two or more smaller households. Accommodation needs greater than 4 bedrooms will be considered by the Housing Options Officer concerned who may suggest that the household size is reduced through adult children and/or non dependents household members accepting an alternative offer of accommodation. This could include an offer on the regeneration site. This may enable the officer concerned to make an offer (or offers) that can help meet the household's needs. Such a decision would need to be endorsed by a panel of senior housing managers
- 5.14 Within each phase, the Council will consider the impact of the sequence of allocation on vulnerable people.
- 5.15 The Local Letting Plan will vary the household size from the Council's Housing Allocation Scheme (**see Appendix 1**) as there will be **no** studio properties re-provided in the Earls Court Regeneration site. The Council will offer a single person a 1 bedroom property under the LLP rather than a studio property. The Local Lettings Plan will also vary from Appendix 1 with respect to non dependent children as set out in paragraph 5.12 above.
- 5.16 Any compensation payments (including Home Loss & disturbance payments) made will be offset against accrued debt with the Council, e.g. rent arrears,
- 5.17 Acknowledging the long timeframe for the regeneration scheme, proposals for 'meanwhile uses' or short term accommodation, for vacant properties will be developed which will reflect the policies set out in the Council's Housing Allocation Scheme and related corporate housing priorities. Tenants of properties which are allocated on a 'meanwhile use' basis, will **not** be entitled to re-housing under the Tenants Guarantee in the terms set out in this Local Lettings Plan consultation document and the final Local Lettings Plan
- 5.18 Eligible Tenants will be made up to 2 offers of accommodation which meet the requirements of the Local Lettings Plan **if** there is scope within the phase. A 3rd offer can be made at the discretion of the Executive Director of Housing and Regeneration.
- 5.19 If there are substantiated extenuating circumstances then the Executive Director of Housing & Regeneration can accelerate the re-housing of an Eligible Tenant.
- 5.20 The Council may amend the Housing Allocation Scheme in the future, which may affect the delivery aspects of this Local Lettings Plan.

6. Area Affected

- 6.1 The properties affected by the local lettings plan include Gibbs Green estate, West Kensington estate and the Registered Provider (RP) infill properties. The street or block names of these properties are:

Homes that are Council Owned & Managed (including leaseholders & freeholders)

1 – 88 Churchward House (44 x 1 bed flats & 43 x 2 bed flats)

1 – 88 Fairburn House (44 x 1 bed flats & 44 x 2 bed flats)

1 – 38 & 101 – 160 Gibbs Green estate (61 x 2 bed flats & 37 x 3 bed flats)

Aisgill Avenue (53 x 3 bed houses & 8 x 4 bed houses)

Stanier Close (4 x 3 bed houses & 3 x 4 bed houses)

Ivatt Place (14 x 3 bed houses & 10 x 4 bed houses)

Marchbank Road (5 x 2 bed flats & 14 x 3 bed houses & 15 x 3 bed flats & 10 x 4 bed flats)

1 – 52 Sharnbrook House (16 x 1 bed flats & 36 x 2 bed flats)

North End Road (30 x 2 bed flats & 18 x 3 bed flats)

1 – 80 Desborough House (40 x 1 bed flats & 39 x 2 bed flats)

1 – 80 Lickey House (40 x 1 bed flats & 39 x 2 bed flats)

Bellamy Close (5 x 3 bed houses & 4 x 4 bed houses)

Franklin Square (14 x 3 bed houses & 12 x 4 bed houses)

Housing Association Properties

Family Mosaic Housing Association

Lerry Close (1-6) & Thaxton Road (1-15 – odd numbers) (2 x 1 bed flat; 2 x 2 bed flat; 7 x 3 bed house; 3 x 4 bed house)

Dieppe Close (1-28) (2 x 1 bed flat; 2 x 1 bed house; 4 x 2 bed flat; 6 x 2 bed house; 10 x 3 bed house; 4 x 4 bed house)

London & Quadrant Housing Association

Marchbank Road (63-71 – odd numbers) (4 x 2 bed house & 1 x 3 bed house)

Aisgill Avenue (14 a,b,c&d) (1 x 2 bed house; 3 x 3 bed house)

Shepherds Bush Housing Association

Garsdale Terrace (1 -7) (1 x 1 bed house; 1 x 2 bed house; 5 x 3 bed house)

- 6.2 There are 191 private car parking spaces on the estate in garages, car ports and hard-standings. In addition, there are approximately 350 parking spaces dedicated to permit parking within the estate boundary. Across the two estates 189 households enjoy the use of their own private gardens
- 6.3 The replacement housing for secure tenants and assured tenants will be primarily defined by the housing needs of the residents in the first phase of re-housing.

7.0 Consultation

- 7.1 Residents will be consulted on the Local Lettings Plan and the Council will have regard to their views.
- 7.2 Local community representatives, such as councillors, community groups and local representatives, as well as estate residents will be given the opportunity to comment upon the Local Lettings Plan.

8.0 Phasing and Re-provision of homes

- 8.1 To replace the existing 760 homes on the West Kensington and Gibbs Green estates, the Council will be receiving 760 replacement homes for which the Council will be granted an overriding ownership by way of a 995 year lease from EC Properties LP, within the Earls Court and West Kensington Opportunity Area. Additional sites within the vicinity may also be offered.
- 8.2 The replacement homes will be provided in phases to enable a 'one move' solution for all Eligible Tenants. Consequently, phases of land on the West Kensington and Gibbs Green Estates can only be vacated and passed over to the developer, once new homes in the affected phase have been re-provided.

- 8.3 Whilst this means the development period will be longer, this ensures that residents only have one move and serves to safeguard the existing community by minimising community break-up.
- 8.4 The Conditional Land Sale Agreement includes a phasing plan, however this plan is indicative and the developer will propose the phases on the Estates that they wish to acquire and when.
- 8.5 When the developer proposes each phase, they will work with the Council to engage with residents on the proposed phase and the proposed replacement accommodation. The developer will also submit a Phase Impact Assessment. This assessment will include a number of strategies that outline how the estate will continue to function as a place to live while that phase is developed.
- 8.6 Once the engagement with residents has been completed and the Phase Impact Assessment agreed, the Council will undertake a needs assessment for all residents in the affected phase. This information will then be used to inform the developer of the type and size of replacement accommodation and total floor space needed for the residents in that phase.
- 8.7 There may be a period during the phasing programme when the phases run concurrently.
- 8.8 The replacement homes
- 8.9 The Council has agreed with the developer a maximum floor space that reasonably represents 760 properties built to the size standards in the London Mayor's new Design Guidelines. If the needs assessment shows that the Council needs more floor space than it is allocated for that phase, it can request for up to ten per cent additional replacement floor space to ensure we meet the needs of the eligible tenants.
- 8.10 The replacement homes will include flats, houses and maisonettes, including a total of 75 houses and 66 'house equivalent' properties. The Council can request 1,2,3,4 and 5 bedroom properties.
- 8.11 Time Scales
- 8.12 There is no set timescale for the development process but it is anticipated that the phasing will happen over a 10-20 year period.
- 8.13 The first new replacement homes will be provided on the Seagrave Road site. The developer has planning permission to build 808 homes on this site, 200 of which will be replacement homes for estate residents. The first 150 of these homes on Seagrave Road are expected to be ready for occupation by 2015/16.

- 8.14 Once Seagrave Road is complete and residents have been re-housed to this phase, the next phase will follow.

9. Re-housing Process

- 9.1 Each Eligible Tenant will be allocated a dedicated re-housing officer at the start of each phase. The re-housing officer will visit the tenant and undertake a comprehensive housing needs assessment in the tenant's home. The tenant will need to provide all the supporting documentation to complete the comprehensive housing needs assessment.
- 9.2 Once the needs have been assessed, the tenant can be identified for a home in the new development. The re-housing officer will regularly keep each tenant and their household up to date on the progress of each phase. If the household requires any additional support with the transfer due to age or disability, then these will be planned into the removal process.
- 9.3 Once the property is scheduled to be ready, an offer will be made. The Eligible tenant will be able to view the property and agree a date for the transfer to occur. The re-housing officer will support the tenant and the household by arranging the necessary removal arrangements (e.g. removal firm, disconnection & reconnection of services) and the transfer will be undertaken.
- 9.4 The Eligible tenant will terminate the tenancy agreement at their old home on West Kensington estate or Gibbs Green estate at the same time as signing up for the new tenancy at their new home.
- 9.5 If an Eligible tenant has any disabilities or the re-housing officer will undertake a 'settling in' visit within 7 days of the transfer to make sure the tenant is content with their new home.
- 9.6 The re-housing officer will be available for each Eligible tenant and their household to deal with any queries up to 3 months after the tenant has moved into their new home.

10. Housing Needs

- 10.1 There are up to 760 households to be re-housed from the site, who are primarily families with 1, 2, 3, 4 & 5 bedroom housing needs. It is likely that some households will want to use the regeneration scheme as an opportunity to move out of the area, whether they are secure or assured tenants or are resident or non resident homeowners. However, if the household moves out of the area it is unlikely they will be moving to a brand new home.

- 10.2 Existing residents who are **private tenants will have no eligibility** for a move to the redeveloped site, however, the Council will provide support for private tenants and their housing needs through the borough-wide services already provided.
- 10.3 In seeking to meet identified needs within the households that are eligible for re-housing, the Council will establish links with the local community services to assess local housing needs of residents with physical disabilities, learning difficulties and any other needs that are required to be taken into consideration. The Occupational Therapy service will be available for those residents who may require an adaptation. The Council will set up an Advocate System where the Eligible tenant can opt to have their matters dealt with by a nominated Advocate, usually a close family member or other appropriate person.
- 10.4 Tenants who currently occupy private sector housing (including homeless households registered with the Council) will be assessed on a case by case basis in line with the Council's Housing Allocation Scheme, but will **not** be eligible for the housing offers set out in this document. Tenants of 'meanwhile use', accommodation (as described in section 5.1.), will similarly **not** be eligible for the housing offers set out in this document.

11. Advanced Local Lettings Plan

- 11.1 To help deliver the early phase of the Local Lettings Plan, the Council will deliver an Advanced Local Lettings Plan which will deal with:
1. Eligible tenants who want to leave the estate
 2. Eligible tenants who want to move out of phase.
- 11.2 Eligible tenants who do not wish to move to accommodation in the regeneration scheme site, subject to availability, will be offered a transfer to another Council secure "lifetime' tenancy" in line with the overall phasing of the scheme. They will still be eligible for home loss and disturbance compensation, provided they have been resident since the signing of the CLSA (23/01/13). Where eligible tenants express a preference for a housing association tenancy, this will be let on an assured 'lifetime' tenancy. Such an option will not constitute an offer under the terms of the Local Lettings Plan.
- 11.3 Eligible tenants who chose this option will not be eligible for a transfer back to the regenerated site or eligible for the enhanced compensation package. They will be made up to 2 suitable offers of accommodation elsewhere. If both of these are declined, one offer only of a tenancy in the redevelopment area, which meets the Council's commitments, will be made. If 2 suitable offers are not made by the time the property is required for possession, the position will revert to the commitments set out in paragraph 5.18 above.

11.4 Eligible tenants who wish to move ‘out of phase’ can do so if there are surplus properties available. The following factors will be considered when prioritising requests for “out of phase” moves. :

- a) Eligible tenants who have signed the Tenants Contract
- b) Eligible tenants who are:
 - i Pregnant or who have member of the household who is pregnant
 - ii. registered disabled with significant mobility problems or who have a member of the household who is registered disabled with significant mobility problems
 - iii. aged 65 years or over
- c) Eligible tenants who need to move to be near support networks e.g. family move
- d) Eligible tenants who wish to move from a house to a flat or maisonette.
- e) Size & floor level of available properties.
- f) Eligible tenants most affected by demolition and construction works.
- g) The length of the tenancy of the eligible tenant

11.5 The process for the allocation of surplus properties ‘out of phase’ will continue through the development once the previous phase has been prioritised.

12. Meanwhile Use / Short Term Use

12.1 The Council aims to maintain Gibbs Green estate and West Kensington estate to a high standard throughout the lifetime of the regeneration scheme. One of the key ways the Council aims to achieve the high standard is to ensure the continued use of the properties on the estate until they are required for demolition.

12.2 To create mixed, balanced sustainable communities the Council will allocate to short fixed term tenancies (2 year tenancies) to households with low to medium incomes that are not necessarily from reasonable preference groups, who will deliver this objective.

12.3 The simplest approach to deliver this objective is to let to the Council’s Homebuy Register, which includes applicants who wish to rent at sub

market levels. Some households may be seeking to save money for a deposit to enter low cost home ownership which the Council is keen to encourage. This will give such households the experience of managing a household budget and also provide an opportunity for such households to save money towards a deposit for a low cost home ownership option.

- 12.4 The allocation of homes for meanwhile use to households the 'Home Buy Register' will be made in line with section 2.43 to 2.50 of the Housing Allocation Scheme.
- 12.5 The allocation of homes for accommodation will be made in line with the Council's Housing Allocation Scheme and Homelessness Strategy.
- 12.6 Members of any household who has been allocated a property for 'meanwhile use' will **not** be eligible for the offers set out to 'Eligible Tenants'.

13. Fraud

- 13.1 All Eligible Tenants who will be subject to the Local Lettings Plan will be required to comply with the Council's policy on fraud, as set out in 3.19 to 3.26 of the Council's Housing Allocation Scheme. **(See Appendix 3 of this document).**

14. Equalities

- 14.1 The Council will have regard to the needs of equality groups and potential positive and negative impacts when preparing the equalities impact assessment initial screening document.

15 Appeals, Information and Reviews

- 15.1 Eligible Tenants who are unhappy about a decision made under this Local Lettings Plan can review the decision and the procedure will comply with Section 5.3 to 5.6 of the Housing Allocation Scheme, subject to 15.2 below.
- 15.2 Where a decision referred to under 15.1 is an offer of accommodation on the regeneration site and it results in a request for a formal review under paragraph 5.4 of the Housing Allocation Scheme, the property will normally and where practicable be held available while the review is undertaken.

16 General Rules & Conditions

- 16.1 Where appropriate, the rules and conditions set out in the Council's Housing Allocation Scheme will apply to the Local Letting Plan. However, Section 6.7 to 6.9 – Income & Resources – will only apply to the properties in 'Meanwhile Use'.

17. Information Contact:

- 17.1 If you are not able to read or understand the content of this Local Lettings Plan Consultation Draft, please contact:

Earls Court Regeneration Team
Housing and Regeneration Department
London Borough of Hammersmith & Fulham Council
3rd Floor Hammersmith Town Hall Extension
King Street
London W6 9JU

Tel: 0208 753 5646 / 6889
Email: westken@lbhf.gov.uk

- 17.2 Please refer to **Appendix 4** for Glossary

Appendix 1 - Sizes of Homes

The Council's approach to sizes of homes that are allocated to applicants is **guided** by the CLG Bedroom Standard which is as follows:

The bedroom standard allocates a separate bedroom to each:

- married or cohabiting couple
- adult aged 21 years or more
- pair of adolescents aged 10-20 years of the same sex
- pair of children aged under 10 years regardless of sex

Source: *CLG Allocation of Accommodation: guidance for local housing authorities in England* (June 2012)

Note: In the case of non-dependent adults over the age of 18 years old who are not carers; vulnerable; or the subject of other exceptional circumstances; they will not be considered as members of the household for the purpose of this Housing Allocation Scheme.

The annex table sets out the size of a property a household successfully applying for home can expect The Council will not offer a home that is larger or smaller than the identified need (subject to Section 6.10).. In detail:

- The number of bedrooms you need depends upon the size of your family
- The chart shows the size of home that we consider you need
- A single parent is counted as a couple and an unborn baby beyond the first trimester is counted as a child
- Single people without children will usually be offered a 1 bedroom apartment.
- Two children of the opposite sex under ten will be expected to share a bedroom
- Council or Private Registered Provider (PRP) tenants 'trading down' from properties with three or more bedrooms may choose a property with one bedroom more than they need
- Some PRPs may have policies that vary from the bedroom requirements set out below
- In exceptional circumstances, applicants with a disabled child who requires their own bedroom will be considered on a case by case basis.

Size category	Size of household	Size of property
1	Single person	1 bedroom
2	Couple without children	1 bedroom
3	Two adults of the same sex and generation* for example flat sharers or two siblings	2 bedroom
4	Couple expecting a child or with a child, including an adult son or daughter	2 bedroom
5	A couple with two children of the same sex	2 bedroom
6	Two adults of opposite sex who do not live as a couple for example, brother and sister	2 bedroom
7	A couple with two children of opposite sex and both under 10	2 bedroom
8	A couple with two children of opposite sex one of whom is over 10	3 bedroom
9	A couple with three children	3 bedroom
10	A couple with four children (all of the same sex or two of each sex)	3 bedroom
11	A couple with two children of the opposite sex under 10 and one dependent relative (for example widowed mother)	3 bedroom
12	A couple with four children (three of one sex and one of the opposite sex)	4 bedroom
13	A couple with more than 4 children**	4 bedroom
14	A couple with 3 children and one dependent relative	4 bedroom

* Less than 20 years apart but does not apply to parents/children

** Accommodation needs greater than 4 bedrooms will be considered by the Housing Options Officer concerned and options considered and offered to the household. The officer concerned may suggest that the household size is reduced through adult children and/or non dependents household members being required to make their housing arrangements elsewhere. This may enable the officer concerned to make an offer (or offers) that can help meet the household's needs. Such a decision would need to be endorsed by a panel of senior housing managers.

Under occupying tenants will receive a new home that meets their housing need, plus one bedroom

Appendix 2

Resident Homeowners

Resident Homeowners have a different legal relationship with the Council than eligible tenants and are therefore not included in the Local Lettings Plan.

Resident Homeowners will only be eligible for the move to the new site if they have lived at their property a year from the 'Effective Date' and have submitted a right to buy application before 30th June 2011.

The Effective Date is the date on which the Council will make these Leaseholder/Freeholder Contracts available to homeowners. The date is dependent upon key approvals being in place, giving more certainty that the scheme can go ahead. The approvals that need to be in place are as follows:

- the Council signing the CLSA with EC Properties LP;
- the consent of the Secretary of State for the Council to sell its housing land, and
- the grant of satisfactory planning permission on the main development site along with the signature of any related planning agreements

The date that all of these key approvals have been secured is the Effective Date.

Resident Homeowner Commitments

Resident homeowners will not be expected increase borrowing to purchase an affordable home in the site.

Service charges will be capped for 5 years for resident homeowners who move to the redeveloped site.

Compensation will be paid for major works service charges that haven't been taken into account in the valuation of the property.

Buy Back of leasehold & freehold properties and Local Lettings Plan Options

The Council will develop a Buy Back Policy, which will encompass the leaseholder and freeholder contracts which will be made with resident and non resident homeowners after the Effective Date.

The Council will engage a 'Buy Back' officer who will lead on the negotiations of the purchase of the interest and the offer of a discounted sale for a new home in the redeveloped site. Resident homeowners will not have to increase their mortgage in their move to the new site.

Where the Council buys properties before they are needed for the next phase of development, the Council will be able to let the properties to 'short term occupiers at

affordable rent levels in accordance with the Council's Housing Allocation Scheme and Tenancy Strategy.

The Council will engage in separate discussions with each of the 3 Private Registered Providers and make a fair and reasonable offer.

Appendix 3

Investigation of Fraud: Offences related to information given or withheld by applicants

- The Council recognises its duty to protect the public resources it administers. Detailed enquiries about applications will therefore be made in order to guard against misrepresentation and fraud. Such enquiries will be made in all cases where applicants appear to have sufficient priority for an offer for re-housing, and in other cases as resources allow and may be made at any time either at the time of application or subsequently including after any grant of tenancy. Applications will be suspended if there is evidence of misrepresentation or fraud until enquiries are completed.
- Any applicant seeking to obtain accommodation by making a false or misleading statement or by withholding relevant information or by failing to inform the Council of any material change in circumstances is liable to have his/her application cancelled. Prosecution will be considered where it appears to the Council that a criminal offence has been committed. Proceedings for possession will be taken to recover any tenancy granted in consequence of a fraudulent application for housing.
- For the reasons set above, the Council is keen to ensure that information submitted to support a housing registration application is truthful and accurate.
- Section 171 makes it an offence for anyone seeking assistance from a housing authority under Part 6 of the 1996 Act to:
 - Knowingly or recklessly give false information, or
 - Knowingly withhold information which the housing authority has reasonably required the applicant to give
- It is for individual housing authorities to determine when these provisions apply and when to institute criminal proceedings. However, the circumstances in which an offence is committed could include:
 - Any false information given on an application form for social housing
 - Any false information given in response to subsequent review letters
 - Any false information given or submitted by applicants during the proceedings of a review
- Ground 5 in Schedule 2 of the Housing Act 1985 (as amended by s 146 of the 1996 Act) enables a housing authority to seek possession of a tenancy granted as a result of a false statement by the tenants or a person acting as the tenant's instigation.
- Any tenancy fraud that may occur after the grant of a tenancy (e.g., tenancy passed on to a third party such as subletting of a tenancy) will be approached in a similar fashion. New powers to be granted to local authorities to pursue

such cases through the criminal rather than the civil courts will be used by Hammersmith & Fulham.

- In both instances - at application stage and tenancy stage – the Council will support and work with all Registered Providers to reduce and eliminate tenancy fraud.

Appendix 4 Glossary

Assured Shorthold tenants – mainly private tenants

Assured tenants – L&Q, Family Mosaic or SBHA tenants

Build phase – the phase when the properties are built and subsequently occupied.

Council's Corporate Plan – the Council's plan that sets out it manages its business affairs

Conditional Land Sale Agreement – the contract which explains what happens if developer decides to go ahead and buy Gibbs Green estate and West Kensington estate

Demolition phase – this is the phase of the development when the households are moved out and once the properties are empty, the housing is demolished

Earls Court West Kensington Opportunity Area – the area identified by the Mayor of London in the London Plan.

Effective date – is the date on which the Council will make these Leaseholder/Freeholder Contracts available to homeowners. The date is dependent upon key approvals being in place, giving more certainty that the scheme can go ahead. The approvals that need to be in place are as follows: the grant of satisfactory planning permission on the main development site along with the signature of any related planning agreements, the consent of the Secretary of State for the Council to sell its housing land and the Council signing the CLSA with EC Properties LP. The date that all of these key approvals have been secured is the Effective Date.

Eligible tenant (s) – secure & assured tenants who qualify for re-housing under the Local Lettings Plan Secure tenants of the council and assured tenants of housing associations (also known as Private Registered Providers). Joint tenants will be considered as a household rather than as individual joint tenants.

Freeholder – ownership of the freehold of the property. In the Local Lettings Plan, the freeholder refers to those people who have bought houses from the Council that were previously rented from the Council.

Housing Allocation Scheme – the rules which the Council uses to offer housing to people in the borough

Interim statement – information which shows how far the Council has got in writing its Local Lettings Plan

Leaseholder – the ownership of the lease of a flat, the freehold which is owned by the Council

Lifetime tenancy – an assured or council tenancy which is for an unlimited time

Local Development Framework Core Strategy – the planning document for Hammersmith & Fulham Council for the use of land within the borough.

Local Lettings Plan (LLP) – the plan the Council have for letting properties within the Earls Court Redevelopment area, particularly the re-provided 760 homes.

Mayor of London's London Plan - the London Plan is the overarching strategic plan for London, and it sets out a fully integrated economic, environmental, transport and social framework for the development of the capital to 2031

Meanwhile use or short term use – the renting of homes in the short term while the regeneration is underway

Phase (PPDN) — the re-housing of the estate will be carried out in stages – each stage is called a phase or a PPDN.

PPDN – Pre Phase Draw-down Notice (see phase - above)

Private sector landlords – landlords who rent their property out to private tenants

Registered members of the household - the members of the household who will be re-housed

Private Registered Provider – also known as a Registered Social Landlord or Housing Association. The 3 Registered Providers in this site are : Family Mosaic; London & Quadrant (L&Q); Shepherds Bush Housing Association (SBHA)

Regulatory framework – the statutory rules which the Council has to operate within

Re-housing offer – the flat, maisonette or house that residents will be offered

Resident homeowners – a term used to include both leaseholders and freeholders

Resident Homeowner Contract – the legal document for leaseholders and freeholders which explains their rights in the regeneration scheme

Right to buy – the right which council tenants have to buy the home they rent from the Council

Secure tenants – council tenants

Service charges - bills which resident homeowners or eligible tenants have to pay for estate services e.g. cleaning

Statutory homelessness and disturbance payment – the payments to tenants and leaseholders to help with the costs of moving

Tenant's Contract – the legal document for council and RP tenants which explains their rights in the regeneration scheme

Mike England, Director
Housing Options, Skills and Economic Development
1st floor, 145 King Street, London W6 9XY
Tel: 020 8753 5344
Email: mike.england@lbhf.gov.uk
Web: www.lbhf.gov.uk

Appendix 2

7 March 2013

Dear Resident,

Earls Court and West Kensington Local Lettings Plan

I am writing to seek your views on a draft Local Lettings Plan for the Earls Court and West Kensington area. The draft plan is attached to this letter.

As you will know, the decision has been made to include the West Kensington and Gibbs Green Estates in the wider Earls Court and West Kensington regeneration scheme. This will involve the eventual sale of the land on which the estates are built.

The local lettings plan is an important document which will help us make sure that eligible tenants receive a new home that is right for you and your family. It will also help ensure that building work can happen in phases so you only have to move once your new home is ready to be occupied.

For most people their new home will be on Seagrave Road or on the Earls Court and West Kensington development itself. If eligible tenants wish to move outside the area, perhaps to be closer to family, we will do everything we can to assist.

What do we mean by 'eligible tenants'? We mean Secure Council Tenants and Assured Tenants of housing associations. It does not include private tenants or people who rent from a leaseholder.

The Council is keen to find out your views on the Local Lettings Plan over the coming weeks. A newsletter about this will be delivered to your home soon with details of drop-in sessions where you can discuss the plan and your own housing options.

Please spend a few moments to **complete the questionnaire which is enclosed with this letter**. This summarises the background to the consultation and asks for your views on the main points. To make it easier to respond we have included a pre-paid envelope with this letter. You can also take part in the consultation online by visiting: www.lbhf.gov.uk/earlscourtlettingsplan

The closing date for the consultation is 11th April 2013.

Yours sincerely,



Mike England
Director Housing Options, Skills and Economic Development

Melbourne Barrett MBA MRICS
Executive Director of Housing and Regeneration



Your housing needs

We understand that everyone has different housing needs and we are here to make sure you get a new home that is designed according to your requirements and affordability.

In order to achieve this, officers will be visiting your home in the coming months and sitting down with you to make sure we have all the details of your family size and makeup. This will help us to determine exactly how your new home will look.

This is a crucial step and will help to make the re-housing process easier for you.

Come and meet us

We are here to listen and help you through this process.

We will soon be opening a new estates regeneration office at 1 Mund Street (the former Citizens Advice Bureau building) In the mean time make sure you attend one of our drop-in sessions advertised overleaf.

Don't forget to have your say

Make sure you respond to this consultation by Thursday, April 11.

It is easy to have your say:

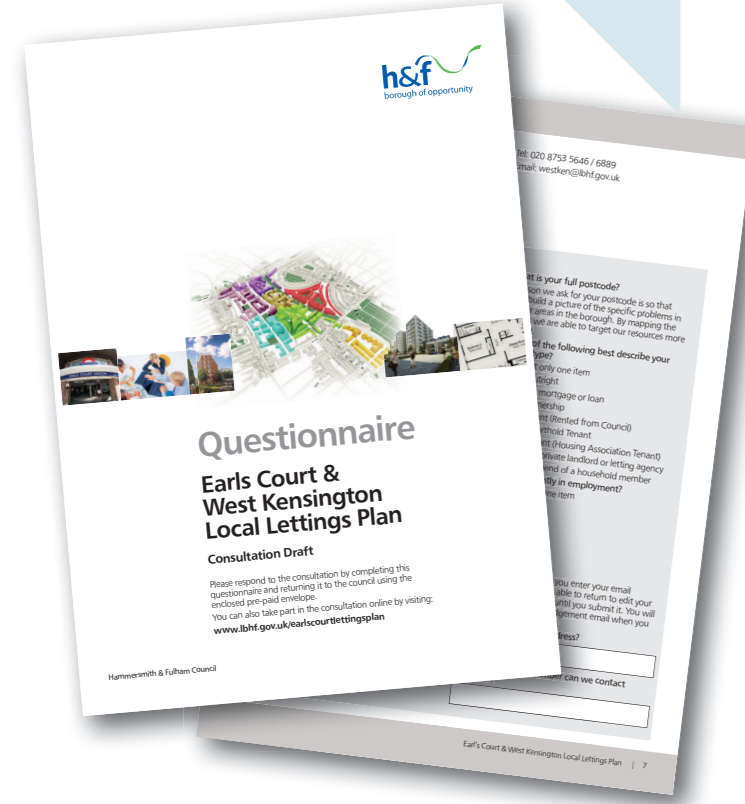
1. Fill in the questionnaire that was delivered to your home recently
2. Respond online at www.lbhf.gov.uk/earlscourtlettingsplan
3. If you need another questionnaire, pick one up at one of the drop-in sessions

If you are not able to read or understand the content of this newsletter or the Local Lettings Plan Consultation Draft, or if you require further information, contact us in the following ways:

Tel: 020 8753 5646 / 6889

Email: westken@lbhf.gov.uk

Write: Earls Court Regeneration Team
Housing and Regeneration Department
London Borough of Hammersmith and Fulham
3rd Floor Hammersmith Town Hall Extension
King Street
London W6 9JU



This is a document about your home and your neighbourhood. If you would like this in large print, Braille or any other format please contact 020 8753 6889 or 020 8 753 5646.

Arabic

هذا مستند يتعلق بمنزلك وبالحي الذي تسكن فيه. إذا كنت تود الحصول على نسخة مترجمة من هذا المستند بلغتك، فيرجى الاتصال برقم 020 8753 5646

Albanian

Ky është një dokument në lidhje me shtëpinë tuaj dhe lagjën tuaj. Nëse dëshironi ta keni këtë të përkthyer në gjuhën tuaj, ju lutemi kontaktoni në telefonin 020 8753 5646

Bengali

এটি আপনার ঘর ও নেইবারহুড নিয়ে লেখা একটি ডকুমেন্ট। আপনি যদি এটি আপনার ভাষায় অনুবাদ চান তাহলে দয়া করে 020 8753 5646 নাম্বারে যোগাযোগ করুন।

Farsi

این متن سندی راجع به منزل و محله شماست. اگر می خواهید به زبان شما ترجمه شود، لطفاً با شماره 020 8753 5646 تماس بگیرید.

French

Ce document concerne votre logement et votre voisinage. Si vous souhaitez qu'il soit traduit dans votre langue, appelez le 020 8753 5646.

Polish

Jest to dokument dotyczący mieszkań i okolicy, w której się zamieszkuje. Aby uzyskać przetłumaczenie na swój język, proszę zgłosić się pod nr: 020 8753 5646.

Portuguese

Este documento diz respeito à sua casa e ao seu bairro. Se desejar obtê-lo traduzido para a sua língua, ligue para o número 020 8753 5646.

Somali

Dukumintigaani wuxuu ka hadlayaa gurigaaga iyo xaafaddaada. Haddii aad jeclaan lahayd in dukumintiga luqaddaada laguugu turjumo fadlan la xiriiir 020 8753 5646.

Spanish

Este documento trata sobre su vivienda y su barrio. Si desea una versión traducida a su idioma, llame al 020 8753 5646.

Tagalog

Ito ay isang dokumento tungkol sa inyong tahanan at kapitbahayan. Kung nais ninyong maisalin ito sa sariling wika, pakitawagan ang 020 8753 5646.

Turkish

Bu eviniz ve oturduğunuz semt ile ilgili bir belgedir. Dilinize tercüme edilmesini isterseniz lütfen 020 8753 5646 'i arayın.

Urdu

یہ دستاویز آپ کے گھر اور قریب و چوڑا کے بارے میں ہے۔ اگر آپ اس کا ترجمہ اپنی زبان میں چاہتے ہیں تو براہ مہربانی فون نمبر 020 8753 5646 پر رابطہ کریں۔

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Earls Court and West Kensington Redevelopment

Let us know what you think about a Local Lettings Plan

What is a Local Lettings Plan?

You will probably know that an agreement has now been signed between Hammersmith & Fulham Council and developer EC Properties LP to help create new homes and jobs in West Kensington and North Fulham, along with shops, offices, leisure facilities, public open space, a new school, a healthcare centre and a community centre.

The redevelopment will mean that all eligible tenants and resident leaseholders and freeholders on West Kensington and Gibbs Green estates will be offered new homes in the redevelopment area. People will only have to move once their new home is ready and we'll be doing everything we can to keep neighbours together.

That is why we have produced what is called a 'Local Lettings Plan' which is for all eligible tenants.

It will help us allocate homes in the new development, making sure that you receive a home that is right for you and your family's needs.



Hammersmith & Fulham Council

Artist impression of the new homes at Seagrave Road.

Continued from page one.

This plan builds on the commitments and guarantees that we've already given you. You will have received a draft version of this document, together with a consultation questionnaire in the post recently and we would appreciate your thoughts on it.

It is a large document because it needs lots of detail, but basically...

This is what it says:

- **Secure tenants of the council and assured tenants of housing associations (also known as private registered providers) will be offered a new home in the new re-provided housing**
- **You will only have to move once your new home is ready**
- **Your new home will be based on your housing needs. The table on the right sets out the type of home you will receive**
- **Tenants of private sector landlords (whether assured shorthold tenants or other forms of private tenure terms) will not be eligible for re-housing.**

We want to make sure that people are given a home that suits their needs. Over the coming months we will be visiting everybody on the estates to talk about your housing requirements.

● Please remember to return your Local Lettings Plan questionnaire by Thursday, April 11 so that we can start the re-housing process in earnest.

● You can also have your say online by visiting: www.lbhf.gov.uk/earlscourtlettingsplan

Size of household	Size of property
Single person	1 bedroom
Couple without children	1 bedroom
Two adults of the same sex and generation for example flat sharers or two siblings	2 bedroom
Couple expecting a child or with a child, including an adult son or daughter	2 bedroom
A couple with two children of the same sex	2 bedroom
Two adults of opposite sex who do not live as a couple for example, brother and sister	2 bedroom
A couple with two children of opposite sex and both under 10	2 bedroom
A couple with two children of opposite sex one of whom is over 10	3 bedroom
A couple with three children	3 bedroom
A couple with four children (all of the same sex or two of each sex)	3 bedroom
A couple with two children of the opposite sex under 10 and one dependent relative (for example widowed mother)	3 bedroom
A couple with four children (three of one sex and one of the opposite sex)	4 bedroom
A couple with more than 4 children	4 bedroom
A couple with 3 children and one dependent relative	4 bedroom

Under occupying tenants will receive a new home that meets their housing need, plus one bedroom.



Artist impression of the new homes at Seagrave Road.



REDEVELOPMENT – WHAT IT MEANS TO YOU

The council has signed a Conditional Land Sale Agreement (CLSA) with developer EC Properties LP. The CLSA includes tenant and leaseholder contracts designed to protect your interests. This is how it affects you:

- All homes on the estate will be replaced within the redevelopment area.
- People will only have to move when their new home is ready to be occupied.
- Eligible tenants who are overcrowded on the estate will be offered a home that will meet their assessed housing need as defined in the Local Lettings Plan.
- Eligible tenants who are under-occupying will be offered a new home with one additional bedroom above their assessed housing need. If the eligible tenant does not want this additional bedroom, they can discuss with the Council what smaller sized accommodation they are seeking.
- Secure council tenants will remain secure tenants, with rents remaining in line with the rest of the council's housing stock, and receive £4,700 compensation per household, plus new white goods, carpets and curtains. All reasonable fees will be paid and a dedicated re-housing officer will help every step of the way.
- Resident leaseholders and freeholders will receive the market value of their home, to be independently assessed, and an extra 10% of that amount in compensation up to a cap of £47,000. They will also be offered a 10% early purchase discount on the value of a new home, should they wish to buy-back into the redevelopment. They will not be expected to increase their mortgage costs to do this.
- Leaseholder service charges will be capped for five years and then controlled by the council after that point.
- Tenant service charges will remain under the control of the council and only cover the services actually received.

COME AND TALK TO US

We will soon be opening a West Kensington and Gibbs Green Estate Regeneration Office where we will be basing our re-housing team. In advance of this opening we will be holding drop-in sessions in the new office for all residents of the estates where you can come and talk to us about the Local Lettings Plan.

The office will be at 1 Mund Street
(former Citizens Advice Bureau Building)

These drop-in sessions will be:		
Thursday	March 21	2pm - 8pm
Thursday	March 28	8am - 2pm



Artist impression.

What happens next?

New homes need to be built in phases so that you only have to move when your new home is ready. The 200 replacement homes that will be built in Seagrave Road are expected to be ready in 2015/16. People will be moved in blocks, enabling other land to be freed up for the second phase of homes. Moving people in blocks will also help keep existing neighbours together. Please note, no decision has been made on which residents will move first.

For most eligible tenants, your new home will be on Seagrave Road or on the Earls Court and West Kensington development itself. There are no set timescales for the development process, but it is anticipated that the phasing will happen over a 10-20 year period. If you wish to move away from the redevelopment area, maybe to be closer to family or friends, we will do our best to help.



Earls Court & West Kensington Local Lettings Plan

Consultation Draft

1. SUMMARY

- 1.1 The purpose of this document is to set out how the 760 replacement homes will be allocated to Eligible Tenants (see definition in paragraph 5.2) on the West Kensington and Gibbs Green estates. The document will also cover the short term use of properties on the estate during the regeneration scheme. This is a draft for consultation with the community prior to the Council adopting the final Local Lettings Plan.

2. BACKGROUND

- 2.1 Gibbs Green and West Kensington estates are council housing estates built in the early 1960s and 1970s respectively to provide social housing. Each of the estates includes a number of properties owned by leaseholders/freeholders (originally bought under the right to buy) who are either residents or who have let out their homes for private rented purposes. There are a number of properties owned by the Council and rented to secure tenants. There are a further three Private Registered Providers (also known as housing associations) who rent to assured tenants and provide a combined total of 58 homes for social housing purposes. The Earls Court West Kensington Opportunity Area was first identified in 2009 as an area for regeneration. The Council has consulted on the regeneration scheme and has taken the decision to proceed. On 23rd January 2013 the Council signed the Conditional Land Sale Agreement with the developer.

3. VISION

- 3.1 The Council is seeking to comprehensively regenerate the local area. It is aiming to create a better place to live and work. The scheme is expected to provide over 9,000 new jobs as well as the provision of 7,500 new homes. The regeneration scheme is planned to achieve a transformational change to both estates and the surrounding area. Outcomes will include new town centres; improved transport infrastructure; improved economic health of businesses; and providing new community infrastructure to benefit the wider North Fulham area in which this scheme is located. The site will deliver significant economic growth and provide a new gateway to London, as well as re-providing 760 brand new homes for those eligible residents who live in the area presently.

- 3.2 The Council's proposals are underpinned by the Mayor of London's London Plan, which features the Earls Court and West Kensington scheme as one of his 33 Opportunity Areas. Along with White City and Old Oak, the Earls Court West Kensington Opportunity Area is one of three opportunities in Hammersmith & Fulham to accommodate new housing, commercial and other development linked to existing or potential improvements to public transport accessibility.
- 3.2 The Council's vision for Earls Court West Kensington Opportunity Area to regenerate the local economy and provide new housing is identified in our Local Development Framework Core Strategy. The Earls Court West Kensington Opportunity Area is one of the Council's 5 key regeneration opportunity areas for growth in the borough. The Council have also identified Earls Court West Kensington Opportunity Area as a key theme within the Council's Corporate Plan to regenerate the borough.
- 3.3 The scheme is also identified as a priority in two key housing documents: the Council's Borough Investment Plan (Dec 2011) and Housing Strategy (Oct 2012).
- 3.4 The Local Lettings Plan is intended to facilitate the relocation of eligible residents from the current West Kensington and Gibbs Green estates as well as those occupying Registered Provider properties (all identified in section 6 below) to enable the comprehensive regeneration of the Earls Court West Kensington Opportunity Area.
- 3.5 The operation of this scheme will be monitored and reviewed from the date it is adopted, onwards. The Executive Director of Housing & Regeneration, in consultation with the Cabinet member for Housing may make amendments to the scheme if required.

4. KEY COMMITMENTS

- 4.1 The following commitments have been made to eligible tenants affected by the regeneration scheme, as described in Section 3 of this document.
- 4.2 Eligible Tenants will receive the offer of a brand new home.
- 4.3 Existing secure tenants' rights will be unaffected by the move, except as a result of changes in legislation or changes in policy, which we will consult upon with residents.
- 4.4 All Eligible Tenants will be expected to move only once.

- 4.5 Where possible, the Council will seek to facilitate 'group moves' (where 2 or more Eligible Tenant households wish to be re-housed in close proximity to each other) that have been requested by residents.
- 4.6 An under-occupying Eligible Tenant will be offered a new home that meets their bedroom need in line with the Housing Allocation Scheme policy in place at the time, plus one bedroom.
- 4.7 Statutory Home Loss and discretionary disturbance payments will be paid.
- 4.8 Compensation will be paid to Eligible Tenants for loss of garage/exclusive use of off street car parking spaces and loss of private garden space.
- 4.9 Please refer to Appendix 2 for resident homeowners.

5. GUIDING PRINCIPLES TO THE COUNCIL'S APPROACH

- 5.1 The Local Lettings Plan process will be governed by the following guiding principles.
- 5.2 Secure tenants of the council and assured tenants of housing associations (also known as Private Registered Providers), will be entitled to the local lettings plan offers set out in this document. For the purposes of this document, they are described as Eligible Tenants.
- 5.3 The primary objective of the final Local Lettings Plan will be to facilitate the successful relocation of all eligible residents from existing homes to new accommodation. An additional objective is to help ensure that the re-housing process and associated management issues do not detrimentally impact on the successful management of the estates and the remaining residents' well being
- 5.4 This Local Lettings Plan will operate within the legal and regulatory framework and the policies of the Council, in particular, the Housing Strategy, the Housing Allocation Scheme. Detail on the Council's policy on Local Lettings Plans is set out in sections 2.43 – 2.50
- 5.5 This Local Lettings Plan must support the sustainable management of the estates during the regeneration programme
- 5.6 Eligible Tenants must sign the Tenant's Contract to be eligible for the full terms of the re-housing offer.
- 5.7 The Council will be sensitive to equalities issues which may arise during the local lettings plan process and have regard to relevant legislation.

This will include taking account of Eligible Tenants' special needs where required.

- 5.8 The Council can proceed with the Local Lettings Plan now that the Conditional Land Sales Agreement (CLSA), has been signed (23/01/13).
- 5.9 Tenants of private sector landlords (whether assured Shorthold tenants other forms of private tenure terms) will not be eligible for re-housing under the terms described in this Consultation document and the final Local Lettings Plan.
- 5.10 Generally, the Council will decide on a case by case basis who is part of an Eligible Tenant's household and will be offered re housing. This will be considered as part of the housing needs assessment set out in section 8.
- 5.11 Members of an Eligible Tenant's household will be re housed with the Eligible Tenant as long as they were living with the Tenant as part of the household for a year prior to the date the CLSA was signed (23/01/13). Evidence will be required to substantiate any household changes after the 23/01/13 and tenants must inform the Earls Court Regeneration Team of any change to their household within four weeks. The Council reserves the right to refuse the addition of a household member (or members') if the reason and/or the evidence for such inclusion is considered insufficient to warrant inclusion.
- 5.12 The following persons will normally be considered as part of the household:
 - partners living in a settled relationship with the Eligible Tenant
 - non dependent children if they have lived continuously as part of the settled household since the start of the tenancy
 - children born since the start of the tenancy or other dependent children where the eligible tenant has principal care of the child. Birth certificates will need to be produced to confirm relationship /dependence.
 - an adult relative who has become a settled member of the household because they are in need of support and cannot live independently. This is normally an elderly relative or someone who is disabled. Such persons must have resided with the household for a minimum of 12 consecutive months before being considered part of the household. If this is the case, the Council will consider that proposed household member's (or members') housing needs for re-housing purposes.

- 5.13 The Council will discuss with large households whether they can be divided into two or more smaller households. Accommodation needs greater than 4 bedrooms will be considered by the Housing Options Officer concerned who may suggest that the household size is reduced through adult children and/or non dependents household members being required to make their housing arrangements elsewhere. This may enable the officer concerned to make an offer (or offers) that can help meet the household's needs. Such a decision would need to be endorsed by a panel of senior housing managers
- 5.14 Within each phase, the Council will consider the impact of the sequence of allocation on vulnerable people.
- 5.15 The Local Letting Plan will vary the household size from the Council's Housing Allocation Scheme (see Appendix 1) as there will be no studio properties re-provided in the Earls Court Regeneration site. The Council will offer a single person a 1 bedroom property under the LLP rather than a studio property.
- 5.16 Any compensation payments (including Home Loss & disturbance payments) made will be offset against accrued debt with the Council, e.g. rent arrears,
- 5.17 Acknowledging the long timeframe for the regeneration scheme, proposals for 'meanwhile uses' or short term accommodation, for vacant properties will be developed which will reflect the policies set out in the Council's Housing Allocation Scheme and related corporate housing priorities. Tenants of properties which are allocated on a 'meanwhile use' basis, will not be entitled to re-housing under the Tenants Guarantee in the terms set out in this Local Lettings Plan consultation document and the final Local Lettings Plan
- 5.18 Eligible Tenants will be made up to 2 offers of accommodation which meet the requirements of the Local Lettings Plan if there is scope within the phase. A 3rd offer can be made at the discretion of the Executive Director of Housing and Regeneration.
- 5.19 If there are substantiated extenuating circumstances then the Executive Director of Housing & Regeneration can accelerate the re-housing of an Eligible Tenant.
- 5.20 The Council may amend the Housing Allocation Scheme in the future, which may affect the delivery aspects of this Local Lettings Plan.

6. AREA AFFECTED

- 6.1 The properties affected by the local lettings plan include Gibbs Green estate, West Kensington estate and the Registered Provider (RP) infill properties. The street or block names of these properties are:

Homes that are Council Owned & Managed (including leaseholders & freeholders)

- 1 – 88 Churchward House
(44 x 1 bed flats & 43 x 2 bed flats)
- 1 – 88 Fairburn House
(44 x 1 bed flats & 44 x 2 bed flats)
- 1 – 38 & 101 – 160 Gibbs Green estate
(61 x 2 bed flats & 37 x 3 bed flats)
- Aisgill Avenue
(53 x 3 bed houses & 8 x 4 bed houses)
- Stanier Close
(4 x 3 bed houses & 3 x 4 bed houses)
- Ivatt Place
(14 x 3 bed houses & 10 x 4 bed houses)
- Marchbank Road
(5 x 2 bed flats & 14 x 3 bed houses & 15 x 3 bed flats & 10 x 4 bed flats)
- 1 – 52 Sharnbrook House
(16 x 1 bed flats & 36 x 2 bed flats)
- North End Road
(30 x 2 bed flats & 18 x 3 bed flats)
- 1 – 80 Desborough House
(40 x 1 bed flats & 39 x 2 bed flats)
- 1 – 80 Lickey House
(40 x 1 bed flats & 39 x 2 bed flats)
- Bellamy Close
(5 x 3 bed houses & 4 x 4 bed houses)
- Franklin Square
(14 x 3 bed houses & 12 x 4 bed houses)

Housing Association Properties

Family Mosaic Housing Association

- Lerry Close (1-6) & Thaxton Road (1-15 – odd numbers) (2 x 1 bed flat; 2 x 2 bed flat; 7 x 3 bed house; 3 x 4 bed house)
- Dieppe Close (1-28) (2 x 1 bed flat; 2 x 1 bed house; 4 x 2 bed flat; 6 x 2 bed house; 10 x 3 bed house; 4 x 4 bed house)

London & Quadrant Housing Association

- Marchbank Road (63-71 – odd numbers) (4 x 2 bed house & 1 x 3 bed house)
- Aisgill Avenue (14 a,b,c&d) (1 x 2 bed house; 3 x 3 bed house)

Shepherds Bush Housing Association

- Garsdale Terrace (1 -7) (1 x 1 bed house; 1 x 2 bed house; 5 x 3 bed house)

6.2 There are 191 private car parking spaces on the estate in garages, car ports and hard-standings. In addition, there are approximately 350 parking spaces dedicated to permit parking within the estate boundary. Across the two estates 189 households enjoy the use of their own private gardens

6.3 The replacement housing for secure tenants and assured tenants will be primarily defined by the housing needs of the residents in the first phase of re-housing.

7.0 CONSULTATION

7.1 Residents will be consulted on the Local Letting Plan and the Council will have regard to their views.

7.2 Local community representatives, such as councillors, community groups and local representatives, as well as estate residents will be given the opportunity to comment upon the Local Lettings Plan.

8.0 PHASING AND RE-PROVISION OF HOMES

8.1 To replace the existing 760 homes on the West Kensington and Gibbs Green estates, the Council will be receiving 760 replacement homes on LBHF land within the Earls Court and West Kensington Opportunity Area. Additional sites within the vicinity may also be offered.

8.2 The replacement homes will be provided in phases to enable a 'one move' solution for all Eligible Tenants. Consequently, phases of land on the West Kensington and Gibbs Green estates can only be vacated and passed over to the developer, once new homes in the affected phase have been re-provided.

8.3 Whilst this means the development period will be longer, this ensures that residents only have one move and serves to safeguard the existing community by minimising community break-up.

8.4 The Conditional Land Sale Agreement includes a phasing plan, however this plan is indicative and the developer will propose the phases on the estates that they wish to acquire and when.

8.5 When the developer proposes each phase, they will work with the Council to engage with residents on the proposed phase and the proposed replacement accommodation. The developer will also submit a Phase Impact Assessment. This assessment will include a number of strategies that outline how the estate will continue to function as a place to live while that phase is developed.

8.6 Once the engagement with residents has been completed and the Phase Impact Assessment agreed, the Council will undertake a needs assessment for all residents in the affected phase. This information will then be used to inform the developer of the type and size of replacement accommodation and total floor space needed for the residents in that phase.

8.7 There may be a period during the phasing programme when the phases run concurrently.

8.8 The replacement homes

8.9 The Council has agreed with the developer a maximum floor space that reasonably represents 760 properties built to the size standards in the

London Mayor's new Design Guidelines. If the needs assessment shows that the Council needs more floor space than it is allocated for that phase, it can request for up to ten per cent additional replacement floor space to ensure we meet the needs of the eligible tenants.

8.10 The replacement homes will include flats, houses and maisonettes, including a total of 75 houses and 66 'house equivalent' properties. The Council can request 1,2,3,4 and 5 bedroom properties.

8.11 Time Scales

8.12 There is no set timescale for the development process but it is anticipated that the phasing will happen over a 10-20 year period.

8.13 The first new replacement homes will be provided on the Seagrave Road site. The developer has planning permission to build 808 homes on this site, 200 of which will be replacement homes for estate residents. The first 150 of these homes on Seagrave Road are expected to be ready for occupation by 2015/16.

8.14 Once Seagrave Road is complete and residents have been re-housed to this phase, the next phase will follow.

9. RE-HOUSING PROCESS

- 9.1 Each Eligible Tenant will be allocated a dedicated re-housing officer at the start of each phase. The re-housing officer will visit the tenant and undertake a comprehensive housing needs assessment in the tenant's home. The tenant will need to provide all the supporting documentation to complete the comprehensive housing needs assessment.
- 9.2 Once the needs have been assessed, the tenant can be identified for a home in the new development. The re-housing officer will regularly keep each tenant and their household up to date on the progress of each phase. If the household requires any additional support with the transfer due to age or disability, then these will be planned into the removal process.
- 9.3 Once the property is scheduled to be ready, an offer will be made. The Eligible tenant will be able to view the property and agree a date for the transfer to occur. The re-housing officer will support the tenant and the household by arranging the necessary removal arrangements (e.g. removal firm, disconnection & reconnection of services) and the transfer will be undertaken.
- 9.4 The Eligible tenant will terminate the tenancy agreement at their old home on West Kensington estate or Gibbs Green estate at the same time as signing up for the new tenancy at their new home.
- 9.5 If an Eligible tenant has any disabilities or the re-housing officer will undertake a 'settling in' visit within 7 days of the transfer to make sure the tenant is content with their new home.
- 9.6 The re-housing officer will be available for each Eligible tenant and their household to deal with any queries up to 3 months after the tenant has moved into their new home.

10. HOUSING NEEDS

- 10.1 There are up to 760 households to be re-housed from the site, who are primarily families with 1, 2, 3, 4 & 5 bedroom housing needs. It is likely that some households will want to use the regeneration scheme as an opportunity to move out of the area, whether they are secure or assured tenants or are resident or non resident homeowners. However, if the household moves out of the area it is unlikely they will be moving to a brand new home.
- 10.2 Existing residents who are private tenants will have no eligibility for a move to the redeveloped

site, however, the Council will provide support for private tenants and their housing needs through the borough-wide services already provided.

- 10.3 In seeking to meet identified needs within the households that are eligible for re-housing, the Council will establish links with the local community services to assess local housing needs of residents with physical disabilities, learning difficulties and any other needs that are required to be taken into consideration. The Occupational Therapy service will be available for those residents who may require an adaptation. The Council will set up an Advocate System where the Eligible tenant can opt to have their matters dealt with by a nominated Advocate, usually a close family member or other appropriate person.
- 10.4 Tenants who currently occupy private sector housing (including homeless households registered with the Council) will be assessed on a case by case basis in line with the Council's Housing Allocation Scheme, but will not be eligible for the housing offers set out in this document. Tenants of 'meanwhile use', accommodation (as described in section 5.1.), will similarly not be eligible for the housing offers set out in this document.

11. ADVANCED LOCAL LETTINGS PLAN

- 11.1 To help deliver the early phase of the Local Lettings Plan, the Council will deliver an Advanced Local Lettings Plan which will deal with:
 1. Secure tenants who want to leave the estate
 2. Secure tenants who want to move out of phase.
- 11.2 Secure tenants who do not wish to move to accommodation in the regeneration scheme site, subject to availability, will be offered a transfer to another Council secure "lifetime" tenancy". They will still be eligible for home loss and disturbance compensation, provided they have been resident since the signing of the CLSA (23/01/13). Where secure tenants express a preference for a housing association tenancy, this will be let on an assured 'lifetime' tenancy. Such an option will not constitute an offer under the terms of the Local Lettings Plan.
- 11.3 Secure tenants who chose this option will not be eligible for a transfer back to the regenerated

site or eligible for the enhanced compensation package. If a suitable secure or assured 'lifetime' tenancy does not become available by the time the property is required for possession, a tenancy in the redevelopment area, which meets the Council commitments, will be offered. Only one 'offer' of accommodation will be made in this instance.

11.4 Secure tenants who wish to move 'out of phase' can do so if there are surplus properties available. The following factors will be considered when prioritising requests for "out of phase" moves:

- a) Secure tenants who have signed the Tenants Contract
- b) Secure tenants who are:
 - i. Pregnant or who have member of the household who is pregnant
 - ii. registered disabled with significant mobility problems or who have a member of the household who is registered disabled with significant mobility problems
 - iii. aged 65 years or over
- c) Secure tenants who need to move to be near support networks e.g. family move
- d) Secure tenants who wish to move from a house to a flat or maisonette.
- e) Size & floor level of available properties.
- f) Secure tenants most affected by demolition and construction works.
- g) The length of the secure tenancy
- h) Where all other factors are equal, preference will be given to the resident with the earlier date the Tenant Contract was signed.

11.5 The process for the allocation of surplus properties 'out of phase' will continue through the development once the previous phase has been prioritised.

12. MEANWHILE USE / SHORT TERM USE

12.1 The Council aims to maintain Gibbs Green estate and West Kensington estate to a high standard throughout the lifetime of the regeneration scheme. One of the key ways the Council aims to achieve the high standard is to ensure the continued use of the properties on the estate

until they are required for demolition.

- 12.2 To create mixed, balanced sustainable communities the Council will allocate to short fixed term tenancies (2 year tenancies) to households with low to medium incomes that are not necessarily from reasonable preference groups, who will deliver this objective.
- 12.3 The simplest approach to deliver this objective is to let to the Council's Homebuy Register, which includes applicants who wish to rent at sub market levels. Some households may be seeking to save money for a deposit to enter low cost home ownership which the Council is keen to encourage. This will give such households the experience of managing a household budget and also provide an opportunity for such households to save money towards a deposit for a low cost home ownership option.
- 12.4 The allocation of homes for meanwhile use to households the 'Home Buy Register' will be made in line with section 2.43 to 2.50 of the Housing Allocation Scheme.
- 12.5 The allocation of homes for accommodation will be made in line with the Council's Housing Allocation Scheme and Homelessness Strategy.
- 12.6 Members of any household who has been allocated a property for 'meanwhile use' will not be eligible for the offers set out to 'Eligible Tenants'.

13. FRAUD

13.1 All Eligible Tenants who will be subject to the Local Lettings Plan will be required to comply with the Council's policy on fraud, as set out in 3.19 to 3.26 of the Council's Housing Allocation Scheme. (See Appendix 3 of this document).

14. EQUALITIES

14.1 The Council will have regard to the needs of equality groups and potential positive and negative impacts when preparing the equalities impact assessment initial screening document.

15. APPEALS, INFORMATION AND REVIEWS

15.1 Eligible Tenants who are unhappy about a decision made under this Local Lettings Plan can review of the decision and the procedure will comply with Section 5.3 to 5.6 of the Housing Allocation Scheme.

16 GENERAL RULES & CONDITIONS

16.1 Where appropriate, the rules and conditions set out in the Council's Housing Allocation Scheme will apply to the Local Letting Plan. However, Section 6.7 to 6.9 – Income & Resources – will only apply to the properties in 'Meanwhile Use'.

17. INFORMATION CONTACT:

17.1 If you are not able to read or understand the content of this Local Lettings Plan Consultation Draft, please contact:

Earls Court Regeneration Team

Housing and Regeneration Department
London Borough of Hammersmith
& Fulham Council
3rd Floor Hammersmith Town Hall Extension
King Street
London W6 9JU

Tel: 020 8753 5646 / 6889
Email: westken@lbhf.gov.uk

17.2 Please refer to Appendix 4 for Glossary

APPENDIX 1 - SIZES OF HOMES

The Council's approach to sizes of homes that are allocated to applicants is guided by the CLG Bedroom Standard which is as follows:

The bedroom standard allocates a separate bedroom to each: married or cohabiting couple adult aged 21 years or more pair of adolescents aged 10-20 years of the same sex pair of children aged under 10 years regardless of sex.

Source: CLG Allocation of Accommodation: guidance for local housing authorities in England (June 2012).

Note: In the case of non-dependent adults over the age of 18 years old who are not carers; vulnerable; or the subject of other exceptional circumstances; they will not be considered as members of the household for the purpose of this Housing Allocation Scheme.

The annex table sets out the size of a property a household successfully applying for home can expect. The Council will not offer a home that is larger or smaller than the identified need (subject to Section 6.10). In detail:

- The number of bedrooms you need depends upon the size of your family
- The chart shows the size of home that we consider you need
- A single parent is counted as a couple and an unborn baby beyond the first trimester is counted as a child

- Single people without children will usually be offered a studio/bedsit
- Two children of the opposite sex under ten will be expected to share a bedroom
- Council or Private Registered Provider (PRP) tenants 'trading down' from properties with three or more bedrooms may choose a property with one bedroom more than they need
- Some PRPs may have policies that vary from the bedroom requirements set out below
- In exceptional circumstances, applicants with a disabled child who requires their own bedroom will be considered on a case by case basis.

Size category	Size of household	Size of property
1	Single person	studio/bedsit
2	Couple without children	1 bedroom
3	Two adults of the same sex and generation* for example flat sharers or two siblings	2 bedroom
4	Couple expecting a child or with a child, including an adult son or daughter	2 bedroom
5	A couple with two children of the same sex	2 bedroom
6	Two adults of opposite sex who do not live as a couple for example, brother and sister	2 bedroom
7	A couple with two children of opposite sex and both under 10	2 bedroom
8	A couple with two children of opposite sex one of whom is over 10	3 bedroom
9	A couple with three children	3 bedroom
10	A couple with four children (all of the same sex or two of each sex)	3 bedroom
11	A couple with two children of the opposite sex under 10 and one dependent relative (for example widowed mother)	3 bedroom
12	A couple with four children (three of one sex and one of the opposite sex)	4 bedroom
13	A couple with more than 4 children**	4 bedroom
14	A couple with 3 children and one dependent relative	4 bedroom

* Less than 20 years apart but does not apply to parents/children

** Accommodation needs greater than 4 bedrooms will be considered by the Housing Options Officer concerned and options considered and offered to the household. The officer concerned may suggest that the household size is reduced through adult children and/or non dependents household members being required to make their housing arrangements elsewhere. This may enable the officer concerned to make an offer (or offers) that can help meet the household's needs. Such a decision would need to be endorsed by a panel of senior housing managers.

APPENDIX 2

Resident Homeowners

Resident Homeowners have a different legal relationship with the Council than eligible tenants and are therefore not included in the Local Lettings Plan.

Resident Homeowners will only be eligible for the move to the new site if they have lived at their property a year from the 'Effective Date' and have submitted a right to buy application before 30th June 2011.

The Effective Date is the date on which the Council will make these Leaseholder/Freeholder Contracts available to homeowners. The date is dependent upon key approvals being in place, giving more certainty that the scheme can go ahead. The approvals that need to be in place are as follows:

- the Council signing the CLSA with EC Properties Ltd;
- the consent of the Secretary of State for the Council to sell its housing land, and
- the grant of satisfactory planning permission on the main development site along with the signature of any related planning agreements

The date that all of these key approvals have been secured is the Effective Date.

Resident Homeowner Commitments

Resident homeowners will not be expected increase borrowing to purchase an affordable home in the site.

Service charges will be capped for 5 years for resident homeowners who move to the redeveloped site.

Service charges will be capped for secure tenants who move to the redeveloped site.

Compensation will be paid for major works service charges that haven't been taken into account in the valuation of the property.

Buy Back of leasehold & freehold properties and Local Lettings Plan Options

The Council will develop a Buy Back Policy, which will encompass the leaseholder and freeholder contracts

which will be made with resident and non resident homeowners after the Effective Date.

The Council will engage a 'Buy Back' officer who will lead on the negotiations of the purchase of the interest and the offer of a discounted sale for a new home in the redeveloped site. Resident homeowners will not have to increase their mortgage in their move to the new site.

Where the Council buys properties before they are needed for the next phase of development, the Council will be able to let the properties to 'short term occupiers at affordable rent levels in accordance with the Council's Housing Allocation Scheme and Tenancy Strategy.

The Council will engage in separate discussions with each of the 3 Private Registered Providers and make a fair and reasonable offer.

APPENDIX 3

Investigation of Fraud: Offences related to information given or withheld by applicants

- The Council recognises its duty to protect the public resources it administers. Detailed enquiries about applications will therefore be made in order to guard against misrepresentation and fraud. Such enquiries will be made in all cases where applicants appear to have sufficient priority for an offer for re-housing, and in other cases as resources allow and may be made at any time either at the time of application or subsequently including after any grant of tenancy. Applications will be suspended if there is evidence of misrepresentation or fraud until enquiries are completed.
- Any applicant seeking to obtain accommodation by making a false or misleading statement or by withholding relevant information or by failing to inform the Council of any material change in circumstances is liable to have his/her application cancelled. Prosecution will be considered where it appears to the Council that a criminal offence has been committed. Proceedings for possession will be taken to recover any tenancy granted in consequence of a fraudulent application for housing.
- For the reasons set above, the Council is keen to ensure that information submitted to support a housing registration application is truthful and accurate.
- Section 171 makes it an offence for anyone seeking assistance from a housing authority under Part 6 of the 1996 Act to:
 - Knowingly or recklessly give false information, or
 - Knowingly withhold information which the

- housing authority has reasonably required the applicant to give
- It is for individual housing authorities to determine when these provisions apply and when to institute criminal proceedings. However, the circumstances in which an offence is committed could include:
 - Any false information given on an application form for social housing
 - Any false information given in response to subsequent review letters
 - Any false information given or submitted by applicants during the proceedings of a review
 - Ground 5 in Schedule 2 of the Housing Act 1985 (as amended by s 146 of the 1996 Act) enables a housing authority to seek possession of a tenancy granted as a result of a false statement by the tenants or a person acting as the tenant's instigation.
 - Any tenancy fraud that may occur after the grant of a tenancy (e.g., tenancy passed on to a third party such as subletting of a tenancy) will be approached in a similar fashion. New powers to be granted to local authorities to pursue such cases through the criminal rather than the civil courts will be used by Hammersmith & Fulham.
 - In both instances - at application stage and tenancy stage – the Council will support and work with all Registered Providers to reduce and eliminate tenancy fraud.

APPENDIX 4 GLOSSARY

Assured Shorthold tenants – mainly private tenants
Assured tenants – L&Q, Family Mosaic or SBHA tenants

Build phase – the phase when the properties are built and subsequently occupied.

Council's Corporate Plan – the Council's plan that sets out it manages its business affairs

Conditional Land Sale Agreement – the contract which explains what happens if developer decides to go ahead and buy Gibbs Green estate and West Kensington estate

Demolition phase – this is the phase of the development when the households are moved out and once the properties are empty, the housing is demolished

Earls Court West Kensington Opportunity Area – the area identified by the Mayor of London in the London Plan.

Effective date – is the date on which the Council will make these Leaseholder/Freeholder Contracts available to homeowners. The date is dependent upon key approvals being in place, giving more certainty that the scheme can go ahead. The approvals that need to be in place are as follows: the grant of satisfactory planning permission on the main development site along with the signature of any related planning agreements, the consent of the Secretary of State for the Council to sell its housing land and the Council signing the CLSA with EC Properties Ltd. The date that all of these key approvals have been secured is the Effective Date.

Eligible tenant (s) – secure & assured tenants who qualify for re-housing under the Local Lettings Plan Secure tenants of the council and assured tenants of housing associations (also known as Private Registered Providers). Joint tenants will be considered as a household rather than as individual joint tenants.

Freeholder – ownership of the freehold of the property. In the Local Lettings Plan, the freeholder refers to those people who have bought houses from the Council that were previously rented from the Council.

Housing Allocation Scheme – the rules which the Council uses to offer housing to people in the borough

Interim statement – information which shows how far the Council has got in writing its Local Lettings Plan

Leaseholder – the ownership of the lease of a flat, the freehold which is owned by the Council

Lifetime tenancy – an assured or council tenancy

which is for an unlimited time

Local Development Framework Core Strategy – the planning document for Hammersmith & Fulham Council for the use of land within the borough.

Local Lettings Plan (LLP) – the plan the Council have for letting properties within the Earls Court Redevelopment area, particularly the re-provided 760 homes.

Mayor of London's London Plan – the London Plan is the overarching strategic plan for London, and it sets out a fully integrated economic, environmental, transport and social framework for the development of the capital to 2031

Meanwhile use or short term use – the renting of homes in the short term while the regeneration is underway

Phase (PPDN) – the re-housing of the estate will be carried out in stages – each stage is called a phase or a PPDN.

PPDN – Pre Phase Draw-down Notice (see phase - above)

Private sector landlords – landlords who rent their property out to private tenants

Registered members of the household - the members of the household who will be re-housed

Private Registered Provider – also known as a Registered Social Landlord or Housing Association. The 3 Registered Providers in this site are : Family Mosaic; London & Quadrant (L&Q); Shepherds Bush Housing Association (SBHA)

Regulatory framework – the statutory rules which the Council has to operate within

Re-housing offer – the flat, maisonette or house that residents will be offered

Resident homeowners – a term used to include both leaseholders and freeholders

Resident Homeowner Contract – the legal document for leaseholders and freeholders which explains their rights in the regeneration scheme

Right to buy – the right which council tenants have to buy the home they rent from the Council

Secure tenants – council tenants

Service charges - bills which resident homeowners have to pay for estate services e.g. cleaning

Statutory homelessness and disturbance payment – the payments to tenants and leaseholders to help with the costs of moving

Tenant's Contract – the legal document for council and RP tenants which explains their rights in the regeneration scheme.


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www.lbhf.gov.uk

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Questionnaire

Earls Court & West Kensington Local Lettings Plan

Consultation Draft

Please respond to the consultation by completing this questionnaire and returning it to the council using the enclosed pre-paid envelope.

You can also take part in the consultation online by visiting:

www.lbhf.gov.uk/earlscourtlettingsplan

INTRODUCTION

This consultation exercise is seeking your views on the Draft Earls Court and West Kensington Local Lettings Plan. We have sent you a paper copy of this document in the post. You can also open a copy of the Questionnaire on the webpage identified on the front page of this document and in the Local Lettings Plan. When completing your responses to the questions that we ask, we suggest that you have a copy of the document to hand to refer to.

There has been considerable discussion and debate about the decision to include the West Kensington and Gibbs Green estates in the wider Earls Court and West Kensington regeneration scheme. As you will know, the decision has now been made to include the estates in the scheme and the Council has signed the Conditional Land Sale Agreement with the developer. This will involve the eventual sale of the land on which the estates are built to the estates are built by the developer - in order to facilitate the regeneration of the area. The Council will need to achieve 'vacant possession' of the estates on a phased basis. This means you will need to move home. It is our intention that you have to move home only once. The Local Lettings Plan Consultation Draft sets out how the Council intends to re-house all eligible tenants.

For most eligible tenants, your new home will be on Seagrave Road or on the Earls Court and West Kensington development itself. The first new replacement homes will be provided on the Seagrave Road site. The developer has planning permission to build 808 homes on this site, 200 of which will be replacement homes for eligible tenants. A number of eligible tenants may wish to have an alternative housing option and we will work with them where possible to achieve a satisfactory outcome.

The first 150 of these homes on Seagrave Road are expected to be ready for occupation in 2015/16. This will enable the start of the first phase of the final Local Lettings Plan. **Please note, that no decision has been made on who will be allocated homes at Seagrave Road.**

Once Seagrave Road is complete and residents have been re-housed to this phase, the next phase will follow. The re-housing of the estate will be carried out in stages (phases). There are no set timescales for the development process, but it is anticipated that the phasing will happen over a 10-20year period.

The questions below follow the section numbering in the Local Lettings Plan document. This Local Lettings Plan consultation draft centres on how we intend to help you move home.

Some sections of the document set out the background of the scheme, for example, Section 1. 'Summary'; Section 2 'Background'; Section 3 'Vision' and Section 4 'Key Commitments' repeats the commitments we have already given to tenants. We have not asked questions about these sections, but if you have any points you wish to raise, please do so.

We have focused our questions on what, we believe to be, the key issues for tenants.

Please use this space for any initial comments you may have about the draft consultation document. Please respond to the council using the enclosed pre-paid envelope.

You can also take part in the consultation online by visiting www.lbhf.gov.uk/earlscourtlettingsplan

SECTION 5 – GUIDING PRINCIPLES TO THE COUNCIL’S APPROACH

In this Section we set out the guiding principles to our approach. This is about what issues we will take into account when dealing with eligible tenants’ housing needs and how we will approach specific issues. This includes who we define as an ‘eligible tenant’ to be, i.e., who will be eligible for re-housing.

Q What do you think of the guiding principles that we are proposing to adopt?

Are there changes or additions that you think we should make?

SECTION 9 – RE-HOUSING PROCESS

This section describes in detail how we intend to resource and manage the 'day to day' process of re-housing.

Q What do you think of the approach that we are proposing to adopt?

Are there changes or additions that you think we should make?

SECTION 10 – HOUSING NEEDS

This section describes in more detail how the Council is going to assess the housing needs of households over the timeframe of the regeneration of the area.

In this section we make clear that private tenants will not qualify as eligible tenants for the purposes of this Local Lettings Plan.

Q What do you think of the approach that we are proposing to adopt?

Are there changes or additions that you think we should make?

SECTION 11 – ADVANCED LOCAL LETTINGS PLAN

This section is divided into two parts. The first section describes how we envisage the re-housing process for moving within the borough will work in practice and we have set out the criteria that we are proposing to adopt.

- Q** What do you think of the approach that we are proposing to adopt?
Are there changes or additions that you think we should make?

The second section deals with tenants who wish to move 'out of phase' within the redeveloped site.

- Q** What do you think of the approach that we are proposing to adopt?
Are there changes or additions that you think we should make?

SECTION 12 – MEANWHILE USE / SHORT TERM USE

Due to the length and scale of the regeneration programme, it is likely that some homes will potentially be empty for extended periods of time. We do not consider this to be a good use of Council resources. Even for short periods of time the homes could be used either for working households who need a home to live for a short period of time or a household in pressing housing need.

- Q** What do you think of the approach that we are proposing to adopt?
Are there changes or additions that you think we should make?

SECTION 14 – EQUALITIES

In this section we briefly describe our approach to equality groups, acknowledging that we need to consider the impacts, both positive and negative, of the Local Lettings Plan on residents of the affected area.

- Q** What do you think of the approach that we are proposing to adopt?
Are there changes or additions that you think we should make?

SECTION 15 – APPEALS, INFORMATION AND REVIEWS

This section briefly describes the Council's approach to appeals, information and reviews. The approach will be drawn from the Council's Housing Allocation Scheme, which can be accessed at:

www.lbhf.gov.uk/changestohousingregister

- Q** What do you think of the approach that we are proposing to adopt?
Are there changes or additions that you think we should make?

If you are not able to read or understand the content of this Local Lettings Plan Consultation Draft, contact:

Earls Court Regeneration Team

Housing and Regeneration Department
London Borough of Hammersmith & Fulham Council
3rd Floor Hammersmith Town Hall Extension
King Street
London W6 9JU

Tel: 020 8753 5646 / 6889

Email: westken@lbhf.gov.uk

YOUR DETAILS

1. About you

In order for us to make the re-housing process more efficient, it would help if you could provide us with the following information:

Please select all that apply

- 1 - Single person
- 2 - Couple without children
- 3 - 2 adults of same sex
- 4 - Couple with 1 or expecting child
- 5 - Couple with 2 children of same sex
- 6 - 2 adults of opposite sex, but not a couple
- 7 - Couple with 2 children of opposite sex (under 10)
- 8 - Couple with 2 children of opposite sex (1 over 10)
- 9 - Couple with 2 children of opposite sex under 10 & one dependent relative
- 10 - Couple with 4 children (all of same sex or 2 of each sex)
- 11 - Couple with 2 children of the opposite sex under 10 and one dependent relative
- 12 - Couple with 4 children
- 13 - Couple with more than 4 children
- 14 - Couple with 3 children and 1 dependent relative

Other

2. What was your age on your last birthday?

3. Are you male or female?

Please select only one item

- Male
- Female

4. What is your full postcode?

The reason we ask for your postcode is so that we can build a picture of the specific problems in particular areas in the borough. By mapping the problems we are able to target our resources more accurately.

5. Which of the following best describe your tenure type?

Please select only one item

- Owner outright
- Own with mortgage or loan
- Shared ownership
- Secure Tenant (Rented from Council)
- Assured Shorthold Tenant
- Assured Tenant (Housing Association Tenant)
- Rented from private landlord or letting agency
- Relative or a friend of a household member

6. Are you currently in employment?

Please select only one item

- Full time
- Part time
- Retired
- Student
- Unable to work
- Unemployed

This is optional, but if you enter your email address then you will be able to return to edit your consultation at any time until you submit it. You will also receive an acknowledgement email when you complete the consultation.

7. What is your email address?

8. What telephone number can we contact you on?


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Consultation Note - Earls Court & West Kensington Local Lettings Plan

1.0 Introduction

Consultation with all estate residents upon the draft Local Lettings Plan took place between 7th March and 11th April 2013 and 61 responses were received.

Consultation occurred in five ways

1.1 Questionnaires

All homes on the Estates received a letter dated 7th March inviting comment on enclosures, which consisted of:

- A newsletter - Let us Know what you think about a Local Lettings Plan
- Earls Court & West Kensington Local Lettings Plan Consultation Draft
- Earls Court & West Kensington Local Lettings Plan Questionnaire

1.2 Website

A site was set up to receive on line responses via www.lbhf.gov.uk/earlscourtlettingsplan. The letter of 7th March advised all tenants that this site was available for consultation responses.

1.3 Email

The Council's dedicated email addresses for this Regeneration project was reviewed for any related enquiries.

1.4 Drop in sessions

Held at the West Kensington and Gibbs Green Estate Regeneration Office where four Council Officers made themselves available to answer residents queries and observations on the Draft Local Lettings Plan. These sessions took place from 2pm – 8pm on 21st March and 8am – 2pm on the 28th March 2013. The newsletter sent to each resident contained an invitation to come to the drop in sessions.

1.5 Briefing

On the 11th April 2013 Council Officers met with the Chairs of the two Tenant and Resident Associations and the Chair of the West Kensington and Gibbs Green Community Homes Ltd.

2.0 Summary of Consultation Responses

2.1 Questionnaires

A total of **15** questionnaires were returned to the Council by the closing date of 11th April 2013, via the Stamped Addressed Envelope provided to each Estate Resident. Two late questionnaires were received but were not included, as they arrived after the consultation closure date.

Tenure of Respondents	Number
Secure Council Tenants	8
Housing Association Tenants	2
Leaseholders	3
Not indicated	2
Total	15

The Council sought comments on seven main areas of the Draft Local Letting Plan. Responses are summarized below.

2.1.1 **Section 5 – Guiding Principles to the Council’s Approach**

- Nine comments were received from tenants and raised the following key points:
 - Two related to clarification of paragraphs in section 5.12 which were in contradiction to table at Appendix 1.
 - One comment related to provision of parking space.
 - One comment related to succession of new re provided property by adult dependant.

2.1.2 **Section 9 – Re-Housing Process**

- Nine comments were received from tenants. The following key points related to the LLP:
 - One tenant commented that tenants who had lived on Estate long term should be re-housed first.
 - One tenant wanted to know if they would be in the first phase
 - One tenant identified that they will require help moving home

2.1.3 **Section 10 – Housing Needs**

- Nine comments were received from tenants and raised the following key points:
 - One tenant wanted clarification as to whether they were an ‘eligible tenant’
 - One tenant commented on not wanting a bedsit.
 - One tenant requested we hold an open evening with models of the new properties
 - Three tenants commented on the property type they would like with one wanting a balcony the other a garden
 - One tenant commented on their status as carer for mother

2.1.4 **Section 11 (a) – Advanced Local Lettings Plan**

- Nine comments were received from tenants and raised the following key points:
 - One tenant considered criteria should make reference to tenants who had rent arrears or had been involved in anti-social behaviour
 - One tenant advised that they would not change the section
 - One tenant advised that they wanted only to move within the regeneration area

Section 11 (b) Advanced Local Lettings Plan

- Seven tenants commented on this area and raised the following key points:
 - One tenant asked how the preference to earlier signing of Contract would be identified.
 - One tenant stated that they would like to move to Seagrave Road

2.1.5 Section 12 - Meanwhile use/short term use

- Eight tenants commented on this section and raised the following key points
 - Two tenants agreed with LLP approach
 - Two tenants commented that the empty properties should be let to working households or those involved in community engagement
 - One tenant commented that homes should be let to tenants who have been on the Housing Register long term
 - One tenant commented on what would happen to the short term let tenants when the properties were due for demolition
 - One tenant was not in agreement with short term lets

2.1.6 Section 14 – Equalities

- Eight comments were received from tenants and raised the following key points:
 - One tenant agreed with need for Equalities Impact Assessment
 - One tenant asked that tenants who paid their rents timeously be treated fairly
 - One tenant did not understand this section
 - One tenant commented that more information was needed
 - One tenant commented that they would like to move with their current neighbours close by

2.1.7 Section 15 - Appeals, Information and Reviews

- Eight comments were received from tenants and raised the following key points
 - One tenant asked that assistance be provided with appeals
 - One tenant required more information on the Scheme of Allocation
 - A tenant wants to remain in the area preferably in Seagrave Road and advised that they understood there was a possibility they would be moved out of London this tenant also stated that the Allocation Scheme was unfair
 - One tenant did not wish to comment as they did not understand this section
 - One tenant was concerned regarding size of new property
 - One tenant commented that they thought it was good that tenants had opportunity to comment.

2.1.8 Tenant Details

Where tenants completed the section “Your Details” the following has been recorded

Male	Female	Employed	Unable to work	Over 60
7	2	4	3	3

3.0 Website

No responses were recorded on the Web Site www.lbhf.gov.uk/earlscourtlettingplan

4.0 Email

Two comments were received via email to the Councils Dedicated email address for this Regeneration Project – westken@lbhf.gov.uk. These queries related to specific individual circumstances, which will be addressed at the point the housing needs assessment is undertaken in relation to the relevant phase, in terms of housing allocation, and reflective of the LLP, once adopted.

The query related to a Notting Hill Housing Association Shared ownership leaseholder who wanted to find out how they would be treated (this is also referred to in the TRA enquiries in section 7 of this report).

5.0 Drop In Sessions

Two drop in events took place on 21st & 28th March 2013 at the West Kensington and Gibbs Green Estates Regeneration Office at No 1 Mund Street. Four Council Officers were available and each resident was asked to sign in. Notes were kept of each conversation in order to capture observations.

In total 43 people attended the meetings. Attendance at the event was as follows:-

Secure Council tenants	28
Housing Association	1
Temporary Accommodation	1 (temporary on licence)
Leaseholders	13
Total	43

Key comments and questions raised at the drop in sessions by the tenants have been summarised in the table below:-

- I would like to move now from Estate to an alternative address in LBH&F. Will I be given priority under the Scheme of Allocation if so which Band?
- When will policy for compensation for garden/garage loss be established?
- I live in a Temporary Accommodation property on the Estate; will I be re-housed to the Regeneration area?
- I am the carer for an adult relative will I be re-housed with them?
- My household is comprised of a couple where for medical reasons we require separate bedrooms how will this be assessed in terms of bedrooms for the new scheme?
- Can I bring my own white goods to new property?
- I am elderly & will not be able to pack & unpack how will this be done?
- I have an adult non dependent living with me the LLP appears to be contradictory in that 5.11 states that an Eligible Tenant is anyone who has lived as part of the household since one year prior to CLSA signed (23.1.2013). 5.12 bullet point two states that non dependent children must have lived there since the start of the tenancy. Which is correct?
- I currently have a ground floor flat with access to a garden. My children have health needs which require a garden. How will I be assessed to keep a garden in the new development?

6.0 Leaseholder Comments

Consultation occurred with all residents of the Estates. A combination of 13 Freeholders and Leaseholders took the opportunity to make comments. The following is a summary of the leaseholder queries, which will be addressed on an individual basis:

- Concerns relating to property values in new build & whether the leaseholder would be able to access a property which could accommodate entire household

- A leaseholder wishes to move to the new scheme ahead of phase and queried if this is possible
- Concern relating to meanwhile use of empty property and whether this would create further anti-social behaviour on the estates
- Comment from leaseholder that they thought the buy back offer referred to on page 26 of residents information pack was not legal
- Can translators be accessed for those whose first language is not English
- How will a Notting Hill Housing shared ownership leaseholder be dealt with
- When will a buy back policy be available
- Concern regarding blight
- Status regarding resident owner/non qualifying owner in relation to Right to Buy date
- A resident who was involved in an expired scheme Rent to Mortgage requested clarification on how they will be treated in regeneration

6.1 Section 12 of the LLP – Meanwhile use/ short term use

Two additional responses were received from leaseholders via email relating to:

- One leaseholder satisfied with Council approach
- One leaseholder not clear why residents will need to move before demolition takes place

Where the monitoring form was completed the status was as follows:-

male	1	in employment
female	1	retired

7.0 Meeting Held with Chair of Residents Associations and Chair of West Kensington and Gibbs Green Community Homes Ltd

Following the drop in sessions it became apparent that the Residents Associations have detailed responses to the Draft Local Lettings Plan. In order to hear these a meeting was arranged with the Director of Housing Options, Skills and Economic Development – the author of the Local Lettings Plan. A detailed note of the meeting was taken (Appendix 4) and the points made were taken into account in amending the draft Local Lettings Plan

8.0 Amendments to the Draft Local Lettings Plan

Officers have considered the responses made to the consultation and as a result a number of amendments are proposed. These are included in the Proposed Local Lettings Plan at Appendix 1 to the main report. The principal changes are as follows;

- An **additional paragraph (new 4.9) was inserted** into the section on Key Commitments to reflect the proposed cap on service charges for secure tenants moving to the redeveloped site. An equivalent reference was **deleted from Appendix 2 (Resident Homeowners)**. The entry in Appendix 4 (Glossary) relating to service charges was amended to include eligible tenants;
- **Paragraph 5.12 was amended** to make it **consistent with paragraph 5.11** in that non-dependent children will be re-housed with an eligible tenant as long as they were living with the tenant as part of the household for a year prior to the date the CLSA was signed (23/1/2013).
- **Paragraph 5.15 was amended** to clarify that the Local Lettings Plan provision on non dependent children was a variation from Appendix 1 (Size of Homes set out in the Scheme of Allocation.)
- **Paragraph 5.13 was amended** to clarify alternative arrangements for larger households with a need greater than 4 bedrooms;
- **Paragraph 11 (Advanced Local Lettings Plan) was amended** in a number of places to clarify that it applied to eligible tenants;
- **Paragraph 11.2 was amended** to make it clear that the Local Lettings Plan provision for eligible tenants to choose leave the estate would apply in line with the overall phasing of the scheme;
- **Paragraph 11.3 was amended** to clarify the arrangements for eligible tenants choosing not to move to accommodation in the regeneration scheme site. They would be made up to 2 suitable offers elsewhere. (This is consistent with the Council's overall Scheme of Allocation.) If these were both declined, they would be made one offer only of a tenancy in the redevelopment area which met the Council's commitments. If 2 suitable offers were not made by the time the property was required for possession, the position would revert to the general Council commitments to eligible tenants, and in particular paragraph 5.18.
- **Paragraph 11.4 (h) was deleted** to remove the provision that preference would be given to the resident with the earlier date the Tenant Contract had been signed where all other factors were equal in prioritising requests for "out of phase" moves;
- **Paragraph 15 (Appeals, Information and Reviews) was amended to include a new paragraph 15.2.** This clarified that where an eligible tenant requested a formal review of an offer of accommodation on the regeneration site the property would normally and where practicable be held available while the review is undertaken;
- **Appendix 2 (Resident Homeowners) and Appendix 4 (Glossary; Effective Date) were amended** to clarify that the Council signed the CLSA with EC Properties LP

LOCAL LETTINGS PLAN - Consultation draft

Action sheet for meeting held at 6.30pm on 11.4.13 at LBH&F Town Hall to discuss queries and issues arising from the Local Lettings Plan (LLP)

Present:

Appendix 4


Mike England (ME)	Director Housing Operations, Skills & Economic Development
Tomasz Kozlowski (TK)	Head of Area Regeneration, Earls Court
Mike Gallagher (MK)	Project Manager
Sally Taylor (ST)	Chair, West Kensington TRA
Diana Belshaw (DB)	Chair, Gibbs Green TRA
Keith Drew (KD)	Chair, West Kensington & Gibbs Green Community Homes Ltd
Robin Hawkes (RH)	Board Member, West Kensington & Gibbs Green Community Homes Ltd

	Issue/Query	Action Proposed
1.	<u>Introductions</u>	
1.1	ME: The purpose of having the meeting is to hear the views of those present on the draft LLP. Although this was stated as the last day for consultation, comments could still be taken following the meeting.	Comments from ST/DB/KD/RH by 15.4.13
1.2	ST: Emphasised that she and DB are elected representatives of their TRAs. Both had felt ignored by the Council in the consultation process and that it was important for the Council to understand that they represented the views of the large majority of residents on the estate. The Council often referred to consultation with a resident group but this was the Steering Group set up and funded by the Council and it was not elected by residents.	
1.3	KD: Introduced himself as Chair of West Kensington & Gibbs Green Community Homes Ltd. This had been set up by residents with the aim of taking the transfer of the estates into community ownership. RH had been appointed as an Independent Board Member.	
2.	<u>Non-Dependent Household Members</u>	
2.1	DB: Highlighted confusion arising from what appear contradictory items in the draft LLP: <ul style="list-style-type: none"> Item 5.11, p.3: "Members of an Eligible Tenant's household will be rehoused with the Eligible Tenant as long as they were living with the Tenant as part of the household for <u>a year</u> prior to the date the CLSA was signed (23.1.13)". Item 5.12, p.3: "The following persons will normally be considered as part of the household... (bullet point 2)... <u>"non-dependent children if they have lived continuously as part of the settled household since the start of the tenancy"</u> "Appendix 1 – Size of Homes", p.8: "Note: In the case of non-dependent adults over the age of 18 years old who are not carers; vulnerable; or the subject of other exceptional circumstances; they will <u>not</u> be considered as members of the household for the purpose of this Housing Allocation Scheme". 	ME to consider how the LLP should be clarified.
2.2	ME: Appendix 1 has been taken from the Housing Allocations Policy and therefore is setting out the general rules that apply. However, he said that it is clearly the intention that non-dependent adult children will be included in households. This does need clarifying in the LLP.	
2.3	ME: Stressed that item 5.10 is critical – this says that the Council will decide on a case by case basis who is part of an Eligible Tenant's household. DB said that many tenants had been very worried by the uncertainty in the document	

	and also referred to item 5.13 which implied that in the case of large households, adult children may be required to “make their housing arrangements elsewhere”. She gave the example of an elderly tenant with 2 adult daughters in a 3 bed who had been told that she would only receive an offer of a 2 bed home that would leave 1 daughter homeless. ME said that there may be cases where large households are made offers to 2 units to make the rehousing more feasible. RH said that this was not clear in the draft LLP.	ME to consider how the LLP should be clarified.
3.	<u>Tenants Contract</u>	
3.1	KD: Referred to item 5.6, p.3: “Eligible Tenants must sign the Tenant’s Contract to be eligible for the full terms of the re-housing offer”. Why is this necessary? It is introducing a level of preferential treatment for some tenants. There are people who have lived on the estate for 40 years – why should they not get the same treatment because they haven’t signed the Contract?	
3.2	TK: The Tenants Contract is geared to the new scheme and those that want to be part of the new development.	
3.3	KD: Also referred to item 11.4, p.7: “The following factors will be considered when prioritising requests for out of phase moves: a) Secure tenants who have signed the Tenants Contract....h) Where all other factors are equal, preference will be given to the resident with the earlier date the Tenant Contract was signed”. Again, this seemed to be creating an arbitrary factor in deciding priorities. ME said that he understood that what “sits behind” the question about the Tenants Contract is how the law works on tenancies. He will consider this further and also the particular issue of 11.4 h) (priority based on when contract is signed).	ME to reconsider the priority associated with signing the Tenants Contract.
3.4	RH: Item 11 repeatedly makes reference to Secure Tenants – thus not including Assured Tenants who are also defined as being “Eligible Tenants”. The LLP needs to be reviewed to ensure there is no confusion in terms of eligibility.	ME to review references to Secure Tenants in the LLP
4.	<u>What happens when offers are refused?</u>	
4.1	RH: Item 5.18, p.4 states: “Eligible Tenants will be made up to 2 offers of accommodation which meet the requirements of the Local Lettings Plan if there is scope within the phase. A 3 rd offer can be made at the discretion of the Executive Director of Housing and Regeneration”. What happens if there isn’t scope for even a 2 nd offer within the phase?	
4.2	TK: Nobody will be expected to move until the units in the appropriate phase become available. There is flexibility in the proposals in respect of the number and type of units in each phase.	
4.3	RH: Will you be taking possession proceedings if the tenant refuses the offer(s) you have made? If so under what grounds? There is no reference to this in the LLP.	
4.4	TK: This had not been considered as yet. The intention was to provide homes that people would want to move into. ME added that they hoped that in time people will support the scheme and the aim is to agree offers of accommodation with each tenant. RH said that it was important to understand that for many tenants and homeowners, particularly those in houses with gardens and parking spaces, they will be losing a lot in the new development because it is mostly flatted.	
5.	<u>Advanced Local Lettings Plan</u>	
5.1	RH referred to Item 11.3, p.6 that states that where tenants have requested to leave the estate and a suitable tenancy does not become available by the time	

<p>5.2</p> <p>5.3</p>	<p>the property is required for possession, “a tenancy in the redevelopment area, which meets the Council’s commitments, will be offered. Only one ‘offer’ of accommodation will be made in this instance”.</p> <ul style="list-style-type: none"> • Why only one offer if the tenant cannot be rehoused elsewhere – it’s not their fault if a property is not available so why penalise them with one offer? • What happens if they refuse the single offer? <p>ME: The aim is to be fair to other applicants in the borough who would normally only receive one offer. It’s also important to bear in mind that the offer will be considered “suitable”. However, he will consider whether the single offer should be reviewed in these circumstances.</p> <p>DB: Tenants had been told in the early stages of the scheme that they would get “like for like” offers in the new development and this was repeated by Cllr Johnson in last night’s BBC London News. However this doesn’t seem to be the case in what is actually happening with the possibility of household members not being accepted (as mentioned earlier), the reduction in the number of houses, the loss of garages and parking and ground floor tenants having to consider upper floor flats. TK said that it was difficult to comment on some of these matters as he wasn’t here at the time. However there would be compensation for the loss of gardens and garages.</p>	<p>ME to consider review of one offer</p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p><u>Appeals</u></p> <p>RH: In item 15.1, p.7, it states that the procedure for appeals is to be as set out in S.5.3 – 5.6 of the Housing Allocation Scheme. This says that: “where an applicant requests a formal review concerning the suitability of accommodation under section 5.4 of this policy, the property will not normally be held available whilst the appeal is considered”.</p> <ul style="list-style-type: none"> • What happens if the appeal is lost and the unit is no longer available? • What offer will then be made? <p>ME: Referred to S. 5.5 of the Housing Allocation Scheme which said that a property will be held available whilst the appeal is considered. However, he accepted that this is not what the policy says in the case of a request for a formal review (S. 5.4). ME agreed that this needed to be clarified.</p>	<p>ME to clarify whether a unit will be held available in the case of a formal review</p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><u>Resident Homeowners</u></p> <p>ST: There was no reference in the document to Notting Hill Housing Trust shared ownership leaseholders. RH said that one of these residents attended the LLP drop-in and he was told that there was no record of NHHT shared owners and it wasn’t clear how he would be treated.</p> <p>TK: It’s now thought that there are 2 NHHT shared owners and they were working out the appropriate offer. ME confirmed that they should be treated in the same way as other leaseholders. The relevant shared owners will be contacted.</p> <p>ST: Service charges for “secure tenants” (again no reference to assured tenants) are referred to under the Resident Homeowners heading. There’s no other reference except in the glossary in Appendix 4 where service charges are referred to as bills which resident homeowners have to pay for estate services e.g. cleaning. (There’s no reference to tenants paying service charges). ME agreed that this needed correcting.</p>	<p>ME/TK to confirm to NHHT shared owners how they are to be treated in the scheme.</p> <p>ME to review LLP to include references to tenants service charges in appropriate sections</p>
<p>8.</p> <p>8.1</p> <p>8.1.1</p>	<p><u>Other Matters</u></p> <p><u>Private rented tenants</u></p> <p>ST: Earlier in the scheme, long term private tenants had been told that they would be treated in the same way as other tenants. She has a neighbour who has been resident for 12 years as a private tenant and had thought she was</p>	

8.1.2	<p>included in the scheme. The TRAs had an email from a Cllr stating that private tenants would be treated in this way. When was the scheme changed to exclude long term private tenants?</p> <p>TK: The Council will try to assist with helping private tenants find rehousing but they would not be offered homes in the redevelopment. ME said that he was surprised to hear that private renters might have been included in the scheme – this would be very unusual in such a scheme. He added that the position wouldn't now change.</p>	
8.2	<p><u>CLSA</u></p>	
8.2.1	<p>ST: Who did the Council sign the CLSA agreement with? The LLP refers to EC Properties Ltd.</p>	ME to alter LLP so that correct
8.2.2	<p>ME: It should have said EC Properties LP.</p>	developer included.
8.3	<p><u>Impact of Home Loss and other compensation on benefits</u></p>	
8.3.1	<p>DB: Will tenant's benefits be affected by the £4,700 home loss payment and any other compensation?</p>	ME to clarify any impact on benefits of
8.3.2	<p>ME said that this does need to be made clear in the LLP</p>	compensation payments in LLP
8.4	<p><u>Report from Alice Belotti and Jonathan Rosenberg dated 22.3.13</u></p>	
8.4.1	<p>ST: There had been no acknowledgement or response to the cases raised by Alice Belotti and Jonathan Rosenberg in their report dated 22.3.13, following the LLP drop-in session on 21.3.13, emailed to Melbourne Barrett and copies to Mike England et al</p>	ME to arrange response to issues raised.
8.4.2	<p>ME: There should have been an acknowledgement and a response will be made.</p>	
8.5	<p><u>Rubbish collection on the estates</u></p>	
8.5.1	<p>ST: There has been a real deterioration in rubbish collection and litter picking on the estates. Is it true that recycled rubbish is now only collected once a week? The estates are being allowed to look worse and justify the redevelopment – it didn't used to be like this and residents are proud of their homes and estates. RH: added that this should be an important issue for the Regeneration Team because if the estates are allowed to deteriorate it will make the temporary letting of units under the "Meanwhile Use" to applicants on the Home Buy Register much more difficult. TK agreed to respond on this matter.</p>	TK to respond on rubbish and litter picking issues.
8.6	<p><u>Affordable rented units in the scheme (740)</u></p>	
8.6.1	<p>KD: How certain is the provision of these units? On other schemes the number has subsequently been reduced at the request of the Council in return for payment by the developer.</p>	
8.6.2	<p>TK: The S106 Agreement will set down the obligations on the developer to provide these homes.</p>	
8.7	<p><u>Rents in the redevelopment</u></p>	
8.7.1	<p>DB: Will the rents be higher in the new homes for the same sized property? This had been her experience in a previous move.</p>	
8.7.2	<p>TK: Rents will be in line with the policy for other properties in the borough. ME added that they will be calculated in the same way.</p>	
8.8	<p><u>Council Tax banding</u></p>	
8.8.1	<p>DB: Will the Council Tax be higher for similar size properties in the new development? RH said that it had been his experience on other schemes that this was often the case and that this had not been made clear prior to tenants moving in. It does need to be made clear at an early stage – especially as the rules on even very low income households making payments are changing.</p>	ME/TK to consider making information available on Council Tax bandings in new homes

 <p>h&f the low tax borough</p>	<p>London Borough of Hammersmith & Fulham</p> <p>CABINET</p> <p>24 JUNE 2013</p>
<p>HOUSING REVENUE ACCOUNT PARKING AND GARAGE STRATEGY</p>	
<p>Report of the Cabinet Member for Housing, Councillor Andrew Johnson</p>	
<p>Open Report</p>	
<p>Classification: For Decision</p>	
<p>Key Decision: yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Executive Director: Melbourne Barrett, Executive Director of Housing & Regeneration</p>	
<p>Report Author: Jo Rowlands, Director of Housing Services, Matthew Rumble, Service Transformation Manager.</p>	<p>Contact Details: Tel: 020 8753 1313 E-mail: jo.rowlands@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1 The arrangements for parking and management of garages inherited from the Arm's Length Management Organisation (ALMO) were not financially sustainable or appropriate following a change in legislation that stopped the Council from enforcing parking control by towing and clamping cars. As a result the parking enforcement contract was terminated. Income from both car parking charges and garage charges is inadequate to provide an effective service or to manage the assets.
- 1.2 This report sets out the key options and issues for both the management of garages and for the management of parking on Council estates. It recommends new garage charges and a policy for effective management of the asset.
- 1.3 The report also presents the results of resident consultation on potential parking management options including charging and enforcement and a charging policy for garages and the use of garages as HRA assets.

- 1.4 The recommendations for Members to consider are the implementation of a new garage charging policy and a policy for management, disposal and investment in the garage stock. The report asks Members to note the results of the full S105 resident consultation and that further feasibility work on parking options will be the subject of a report to Cabinet following the completion of a full options appraisal.

2. RECOMMENDATIONS.

- 2.1. That the outcome of the formal section 105 consultation with residents on parking and garage options be noted.
- 2.2. That approval be given to the new management arrangements for garages including a new charging policy for garages, which will set a monthly flat fee for garage rent, and advance payment only (three months in advance), as set out in paragraphs 6.8 to 6.14.
- 2.3. That the introduction of a policy for redevelopment, disposal, investment and change of use of garage sites as set out in paragraph 6.13 of this report and Appendix 1 be approved.
- 2.4. That the progress and on-going review of parking control options be noted and that approval be given to the concept that all those that wish to park on HRA housing estates or land must pay a flat fee annual charge to do so.

3. REASONS FOR DECISION

- 3.1. Cabinet approval is required to ensure that garage assets are managed effectively in line with the HRA Asset Management Plan and charging policy is financially sustainable in line with the Medium Term Financial Strategy and the 30 HRA business plan.
- 3.2. That the outcome of the statutory S105 consultation on parking and garage options is noted and that Cabinet notes the intention to carry out further feasibility work on the options to manage estate parking.

4. INTRODUCTION AND BACKGROUND

- 4.1. The management of the Borough's housing stock returned to the Council from the ALMO on 1st April 2011 and on 28th March 2012 HRA reform was implemented nationally. This means that Local Authorities have become "self financing" and have to manage their housing assets, including parking spaces and garages which form part of housing properties, to ensure they can be supported and maintained from Housing Revenue Account (HRA) income. There are a number of financial pressures on the Council's HRA and predicted HRA general reserves as at 1st April 2013

are equivalent in cash terms to less than 4 weeks rental income¹. A Medium Term Financial Strategy (MTFS) savings programme is currently underway to improve the financial position of the HRA overall, freeing up investment for debt repayment, innovation and service improvement. The programme includes scope to increase rents, fees and charges in line with improvements in service quality.

- 4.2. The management of car parking and garages on HRA land falls within the remit of the MTFS programme and as a result the Council began a review of parking and garage provision. As part of the review the Council consulted residents on potential parking management options including a policy for consistent parking charges and options for enforcement and parking control. The consultation also sought resident's views on a new charging policy for garages and a strategy for garage asset management.
- 4.3. The review of garages on housing land is complete and consultation findings have been summarised in the consultation section of the report. The report includes garage rent proposals and for the potential use of garages.
- 4.4. The parking review concluded three main options for the future management of estate parking. These options are summarised in the options appraisal section alongside the approach adopted by other boroughs, further feasibility work is needed to determine the best way forward.
- 4.5. The issues identified in the review for both garages and parking are described below in the proposals and issues section of this report.

5. PROPOSAL AND ISSUES

5.1. Garages – Current arrangements

- 5.2. The review of garage management has led to 8 key findings.
- 5.3. Disparity of charges: There are four separate types of garage, with separate charges for each type. The charges range from £9.68 per week for a motorbike garage, to £13.69 for a full size and covered garage. The definitions are unclear and confusing.
- 5.4. Unsustainable charges: Current charges are well below private sector market levels which range from £260-£563 per month (£60-£130 per week) in the borough and are lower than other inner London boroughs. For example Kensington and Chelsea Tenant Management Organisation charge between £130-160 per month (£30-£60 per week) for a garage and in Wandsworth charges are zoned but similar garages are £82 per month

¹ More details are available in the HRA Financial Strategy and Rent Increase 2013/14 report which was approved by Cabinet on 11th February 2013.

(£19 a week) with garages in key locations advertised commercially at up to £260 a month (£60 a week). More detail can be seen in Appendix 2.

- 5.5. Under-performance of garage management: It is recognised that under the ALMO, management of the Council's garage stock did not meet expected service standards.
- 5.6. Lack of investment: The garage assets on HRA land have had little or no investment, as a consequence 19.7% of garages are empty and many are in an un-lettable condition.
- 5.7. Lack of demand: There are 1,277 garages of all types of which 252 are void (19.7%), of these 192 are long term, over 6 months and 60 are short term ready for letting. The reasons for the high void rates could be the lack of investment, a lack of demand on some estates or effective marketing. Appendix 3 shows current garage occupancy.
- 5.8. Lack of a clear disposal policy: Empty or abandoned garages are unsightly and are a drain on the HRA and there is a no clear policy on investment, demolition, disposal, redevelopment or change of use of garages.
- 5.9. Inappropriate use: Many garages are not used for the purpose of storing a vehicle instead, in many cases, flammable and inappropriate materials are being stored that create a health and safety hazard and some are being sub-let.
- 5.10. Utility bill charging for garages: The review found that utility charges are not identified on garage rental charges and that some garage sites do not have separate meters, so costs are included in the communal charges for the public parts of the estate rather than charged directly to the resident renting the garage. Action is currently in progress to rectify this situation as sites are identified.
- 5.11. To counter rising arrears and high void levels a new dedicated team has been formed with two garage officers created and recently filled on a permanent basis, they are meeting targets for the collection of garage arrears and letting garages that are of a lettable standard.
- 5.12. **Car Parking - Current arrangement**
- 5.13. The issues relating to the existing estate parking arrangements can be distilled into eight key findings:
- 5.14. An inconsistent service: There are currently a wide range of schemes across our estates, which are set out in Appendix 4 of this report. In summary, residents on 25 estates are charged for a parking bay while on 43 estates residents can park for free. On a further seven estates there is a mixture of free and paid-for bays and parking areas. This situation means that car parking is inequitable, difficult to manage, not in line with parking arrangements for HRA street properties, confusing for vehicle users and has led to complaints and under recovery of parking income.

- 5.15. This is also inconsistent with parking on the public highway across the borough where all but two residential roads are covered by permit based controlled parking schemes.
- 5.16. A lack of clarity on actual parking spaces available: Some estates with parking areas have no defined bays, this means it is difficult to assess overall parking capacity. There are 2,211 numbered parking bays on the Council's IT system and 1,300 free bays. However, it is estimated that vehicle capacity is nearer 4,000 overall.
- 5.17. A 71% void rate on paid-for parking bays: Of the 2,211 paid-for parking bays in the borough 1,565 (71%) are void (extracted from Iworld as at 22/08/12). This high void rate means that the Council generates only £72,931 per annum against a budgeted income of £423,000 under current arrangements.
- 5.18. Demand for parking - Current demand for car parking is difficult to assess, as waiting lists for parking are not consistently kept updated. It is estimated there is capacity for 4,000 vehicles and there are 1,085 garages that are let or available, therefore the total number of vehicles that can be accommodated is around 5,085. Demand from Council residents for parking is assumed to be around at 30-40% of 15,000 households requiring capacity for 4,500 to 6,000 vehicles.
- 5.19. Disparity in charges between HRA estate parking and street parking: The weekly charge for paid for parking bays on HRA land is £2.72 per week, which equates to £141.50 per year. The annual charge for a permit to park on the street is £119 for the first permit and £482 for the second.
- 5.20. Investment requirements: There is currently no cyclical maintenance programme or investment in technology to support enforcement of parking controls. This position means the Council is unable to provide a service that meets customer need or the investment estate parking requires.
- 5.21. Lack of a parking management contract: The contract that was in place to manage parking was terminated because it did not meet new legislative requirements under the Protection of Freedoms Act, meaning the Council is no longer able to tow or clamp on Housing land. This means there is currently no means of enforcing the parking conditions.
- 5.22. Free and subsidised staff parking: A review of staff parking led by the Chief Executive's Office, is currently taking place alongside the HRA review of parking. It is anticipated that this review will deliver savings to the HRA by reducing the number of permits issued to staff and the contribution the HRA currently makes toward staff parking at Kings Mall.

6. OPTIONS AND ANALYSIS OF OPTIONS

6.1. Options for Garages

6.2. The option appraisal for garages looked at two options:

- Option 1 Retain current arrangements; and
- Option 2 Simplify rental arrangements and agree a policy for the redevelopment, disposal, improvement and change of use of garages **(recommended for implementation)**.

6.3. Option 1 - Retain current arrangements

6.4. This would mean low weekly charges for garages, rent payable weekly (often in arrears), no investment in garages and no consistent allocation policy for garages.

6.5. The strengths of retaining current arrangements are that those residents that have a garage support keeping arrangements as they are.

6.6. The considerations of retaining current arrangements are:

- Low rental charges have led to a lack of investment in the asset leading to high void rates, which will continue to increase if the condition of the asset deteriorates and overall rental income will reduce further.
- Weekly charges are often paid in arrears and collection costs are high.
- In order to improve garages, the HRA would have to subsidise the cost. This would benefit a minority of council and private residents who rent garages.
- By not increasing charges to levels closer to neighbouring boroughs, there is an increased risk of inappropriate garage subletting. Further resources would be required to ensure garages are not sub-let or used for purposes other than the storage of a vehicle.
- It is recognised that under the ALMO, management of the Council's garage stock did not meet expected service standards.
- Some garage sites are unsightly and accessible to those who may potentially use them for anti-social behaviour which may impact on resident's feelings of security and the general appearance of the neighbourhood.
- The Council is not maximising the opportunity to develop more homes for local residents or reinvest in the garage stock through increasing capital resources available to the HRA from disposal of garages sites, where it is economically unviable to retain them.
- Utility charges are not identified on garage rental charges and some garage sites do not have separate meters, so costs are included in the

communal charges for the public parts of the estate rather than charged directly to the resident renting the garage.

- 6.7. **Option 2 - Simplify rental arrangements and agree a policy for the redevelopment, disposal, improvement and change of use of garages.**
- 6.8. The recommendation is to reduce the types of garages from 4 to 2 and let garages on a monthly basis at a flat rate of £100 for a garage and £75 for a motorcycle garage. This compares to the current average weekly garage rent let to a Council resident of £13.69, which equates to £59.32 a month.
- 6.9. The proposed charges remain below other neighbouring London boroughs. For example Kensington and Chelsea Tenant Management Organisation charge between £30-£60 for a garage per week (£130 to £260 per month) and in Wandsworth charges are zoned but in key locations advertised commercially at up to £60 a week.
- 6.10. As a condition of all garage lettings, payment would be three months in advance and by direct debit or standing order only, with payment for utility charges where appropriate.
- 6.11. It is expected that income in 2013/14 will be broadly in line with the current year's budget of £845k at between £818k and £880k. This is because implementation is likely to take place from December 2013 and a number of garage sites are likely to be taken out of commission and some will require upgrading before they can be re-let. Predicted garage income in 2014/15 is between £870k and £1.055m.
- 6.12. Where demand is high the allocation of a garage will be limited to one per household and only if all criteria are met for example that:
- no monies are owed to the HRA or the council in general
 - the vehicle is registered to the person applying at the address given and proof of residence and ownership is provided and other conditions set out in the licence agreement are met.
- 6.13. A clear policy has been developed to make informed choices about the use of garage sites based on financial viability. The policy prioritises potential sites for housing redevelopment and, as part of the process, will look at alternative parking facilities; the policy also assesses the viability of investing in retained garage site or changing their use. The policy is attached at Appendix 1 of this report, it is recommended that this policy is agreed and implemented immediately. £250k of funding has been allocated within the 2013/14 HRA Capital Programme to improve garages and enable them to be let effectively. On-going maintenance and management costs will be met from future rental income from garages.
- 6.14. Finally, option 2 will introduce an effective method of marketing empty garages to publicise their availability and the allocation policy.

6.15. Garage Management arrangements

6.16. The management of garage assets under the ALMO did not meet expected service standards. This has been a priority area for improvement and as part of the review of Housing Services a new dedicated team has been formed with two garage officers created and recently filled on a permanent basis. There has been a marked improvement under the existing garage management arrangements with arrears steadily decreasing early intervention measures such as standing order and direct debit arrangements put in place to help improve income collection. The team will implement the new policy and those currently renting garages will be required to meet the new criteria and to sign new licence agreements. The team will ensure record keeping is accurate and up to date and vacant garage spaces are marketed effectively and let quickly. Located in the central Client Team the garage officers will be best placed to work with other Council departments such as repairs and income collection as well as with the neighbourhood housing teams.

6.17. Options for Car Parking

6.18. There are three main options for parking on housing estates, enforcement through the use of parking charge notices using contract and tort law; implementing Traffic Management Orders or; to continue with the current arrangements.

6.19. This report summarises the options and expands on the attached summary table in Appendix 5 which describes the route other boroughs have taken or are planning to implement.

6.20. It is evident from the review and the range of solutions implemented by other London boroughs that there are strengths and weaknesses to all options. A suitable parking solution for Hammersmith and Fulham estates still requires further work and may require the implementation of a single or mixed approach. Further feasibility work is required to assess these options in more detail, balance them against the aims of the Council and the outcome of the consultation results.

6.21. Option 1 - Parking charge notices

6.22. The Protection of Freedoms (PoF) Act received Royal Assent in May 2012, banning clamping on private land with effect from October 2012.

6.23. From October onwards parking control through the application of trespass and tort law has only been possible by issuing civil parking charge notices. These notices are issued on the basis of driver liability.

6.24. Government committed to enabling schedule 4 of the PoF Act, subject to there being a suitable appeals process. This appeals process is now managed by the British Parking Authority and has led to the establishment of statutory procedures allowing private landowners to enforce Parking

Charge Notices against the registered keepers, where a driver cannot be identified.

6.25. Other boroughs

6.26. Contract law Parking Charge Notices (CPCN) are used or will be used by half of London boroughs surveyed. 12 currently use a private contractor to issue CPCN and a further three are in the process of procuring a contractor.

6.27. K&C have been issuing CPCN since January 2013 and in that time 34% of tickets issued have been paid. This is income received from the issuing of tickets alone, without any follow up action. K&C are in the process of implementing a traffic management order covering all estates, moving away from CPCNs.

6.28. Westminster use a private contractor to enforce CPCN and have no plans to move to a TMO to control parking arrangements at present.

6.29. **Option 2 - Traffic Management Order under the Road Traffic Regulations Act.**

6.30. The current advice from London Councils is that all local authorities should create Traffic Management Orders (TMO) using the Road Traffic Regulation Act 1984 in order to control parking on private land in their ownership.

6.31. To do so would require:

- Drafting an order, which is a standardised document covering estates and stating how and where the enforcement arrangements will operate.
- Statutory consultation over the terms of the order, including public advertising.
- New signage to all estates and, in some cases, improved road marking to ensure the terms on which parking is permitted are clearly visible and adhere to the order.
- No individual bays can be reserved on highways so all parking areas have to be for generic parking use with the appropriate demarcation of parking areas rather than individual bays.

6.32. If approved, enforcement would be carried out via the issue of Penalty Charge Notices, a form of ticket backed by statutory law. It would be possible for the Council to procure a private contractor to deliver this service or for its own highways department to do so.

6.33. Other boroughs

6.34. Five of the 30 London boroughs surveyed use TMOs to regulate parking on their estates. These include Hackney, Croydon, Barnet, Ealing and Southwark.

- 6.35. These councils have introduced TMOs on an estate-by-estate basis and only where there is demand. Authorities are obliged to implement a TMO only where consultation defines there is a majority supporting the proposal.
- 6.36. No borough currently has a blanket TMO covering all estates or all of its estates contained within local residential zones.
- 6.37. K&C, Wandsworth and Southwark are planning to implement a borough-wide approach. Southwark are rolling this out gradually whereas K&C and Wandsworth are proposing to implement a scheme on all estates at once.
- 6.38. In general the HRA has underwritten the cost risk in all TMO schemes.
- 6.39. All boroughs have funded the capital set up costs of the TMO schemes from the HRA. The borough-wide scheme in K&C is estimated to cost £205K for all estates.
- 6.40. **Option 3 – retain current arrangements**
- 6.41. The final option is to continue with the current arrangement and to have no enforcement on HRA land.
- 6.42. Five London boroughs have no estate parking enforcement, and a number of other boroughs have large proportions of their estate stock left without parking control. These boroughs are generally outer London boroughs where there is less demand for parking on estate roads or on the surrounding highways.
- 6.43. The principle benefits are that estate residents would have free parking and the council could wait for further clarity on the Protection of Freedoms Act (PoFA) and review the success of schemes in K&C, Southwark and Wandsworth before deciding how to move forward.
- 6.44. The dis-benefits include:
- 6.45. Parity of services: The majority of roads in the borough are controlled by traffic management orders. Only two, both near Wormwood Scrubs, are not controlled in some way. This option would also contradict the Council's aim to deliver tenure neutral neighbourhood services. Private residents would pay for parking permits while housing tenants and leaseholders receive a free and subsidised service. It may also lead to a displacement of parking from street to council housing estates by those who wish to avoid paying to park.
- 6.46. Loss of income: The council has an income target of £423k for parking in 2013/14 and this would not be met, leaving a gap in the HRA budget. The Council would still be required to maintain parking areas and road surfaces on estates, but without any related income.

6.47. Resident satisfaction: Resident dissatisfaction and complaints are increasing as knowledge of the lack of enforcement becomes more widely known, with use of estate parking by non-residents rising over time. Residents who currently pay for a bay to park are giving these up because controls are not enforced. Consultation highlighted general support for parking enforcement and this would also not be delivered.

6.48. **Recommended Proposals for Car Parking**

6.49. Further appraisal of options 1 and 2 is required to assess the viability and appropriateness in relation to the consultation feedback. It is recommended that the option of retaining the current arrangements is not sustainable or desirable in the long term.

7. **CONSULTATION**

7.1. Details of the potential garage and parking options were sent to every resident (tenant, leaseholder, and freeholder) and were posted on the Resident Involvement page of the Council's website. Two questions were asked about car parking in relation to charging policy and enforcement and two about garages also in relation to charging policy and management of the asset. Residents of Fulham and Lancaster Court estates were asked different questions about car parking because it was envisaged that a pilot arrangement to include the estates in the local Controlled Parking Zone (CPZ) would support the aim to deliver tenure neutral services and open up the estates to the surrounding neighbourhoods. The proposal for Fulham Court would complement the current Housing Estate Investment Programme for the Estate. It was also to gauge the appetite for this option among residents.

7.2. The consultation process was conducted in compliance with the statutory requirements placed upon the Council under s105 of the Housing Act 1985. The Housing Act requires the Council to consult with tenants who are likely to be substantially affected by a matter of housing management and the Council has an obligation to take due regard to the responses received. It is for this reason that Members are asked to note the outcome of the consultation.

7.3. A summary of the outcome of the consultation is detailed below: 15,040 letters were sent as part of the consultation and 635 responses were received, a 4.2% response rate. Of these 35 were emails, 61 telephone calls and 539 returned survey forms. White City Estate was excluded as a TMO was done in 2004 to allow for enforcement by Penalty Charge Notice.

7.4. Although disability information was not requested 54 residents advised us that they were disabled (8.5% of those that responded).

- 7.5. **Proposal 1 – to have a standard charge for a permit to park**
- 7.6. 366 (58%) people responded and commented on this proposal and 285 had no comment. Of those that commented 46% (168) supported the proposal and 54% (195) had objections, 85 people objected because they currently do not pay to park and do not want to pay, or they thought the charge was too high, 74 people rent an individual bay and want to retain it and 36 people just had a general objection to the proposal.
- 7.7. **Proposal 2 – Enforcement**
- 7.8. 187 people commented (30%) and 444 people had no comment. Of those that commented 82% (154) supported the proposal and 18% (33) had objections.
- 7.9. **Proposal 3 – Increase garage charge**
- 7.10. 151 (24%) of those that responded commented on this proposal, 480 did not comment. Of those that commented 97 (64%) supported the proposal and 54 (36%) had objections. Many of those that supported the proposal thought it was fair to charge more but did not want rates to reflect commercial charges, which they considered would be too high because of property valuation rates in the borough.
- 7.11. **Proposal 4 - Garage improvement**
- 7.12. 122 (20%) commented on this proposal and 509 (80%) did not comment. Of those that commented 105 of 122 (86%) supported the proposal and 17 (14%) had objections. Of those that objected many wanted improvements but did not want to pay especially if their garage was already in good condition.
- 7.13. **Fulham Court and Lancaster Court Estates**
- 7.14. 550 letters were sent and 36 (7%) responses were received of these seven made no comment.
- 7.15. **Fulham Court and Lancaster Court Estates: Proposal 1 - to include estates in local CPZ**
- 7.16. 29 commented on this proposal and of these 12 (41%) supported the proposal and 17 (59%) had objections, seven people did not comment on this proposal.
- 7.17. The main issue was from residents who pay for a bay and want to retain it. Many residents did not mind the charge. A few complained of additional traffic on the estate and their children's security. Many objected because of concerns about football fans parking on the estate on match days, consequently residents wanted enforcement until 8 or 9pm and at weekends on match days.

7.18. Fulham Court and Lancaster Court Estates: Proposal 2 – Enforcement

7.19. 34 (6%) commented on this proposal and of these four supported the proposal, no one had any objections and 30 did not comment.

7.20. Other consultation: TRA and Housing Forum meetings

7.21. In addition to this consultation exercise, officers also attended a number of Tenant Resident Association meetings and Forum meetings to discuss proposals and capture resident feedback. A summary of the feedback alongside officer comments is included in Appendix 6 of this report.

8. EQUALITY IMPLICATIONS

8.1. An EIA is attached with this report and is available electronically.

9. LEGAL IMPLICATIONS

9.1. The Regulation and control of the parking of vehicles on housing estates is part of the proper functions of a local authority in managing a housing estate under the Housing Act 1985 s.21(1). In addition, or alternatively it is conducive or incidental to a local authority's management of the houses of the estates within the Local Government Act 1972 s111.

9.2. As set out in the report the Council has a statutory obligation to consult with secure tenants and consider any representations made by them before making a decision.

9.3. Implications verified/completed by: Janette Mullins, Head of Litigation (telephone: 020 8753 2744)

10. FINANCIAL AND RESOURCES IMPLICATIONS

10.1. Viability studies to assess the cost of upgrading, disposal, redeveloping or changing the use of garages have yet to be carried out, but income from the asset base could be ring-fenced for improvement of garages that are financially sustainable to retain.

10.2. Income from the new garage arrangements in 2013/14 is predicted to be between £290k and £352k if the new arrangements are implemented by December 2013 (providing 4 months income), assuming a 10% void rate and the decommissioning of between 15% and 30% of current garage stock (following completion of the viability studies mentioned above). Income from the current garage arrangements will generate £528k for the first 8 months of the financial year based on a current void rate of 15%. Therefore, total predicted net income for 2013/14 is between £818k and £880k compared to a current budget of £845k.

- 10.3. Predicted garage income in 2014/15, assuming a void rate of 10% and the decommissioning of between 15% and 30% of current garage stock, is between £870k and £1.055m and should result in business plan HRA MTFs targets being achieved.
- 10.4. Finance officers will be closely involved in monitoring and assessing the financial impact of the new garage charging policy and the policy covering the management, disposal and investment in the garage stock from inception and on an on-going basis.
- 10.5. Implications verified/completed by: Kath Corbett, Director, Finance and Resources - telephone: 020 8753 303.1

11. RISK MANAGEMENT

- 11.1. The report content sets out the risks associated with the proposed changes and contributes positively to the management of risk number two of the Enterprise Wide Risk Register, Managing the Business Objectives (public needs and expectations).
- 11.2. These risks can be summarised as:
 - High garage void levels until a programme of improvement is implemented.
 - Differing levels of demand than expected:
 - Higher demand for garages than capacity causing parking stress on surrounding streets.
 - Lower levels of demand will impact on budgeted income.
- 11.3. There will need to be sufficient time and resources made available for staff training and associated changes to information and communications technology applications.
- 11.4. A risk register will need to be prepared, to be managed within the project, to record additional risks identified in the report. This can also accommodate and escalate any emerging risks and issues as they arise

12. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 12.1. There are no specific procurement implications arising from this report.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
	None		

LIST OF APPENDICES:

1. Garage Redevelopment Policy
2. Benchmarking of Garage Charges
3. Garage Use
4. Parking Schemes by Ward
5. London authorities parking arrangements
6. Responses to Consultation

Appendix 1

Garage Redevelopment Policy

That the policy below is adopted for redeveloping, refurbishing or changing the use of garage sites:

- Garage sites which have the potential to be redeveloped for new housing, including affordable housing, will be prioritised over existing use. An assessment of parking re-provision will be completed as part of such developments. Sites within existing estate regeneration schemes will be excluded.
- Where there is no potential to develop new housing, the following criteria will apply :
 - where there is current demand for garages, capital investment is identified to bring them up to a lettable standard and to provide a secure and well lit environment.
 - where there is a lack of demand, garages are marketed to non-residents and commercial users.
 - where there is a lack of demand or the cost of refurbishment is prohibitive, consideration is given to a change of use for the garage site.

Appendix 2 - Benchmark of weekly garage and parking bay charges

	Secure & covered Garages (full size)	Garages (small)	Motorbike Garages	Covered parking bays	Marked parking bays
LBH&F	£13.69	£12.09	£9.68	£2.98	£2.73
LBW	£6.08 -19.27* - £60	£5.40	£7.10	None	£1.53
K&C TMO resident	£11 - 21.54	No data	No data	£4.37 – 5.64	£21.85
K&C TMO let commercially	£32.88 – 64.62	No data	No data	£13.12 – 32.88	£65.62
Private sector H&F	£62- 130	No data	No data	No data	£26-120
Private sector K&C	£70-100	No data	Motorbike stores	£70-80	No data
Private sector Wands'th	£30-40	No data	£9.39	£18-56	No data

*A+ - up to £60; A - £19.27 ; B - £11.48 ; C - £8.26 ; D - £6.08. VAT payable on non resident & commercial lettings

Appendix 3 - Garage use				
Ward	tenant	Private	RTB leaseholders	other
Addison	113	63	7	4
Askew	25	5		2
Avonmore & Brook Green	28	6	3	2
College Park & Old Oak	34	12	1	2
Fulham Broadway	126	31	4	4
Fulham Reach	53	44		5
Hammersmith Broadway	11	2	1	
Munster	9	7		1
North End	76	20	5	5
Palace Riverside	8	5		1
Parsons Green & Walham		1		
Ravenscourt Park	24	14	1	
Sands End	53	16	6	1
Shepherds Bush Green	113	26	5	4
Town	6	2		
Wormholt & White City	20	7	1	
	699	261	34	31
				<u>1025</u>
Private: private residents, leaseholders (non RTB)				
Other: LBHF departments				

Appendix 4 - Estate Parking Schemes by Ward

Key	Sheltered scheme
	general needs

		Estate	No. Properties	No. Garages	No. Parking Bays	Scheme
1	NORTH Ward 1	Wood Lane	140	62	45	Free bays
2		Woodman Mews	54	20	29	Paid bays
3		Rosewood Square (sheltered)	28	0	0	N/A
4	Ward 2	Askham Court	56	4	3	Free
5		Creighton Close	48		10	N/A
6		Wormholt	316	29	2	N/A
7		Wengham, Hayter & Orwell	52	0	0	N/A
8		White City	2035	6	617	N/A
9	Ward 3	Aldine Court	48	6	0	N/A
10		Edward Woods Estate	754	116	132	Paid bays & free parking
11		Frithville Gardens	54	20	2	Paid bays
12		William Church Estate	116	31	64	Free
13		Batman Close	118	26		N/A
14		Lugard House	31	6	4	N/A
15	Ward 4	Becklow Gardens	245	20	45	Paid bays
16		Malvern Court	62		7	Free
17		The Grange Goldhawk Road	16	10	0	N/A
18		Hayden Park Court 67-106	35		14	Paid bays
19		Emyln Gardens	246		53	Paid bays
20		Kelmscott Gardens	82	9	39	Paid bays
21		Coningham House, 172-180 Coningham Road, Stowe Road & Morland Walk	14	0	24	Paid bays

		Estate	No. Properties	No. Garages	No. Parking Bays	Scheme
22	Ward 5	Ashchurch Park Villas	24	9	0	N/A
23		Chisholm Court	27		2	Free
24		Flora Gardens	197	12	44	Paid bays
25		Marryat Court	38		5	Free
26		Myline Close W6	18	Integral to some town houses	9	Free
27		Standish House	51		19	Paid bays
28		Cardcross House	11	5	0	N/A
29	Ward 6	Aschcroft Sq	223	0	0	N/A
30		Aspen Gardens	116		29	Paid bays & Free
31		Queen Caroline Estate	268	15	73	Paid bays
32		Banim St	35		4	Free
33		Benbow Court	20		0	N/A
34		Riverside Gardens/Thamesview	219		83	Paid bays
35		Verulam	56		0	N/A
36	Ward 7	Charecroft Estate	430	123	40	Free
37		Bradford and Burnham		22	0	N/A
38		Netherwood Road	33	24	14	Paid bays
39		Sulgrave Gardens	48	12	3	Paid bays

		Estate	No. Properties	No. Garages	No. Parking Bays	Scheme
40	Ward 8	Planetree Court	31		8	Free
41		Springvale Estate	214	56	24	Paid bays and free
42		Linacre Court	69	26	28	Paid bays
43		Lytton Estate	295	21	26	Free
44		Munden sheltered	30	30	6	Free
45		Waterhouse Close sheltered	41		10	Free
46	South Ward 9	Bavonne Estate (Brecon)	409	78	66	Free
47		Wentworth Court sheltered	40		6	Free
48		Magravine Estate	394	93	61	Paid and Free
49		Kier Hardy House	42		8	Free
50		Rainville Court	30	38	0	N/A
51	Ward 10	West Kensington	587	56	115	Free
52		Robert Gentry House	20	0	0	N/A
53		Vereker Road 1 & 25	30	30	0	N/A
54		Vereker Road 50 sheltered	26		3	Free
55		Gibbs Green	98		48	Free
56		Maystar Estate including Maystar House and Cheeseman Terrace	287	32	92	Free
57		Alice Gilliat House	77	0	24	Free
58	Ward 11	Robert Owen House Fulham Palace Rd	102		34	Free
59		Swanbank Court	34		6	Free
60		Adam Walk & Crabtree Lane	32	17	4	Free
61		Eternit Walk, Cedar Lodge, Stevenage Road	81		27	Free
62		Blakes Wharf - Rowberry Close & Meadowbank close	98		20	Free
63		Wheatsheaf Lane	27		11	Free

		Estate	No. Properties	No. Garages	No. Parking Bays	Scheme
64	Ward 12	St Peters Terrace	54	19	10	Paid
65		Wyfold Road	60		16	Paid bays and Free
66		Aintree Estate	203	74	55	Free
67	Ward 13	Clem Atlee	672	136	274	Free
68		Michael Stewart sheltered	104	0	0	N/A
69		Rocque and Maton House	48	0	0	N/A
70		Da Palma Court	33		0	N/A
71		Farm Lane	29	4	11	Free
72		Seagrave Road (sheltered) & Viking Court	48	0	4	Free
73	Ward 14	Arthur Henderson House	60	0	24	Paid bays
74		William Banfield House	70	0	0	N/A
75		Barclay Close	105	0	60	Paid bays
76		Barclay Road 37-101	3	0	4	Free
77		Bearcroft House	30	0	5	Free
78		2-40 Burlington Place	20	9	7	Paid bays
79		Burnfoot Avenue 30	12	0	16	Free
80		Burnfoot Avenue 39-49	6	0	4	Free
81		Ethel Rankin Court	38	0	10	Free
82		Fulham Court	356	0	120	Free
83		Lancaster Court inc Ravensworth Court & Swan Court	226	98	94	Paid and Free
84		Laurelbank Gardens	22	0	5	Free

		Estate	No. Properties	No. Garages	No. Parking Bays	Scheme
85	Ward 15	Imperial Sq & Harwood Terrace	24	0		Free
86		Manor Court Bagleys Lane	60	0	4	Free
87		43-47 Peterborough Road	18	0	8	Free
88		Broxholme House	74	0	10	Paid bays
89		Alex Gossip House	15	0	0	N/A
90		Dan Leno Walk	12	0	9	Paid bays
91		Eric Macdonald House	12	0	8	Paid bays
92		Richard Knight House	8	0	8	Paid bays
93		Cyril Thatcher House	10	0	0	N/A
94		Walham Green Court	122		85	N/A
95	Ward 16	Bulow Estate Pearscroft Road and Jepson House	166	13	52	Paid bays
96		Carnwath House	27		16	Free
97		Townmead Estate, Barton House	76	1	58 +3v	Paid bays
98		Sullivan Court	480	33	121	Paid bays and Free
99		Watermeadow Court	80	0	35	N/A
100		John Dwight House	8	0	8	Free
101		Philpot Square	84	0	38	Paid bays

Appendix 5 - London Authority Parking Enforcement Arrangements

Civil enforcement under tort and contract law - private contractor	
Brent	parking contractor
Camden	parking contractor
City of London	parking contractor
Greenwich	parking contractor
Haringey	parking contractor
Islington	parking contractor
Lambeth	parking contractor
Lewisham	ACE Securities
Tower Hamlets	NSL
Westminster	parking contractor
Havering	Estates with barriers are enforced with civil notices but many estates have no enforcement
Ealing	PCM (also have one trial CPZ)
No enforcement but intending to introduce civil enforcement	
Hounslow	
Waltham Forest	
Kingston	No enforcement but under review
Changing from Civil enforcement to TMO	
K & C	Currently operate with parking contractor using penalty charge notices. A Single TMO for all estates is proposed
Southwark	Rolling out TMOs as want single arrangement and contractor to manages estate roads and highways
Wandsworth	want single enforcement arrangement for all tenures
TMO	
Barnet	Mostly no parking enforcement. There is a TMO to create CPZ in two areas, with costs covered by HRA.
Croydon	Most of the borough estates have no enforcement. There are CPZs on a small number of estates in key areas. Set up costs paid by HRA . Fine income to Parking Services. Parking services pay for the upkeep of roads where they enforce.
Hackney	Most estates have no enforcement arrangements. CPZs are in place on some estates only. Highways cover ongoing management costs from Penalty Charge Notice fines, however costs are no longer being covered by fine income. HRA paid for all capital set up costs.
No enforcement, housing transferred or no response	
Bexley	All housing transferred to BEXHAG
Bromley	All housing transferred to Broomleigh now Affinity Sutton
Merton	All housing transferred to Merton Priory Homes
Richmond	All housing transferred to Richmond Housing Partnership
Enfield	No enforcement
Hillingdon	No enforcement
Newham	No enforcement
Redbridge	No enforcement
Barking and Dagenham	No enforcement
Harrow	No response
Sutton	No response

APPENDIX 5

SUMMARY OF COMMENTS MADE ABOUT CAR PARKING AND GARAGE PROPOSALS.

The following table provides a summary of specific responses to the parking and garage consultation received from tenants, leaseholders and freeholders, comments respond to proposals in the Cabinet report regarding garages and all other feedback will be taken into consideration as part of the detailed options appraisal for car parking.

Proposal	Proposal	Comment Received
Parking Proposal 1	Introduction of a parking permit scheme at annual charge of £119	<p>A total of 285 residents commented on the proposal to introduce a parking permit scheme at an annual charge</p> <p>74 residents who currently rent individual bays wanted to retain them. The main reasons were personal security, the security of their car, reduced insurance premiums and the problems of finding a space. An elderly residents said he would find it difficult to walk further if he could not park in his current bay and a parent noted that they would find it difficult with children if they had to walk further.</p> <p>85 objections were raised by residents who do not pay to park, do not want to pay, or consider the charge is too high. Some asked if they could pay in instalments.</p> <p>A large number wanted a restriction of one permit per household to stop abuse of the system. A number raised questions asking what would happen on small estates or blocks with few spaces but large number of dwellings.</p>

		<p>There was an acceptance that paid-for visitor parking was fair although many enquired as to the likely charges. There was agreement that current designated bays for visitors were regularly misused.</p> <p>A number of elderly residents raised the issue of parking for carers and some sheltered residents wanted to retain their parking for visitors and doctors.</p> <p>Contractor and staff parking was a key issue with many complaints that the current arrangements were being abused with cars or vans left all day and in some cases overnight in resident bays.</p>
Parking Proposal 2	The provision of an effective enforcement service	187 people commented on this proposal and the majority (154) were in favour. The trend in from comments was that residents wanted enforcement during the evening, on football match days and on those estates close to venues such as Hammersmith Apollo. Enforcement was also requested at weekends to stop shoppers taking resident parking, especially close to Westfield.
Garages Proposal 1	Increase the weekly charge for a garage and motorcycle garage to a level nearer the market rate	Around 151 residents commented on this proposal and the majority were in favour (97) of a realistic charge but were concerned it was not market rent, as they considered high property values in the borough would make the garage rents unaffordable.
Garage Proposal 2	Improve the condition of lettable garages	122 residents commented and the vast majority (105) wanted improvements, those that did not tended to already rent a garage in good condition.
Proposal 1 Fulham Court and Lancaster Court Estates	To include the estates in the local Controlled Parking Zone	Very few residents responded, 36 of a possible 550. There were 18 objections mainly from residents that rented individual bays and wanted to keep them or that they do not want to pay for parking. There was one concern about increased traffic and the safety of children on the estate. 12 residents supported the proposal

Proposal 2 Fulham and Parking Lancaster Court Estates	The provision of an effective enforcement service	Residents considered that the controlled zone hours were not long enough and football fans would regularly take up spaces on the estate.
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Other feedback on parking proposals

TRA and Area Forum meetings

Officers attended a number of Tenant Resident Association meetings and area forum meetings to present proposals and capture feedback.

Queen Caroline estate TRA meeting

Feedback: Residents requested parking on the estate to be restricted to residents and visitors to prevent visitors to venues such as the Hammersmith Apollo from parking on the estate and taking resident parking.

Lancaster Court AGM

The meeting wanted the following points noted:

Residents of Lancaster court did not agree with CPZ proposal and requested that for the current system remain in place. Residents also did not want non-residents parking on the estate residents, wanted council to investigate bye laws to see if enforcement could be done that way.

They did not like the idea of first come first serve allocation of permits and were concerned enforcement would not work and people not entitled would still park on the estate.

William Church TRA

Officers presented the proposals and took questions on options presented. There were no formal concerns raised at the meeting.

Robert Owen estate TRA

Feedback: residents felt that the £119 payment is too high and suggested that half the cost would be better. Residents also suggest that locked gates could be provided as an alternative.

A question was raised as to whether the income from permits would be used to pay for CCTV and residents requested that there be transparency of the money collected how it will be used. i.e. income from permits , enforcement and how much is invested in parking

Residents felt that paying for parking would put further pressure on their finances.

In relation to the permitting system residents felt that if they paid for parking, they should be able to park anywhere in the borough and that permits should be limited to permits per household.

Maystar Resident Association (a multi landlord estate including Cheesman Terrace and Alice Gilliat)

Residents submitted a petition opposing the proposals to introduce parking charges for estate parking. The letter received raised six questions regarding the operation of the potential new parking enforcement arrangements should Cabinet approve the recommendations. A response to these questions was sent to the lead resident on the 02 April 2013.

Feedback from the Maystar residents Association 15 May 2013

Parking

Permits issued to estate residents should cover all H&F estates, rather than being estate specific.

A permit system is a money making scheme by the Council

They had concerns over visitor permits and bays under a new system

The introduction of a permit system would result in hardship for low income households

Households that have more than one permit to park should continue to keep them under the new arrangements

Garage proposals

Long term garage tenants who had never been in arrears should be protected from increases in garage rents
Waiting lists should prioritise residents on estates over private applicants.

Comment: The proposal relating to garage charges is to simplify the charge into two fees. One for motor cycle and one for vehicle garages this would be applied consistently across the borough, with vacant garages allocated on a first come first serve basis if all criteria are met.

Wood Lane Residents Association

Wood Lane Residents Association would like to retain their individual bays as there are 35 spaces and 144 dwellings.

South Area Forum

Feedback:

Residents were generally positive about the proposals, were aware of inconsistencies between estates and wanted the same scheme for all. Residents supported Blue Badge Holder proposals.

Residents appreciated the consultation exercise and that the council had written to every resident to seek their views

Residents supported a flat fee of £119 as it would be consistent with charges for street properties.

There was consensus that garages needed to be improved and that there should be a short, medium and long term programme.

Residents wanted contractors to pay for parking on estates as there were 16 vans on the Clem Atlee taking up resident spaces.

Residents felt that in general they only want residents of the estate to park on the estate.

Comments: Feedback from the forum is in line with the proposals recommended to Cabinet for garage investment.

South Fulham Leaseholders Forum

Feedback: the forum raised concerns that the proposal to increase garage rent in line with market rates would result in a significant increase in rental costs and that market rates may differ from area to area across the borough.

The forum was also concerned about differential charges between leaseholders and tenant for garages. The forum understood that leaseholders currently pay a higher charges compared to council tenants.

the forum wanted to ensure that the parking space lining work would be completed as part of any new parking arrangements and that this would be of a suitable quality similar to on the public highway.

Comments: the proposed changes to garage rent will mean that costs are standardised across the borough and the charging system will be simplified to two payments – one for cars and one for motorcycles. The proposed monthly/annual charge remains below the market rate and compares favourably with neighbouring boroughs costs.

Sample of general comments

Not all comments are reproduced.

The following is a brief example, again not comprehensive, of general comments that demonstrated either positive or negative views about the car parking and garage proposals.

Positive comments

“It appears inevitable that general parking charges will be introduced as some motorists are already paying such a charge. That being so, it is only fair that we all contribute to the same degree.”

“We accept that charging to park is almost inevitable. Can resident permits be limited ... The system to renew estate permits has to be improved.”

“Anything to make it fairer – at present some of us pay and display a permit for parking on the Springvale estate yet many use the estate as a free car parking facility- including people who don’t even live on the estate, which is very unfair.”

“The proposal is fair. I agree with it”.

“Proposals to charge seem fair and if implemented then parking enforcement must be run in tandem”.

“I believe all people parking on the estate should pay the same charge as street parking... All garages should be offered to current occupants at full market rates, many of the people are subletting them at these rates. Why should people getting subsidised housing get a subsidised garage as well? Or, if they are in bad condition they should be sold at auction to the free market.”

Negative comments

“To levy a charge for parking on the estate is just another ploy to generate additional income for the local authority and it is totally unacceptable in this difficult economic climate.”


“Having rented a parking space for over 30 years and not having to drive around looking for a parking space I would not like any changes to the current parking on Sullivan Court”

“The current arrangements are more than adequate and fair. I do not want to lose my parking space.”

“...Your letter indicates residents would be provided a ‘first come first serve ‘ option, but this has been abused on our estate by some households registering 2 or 3 cars... This has caused issues for other residents, and needs to be limited to one permit per household with clear penalties for abuse of this system”.

“The SMART visitor permit is still too expensive. I have a carer, they need to come everyday and park for at least 5-6 hours.”

Agenda Item 10

 the low tax borough	London Borough of Hammersmith & Fulham CABINET 24 JUNE 2013
CHANCELLORS ROAD STREETScape IMPROVEMENTS	
Report of the Cabinet Member for Transport & Technical Services – Councillor Victoria Brocklebank-Fowler	
Open Report	
Classification - For Decision	
Key Decision: Yes	
Wards Affected: Fulham Reach and Hammersmith Broadway	
Accountable Executive Director: Nigel Pallace, Bi-Borough Executive Director Transportation and Technical Services	
Report Author: Matthew Veale, Project Engineer	Contact Details: Tel: 020 8753 3084 E-mail: matthew.veale@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. A shared space (single service surface) is proposed for the western end of Chancellors Road, from its junction with Crisp Road to where it meets the Thames Path. Single service surface is a design approach that seeks to change the way streets operate by reducing the dominance of motor vehicles, primarily through lower speeds and encouraging drivers to behave more accommodatingly towards pedestrians.
- 1.2. It is considered that a single service surface would revitalise this area, while providing improvements for pedestrians and cyclists. It would enhance the street environment aesthetically, in what is considered one of the major gateways to the Thames Path from Hammersmith Town Centre and Fulham Palace Road. It will also complement the proposed rowing club in the Fulham Reach development, which will be adjacent to it.
- 1.3. The proposal would be wholly funded by a part of the Fulham Reach s106 agreement contribution for highway improvements in the vicinity of the development. There is also funding available through this for ongoing maintenance.

2. RECOMMENDATION

- 2.1 That approval be given to carry out consultation on the scheme and (subject to a positive response and receiving s106 funding from the developer) to implement it, at a total cost of £300,000.

3. REASONS FOR DECISION

- 3.1. It is considered that the proposal would enhance the street environment and see improvements for pedestrians and cyclists in what is considered a gateway to the Thames Path.
- 3.2. The whole capital and a large contribution towards the maintenance costs, until at least 2030, are being funded by the developer of the adjacent site. The proposed scheme will contribute to maximising the benefit to the area and the public by comprehensively utilising the developer's s106 contribution.

4. INTRODUCTION AND BACKGROUND

- 4.1. Construction on the Fulham Reach development commenced in summer 2012, with phase one due to be completed in December 2013. Phase one is bounded by Chancellors Road and the Thames Path and includes provision for a rowing club. The developer, St George, approached the Council with a proposal to improve the southern end of Chancellors Road, which is well used by pedestrians and cyclists coming onto and off the recently constructed Thames Path at this location. It will also improve the environment for their residential development, the rowing club and other properties in the vicinity.
- 4.2. The single service surface proposal and a large sum of money for maintenance of it would be funded from the Fulham Reach s106 highways contribution. This totals £4.085 million and is for works on streets immediately adjacent to the development, between the development and Hammersmith Town Centre, the Thames Path and Fulham Palace Road.
- 4.3. The goal of single service surface is to improve the road safety and vitality of minor roads and junctions by encouraging negotiation between different road users. It minimises demarcations between vehicles and pedestrians thereby reducing the dominance of motor vehicles and enabling all users to share the space. Single service surface schemes have been implemented in various locations in the UK and London, with notable examples being: Seven Dials; Exhibition Road; New Road, Brighton; and Ashford.
- 4.4. The Department for Transport (DfT) completed a comprehensive guidance document on the concept, Local Transport Note 1/11 – Shared Space (LTN 1/11), in 2011 and it is one of the Mayor of London's priorities in *"revitalising London's streets to make a better balance for motorists,*

cyclists and pedestrians". The concept also contributes to meeting the borough's transport objectives detailed in 'A Transport Plan for Hammersmith & Fulham' (LIP2).

- 4.5. It is considered that the western end of Chancellors Road, from its junction with Crisp Road to where it meets the Thames Path, is a suitable location to implement a single service surface scheme. Vehicular traffic flow is low due to it being a cul-de-sac and Crisp Road being a one-way street. There are also only four accesses serving the adjacent properties from the public highway at the proposed location.
- 4.6. Pedestrian and cyclist flows are relatively high due to it being a popular route from Fulham Palace Road and the Hammersmith Town Centre to and from the Thames Path and it being in the vicinity of Riverside Studios. It is also considered that pedestrian and cyclist numbers will increase due to improvements to the Thames Path, the proposed Fulham Reach residential-led development and the provision of a London Cycle Hire Scheme docking station adjacent to it on Crisp Road. Furthermore, the rowing club to be located at the southern end of the proposed site will benefit from it through better accessibility.

5. PROPOSAL AND ISSUES

- 5.1. It is proposed to implement a single service surface scheme at the western end of Chancellors Road, from its junction with Crisp Road to where it meets the Thames Path (see Appendix 1). The design complies with DfT guidance for single service surface (LTN 1/11), which specifically seeks to address the needs of all users. It would be constructed to a high specification, which will ensure the integrity of the scheme and keep future maintenance to a minimum.
- 5.2. The scheme would have a level surface and likely be constructed in granite setts, with appropriate tactile paving located for visually impaired people. Parking will be retained, with a dedicated loading bay installed for use by the proposed rowing club. Parking and loading bays will be delineated by different coloured pavements and a restricted parking zone will be created which only requires zone entry signage rather than signage on every bay. At least eight trees will be planted to further improve the visual amenity of the area and to indicate space predominantly for pedestrian use. Street lighting will also be upgraded to heritage lamp columns. See Appendix 3 for the indicative design.
- 5.3. The estimated cost of implementing the scheme is £300k. This will be wholly funded by a part of the Fulham Reach s106 agreement contribution for highway improvements in the vicinity of the development. There is also £325k funding available through this until at least June 2030 for ongoing maintenance of the scheme and other works in the vicinity of the site funded by it.

Funding / s106 spend profile

- 5.4. It is proposed that the single service surface would be funded from the Fulham Reach s106 highways contribution. This totals £4.085 million and is for works on streets immediately adjacent to the development, between the development and Hammersmith Town Centre, the Thames Path and Fulham Palace Road.
- 5.5. Parts of the £4.085 million are ring fenced to address certain streets and user group needs and are payable to the Council at milestones through the construction of the development. The parts that relate to Chancellors Road and are relevant to this proposal are:
- £200k to improve the Thames Path in the vicinity of the development. Payable to Council before the last residential unit in phase one is occupied.
 - £500k for improvements to footway, carriageway and street furniture of Crisp Road and Queen Caroline Street. Payable to Council before the last residential unit in phase one is occupied.
 - £300k for improvements to footway, carriageway and street furniture of Chancellors Road, Distillery Road, Winslow Road, Crisp Road and Queen Caroline Street. Payable to Council before 50% of residential units are occupied.
 - £450k Accessibility improvements in the vicinity of the development. Payable to Council once 50% of residential units are occupied.
 - £700k for improvements to footway, carriageway and street furniture of Chancellors Road, Distillery Road and Winslow Road. Payable to Council before 80% of residential units are occupied.
 - £325k for maintenance of any of the above works. Payable to Council before 80% of residential units are occupied.
- 5.6. All the contributions above are available to the Council until 10 years after the date of practical completion of the last residential unit, which according to the approved phasing plan for the development will be the end of 2030 at the earliest.
- 5.7. St George has paid the Council £10k for officers to carry out scheme investigation, design and consultation and to gain the relevant approvals. Subject to Cabinet approval, it has agreed to bring forward a further £300k of the £700k payment for Chancellors Road, Distillery Road and Winslow Road to fund the proposed single service surface scheme. This will leave £390k of this part of the funding for repaving the footway, resurfacing the carriageway, reviewing and replacing traffic calming and improving street furniture on the remainder of Chancellors Road, Distillery Road and Winslow Road. This has been estimated to cost £390k, with a large contingency included. There is also £300k to contribute towards improvements to Chancellors Road, Distillery Road, Winslow Road, Crisp Road and Queen Caroline Street available before the above payment of £700k.

- 5.8. Therefore it is evident that even with the extra cost of funding the single service surface proposal over resurfacing the footway and carriageway in asphalt and artificial stone pavements (ASP), there is sufficient funding to comfortably fund all the other highway works provided for in the Fulham Reach s106 agreement.

Road Safety Audit

- 5.9. A road safety audit was carried out on the proposed design on 11 March 2013. This identified two minor issues with the design relating to tactile paving and the tie in of the single service surface and the contra flow cycle lane on Crisp Road. The design has been amended to resolve the tactile paving issue to comply with DfT guidance for single service surface (LTN 1/11) and the start of the central island which segregates the contra flow cycle lane on Crisp Road will be amended so that the issue is resolved.

Disability Groups

- 5.10. The Hammersmith and Fulham Disability Forum have been consulted on the initial design. They stated that the proposal should comply with DfT guidance for single service surface (LTN 1/11) and that it is further consulted on with blind and visually impaired groups.
- 5.11. The DfT guidance states that *“evidence suggests that the most important navigation feature for blind and partially sighted people is the building line, and this is best kept uncluttered by temporary obstructions such as A-boards. Temporary obstructions present a particular problem, as their locations cannot be ‘learned’. An outer shore-line is conventionally provided by the kerb. If the context and objectives of a shared space scheme proposal indicate that a kerb-free design is desirable, mitigating measures may be required”*. The mitigating features that the proposal incorporates to comply with the guidance are the use of corduroy tactile paving in a contrasting colour to delineate between the notional carriageway and the footway. This is the approach that has been used on Exhibition Road. Further consultation and agreement with blind and visually impaired groups will also be undertaken.

Parking and Loading

- 5.12. The parking stress in the vicinity of the proposal on Crisp Road and Chancellors Road is relatively low, with the 2001-2011 average for the stretch of Chancellors Road subject to the single service surface proposal being 4% on the northern side and 17% on the southern side. It is however proposed that a slightly reduced level of parking will be retained and a dedicated loading bay installed for use by the proposed rowing club. Parking and loading bays will be delineated by different coloured pavements and a restricted parking zone will be created which only requires zone entry signage, rather than signage on every bay so the streetscape

integrity of the scheme is not compromised. It is therefore considered that the proposal will not have a detrimental effect on on-street parking.

Sustainable Drainage Systems (SUDS)

- 5.13. The opportunities for incorporating SUDS into the scheme will be investigated further and best endeavours will be used to incorporate it. The proposed scheme will use block pavements, which means that there is the opportunity to implement a permeable drainage surface rather than granite setts. Opportunities for soak-aways and for these to complement the proposed tree planting will also be investigated.

Statutory Undertakers Plant

- 5.14. The Council will use its powers set out in section 58 of the New Roads and Street Works Act 1991 to ensure that any street works known to be required by utility companies are carried out before the new surface is laid, and to prohibit subsequent street works for a period of time after the scheme completion. Utility companies will be given notice that the scheme is to be constructed and that they should complete all known outstanding works before construction starts. During construction spare underground cable ducting will also be installed in anticipation of future demand. This should ensure that there will be minimal future disruption and the quality of the surface is maintained for as long as possible.

Maintenance

- 5.15. The Council's maintenance budget is under increasing pressure; however the proposed scheme will be constructed to a high specification, which will ensure the integrity of the scheme and keep future maintenance to a minimum. There is also £325k funding available through the Fulham Reach s106 highways contribution until at least June 2030 for ongoing maintenance of the scheme.

6. CONSULTATION

- 6.1. The Hammersmith and Fulham Disability Forum have been consulted on the initial design. Their response was neutral and they stated that the proposal should comply with DfT guidance for single service surface (LTN 1/11) and that they are further consulted on the detailed design.
- 6.2. St George, which is the developer of Fulham Reach and the adjacent landowner of the southern extent of the scheme, approached the Council with the proposal. They will be consulted again on the detailed design as one of the formal consultees.
- 6.3. Formal consultation will be undertaken with ward councillors, emergency services, interest groups and landowners within the vicinity of the site.

7. EQUALITY IMPLICATIONS

- 7.1. Single service surface can provide benefits for many disabled people but, if it is poorly designed, it can be problematic for some - particularly blind and partially sighted people. The needs of disabled people have been given considerable thought and the relevant guidance has been complied with and incorporated into the design.
- 7.2. As mentioned earlier in the report, the Hammersmith and Fulham Disability Forum have been consulted on the initial design. They stated that the proposal should comply with the relevant guidance and that it is further consulted on with blind and visually impaired groups.
- 7.3. Implications verified/completed by: Matthew Veale, Project Engineer, ext. 3084

8. LEGAL IMPLICATIONS

- 8.1. Single service surface aims to change and improve the way in which the highway is operated. The ability to improve the highway is permitted under Section 62 of the Highways Act 1980.
- 8.2. Amendments will need to be made to the traffic management order to regulate the single service surface, the proposed loading bays and parking. If there are any objections received regarding the amendment to the traffic management order, this may lead to a delay in the single service surface coming into operation.
- 8.3. As road traffic authority, the Council must exercise its functions as far as practicable to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities.
- 8.4. Implications verified/completed by: Adesuwa Omoregie, Planning Solicitor, ext. 2297.

9. FINANCIAL AND RESOURCES IMPLICATIONS

- 9.1. The Council has received £10,000 from the developer to fund the design of this project. Subject to the receipt of further funding as set out in this report the project will be fully funded by the developer.
- 9.2. Officers should ensure that no expenditure takes place and that no commitments are entered into in advance of the appropriate monies being received from the developer.

9.3. Implications verified/completed by: Giles Batchelor, Finance Manager, ext. 2407

10. RISK MANAGEMENT

10.1. Chapter 3 of the Council's approved transport plan (LIP2) deals with risk management. The table below details the capital programme risk and mitigation measures;

Risk	Mitigation measure(s)
Cost increase/budget reduction	all designs developed to be flexible to allow amendments to reflect budget reduction whilst still maintaining principles of LIP objectives
Delay to schemes	LIP funding to be allocated in consecutive years to allow more involved projects to be run over 18 months rather than the traditional 12 months
Lack of Stakeholder support	develop designs that meet our LIP objectives that can be justified and presented to stakeholders in a suitable manner
Policy compatibility	to develop a bespoke policy compliance tool that all potential projects will be assessed against
Lack of resources to deliver	to maintain our working relationships with the RB Kensington & Chelsea and framework consultants to ensure resources are in place to deliver LIP objectives.

11. PROCUREMENT AND IT STRATEGY IMPLICATIONS

11.1. There are no procurement and IT strategy implications.

11.2. Implications verified/completed by: Matthew Veale, Project Engineer, ext. 3084

LOCAL GOVERNMENT ACT 2000

LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

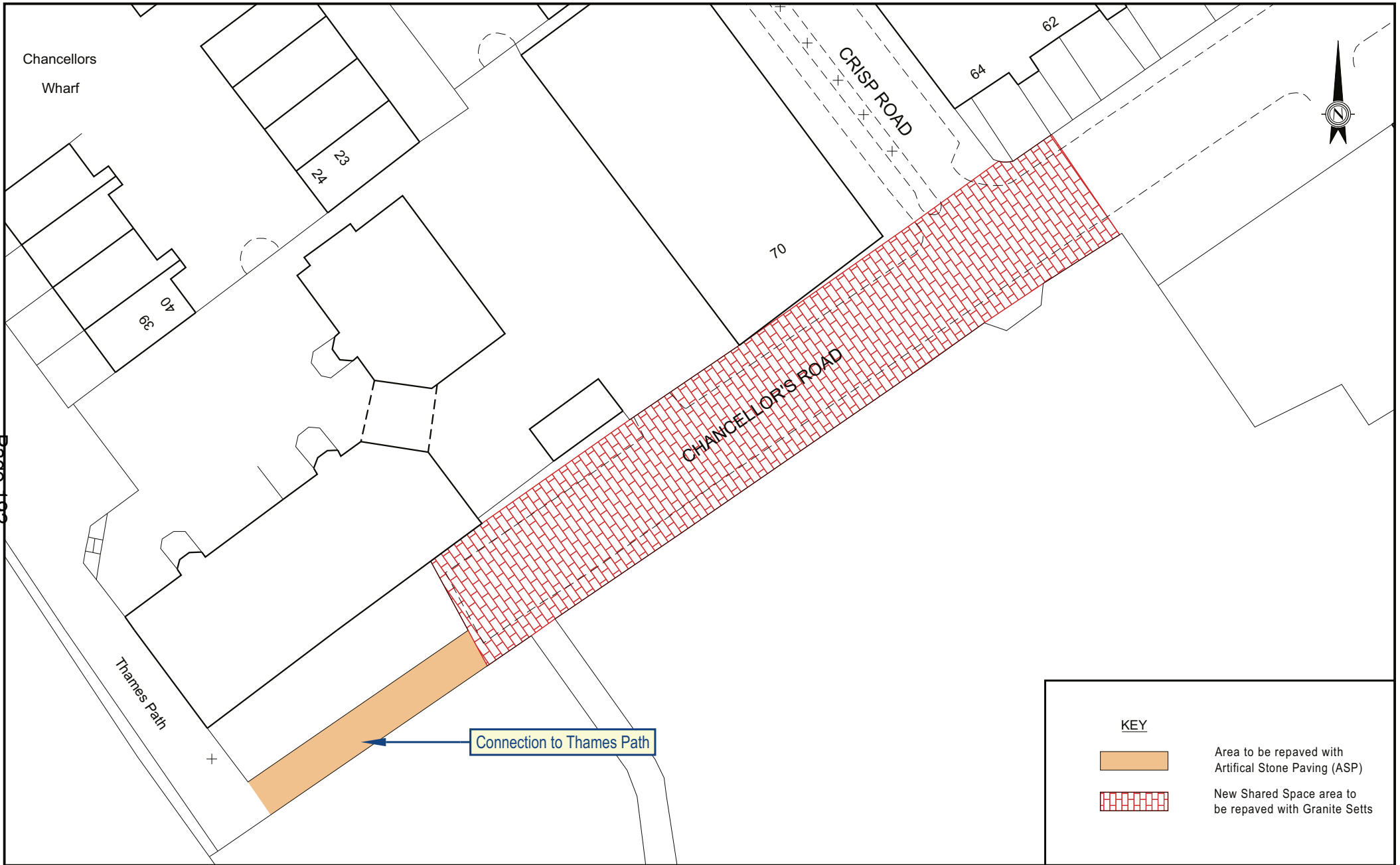
No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Project File	Matthew Veale, Ext. 3084	Transportation and Highways Department, 5 th Floor, Hammersmith Town Hall Extension

LIST OF APPENDICES:



Appendix 1: Plan showing extent of single service surface scheme

Appendix 2: Plan showing location and site context

Appendix 3: Plan showing indicative proposal



KEY


-  Area to be repaved with Artificial Stone Paving (ASP)
-  New Shared Space area to be repaved with Granite Setts

HAMMERSMITH AND FULHAM COUNCIL
 Transport & Technical Services
 Town Hall Extension, King Street
 London W6 9JU
 Tel. 020 8748 3020

Drawn CEP	Checked WAS	Approved GB
Scale 1:500	Original Sheet Size A4	
DWG No. 80296/4	Revision -	Date Mar.'13

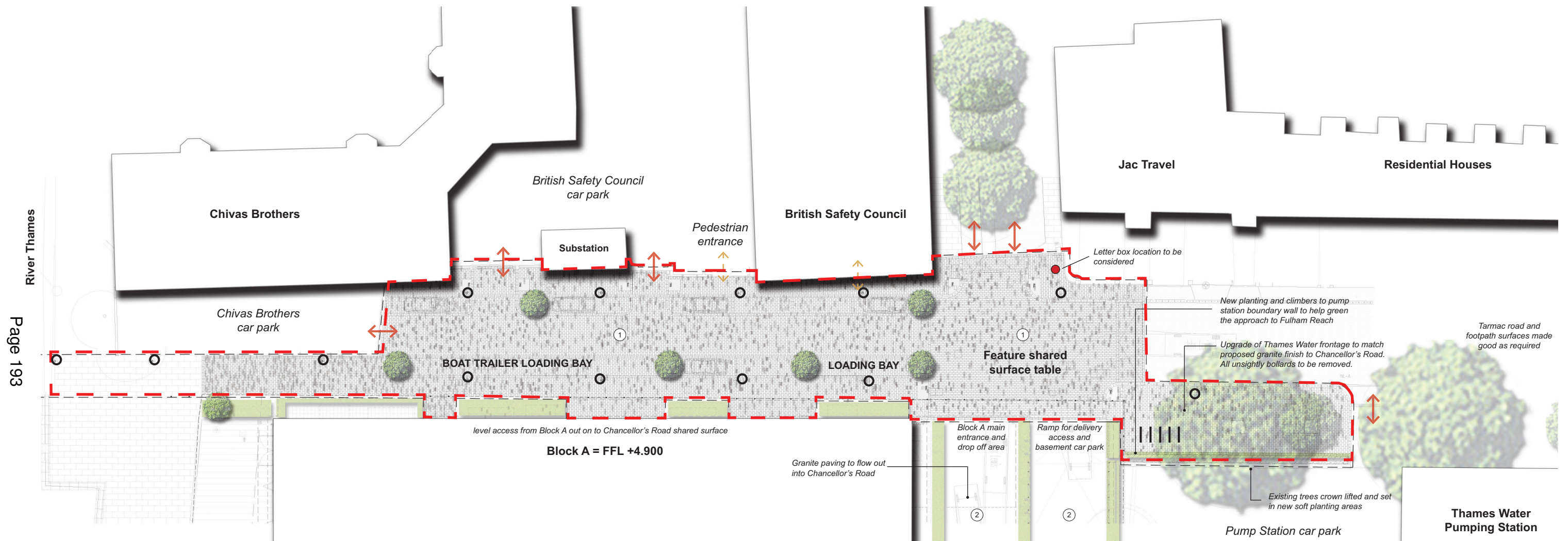
NOTES Date Rev Init

CHANCELLOR'S ROAD PROPOSED SHARED SPACE


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1.3 Shared Surface Proposal

The following plan illustrates the design intention, indicating the general character of the street and materials used.







Page 193
River Thames

Proposed Chancellor's Road Shared Surface

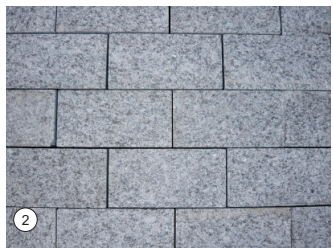
Note: The above illustrative proposal has formed the basis of initial discussions with LBHF

Not to scale

-  = Key pedestrian entrances which impact the new shared surface
-  = Key vehicular access points which impact the new shared surface
-  = 5 no. Bike stands
-  = 13 no. Adoptable riverwalk lights



Paving Type 1: Feature Junction and Main Street Paving
Granite paving units: 200 x 300 mm
Colours: Ratio of grey tones - akin to New Road, Brighton



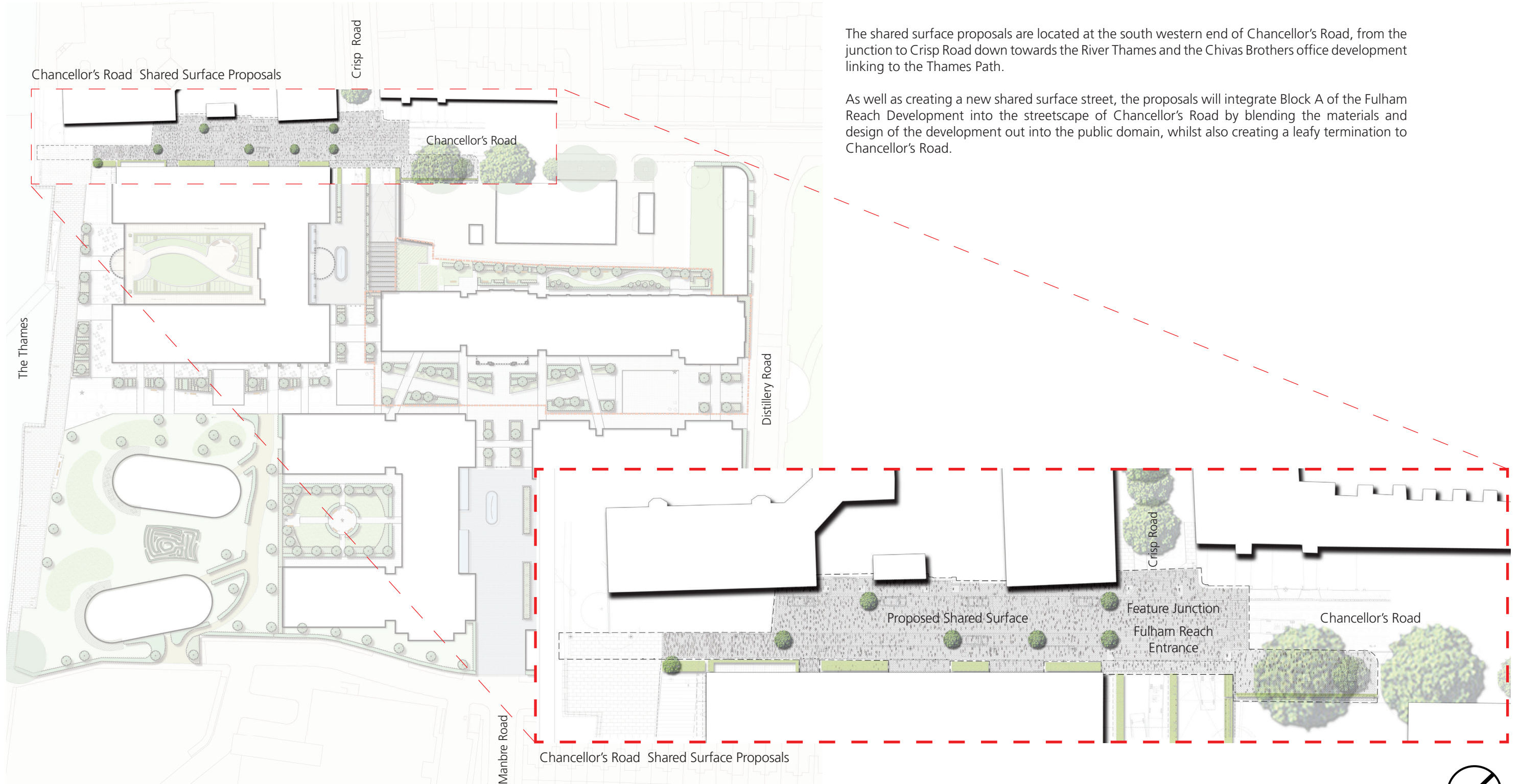
Paving Type 2: As used in Block A Drop-off Area
Granite paving units: 100 x 200 mm
Colours: Mid Grey

Note:
Paving units or flush kerbs to be used to demarcate parking bays

Shared Surface Design Concept

- The concept is to create a “shared space” whereby pedestrians, cyclists and vehicles all occupy the same surface without kerbs or barriers to segregate them
- A clutter-free street with the aim of making cars and people co-exist without the need for separation
- A quality public space that improves visual aesthetics and pedestrian useability with overall merit to the quality of streetscape and building intergration

1.1 Location Plan & Fulham Reach Masterplan Site Context



The shared surface proposals are located at the south western end of Chancellor's Road, from the junction to Crisp Road down towards the River Thames and the Chivas Brothers office development linking to the Thames Path.

As well as creating a new shared surface street, the proposals will integrate Block A of the Fulham Reach Development into the streetscape of Chancellor's Road by blending the materials and design of the development out into the public domain, whilst also creating a leafy termination to Chancellor's Road.

Fulham Reach Development Sitewide Plan



Not to scale

NOTICE OF CONSIDERATION OF A KEY DECISION

In accordance with paragraph 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Cabinet hereby gives notice of Key Decisions which it intends to consider at its next meeting and at future meetings. The list may change between the date of publication of this list and the date of future Cabinet meetings.

NOTICE OF THE INTENTION TO CONDUCT BUSINESS IN PRIVATE

The Cabinet also hereby gives notice in accordance with paragraph 5 of the above Regulations that it intends to meet in private after its public meeting to consider Key Decisions which may contain confidential or exempt information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to key decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please e-mail Katia Richardson on katia.richardson@lbhf.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

KEY DECISIONS PROPOSED TO BE MADE BY CABINET ON 24 JUNE 2013 AND AT FUTURE CABINET MEETINGS UNTIL JANUARY 2014

The following is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting and future meetings. The list may change over the next few weeks. A further notice will be published no less than 5 working days before the date of the Cabinet meeting showing the final list of Key Decisions to be considered at that meeting.

KEY DECISIONS are those which are likely to result in one or more of the following:

- Any expenditure or savings which are significant (ie. in excess of £100,000) in relation to the Council's budget for the service function to which the decision relates;
- Anything affecting communities living or working in an area comprising two or more wards in the borough;
- Anything significantly affecting communities within one ward (where practicable);
- Anything affecting the budget and policy framework set by the Council.

The Key Decisions List will be updated and published on the Council's website on a monthly basis.

NB: Key Decisions will generally be taken by the Executive at the Cabinet.

*If you have any queries on this Key Decisions List, please contact
Katia Richardson on 020 8753 2368 or by e-mail to katia.richardson@lbhf.gov.uk*

Access to Cabinet reports and other relevant documents

Reports and documents relevant to matters to be considered at the Cabinet's public meeting will be available on the Council's website (www.lbhf.org.uk) a minimum of 5 working days before the meeting. Further information, and other relevant documents as they become available, can be obtained from the contact officer shown in column 4 of the list below.

Decisions

All decisions taken by Cabinet may be implemented 5 working days after the relevant Cabinet meeting, unless called in by Councillors.

Making your Views Heard

You can comment on any of the items in this list by contacting the officer shown in column 4. You can also submit a deputation to the Cabinet. Full details of how to do this (and the date by which a deputation must be submitted) will be shown in the Cabinet agenda.

LONDON BOROUGH OF HAMMERSMITH & FULHAM: CABINET 2012/13

Leader (+ Regeneration, Asset Management and IT):	Councillor Nicholas Botterill
Deputy Leader (+ Residents Services):	Councillor Greg Smith
Cabinet Member for Children's Services:	Councillor Helen Binmore
Cabinet member for Communications:	Councillor Mark Loveday
Cabinet Member for Community Care:	Councillor Marcus Ginn
Cabinet Member for Housing:	Councillor Andrew Johnson
Cabinet Member for Transport and Technical Services:	Councillor Victoria Brocklebank-Fowler

Key Decisions List No. 9 (published 24 May 2013)

KEY DECISIONS LIST - CABINET ON 24 JUNE 2013

The list also includes decisions proposed to be made by future Cabinet meetings

Where column 3 shows a report as EXEMPT, the report for this proposed decision will be considered at the private Cabinet meeting. Anybody may make representations to the Cabinet to the effect that the report should be considered at the open Cabinet meeting (see above).

* All these decisions may be called in by Councillors; If a decision is called in, it will not be capable of implementation until a final decision is made.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet <i>(other relevant documents may be submitted)</i>
June				
Leader	31 May 2013 Reason: Affects more than 1 ward	Sexual Health Contracts - GUM clinics Awarding a one year contract for the provision of GUM (Genito-Urinary Medicine) services.	Cabinet Member for Community Care Ward(s): All Wards Contact officer: Sue Redmond Tel: 0208 753 5001 Sue.Redmond@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	24 Jun 2013 Reason: Expenditure more than £100,000	Telephony - Openscape: resilience and upgrade Improvements to telephony to bring into business continuity and improve functionality PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Howell Huws Tel: 020 8753 5025 Howell.Huws@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
Cabinet	24 Jun 2013	Housing Revenue Account car parking and garage strategy Strategic review of the car parking and garage service on council owned housing estates.	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects more than 1 ward		Ward(s): All Wards	
Cabinet	24 Jun 2013	Chancellors Road Shared Space Shared area proposal for the western end of Chancellors Road.	Cabinet Member for Transport and Technical Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): Fulham Reach; Hammersmith Broadway	
Cabinet	24 Jun 2013	Contract Award - Tri-borough Carers Support Services Ratification of the recommendation to award these contracts to the providers, who following a full tender process, submitted the most economically advantageous bid. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Community Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (other relevant documents may be submitted)
Cabinet	24 Jun 2013	<p>"Prevent" Delivery – Delegated authority</p> <p>This report requests delegated authority for the Executive Director of Finance and Corporate Governance to sign off the Joint Home Office and Tri-borough Prevent Delivery Plan for 2013/14 - 2015/16 and associated H&F spend.</p>	Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects more than 1 ward		Ward(s): All Wards	
Cabinet	24 Jun 2013	<p>Agilisys contribution to the council's efficiency challenge</p> <p>That approval be given to the £5.7m savings proposal from Agilisys.</p> <p>As part of this package of savings the intellectual property rights (IPR) for the My Account web transactional services will be transferred from the council to Agilisys at no cost.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects more than 1 ward		Ward(s): All Wards	
Cabinet	24 June 2013	<p>Footway Advertising Pilot Scheme</p> <p>The opportunity has arisen to use highway asset (footway) to generate revenue from footway advertising.</p> <p>The materials used for the floor</p>	Cabinet Member for Transport and Technical Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

Decision to be Made by (Cabinet or Council)	Date of Decision-Making Meeting and Reason	Proposed Key Decision Most decisions are made in public unless indicated below, with the reasons for the decision being made in private.	Lead Executive Councillor(s), Wards Affected, and officer to contact for further information or relevant documents	Documents to be submitted to Cabinet (<i>other relevant documents may be submitted</i>)
		<p>covering have anti-skid qualities and this would add to the mitigation currently used at high footfall locations. .</p> <p>Pilot locations are on the footways outside Hammersmith Broadway, Wood Lane (O/s Wood Lane and White Undergrounds) and Fulham Broadway.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Tel: 020 8753 3058 ian.hawthorn@lbhf.gov.uk</p>	<p>and / or background papers to be considered.</p>
<p>Leader</p>	<p>4 Jun 2013</p> <p>Reason: Expenditure more than £100,000</p>	<p>Tri-Borough Advocacy Services</p> <p>Agreement to procure Tri-Borough professional one to one Advocacy services (jointly funded with NHS) and extend current contractual arrangements to cover the procurement process from April 2013.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Community Care</p> <p>Ward(s): All Wards</p> <p>Contact officer: Martin Waddington</p> <p>martin.waddington@lbhf.gov.uk</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.</p>

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July				
Cabinet	22 Jul 2013 Reason: Expenditure more than £100,000	<p>Tri-borough Passenger Transport Service for Children and Adults</p> <p>To participate, as outlined in the Cabinet report, in a Tri-borough Passenger Transport Service with Westminster City Council contracting on behalf of all three boroughs, LBHF, RBKC and WCC. To delegate confirmation of Call-Off Contracts for borough and cross borough services executed by Westminster City Council, to Cabinet Members or senior officers.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Children's Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Karen Tyerman Karen.Tyerman@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	22 Jul 2013 Reason: Affects more than 1 ward	<p>Joint Commissioning Arrangements 2013/14 and Beyond: Briefing on new Section 75 Health & Wellbeing Partnership Agreement between LBHF and NHS Hammersmith & Fulham Clinical Commissioning Group</p> <p>A new Section 75 Health & Wellbeing Partnership Agreement between LBHF and NHS Hammersmith & Fulham Clinical Commissioning Group (CCG) was approved under delegated authority and commenced on 1 April 2013. Section 75 Agreements (entered into under the joint</p>	<p>Cabinet Member for Community Care</p> <p>Ward(s): All Wards</p> <p>Contact officer: Andrew Webster Tel: 208 753 5001 Andrew.Webster@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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		<p>commissioning provisions within the NHS Action 2006) provide for joint commissioning across the whole spectrum of Local Authority and CCG responsibilities, including services for both adults and children, within the compass of the Hammersmith & Fulham Health and Wellbeing Board.</p> <p>The Local Authority previously held a Section 75 Agreement with Hammersmith & Fulham Primary Care Trust and this expires on 31 April 2013. From 1 April 2013, Primary Care Trusts will be abolished and NHS Clinical Commissioning Groups will be established as statutory NHS bodies.</p>		
Cabinet	<p>22 Jul 2013</p> <p>Reason: Expenditure more than £100,000</p>	<p>New Queensmill School - Tender Approval</p> <p>Approval to accept most economically advantageous tender to construct new school accommodation for Queensmill ASD School.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Children's Services</p> <p>Ward(s): Wormholt and White City</p> <p>Contact officer: John Brownlow Tel: 020 8753 john.brownlow@lbhf.gov.uk</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	<p>22 Jul 2013</p> <p>Reason: Expenditure more than</p>	<p>Provision of a blue badge investigation and enforcement service</p> <p>The Council has piloted a scheme to tackle the abuse of Disabled Parking Permits (blue badges).</p>	<p>Cabinet Member for Transport and Technical Services</p> <p>Ward(s): All Wards</p>	A detailed report for this item will be available at least five working days before the date of the meeting and will include details

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	£100,000	The pilot has proved to be successful and the Council now wants to enter into a long-term contractual arrangement for a minimum of 3 years and a maximum of 7.	Contact officer: Osa Ezekiel Osa.Ezekiel@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
Cabinet	22 Jul 2013 Reason: Affects more than 1 ward	Western Riverside Waste Authority Policy Updated policy document from WRWA for information and comment	Deputy Leader (+ Residents Services) Ward(s): All Wards Contact officer: Kathy May Tel: 02073415616 kathy.may@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	22 Jul 2013 Reason: Expenditure more than £100,000	Holy Cross/Lycée expansion and co-location Tender Approval Approval to accept the most economically advantageous tender to carry out new-build and refurbishment works to enable the expansion of Holy Cross RC Primary School and its co-location with the French Lycée school on the site of the former Peterborough Primary School. PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Cabinet Member for Children's Services Ward(s): Parsons Green and Walham Contact officer: John Brownlow Tel: 020 8753 john.brownlow@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	22 Jul 2013	<p>Update on Edward Woods Estate Regeneration Scheme</p> <p>Update on progress and request for approval of overspend and change of tenure 12 penthouse flats for Edward Woods Estate Regeneration Scheme</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): Shepherds Bush Green	
Cabinet	22 Jul 2013	<p>Update on Serco Contract Review</p> <p>Description: Review and decision about whether to continue with SERCO Waste and Street Cleansing contract which expires in 2015.</p>	Deputy Leader (+ Residents Services)	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects more than 1 ward		Ward(s): All Wards	
Cabinet	22 Jul 2013	<p>Award of contract for Tri-Borough Hospital to Home and Befriending Plus Services</p> <p>Request for Contract Award</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the</p>	Cabinet Member for Community Care	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	

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		<p>authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>		
Cabinet	<p>22 Jul 2013</p> <p>Reason: Expenditure more than £100,000</p>	<p>Bi-Borough procurement of Parking Services IT systems</p> <p>Proposal requesting funding for the bi-borough procurement process (and estimated implementation costs) for the replacement of the parking management information systems for 2015</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	<p>Cabinet Member for Transport and Technical Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Mahmood Siddiqi mahmood.siddiqi@lbhf.gov.uk</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.</p>
Cabinet	<p>22 Jul 2013</p> <p>Reason: Expenditure more than £100,000</p>	<p>Recommendations for the future of the Bi-Borough Parking Office</p> <p>Sets out the recommendations for future of the Bi-Borough Parking Office and reorganisation proposal</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the</p>	<p>Cabinet Member for Transport and Technical Services</p> <p>Ward(s): All Wards</p> <p>Contact officer: Mahmood Siddiqi mahmood.siddiqi@lbhf.gov.uk</p>	<p>A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.</p>

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		authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.		
Cabinet	22 Jul 2013 Reason: Expenditure more than £100,000	Learning Disability Accommodation - Future plans The Council has conducted a review of the current housing and support available for adults with learning disability in Hammersmith and Fulham. This strategy has been developed in response to that review to improve the quality, quantity and choice of housing with support services for people in the borough. A crucial part of this modernisation programme is the Council's directly provided services both residential care, community support, respite and day service provision. A review of that housing provision has identified that Coverdale Road, a council owned building from which the residential care service is operated is not fit for purpose in terms of meeting the longer term needs of its residents or future needs of the learning disability population.	Cabinet Member for Community Care Ward(s): All Wards Contact officer: Christine Baker Tel: 020 8753 1447 Christine.Baker@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	22 Jul 2013 Reason: Expenditure more than £100,000	Shepherd's Bush Town Centre (West) Major public realm scheme.	Cabinet Member for Transport and Technical Services Ward(s): Shepherds Bush Green Contact officer: Ian Hawthorn, Graham Burrell ian.hawthorn@lbhf.gov.uk, graham.burrell@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	22 Jul 2013	<p>Janet Adegoke Centre - Section 106 works</p> <p>The report seeks approval to implement highway works related to this development.</p>	Cabinet Member for Transport and Technical Services	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): Wormholt and White City	
Contact officer: Ian Hawthorn ian.hawthorn@lbhf.gov.uk				
Cabinet	22 Jul 2013	<p>Remote monitoring, monitoring/reporting and communication for passenger lifts within Housing properties</p> <p>This report seeks approval to accept a tender from a single bidder Thames Valley Controls to supply, install and service Elevator Monitoring Units (EMUs) and auto diallers / intercom units, to provide remote monitoring of lifts within various housing properties within the borough</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Affects more than 1 ward		Ward(s): All Wards	
Contact officer: Matthew Martin Matthew.Martin@lbhf.gov.uk				
Cabinet	22 Jul 2013	<p>Earls Court and West Kensington Local Lettings Plan</p> <p>Earls Court Regeneration Project Adoption of Local Lettings Plan</p>	Cabinet Member for Housing	A detailed report for this item will be available at least five working days before the date of the meeting and will include details
	Reason: Expenditure more than £100,000		Ward(s): Fulham Broadway; North End	

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			Contact officer: Tomasz Kozlowski Tel: 0208 753 4532 Tomasz.Kozlowski@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
Cabinet	22 Jul 2013 Reason: Expenditure more than £100,000	Relocation of HAFAD to Edward Woods Community Centre and related refurbishment requirements Redevelopment to improve accessibility, infrastructure, rentable office space and sustainability	Cabinet Member for Community Care Ward(s): Shepherds Bush Green Contact officer: Clare Grainger Tel: 020 8753 1720 Clare.Grainger@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	22 Jul 2013 Reason: Expenditure more than £100,000	Economic Development Priorities This report seeks members' approval for future economic development priorities which respond to the borough's longer term economic growth and regeneration vision and makes recommendations on use of Section 106 funds to achieve key outcomes.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Kim Dero Tel: 020 8753 4229 kim.dero@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	22 Jul 2013 Reason: Expenditure more than £100,000	IFA Framework for Children's Services Requesting permission to Call-off the West London Alliance IFA Framework for Children's Services.	Cabinet Member for Children's Services Ward(s): All Wards Contact officer: Terry Clark Tel: 020 8578 5642 terry.clark@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet	22 Jul 2013	<p>Enhanced Revenue Collection</p> <p>This report provides an update on progress to date and next steps</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	22 Jul 2013	<p>Business Intelligence</p> <p>Business case setting out the recommended option to establish a Tri-borough business intelligence service.</p> <p>PART OPEN</p> <p>PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	Deputy Leader (+ Residents Services), Leader of the Council (+Regeneration, Asset Management and IT)	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
	Reason: Expenditure more than £100,000		Ward(s): All Wards	
Cabinet	22 Jul 2013	<p>Tri-borough Corporate Service Programme</p> <p>Business case for the development of the next phase of Tri-borough corporate services</p>	Leader of the Council (+Regeneration, Asset Management and IT), Deputy Leader (+ Residents Services)	A detailed report for this item will be available at least five working days before the date of the meeting and will include details

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	Reason: Expenditure more than £100,000		Ward(s): All Wards Contact officer: Jane West Tel: 0208 753 1900 jane.west@lbhf.gov.uk	of any supporting documentation and / or background papers to be considered.
September				
Cabinet	2 Sep 2013 Reason: Affects more than 1 ward	Property Asset Management Plan 2012-2015 This is an updated plan which was approved by Cabinet in 2008. It is set out in the Council's Strategy for all properties held by the Council except the Council's Housing Stock.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Miles Hooton Tel: 020 8753 2835 Miles.Hooton@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	2 Sep 2013 Reason: Expenditure more than £100,000	Serco Contract Review - Decision Decision on whether to extend current waste collection and street cleansing contract with Serco beyond 2015, as allowed under current contract clause.	Deputy Leader (+ Residents Services) Ward(s): All Wards Contact officer: Sue Harris, Chris Noble Tel: 020 8753 4295, Sue.Harris@lbhf.gov.uk, chris.noble@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	2 Sep 2013 Reason: Expenditure more than £100,000	Proposed Property Contract - Award of Contracts to Successful Bidders A new Framework Agreement for Property Services with Trii-borough access	Cabinet Member for Transport and Technical Services Ward(s): All Wards Contact officer: Maureen McDonald-Khan maureen.mcdonald-khan@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.

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Cabinet Full Council	2 Sep 2013 23 Oct 2013 Reason: Expenditure more than £100,000	Frameworki - Re-procurement - Contract Award For council to approve new contract aware for provision of adult social care IT system (Frameworki)	Cabinet Member for Community Care Ward(s): All Wards Contact officer: Mark Hill mark.hill2@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
October				
Cabinet	14 Oct 2013 Reason: Affects more than 1 ward	Review of Payment options for leaseholders receiving estimated major works invoices Leaseholders are currently charged for major works after completion of the contract and are able to make use of a number of payment options to pay the invoices. Cabinet has already agreed for major works to be invoiced on an interim basis but before the process is initiated the payment options will need to be agreed.	Cabinet Member for Housing Ward(s): All Wards Contact officer: Kathleen Corbett Tel: 020 8753 3031 Kathleen.Corbett@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	14 Oct 2013 Reason: Expenditure more than £100,000	Waste and Street Scene Service Review Report from Bi-Borough Waste and Street Scene Service Review	Deputy Leader (+ Residents Services) Ward(s): All Wards Contact officer: Sue Harris, Chris Noble Tel: 020 8753 4295, Sue.Harris@lbhf.gov.uk, chris.noble@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
December				
Cabinet	9 Dec 2013 Reason: Affects more	Housing and Regeneration Joint Venture - Selection of Preferred Partner Following an OJEU procurement, final selection of a private sector	Cabinet Member for Housing Ward(s): All Wards	A detailed report for this item will be available at least five working days before the date of the meeting and

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	than 1 ward	partner to form a Joint Venture with the Council.	Contact officer: Matin Miah Tel: 0208753 3480 matin.miah@lbhf.gov.uk	will include details of any supporting documentation and / or background papers to be considered.
January 2014				
Cabinet	6 Jan 2014 Reason: Expenditure more than £100,000	Economic Development Priorities This report seeks members' approval for future economic development priorities which respond to the borough's longer term economic growth and regeneration vision and makes recommendations on use of Section 106 funds to achieve key outcomes.	Leader of the Council (+Regeneration, Asset Management and IT) Ward(s): All Wards Contact officer: Kim Dero Tel: 020 8753 4229 kim.dero@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.
Cabinet	6 Jan 2014 Reason: Affects more than 1 ward	Letting of a concession to monetise the ducting within the council owned CCTV network Monetising LBHF CCTV network PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	Deputy Leader (+ Residents Services) Ward(s): All Wards Contact officer: Sharon Bayliss Tel: 020 8753 1636 sharon.bayliss@lbhf.gov.uk	A detailed report for this item will be available at least five working days before the date of the meeting and will include details of any supporting documentation and / or background papers to be considered.