

Cabinet



Agenda

MONDAY
7 OCTOBER 2024
7.00 pm

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LONDON W6 9AR

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Date Issued
27 September 2024

Membership

Councillor Stephen Cowan, Leader
Councillor Alex Sanderson, Deputy Leader (responsible for Children and Education)
Councillor Bora Kwon, Cabinet Member for Adult Social Care and Health
Councillor Wesley Harcourt, Cabinet Member for Climate Change and Ecology
Councillor Andrew Jones, Cabinet Member for the Economy
Councillor Rowan Ree, Cabinet Member for Finance and Reform
Councillor Frances Umeh, Cabinet Member for Housing and Homelessness
Councillor Sharon Holder, Cabinet Member for Public Realm
Councillor Rebecca Harvey, Cabinet Member for Social Inclusion and Community Safety
Councillor Zarar Qayyum, Cabinet Member for Enterprise and Skills

If you require further information relating to this agenda please contact:
Katia Neale, Committee Coordinator, tel: 07776 672 956 or email:
katia.neale@lbhf.gov.uk

Reports on the open Cabinet agenda are available on the Council's website: www.lbhf.gov.uk/councillors-and-democracy

PUBLIC NOTICE

The Cabinet hereby gives notice of its intention that it may want to hold part of this meeting in private to consider the exempt elements of item 11 and 12 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 but spaces are very limited. To register for a place please contact katia.neale@lbhf.gov.uk. Seats will be allocated on a first come first serve basis. 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 Katia Neale 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 2 October 2024.**

COUNCILLORS' CALL-IN TO SCRUTINY COMMITTEES

A decision list regarding items on this agenda will be published by **Tuesday 8 October 2024**. Items on the agenda may be called in to the relevant Accountability Committee.

The deadline for receipt of call-in requests is: **Friday 11 October 2024 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 **Friday 11 October 2024**.

Cabinet Agenda

7 October 2024

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1. MINUTES OF THE CABINET MEETING HELD ON 9 SEPTEMBER 2024	5 - 11
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<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 Standards Committee.</p>	
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14.	EXCLUSION OF PRESS AND PUBLIC	

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 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.

London Borough of Hammersmith & Fulham

Cabinet Minutes



Monday 9 September 2024

NOTE: A recording of the meeting can be watched at on YouTube at:
<https://www.youtube.com/live/DxAgKoQnW8Y>

PRESENT

Councillor Stephen Cowan, Leader of the Council
Councillor Wesley Harcourt, Cabinet Member for Climate Change and Ecology
Councillor Andrew Jones, Cabinet Member for The Economy
Councillor Sharon Holder, Cabinet Member for Public Realm and Lead Member for Inclusive Community Engagement and Co-production
Councillor Rebecca Harvey, Cabinet Member for Social Inclusion and Community Safety
Councillor Bora Kwon, Cabinet Member for Adult Social Care and Health
Councillor Rowan Ree, Cabinet Member for Finance and Reform
Councillor Alex Sanderson, Deputy Leader (with responsibility for Children and Education)
Councillor Frances Umeh, Cabinet Member for Housing and Homelessness
Councillor Zarar Qayyum, Cabinet Member for Enterprise and Skills

ALSO PRESENT

Councillor Adronie Alford
Councillor Florian Chevoppe-Verdier

1. MINUTES OF THE CABINET MEETING HELD ON 15 JULY 2024

RESOLVED:

That the minutes of the meeting of the Cabinet held on 15 July 2024 be confirmed and signed as an accurate record of the proceedings, and that the outstanding actions be noted.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. DECLARATION OF INTERESTS

There were no declarations of interest.

4. PROVISIONAL REVENUE OUTTURN REPORT 2023/24

Councillor Rowan Ree, Cabinet Member for Finance and Reform, introduced the report setting out the revenue outturn position for the Council across the General Fund and Housing Revenue Account (HRA) for the 2023/24 financial year. Despite uncertainty over government funding, increased demand for council services and at a time when most councils were taking money from reserves to balance their books, Hammersmith & Fulham had returned a revenue budget surplus which had been added to the Council's general balances. This was achieved without affecting front line services and ensuring the continued delivery of key council priorities.

Councillor Ree paid tribute to Councillor Frances Umeh, Cabinet Member for Housing and Homelessness, for successfully managing the HRA and all Council officers who managed budgets.

The Leader also paid tribute to Councillor Ree, Sukvinder Kalsi, the Executive Director of Finance and Corporate Services, and Richard Shwe, Director of Housing. He stressed that every Department across the Council had a duty to deliver the savings targets.

Councillor Adronie Alford complimented the Council for managing to balance the HRA but voiced her concerns for the future HRA due to the financial uncertainties.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

1. To note the General Fund underspend of **£0.298m** (0.02% of budget).
2. To note that the draw down of balances from the Housing Revenue Account (as set out in paragraph 4 below of this report).
3. To note the significant reduction of the Dedicated Schools Grant High Needs Block deficit and the remaining cumulative deficit of **£2.279m**.

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.

5. CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2023/24 (OUTTURN)

Councillor Rowan Ree presented the report setting out the Council's strategy for delivering on the ambitions to transform its services and invest money to help protect high quality essential services for its residents, including significant capital investment in the infrastructure of the Borough.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

1. To note the capital outturn for the year of £184.8m.
2. To approve the proposed budget variations to the capital programme (2023/24 to 2026/27) as summarised in Table 1 and detailed in Appendix 1.
3. To approve additional budget of £0.55m for the Council's agreed contribution towards Education City Youth Zone build, funded from General Fund borrowing.
4. To approve an additional £3.277m budget in relation to pre-agreed works within the HRA asset and compliance programme, funded from HRA borrowing.
5. To approve an additional budget of £1,510m on energy efficiency works at Philpot Square across 2024/25 and 2025/26, of which £0.755m will be funded by the Heat Network Efficiency Scheme grant and £0.755m from HRA borrowing.

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.

6. TREASURY MANAGEMENT OUTTURN REPORT 2023/24

Councillor Rowan Ree presented the report providing and overview of the Council's Treasury Management Outturn over the previous financial year.

Despite the challenging strategic financial environment, the Council operated within the Treasury Limits and Prudential Indicators and met all of its prudential indicators. Councillor Ree paid special tribute to Phill Triggs, Director of Treasury and Pensions, and his team for their excellent Treasury Management.

Councillor Ree added that the Council had launched the largest ever Local Government 'Green Bond' on the previous year and had reduced the Council's overall levels of borrowing. There had been two tranches of 'Green Bonds' over the last 18 months raising £1.7m so far, with a limit set of £5m to go towards local projects dealing with climate change mitigations issues and green projects in the Borough.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

That the Treasury Management Outturn Report for 2023/24 be noted and 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.

7. REVENUE BUDGET REVIEW 2024/25 - MONTH 2 (MAY 2024)

Councillor Rowan Ree introduced the report looking at spending as of Month 2 of the current financial year. The report noted a forecast overspend with mitigation measures in place. All budgets across the Council would continue to be monitored over the course of the financial year.

Councillor Adronie Alford expressed her concerns for the HRA if the contingencies failed to work due to the ongoing problems with the repairs works which was a large and undefined debt coming out of the HRA. She was also concerned by the rising cost of homelessness and temporary accommodation.

The Leader stressed that these were also their concerns, and they were determined to have the best Council Housing in Britain. He added that Councillor Umeh's leadership on Housing had been outstanding and together with Councillor Ree, ensuring the finance was robust, they had managed to get both the HRA, the repairs and the housing service in a much better state. He added that they would need to have different settlements on the temporary accommodation budget and its approach to homelessness.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

1. To note the General Fund financial forecast variance at Month 2 and mitigating actions to reduce the overspend forecast variance position (Table 1 and Appendix 1).

2. To note progress on delivering the 2024/25 agreed budget savings (Appendix 3).
3. To note the HRA forecast (paragraph section 13 to 15 and Appendix 2).

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.

8. **TRAVEL CARE AND SUPPORT TAXI SERVICES PROCUREMENT STRATEGY**

Councillor Alex Sanderson, Cabinet Member for Children and Education, presented the report seeking approval of the procurement strategy for Travel Care and Support Taxi Services from September 2025 for a period of four years.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

1. To approve the procurement strategy to establish a closed framework (i.e. one that is not an 'open framework' within the meaning of the Procurement Act 2023) for the provision of travel care and support taxi services for a period of 4 years from September 2025.
2. To delegate authority to the Executive Director of People for any minor amendments required to this strategy.

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.

9. SEMI-INDEPENDENT LIVING ACCOMMODATION (SIL) FOR CHILDREN LOOKED AFTER, CARE LEAVERS AND YOUNG PEOPLE EXPERIENCING HOMELESSNESS - PROCUREMENT STRATEGY

Councillor Alex Sanderson presented the report seeking approval of a strategy to recommission, by way of a competitive procurement exercise, semi-independent living services for young people at risk of becoming homeless, sixteen and seventeen-year-old children looked after and care leavers across Hammersmith and Fulham.

AGREED UNANIMOUSLY BY THE CABINET MEMBERS:

That Cabinet:

1. Notes that the approximate contract value is outlined in Appendix 2 and is not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) as set out in paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).
2. Approves the procurement strategy to run a competitive procurement exercise for the provision of in-borough semi-independent living (SIL) accommodation for young people for up to seven years from May 2025. This includes relevant leases and Housing Management Agreements.
3. Delegates any minor adjustments that may be required as result of the procurement taking place when the Procurement Act 2024 comes into force on 28th October 2024 to the Strategic Director of People.

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.

10. FORWARD PLAN OF KEY DECISIONS

The Key Decision List was noted.

11. DISCUSSION OF EXEMPT ELEMENTS (ONLY IF REQUIRED)

There was no discussion of exempt elements.

Meeting started: 7.00 pm
Meeting ended: 7.21 pm

Chair

Agenda Item 4

London Borough Of Hammersmith & Fulham

Report to: Cabinet

Date: 07/10/2024

Subject: Funding Community Benefits Through Planning Obligations Draw Down Report 2023/24

Report of: Councillor Andrew Jones, Cabinet Member for the Economy and Councillor Rowan Ree, Cabinet Member for Finance and Reform

Report author: Joanne Woodward, Director of Planning and Property

Responsible Director: Bram Kainth, Executive Director of Place

SUMMARY

The Council secures contributions from new developments to address the needs that arise for social and physical infrastructure, including affordable housing, and to mitigate impacts flowing from those developments.

This report sets out the projects and services in the financial year from **1st April 2023 to 31st March 2024**, that are to be funded (in part or in full), from monies received through Section 106 (S.106) agreements or the Borough Community Infrastructure Levy (CIL). Together they represent £22.3m of investment in community benefits secured by the council from developers as part of their planning permission.

This represents more than £3 million more than raised last year, and more than the council has ever secured from property developers. This is due to the ruthlessly financially efficient approach that this administration takes to all its dealings.

These hard won funds will be used to improve the quality of life for residents living across our borough, funding:

- The Civic Campus, which will rejuvenate King Street and bring business and visitors to the area;
- Hammersmith & Fulham's unique Law Enforcement Team, who keep our streets safe and clean by tackling anti-social behaviour and fly-tipping;
- Our innovative Gangs Unit, which tackles organised crime at the source and keeps local children out of a life of crime;
- 133 genuinely affordable, and beautiful new homes in Edith Summerskill House;
- 100 new homes for families and young people at Mund Street, of which 50% will be affordable;
- Significant road and footpath improvements and urban greening

- contribute to pleasurable enjoyment of the environment;
- Local parks and recreational development provide better sports, cycling and walking experiences;
 - SuDS reduce the risk of flooding, preventing local damage and enhancing the appearance and usability of the area;
 - Investment in SEND facilities and services, to give all children across our borough the best possible start in life;
 - An Air Quality Improvement Plan, so that residents can breath fresh air rather than choking on fumes; and
 - Flood defences to protect our borough, and its iconic riverside from the worst impacts of climate change.

In accordance with the Council's Financial Regulations, formal Cabinet approval is sought to the drawdown of these funds for the projects delivered during 2023/24. The spending program for **2023/24** reflects the terms of the relevant S.106 agreements or CIL regulations and supports delivery of the Council's priorities set out in the corporate Business Plan, Industrial Strategy, and adopted Local Plan.

RECOMMENDATIONS

That Cabinet approves the 2023/24 drawdown of Section 106 and Community Infrastructure Levy monies as set out in this report, to fund expenditure of **£22,345,804** for a wide range of community benefits across the borough.

Wards Affected: All

H&F Values

This table sets out the Council's values and how the drawdown of planning contributions aligns with those values.

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Ensuring funding from new development supports and benefits existing communities and residents
Creating a compassionate council	S.106 funding is used to provide new community facilities and services that bring the community together and meet local needs
Being ruthlessly financially efficient	The use of S.106 and CIL ensures new development within the Borough contributes fairly to the provision of new facilities and the enhancement of existing assets.
Taking pride in H&F	S.106 funds many of the projects to improve parks and town centres so that residents continue to enjoy and make the most of these borough assets

Financial Impact

The report confirms the drawdown of **£22,345,804** of S.106 and Borough CIL contributions to cover relevant and eligible expenditure incurred during the financial year 2023/24, including monitoring costs. These drawdowns are against balances of funds received from developers and held by the Council. This is an increase compared with the previous year's figure of £19.2 million, despite the worsening economic conditions which are having an impact on developments across the country.

The monitoring and management costs of **£668,429** (included in the figure above) is funded from the administration component of s.106 agreements (£194,747), and Mayor CIL (£375,349) and from the administration component of the Borough Community Infrastructure Levy (£98,333).

Implications prepared by Trina Tali-Zekaj, Trina.Tali-Zekaj@lbhf.gov.uk, Principal Accountant, Date 10th July 2024

Implications reviewed by Kellie Gooch, Kellie.Gooch@lbhf.gov.uk, Head of Finance (Place), Date 11th July 2024

Implications verified by James Newman, James.Newman@lbhf.gov.uk, Date 15th July 2024

Legal Implications

Section 106 of the Town and Country Planning Act 1990 as amended provides that Councils may secure planning obligations to make development which otherwise would not be acceptable in planning terms, acceptable.

Regulation 122 of the CIL Regulations and Paragraph 57 of the National Planning Policy Framework (“NPPF”) require planning obligations to be:

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development.

Section 106(1)(d) of the Planning Act 1990 allows the Local Authority to secure a sum or sums to be paid to the Authority pursuant to a deed under Section 106 of the Town and Country Planning Act 1990 as amended (“S.106 agreements”).

Section 216 (2) of the Planning Act 2008 and regulation 59 of the CIL Regulations (as amended by the 2012 and 2013 Regulations), set out that the levy can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, open spaces, sporting and recreational facilities and other health and social care facilities. This definition allows the levy to be used to fund a very broad range of facilities summarised in this report and set out in detail in the 2023/24 Drawdown Report attached at Appendix A.

Section 1 of the Localism Act 2011 grants Councils a General Power of Competence whereby a Local Authority has power to do anything that individuals generally may do, including the use of funds received from planning obligations to address the impact of developments carried out in the borough.

The costs of delivering the projects as identified in this report are to be secured by the s.106 agreements listed in the 2023/24 Drawdown Report attached at Appendix A. Financial contributions secured under S.106 agreements are to be used for the purposes intended under the terms of the S.106 agreements. The Council has a fiduciary duty to ensure that where S106 monies have been obtained in order to ensure that the effects of development are mitigated, such mitigation does take effect.

The Community Infrastructure Levy Regulation 2010 as amended requires Local planning authorities to publish annually an ‘annual infrastructure funding statement’ setting out details of CIL and Section 106 Obligations secured and the infrastructure that will be funded.

Implications verified by: Mrinalini Rajaratnam, Chief Solicitor – Planning and Property, Mrinalini.Rajaratnam@lbhf.gov.uk Telephone: 07827 357403, Date 10th July 2024

DETAILED ANALYSIS

SUMMARY OF THE 2023/24 DRAWDOWN

1. Figure 1 provides a summary of the projects, by category, being funded from s.106 or CIL within the financial year 2023/24. A total of **£22,345,804** is to be drawn down. We have raised over £3m more than the previous year from our hard-nosed negotiating with property developers. This is money that we would not have if we had not taken a tough line and is now being spent on projects to benefit the local community.
2. The following summary sets out some of the community benefits we are spending the money on:
 - The Civic Campus, which will rejuvenate the King Street area
 - The LET and Gangs Unit, who are keeping residents in the borough safe
 - Affordable homes
 - Improving the public realm
 - Investing in schools; and
 - Protecting the environment.
3. **Civic Campus:** the Civic Campus redevelopment falls within the investment in community facilities category, accounting for the majority of spend. This category is being funded, in part, using strategic CIL receipts. The Civic Campus project totals £12.45m. Building work is progressing at the Civic Campus site in King Street and will rejuvenate the King Street area. The vibrant mixed-use campus will be Britain's most exciting new arts, cultural, business, government and community quarter. It will offer inclusive, welcoming and safe spaces where residents and local businesses can access important services. Civic Campus features world-class architecture and design for the future; its 'Zero Harm' design approach sets new benchmarks for accessibility, with the use of new technology. It will act as a catalyst for growth and community cohesion, as well as to create a transformative shift in the delivery of Council services and community placemaking.
4. **LET and Gangs Unit:** excluding the 2023/24 costs of the Civic Campus redevelopment, investment in community safety initiatives, such as the Law Enforcement Team ("LET") and the Gangs, Violence and Exploitation Unit, is to be one of the largest areas of spend with £2.25m proposed to be drawn down. There are dedicated LET officers for every ward in the Borough, alongside a borough-wide control team and a night team. The LET and local police regularly conduct joint patrols and pull their resources together to work smarter, co-ordinate patrol times and ensures better coverage at all times. This collaborative approach enables the Council to prevent, detect, crack down on and reduce local crime more quickly and effectively.

The LET officers have a broad range of enforcement powers and assist all emergency services and other Council partners with a range of tasks. They carry out borough-wide patrols for areas including highways, parks & open spaces and on housing land. They work closely with the Metropolitan Police to reduce crime and anti-social behaviour problems. They are briefed on any missing or vulnerable persons to be aware of whilst conducting their patrols across the borough. They keep local community safe with investigations, weapons sweeps and patrols.

5. **Affordable homes:** the redevelopment of Edith Summerskill House site will build 133 new, genuinely affordable housing on the Clem Attlee estate. The proposed scheme would feature distinctive arched windows and a ground floor arcade and deliver a building of outstanding design quality and excellent living conditions. The development will include a new community hall and kitchen available for all estate residents.

In developing plans for the Mund Street School site, the Council is working in collaboration with residents to create a scheme which responds to the needs of the local community. Delivers approximately 100 new homes, including 50% affordable homes, across a range of sizes suitable for both young people and families. The scheme will provide new landscaping and public realm, helping to establish a strong community feel with car-free streets and spaces.

6. **Improving the public realm:** the public realm projects cover road and footpath resurfacing and improvements, cycle hubs, healthy street urban greening, gully repairs and travel plan monitoring. New cycle lanes and bike parking are built on the Council's growing cycle and transport network. The Starch Green healthy street urban greening project involved depaving a large pedestrianised space by creating areas of rain gardens to create a sensory garden.

The Hammersmith Cycle Hub features the very best cycle security available. It has been designed for residents, visitors and commuters to have a secure place to leave their bikes. The hub provides a convenient solution for travellers to cycle to the station, leave their bike and continue their journey by tube or bus. The Eelbrook Common healthy street urban greening project involved depaving the wide footway on New Kings Road and laying down Sustainable Urban Drainage Systems (SuDS) wildflower turf. The SuDS help reduce the risk of local flooding in times of heavy rain and improve both the appearance and usability of the site.

7. **Investing in schools:** special educational needs and disabilities (SEND) - in Hammersmith & Fulham, most children and young people with special educational needs (SEN) can have their needs met within an education setting's own resources with support from commissioned services. The early years' keyworker or teacher, and the place of learning's special educational needs and disabilities coordinator will all work together using the graduated approach to create a SEND Support Plan. The Council's Local Area will triage referrals and provide advice to settings on different strategies, approaches and resources to meet needs.

Climate education - in offering access to climate education within the schools the Council offers, with key partners, the chance for children and young people to champion a variety of related initiatives. The current work taking place in H&F schools to support and promote climate education include climate education within their curriculum, green tutorials, social action projects around climate change and eco clubs throughout the sector. Protecting our environment and working towards a cleaner borough is incredibly important work. It is great to see pupils applying their learning and helping to make H&F the greenest borough in Britain.

8. **Protecting the environment:** flood defence - the Council's surface-water management plan (SWMP) proactively covers flooding from sewers, drains, groundwater, and runoff from land, small watercourses and ditches caused by heavy rainfall. It has modelled potential flooding across the borough for a range of storm events; identifies flooding hotspots; includes an assessment of potential borough-level sustainable drainage systems (SuDS); and an action plan to reduce flood risks in the borough. Many of the actions outlined in the SWMP are being implemented.

Air quality - the Council is taking urgent action to clean our air by working with residents, businesses and local partners. The Council's Annual Air Quality Status Reports are submitted to Greater London Authority (GLA) and Department for Environment, Food and Rural Affairs (DEFRA). The reports include background information on air pollution in the borough and details of our review and assessment of air quality. We are preparing a five-year Air Quality Action Plan to tackle air pollution and protect public health and raise awareness of the issues around poor air quality. We are determined to improve our air quality, protect local nature and help local people live healthier lives.

Type of community benefit delivered	Spend (£)
Affordable Housing	831,506
Arts and Cultural Projects	182,880
Community Facilities and Borough Strategic CIL	13,440,164
Community Wellbeing and Social Inclusion	122,386
Economic Development	1,623,985
Environmental Improvements	91,893
Heritage and Conservation	19,948
Parks, Leisure and Outdoor Sports Facilities	579,519
Regeneration Areas	2,831,040
Schools and Higher Education	651,904
Transport and Public Realm	1,068,406
Borough Wide Community Benefits	233,744
Admin and Neighbourhood CIL	668,429
Total	£22,345,804

Figure 1: Spend by Broad Category

9. With respect to the other categories, the investment broadly reflects the Council's priorities around supporting communities; securing local job opportunities arising from the Borough's growth; promoting sustainable travel; delivering safer neighbourhoods and inclusive communities; and investing in education, our open spaces, and engagement in the arts.
10. Further details on the individual projects delivered, the relevant S.106 Agreements or CIL being relied upon, and the drawdown amounts, are set out in the 2023/24 Drawdown Report attached at **Appendix A**. This separate appendix enables the annual drawdown reports to be published on a dedicated page on the Council's website including more details of the projects and services funded. It is hoped that this will make it easier for residents to access and better highlight the significant improvements being delivered across the Borough using developer contributions.
11. Cabinet approval of the 2023/24 drawdown of s.106 and CIL funds is now sought.

Reasons for Decision

12. Planning obligations are used to secure benefits capable of mitigating the adverse impacts of a development. Planning contributions can take the form of legal agreements, known as S.106 Agreements, and as a Community Infrastructure Levy (CIL), that is charged on the net additional floorspace created by certain types of new development within the Borough.
13. With respect to the borough CIL receipts, 5% is retained to cover administration costs, 15% is to be spent on community-led projects, and the remainder is to be put towards infrastructure needed to support development in the Borough together with its operation, maintenance, and repair.
14. This report seeks approval for the 2023/24 spend of monies received under S.106 Agreements and CIL for the purposes summarised in this report and set out in detail in the 2023/24 Drawdown Report attached.

Equality Implications

15. It is not anticipated that the approval of the drawdown of Section 106 and CIL monies (as set out in the Recommendations) will impact negatively on protected groups under the Equality Act 2010.
16. *Implications reviewed by Rebecca Yee, Team Leader, Infrastructure Delivery, Place, Rebecca.Yee@lbhf.gov.uk Telephone: 07786 290034, Date 8th July 2024*

Risk Management Implications

17. The drawdown of S.106 Agreement sums and CIL allocation to projects is aligned

with LBHF values and objectives. Existing project management procedures and processes are designed to ensure capture, monitor, and mitigate the risks. Officers will need to ensure that any procurement activity needed to support the projects being funded to run in compliance with the Council's Contract Standing Orders and that all expenditure entered into is in line with the conditions of the relevant S106 agreement.

18. *Implications verified by David Hughes, Director of Audit, Fraud, Risk and Insurance, David.Hughes@rbkc.gov.uk Telephone 07817 507 695, Date 10th July 2024*

Procurement Implications

19. There are no direct procurement implications resulting from this paper.
20. If the drawdown of S.106 Agreement and Community Infrastructure Levy monies as set out in this report are used to procure any goods or services from third-party suppliers, then these suppliers shall be procured in accordance with the Council's Contract Standing Orders (CSOs) and the Public Contract Regulations 2015.

A Procurement Strategy must be approved for each subsequent spend from the drawdown where the CSOs require this.

Review of the line items from finance highlights many are covered by major contracts on our contract register however for lower value spend it is less clear which contract the spend relates to. SLT should ensure for the coming year that departments are clear on their procurement requirements for section 106/cil funded activity and the need for legal notices for any new contract over £30k inc VAT, plus competition requirements.

Implications reviewed by: Waheeda Soomro, Commercial Manager, Commercial & Procurement, Waheeda.Soomro@lbhf.gov.uk Telephone: 07776 672 927, Date 10th July 2024

Implications verified by Joanna McCormick, Chief Operating Officer, Procurement & Commercial, Joanna.Mccormick@lbhf.gov.uk, Date 12th July 2024

Consultation

Planning obligations are secured on developments granted planning consent in the Borough. The consenting process itself is subject to public consultation. It is through this process that stakeholders can raise concerns regarding the potential impacts of a proposal and to seek appropriate mitigation measures to be secured in the S.106 agreement. The projects to be funded align with the purpose specified in the individual S.106 agreement as being necessary to make the development acceptable and to mitigate its impact.

List of Appendices:

Appendix A: The 2023/24 Drawdown Report

Appendix A:



**Annual Report of Community Benefits
Funded from
Developer Obligations**

**The Section 106 & Community Infrastructure Levy
Drawdown Report for 2023/24**

FOREWORD

“The Council’s negotiation skills have been excellent and we work extremely hard to ensure that new developments within H&F accord with the standards and requirements set out in our Local Plan policies, including those associated with affordable housing provision, design quality, heritage protection, and sustainability. Alongside on-site requirements, the Council negotiates hard with developers to ensure they contributed properly towards local services and facilities, deliver sustainable transport improvements, and provide opportunities for H&F residents to access new employment opportunities.

Through such negotiations we are able to deliver a range of local improvements that benefit both new and existing residents and businesses and help maintain the qualities that make Hammersmith and Fulham a special and desirable place to live, work and visit.

Following investment of £19.2m last year, we have increased this to £22.3m for 2023/24 and are already preparing the programme for 2024/25 to build on this.

With reference to the projects delivered in 2023/24, I am particularly proud of the funding being used to secure further affordable homes, local job opportunities, quality education, and the initiatives to address food poverty and social inclusion. Such investment ensures that all our residents, including our youth and those on low incomes, can share in the borough’s prosperity and can continue to make a significant contribution to its future.

Finally, while such investment enables us to rejuvenate areas that have become tired and to replace aging infrastructure, we are not seeking to replace these on a like for like basis. Rather, we are using this opportunity to upgrade the sustainability performance of our assets, ensuring these are resilient to and help address the impacts of climate change and deliver improvements to the health of our environment and its residents.

Looking to future years, we will maintain our investment in education, neighbourhood safety, and employment skills & opportunities but are aiming to further increase our investment in improving local services and facilities. We are proposing to invest £4m in upgrading playgrounds and play equipment across the borough, £2m to support youth programmes, £3m in projects to reduce carbon emissions, £9m on enhancing our streets and sustainable travel, and over £20m on

increasing the supply of truly affordable housing.”



Cllr Andrew Jones
Cabinet Member for the Economy

INTRODUCTION

1. Section 106 (S.106) and Community Infrastructure Levy (CIL) funding, secured from new development, is used to help deliver the provision of infrastructure and services needed to accommodate growth across the borough. This extends to ensuring H&F residents are provided with the opportunity to access jobs that arise through growth, including construction and post-construction jobs, to meet their housing needs through affordable and local cost market homes, and to help combat food poverty. There is a positive impact on the highway network, on-site biodiversity, and on local services. Funding can also help with the transition to electric vehicles, through provision of charging points within our streets, and to adapt to the effects of climate change.
2. The Council’s negotiation skills have been excellent and enabled us to secure much extra funds. We have worked with residents and businesses to improve the experience of living, working and visiting the Borough. We are keen to build on the success of the investment and continue improving the Borough.
3. Each year the Council delivers a range of projects intended to discharge the obligations in the individual S.106 agreements. Following the initial allocation of S.106 to the projects, once the works or services are delivered, the expenditure is subject to an end-of-year drawdown process, where planning and legal officers ensure the specific project or services delivered accords with the

terms of the relevant S.106 Agreement from which the funds are being drawn.

4. This report covers the drawdown for the financial period 1st April 2023 to 31st March 2024. It sets out the projects and services on which S.106 and CIL funds were spent, the amounts, and the relevant S.106 Agreements from which the funds are being drawn.

SUMMARY OF THE 2023/24 DRAWDOWN

5. Figure 1 provides a summary of the projects, by category, being funded from S.106 Agreements or CIL within the financial year 2023/24. A total of **£22,345,804** is to be drawn down. We have raised over £3m more than the previous year from our hard-nosed negotiating with property developers. This is money that we would not have if we had not taken a tough line and is now being spent on projects to benefit the local community.
6. The following summary sets out some of the community benefits we are spending the money on:
 - The Civic Campus, which will rejuvenate the King Street area
 - The LET and Gangs Unit, who are keeping residents in the borough safe
 - Affordable homes
 - Improving the public realm
 - Investing in schools; and
 - Protecting the environment.
7. **Civic Campus:** the Civic Campus redevelopment falls within the investment in community facilities category, accounting for the majority of spend. This category is being funded, in part, using strategic CIL receipts. The Civic Campus project totals £12.45m. Building work is progressing at the Civic Campus site in King Street and will rejuvenate the King Street area. The vibrant mixed-use campus will be Britain's most exciting new arts, cultural, business, government and community quarter. It will offer inclusive, welcoming and safe spaces where residents and local businesses can access important services. Civic Campus features world-class architecture and design for the future; its 'Zero Harm' design approach sets new benchmarks for accessibility, with the use of new technology. It will act as a catalyst for growth and community cohesion, as well as to create a transformative shift in the delivery of Council services and community placemaking.
8. **LET and Gangs Unit:** excluding the 2023/24 costs of the Civic Campus redevelopment, investment in community safety initiatives, such as the Law Enforcement Team ("LET") and the Gangs, Violence and Exploitation Unit, is to be one of the largest areas of spend with £2.25m proposed to be drawn down. There are dedicated LET officers for every ward in the Borough, alongside a borough-wide control team and a night team. The LET and local police regularly conduct joint patrols and pull their resources together to work

smarter, co-ordinate patrol times and ensures better coverage at all times. This collaborative approach enables the Council to prevent, detect, crack down on and reduce local crime more quickly and effectively.

The LET officers have a broad range of enforcement powers and assist all emergency services and other Council partners with a range of tasks. They carry out borough-wide patrols for areas including highways, parks & open spaces and on housing land. They work closely with the Metropolitan Police to reduce crime and anti-social behaviour problems. They are briefed on any missing or vulnerable persons to be aware of whilst conducting their patrols across the borough. They keep local community safe with investigations, weapons sweeps and patrols.

9. **Affordable homes:** the redevelopment of Edith Summerskill House site will build 133 new, genuinely affordable housing on the Clem Attlee estate. The proposed scheme would feature distinctive arched windows and a ground floor arcade and deliver a building of outstanding design quality and excellent living conditions. The development will include a new community hall and kitchen available for all estate residents.

In developing plans for the Mund Street School site, the Council is working in collaboration with residents to create a scheme which responds to the needs of the local community. Delivers approximately 100 new homes, including 50% affordable homes, across a range of sizes suitable for both young people and families. The scheme will provide new landscaping and public realm, helping to establish a strong community feel with car-free streets and spaces.

10. **Improving the public realm:** the public realm projects cover road and footpath resurfacing and improvements, cycle hubs, healthy street urban greening, gully repairs and travel plan monitoring. New cycle lanes and bike parking are built on the Council's growing cycle and transport network. The Starch Green healthy street urban greening project involved depaving a large pedestrianised space by creating areas of rain gardens to create a sensory garden.

The Hammersmith Cycle Hub features the very best cycle security available. It has been designed for residents, visitors and commuters to have a secure place to leave their bikes. The hub provides a convenient solution for travellers to cycle to the station, leave their bike and continue their journey by tube or bus. The Eelbrook Common healthy street urban greening project involved depaving the wide footway on New Kings Road and laying down Sustainable Urban Drainage Systems (SuDS) wildflower turf. The SuDS help reduce the risk of local flooding in times of heavy rain and improve both the appearance and usability of the site.

11. **Investing in schools:** special educational needs and disabilities (SEND) - in Hammersmith & Fulham, most children and young people with special educational needs (SEN) can have their needs met within an education

setting's own resources with support from commissioned services. The early years' keyworker or teacher, and the place of learning's special educational needs and disabilities coordinator will all work together using the graduated approach to create a SEND Support Plan. The Council's Local Area will triage referrals and provide advice to settings on different strategies, approaches and resources to meet needs.

Climate education - in offering access to climate education within the schools the Council offers, with key partners, the chance for children and young people to champion a variety of related initiatives. The current work taking place in H&F schools to support and promote climate education include climate education within their curriculum, green tutorials, social action projects around climate change and eco clubs throughout the sector. Protecting our environment and working towards a cleaner borough is incredibly important work. It is great to see pupils applying their learning and helping to make H&F the greenest borough in Britain.

12. **Protecting the environment:** flood defence - the Council's surface-water management plan (SWMP) proactively covers flooding from sewers, drains, groundwater, and runoff from land, small watercourses and ditches caused by heavy rainfall. It has modelled potential flooding across the borough for a range of storm events; identifies flooding hotspots; includes an assessment of potential borough-level sustainable drainage systems (SuDS); and an action plan to reduce flood risks in the borough. Many of the actions outlined in the SWMP are being implemented.

Air quality - the Council is taking urgent action to clean our air by working with residents, businesses and local partners. The Council's Annual Air Quality Status Reports are submitted to Greater London Authority (GLA) and Department for Environment, Food and Rural Affairs (DEFRA). The reports include background information on air pollution in the borough and details of our review and assessment of air quality. We are preparing a five-year Air Quality Action Plan to tackle air pollution and protect public health and raise awareness of the issues around poor air quality. We are determined to improve our air quality, protect local nature and help local people live healthier lives.

13. Further details on the individual projects delivered, the relevant S.106 Agreements or CIL being relied upon, and the drawdown amounts, are set out in the following sections of this report.

Category	Spend (£)
Affordable Housing	831,506
Arts and Cultural Projects	182,880
Community Facilities and Borough Strategic CIL	13,440,164
Community Wellbeing and Social Inclusion	122,386
Economic Development	1,623,985
Environmental Improvements	91,893

Heritage and Conservation	19,948
Parks, Leisure and Outdoor Sports Facilities	579,519
Regeneration Areas	2,831,040
Schools and Higher Education	651,904
Transport and Public Realm	1,068,406
Borough Wide Community Benefits	233,744
Admin and Neighbourhood CIL	668,429
Total	£22,345,804

Figure 1: Spend by Broad Category

AFFORDABLE HOUSING PROVISION

14. A total of **£831,506** is to be drawn down for affordable housing provision as shown in Table 1.

Table No. 1 Affordable Housing Provision			
S106/AKA Ref	Relevant s106 agreement	Project Funded	Amount (£)
777	Chelsea Island	Edith Summerskill	93,214
867	M&S White City	Mund Street, Farm Lane and Wood Lane Estate	738,292
TOTAL			£831,506



Figure 2: Edith Summerskill House

15. The redevelopment of Edith Summerskill House site will deliver a 100% affordable housing (133 homes) of which 105 will be social rent homes and 28 intermediate homes. Peabody are building the new homes on this council-owned site. Peabody had to submit a minor variation to the planning permission in April 2024 for a change the design of the building to include second staircase in response to new building regulations on fire safety. This was agreed in May 2024. Start on site is now expected in the Summer of 2025 though neighbours will see some minor preparation work on the site before this date.

16. The Mund Street development is located on a former school site which offers an opportunity to provide much needed new housing. Early feasibility studies indicate the capacity for approximately 100 new homes on the site of which at least 50% will be affordable. 60% of the new affordable homes will be for social rent, and 40% shared ownership. Following feedback from the first public exhibition further work is being carried out on the preliminary designs for this development.

17. Public consultation events were held in spring 2024. Residents were invited to attend were able to see these designs and discuss any points they wanted to raise with the architects and other members of the Council.



Figure 3: Mund Street, existing school Building and proposed housing



Figure 4(a): Mund Street

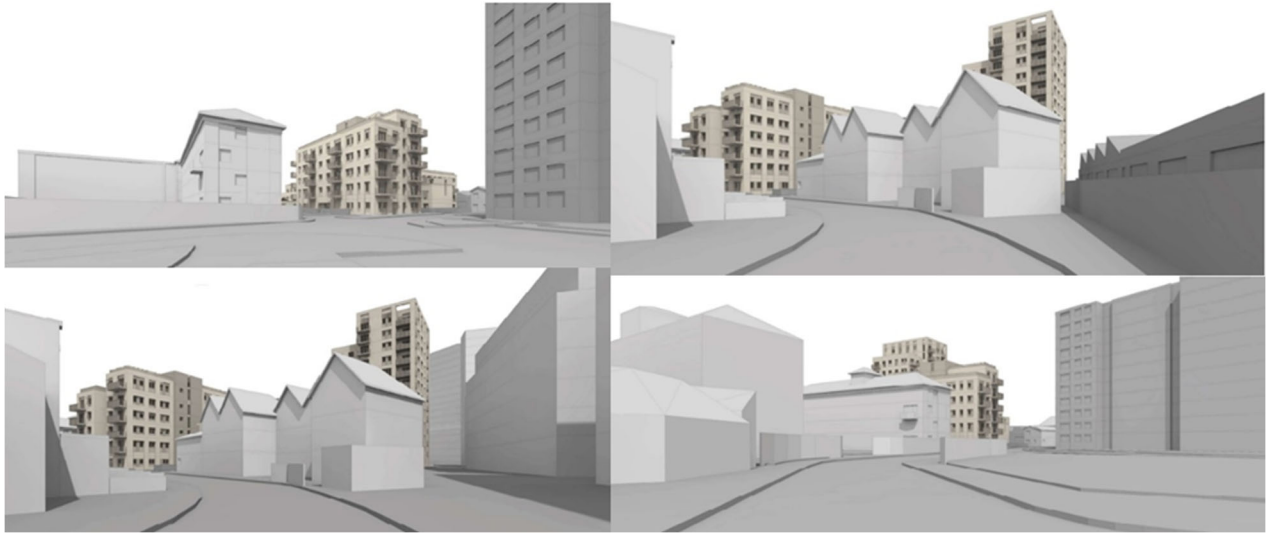


Figure 4(b): Mund Street



Figure 4(c): Mund Street

ARTS AND CULTURE PROVISION

18. **£182,880** is to be spent on Facilitation in Engagement of Arts in the borough,

including contributions towards the development and implementation of actions contained in the Arts Strategy for the Council.

Table No. 2 Arts and Culture			
S106/AKA Ref	Relevant s106 agreement	Projects funded	Amount (£)
943	Olympia Exhibition Centre	Facilitation in Engagement of Arts; Arts Strategy; <i>Sounds Like Hammersmith & Fulham (SLHF) Phase 2 music workshop</i>	182,880
TOTAL			£182,880

H&F Cultural Strategy

19. The Cultural Strategy will inform approaches to planning and investment, skills, public health and neighbourhood development. The Sounds Like Hammersmith & Fulham (SLHF) programme embodies the dedication to enhancing cultural experiences for young people in Hammersmith & Fulham. Secondary school providers were asked to select a SLHF Phase 1 90-minute music workshop to take place within their school. Schools used the opportunity to extend the music offer provided for GCSE music students, others as an enrichment activity for pupils, and others still used the opportunity to learn from professional musicians. SLHF Phase 2 engaged with 18 to 25-year-old art professionals focusing on developing talent.
20. The Council sees SLHF as springboard for the delivery of a ten-year programme of cultural development in the borough. The focus is on young people and the use of music and innovative arts as the catalyst for change; providing opportunities facilitate collaboration between creatives and residents.



Figure 5(a): H&F Cultural Strategy Themes



Figure 5(b): H&F Cultural Strategy Themes



Figure 6(a): The Sounds Like Hammersmith & Fulham (SLHF) programme



Figure 6(b) The Sounds Like Hammersmith & Fulham (SLHF) programme.



Figure 6 (c) The Sounds Like Hammersmith & Fulham (SLHF) programme.



Figure 6(d): The Sounds Like Hammersmith & Fulham (SLHF) programme.



Figure 6(e): The Sounds Like Hammersmith & Fulham (SLHF) programme.

COMMUNITY FACILITIES

21. A total of **£13,440,164** of planning contributions is to be drawn down for community facilities. The overwhelming majority of this (£12,453,190) is Strategic CIL which will be used towards the refurbishment of the Civic Campus. The remaining £986,974 is to be primarily used towards the costs of the Youth Zone of the Ed City development and other projects towards improving the health care and wellbeing facilities within the Borough.

22. The Ed City Youth Zone consists of a new primary school, nursery and adult education centre, as well as a state-of-the-art Youth Zone for local residents. The

scheme also provides 132 new, affordable homes and commercial office space that will be targeted at local charities and community uses. The development embodies the Council's ambition to deliver inclusive growth in White City and forms a physical connection between the White City Estate and much of the major innovation-led growth centred, ecology around White City Place and the White City Innovation District

23. Details of the amounts to be drawn down are set out in Table 3 below:

Table No. 3 Community Facilities and Borough Strategic CIL			
S106/AKA Ref	Relevant s106 agreement	Projects funded	Amount (£)
776	Kings Mall Car Park	Hammersmith Library; Healthcare Facilities	36,356
777	Chelsea Island	Healthcare Facilities	167,049
927	Fulham Gasworks	Youth Zone Ed City	509,962
801	Former BBC TV Centre	Cost of Living Programme Lead; Healthcare Facilities	114,071
684	Goldhawk Ind Est,2A Brackenbury Rd	Healthcare Facilities; Sports Facilities	159,536
CIL	Borough Strategic CIL	Civic Campus	12,453,190
TOTAL			£13,440,164

Civic Campus

24. Building work is progressing at the Civic Campus site in King Street. The new Civic Campus' award-winning design stems from its ethos that sees accessibility and environmentalism woven into every aspect of the scheme. It is an inclusive space that uses new technology such as solar panels and ground source heat pumps to provide low-carbon energy.
25. The new Unity Square public piazza has been designed to include new gardens, a staging area for performances, cafe dining and a welcome space for people to sit, rest and breathe easier. More than 50 per cent of the new homes at the Civic Campus will be affordable for local residents. Civic Campus provides a mix of flexible and affordable office spaces for creative business, start-ups and entrepreneurs study space for young people.



Figure 7: Exterior Town Hall, Civic Campus



Figure 8: new homes and offices at the Civic Campus

COMMUNITY WELL BEING & SOCIAL INCLUSION PROJECTS

26. A total of **£122,386** is to be drawn down for community wellbeing and social inclusion projects to address the increased needs generated by population growth and change in the borough. The funding is to come from the following S106 agreements, as summarised below:

Table No. 4	Community Wellbeing and Social Inclusion		
S106/AK A Ref	Relevant s106 agreement	Projects funded	Amount (£)
733	Seagrave Road & Others	Healthcare Services, including Mental Health	122,386
TOTAL			£122,386

ECONOMIC DEVELOPMENT, TRAINING & SKILLS, BUSINESS & ENTERPRISE

27. A total of **£1,623,985** is to be drawn down for the Economic Development Team's work in maximising job opportunities for local people, such as employment, training, apprenticeships, outreach and maximising tender opportunities for Local Businesses and local supply chain activities. This funding is being drawn from the developments in Table 5 below.
28. H&F Business and Enterprise activities, collaboration and partnership undertaken in 2023/24 as follows:
- Hammersmith & Fulham Council is the first official 'FSB Local Leadership Partner', and are committed to empowering small businesses by delivering key business support and policy decisions that will aid and develop the local small business community.
 - A focus on 'High Street Animation', which include interventions in the public realm that will improve local footfall and improve dwell time e.g., High Street Shutter project, Christmas Tree on Shepherds Bush Green.
 - High Street Task Force, a package of expert advice and support, helping to deliver long-term transformation to towns and cities in the borough.
 - The Riverfront Arts Trail features six unique plaques designed by local artists from Hammersmith & Fulham. Each also has a QR code for residents to scan that takes them to a webpage. Created in partnership with Riverfront Business Group of which Riverside Studios is a key member.
 - The council has adopted a new approach to place shaping with an approved Governance framework for accountability, strategic direction, co-ordination, and decision making.
 - An active publicity campaign that aims to promote local restaurants
 - Business Relationship Manager has been newly recruited to create opportunities around employment and skills, local procurement, corporate social responsibilities and supporting large companies in their sustainability endeavours.

Table No. 5 ECONOMIC DEVELOPMENT, TRAINING & SKILLS, BUSINESS & ENTERPRISE			
S106/AKA Ref	Site	Projects Funded	Amount (£)
161	Quayside Lodge, Townmead Road	Inward Investment Projects	3,619
538	Corner Thaxton Rd and North End Road	Town Centre Management/Manager	3,468
698	Hammersmith Palais, 242 Shepherd's Bush Road	Town Centre Management/Manager	6,156
716	Fulham Reach	Town Centre Management/Manager	172,632
776	Kings Mall Car Park	Local Employment and Training Initiatives, including workplace coordinator	183,556
777	Chelsea Island	Local Employment and Training Initiatives, including workplace coordinator	9,389
804	77 - 89 Glenthorne Road London	Local Employment and Training Initiatives, including workplace coordinator	34,035
862	Bechtel House 245 Hammersmith Road	Local Employment and Training Initiatives, including workplace coordinator	38,018
866	Horatio House And Ophelia House, 77 Fulham Palace Road,	Procurement and Business Engagement	25,076
877	Nomis Studios, 45 - 53 Sinclair Road	Local Employment and Training Initiatives, including workplace coordinator	1,430
897	Woodlands, 80 Wood Lane	Procurement and Business Engagement	15,799
919	Lavender Court 168-178 Westway and Existing play area on Joslings Close	Local Employment and Training Initiatives, including workplace coordinator	4,500
923	Fulham North Area Housing Office Clem Attlee Court, Lillie Road	Local Employment and Training Initiatives, including workplace coordinator	31,375
926	Fulham Football Club	Procurement and Business Engagement	5,651

927	Fulham Gasworks, Imperial Road London	Local Employment and Training Initiatives, including workplace coordinator; Procurement and Business Engagement	351,824
928	Ark Swift Primary Academy, Australia Road, White City Estate	Local Employment and Training Initiatives, including workplace coordinator; Procurement and Business Engagement	98,939
929	Chelsea Creek, Imperial Road	Local Employment and Training Initiatives, including workplace coordinator	271,665
930	68 - 72 Hammersmith Road	Local Employment and Training Initiatives, including workplace coordinator	82,829
934	Threshold And Union House 65 Shepherd's Bush Green	Local Employment and Training Initiatives, workplace coordinator; Procurement and Business Engagement	116,414
943	Olympia Exhibition Centre	Local Employment and Training Initiatives, including workplace coordinator	163,361
946	Hammersmith Town Hall King Street	Procurement and Business Engagement	2,250
296 (+ 629 and 630)	Westfield	Upstream and Town Centre Management/Manager	1,999
TOTAL			£1,623,985

Employment and Skills data for 2023/24	
Outcome	Beneficiaries
Residents provided with employability support	503
Residents supported into work	319
Residents supporting into apprenticeships	55
Residents into paid work placements	17
Residents supported into fully funded training	22
Residents gaining work experience	19

Students provided with career insights	2100+
Employers offering employment and work experience opportunities	53

Economic Development Activity	
Outcome	Beneficiaries
Social media upskilling for SMEs – Businesses undertaking social media marketing training to improve increase trading sales.	127
1-2-1 Business advice sessions with a professional advisor.	295
Business support workshops attendees.	188
E-commerce Programme – Businesses supported to increases online business presence with easy-to-follow workshops and 1-2-1 advice.	23
High Street Business associations supported: <ul style="list-style-type: none"> • Askew Road Business Association • Blythe Road Business Association • Lillie Road Association • Parsons Green Business Association • Riverfront Business Group • Shepherds Bush Business Forum • Wandsworth Bridge Road Association 	Average meeting attendance between 10 to 12 businesses
Cost Reduction Programme - High-Street businesses signed up to identify savings.	57
Cost Reduction Programme savings identified.	£65,147
Total tender value won by Supply chain programmes supporting businesses to win local contracts.	£3,464,196
Local H&F businesses attending H&F Local Supply Chain programme 'Meet the Buyer' events to connect with tier one suppliers.	80
Affordable opportunities to trade and test the market at the traffic free markets.	545
Average footfall per traffic free markets delivered which includes the King Street Coronation Party - 6 June 2023	13,000
Businesses assisted seeking commercial premises	267
Unique views on the Council's business support and advice web pages	19,827
Business supported by the Food Hygiene programme to become licenced food operators.	20
Local Restaurants promoted to increase visitor footfall.	47
Hammersmith & Fulham's Networking. London free entry to H&F SMEs.	163
Facebook HF Business Connects group members increased from 595 to 848.	30%
Number of subscribers to the Business Connects Newsletter	2,574
Number of enquiries to the business helpdesk	946



Figure 9: H&F Cost Reduction Programme



Figure 10: High Street Shutter project - This was commissioned as part of our efforts to make Hammersmith & Fulham's high streets more eye-catching and attractive to visitors.



Figure 11: Local Supply Chain programme 'Meet the Buyer' event 13 April 2023



Figure 12: North End Rd Summer Festival 2023



*Figure 13: Hammersmith Winter Festival 25.11.2023
24.06.2023*



Figure 14: North End Road Summer Festival



Figure 15: Local Restaurants promoted



Figure 16: Hammersmith Summer Festival (2024) - Testimonial: I attended the street fest at midday with my 21-year-old second cousin and then again later in the afternoon on my own. I really enjoyed the whole event and want to commend everyone involved for the quality and variety of the entertainment (I particularly enjoyed the 2 entertainers I saw at the children's space) and for the range of different stalls. It was also a fun place to bump into local people I know.

Despite the weather, I thought the whole fest was well conceived and executed and I hope you will repeat the event next year. Congratulations on organising an event that summed up all that is best about living in this area. Lesley R

ENVIRONMENTAL IMPROVEMENTS

29. A total of **£ 91,893** is to be drawn down for Environmental Improvements projects for gully repairs and greening schemes at Eel Brook Common The funding is to come from the following S.106 Agreements, as summarised below:

Table No. 6	Environmental Improvements		
S106/AKA Ref	Relevant s106 agreement	Projects Funded	Amount (£)
413	West 12 (Concord Centre)	Drainage Gully Repairs; Residential Cycle Hubs	11,779
458	Chelsea Village	Healthy Streets – Urban Greening	10,878
506	Suite 4 Burlington Lodge Studios, Rigault Road	Drainage Gully Repairs; Neighbourhood Traffic & Pollution Reduction	17,537

795	Earls Court 2, Lillie Bridge RI	Environmental monitoring at Earl's Court development	20,000
801	Riverside Studios and Queens Wharf, Crisp Road	Flood defences improvements & repairs	16,499
957	Former Hammersmith Magistrates	DEFRA Air Quality Works	15,200
TOTAL			£91,893

Drainage and Gully Repairs

Drainage and Gully Repairs	
Locations	Entrance to Tesco (Southern entrance to Barb Mews), Shepherd's Bush Road
Planning Application	1997/02510/FUL
Figure 17	

Figure 17: Shepherd's Bush Road, Drainage and Gully Repair project

HERITAGE & CONSERVATION

30. **£19,948** has been drawn down for Margravine Cemetery Heritage Project and the conservation of the listed statue 'Leaning Woman' on Great West Road. This is to be funded from the following developments:

Table No. 7	Heritage & Conservation		
S106/AKA Ref	Relevant s106 agreement	Projects funded	Amount (£)
451	War Memorial, Margravine Cemetery	Heritage Projects – Margravine Cemetery	8,000
543	Former Pumping Station, Great West Road	Conservation Area Management – Leaning Woman	11,948
TOTAL			£19,948

The Margravine Cemetery Heritage Project refers to the conservation and restoration of two Grade II listed structures which are on the Historic England 'Heritage at Risk Register'. The conservation of the listed statue 'Leaning Woman' project protects a Grade II listed statue. Removing it from the Heritage at Risk register and educating people through visits.



Figure 18: Conservation of Listed statue 'Leaning Woman – on Great West Road'

LOCAL PARKS AND OPEN SPACES

31. A total of **£579,519** is to be drawn down to improve and maintain parks and open spaces across the Borough. Funding is drawn down for much needed improvements to parks and open spaces, aimed at enhancing facilities, user enjoyment and biodiversity.
32. A number of parks and open space projects were carried out. Details of these projects are as follows:
 - **Project 1:** Brook Green Playground - Upgrade of the playground installing 13 pieces of new play equipment including, swings, play panels, springers and activity trail.
 - **Project 2:** Hurlingham Park - Repairs to multi-play unit, eradicating issues from annual inspection reports. New ropes, and posts.
 - **Project 3:** Frank Banfield Park - Planting of a Tiny Forest – the borough's 4th Tiny Forest and a commitment to plant one a year until 2030. Project as part of wider community garden project.
 - **Project 4:** Frank Banfield Park - Construction of a new Community Garden and growing area, including landscaping, wildlife pond, raised beds, small orchard and containers.

- **Project 5:** Shepherds Bush Green - Drainage works. Installed new land drains to the western field, which has been affected by surface water flooding during the winter months. The new system included underground drains, levelling the ground surface and grass seeding.
- **Project 6:** Normand Park - Wildlife Garden creation on former bowling green, new pathways, landscaping, wildflower meadows and access gates to complement the existing tiny forest.
- **Project 7:** Eelbrook Common - De-paving project. 2,500 m2 of tarmac and concrete surfacing was dug out and replaced with permeable gravel pathways and planting. The area had previously been an old concrete paddling pool.
- **Project 8:** Lillie Road Recreation Ground - Design, manufacture and install new sign boards.

33. The funds are to be drawn down from the s.106 agreements listed in the table below.

Table No. 8			
Parks Projects			
S106/AKA Ref	Relevant s106 agreement	Projects funded	Amount (£)
687	58 Shepherd's Bush Green	Shepherd's Bush Common - Drainage	60,079
684	Goldhawk Ind Est,2A Brackenbury Rd	Children's play facilities – Ravenscourt and Cathnor Park	94,620
468	Empress State Building	Normand Park	4,393
694	49-68 Sulgrave Gardens	Shepherd's Bush Common - Drainage	50,030
756	22 Bute Gardens And 11 - 17 (odd) Wolverton Gardens	Brook Green & St Paul's Gardens	44,827
716	Fulham Reach	Frank Banfield – Community Gardens	157,523
752	174 Hammersmith Road	Brook Green & St Paul's Gardens	17,557
776	Kings Mall Car Park	Margravine Gardens	12,113
503	West 12 Shopping Centre	Shepherd's Bush Common - Drainage	7,696
765	153 Hammersmith Road	St Paul's Church landscaping improvements	5,571
777	Chelsea Island	Eelbrook Common; Hurlingham Park	48,090
296 (+ 629 and 630)	Westfield	Shepherd's Bush Common – Drainage; Hammersmith Park - Signage	77,020
TOTAL			£579,519

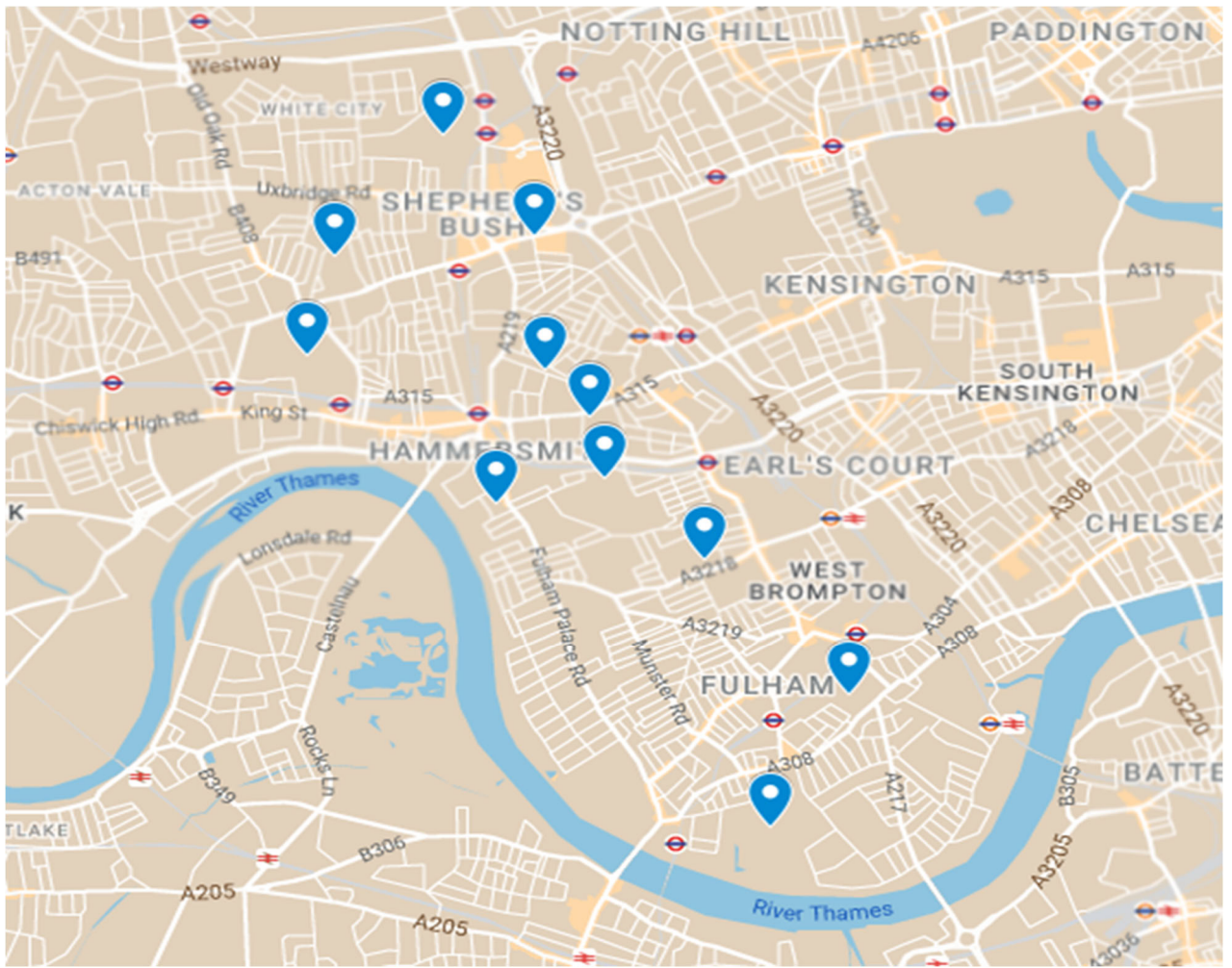


Figure 19: Parks receiving Funding within Hammersmith & Fulham



Figure 20: Brook Green Playground - Upgrade of the playground installing 13 pieces of new play equipment including, swings, play panels, springers and activity trail.



Figure 21: Hurlingham Park - Repairs to multi-play unit, eradicating issues from annual inspection reports. New ropes, and posts.



Figure 22: Frank Banfield Park - Planting of a Tiny Forest – the borough's 4th Tiny Forest and a commitment to plant one a year until 2030. Project as part of wider community garden project.



Figure 23: Frank Banfield Park - Construction of a new Community Garden and growing area, including landscaping, wildlife pond, raised beds, small orchard and containers.



Figure 24: Shepherds Bush Green - Drainage works. Installed new land drains to the western field, which has been affected by surface water flooding during the winter months. The new system included underground drains, levelling the ground surface and grass seeding.



Figure 25: Normand Park - Wildlife Garden creation on former bowling green, new pathways, landscaping, wildflower meadows and access gates to complement the existing tiny forest.

Eelbrook Common
Before



During works



Completion



Figure 26: Eelbrook Common - De-paving project 2,500 m² of tarmac and concrete surfacing was dug out and replaced

with permeable gravel pathways and planting. The area had previously been a concrete paddling pool.

Lillie Road Recreation Ground



Figure 27: Lillie Road Recreation Ground - Design, manufacture and install new sign boards

REGENERATION AREAS

34. A total of **£2,831,040** is to be drawn down for social and physical infrastructure, economic and transport regeneration projects to address the increased needs generated by population growth and change in the borough, with a focus on the regeneration areas of the borough. The funding is to come from the 106 agreements, as summarised below:

Table No. 9(a)	Central Hammersmith Regeneration Area		
S106/AKA Ref	Relevant s106 agreement	Projects funded	Amount (£)
957	Former Hammersmith Magistrates	West London Zone; Gangs Unit; Law Enforcing Team Enhancing Policing	308,403
776	Kings Mall Car Park	Gangs Unit; Law Enforcing Team Enhancing Policing	251,073
TOTAL			£559,476

Table No. 9(b)	South Fulham Riverside Regeneration Area		
S106/AKA Ref	Relevant s106 agreement	Projects funded	Amount (£)
722	Chelsea Creek	Specialist Education Settings; West London Zone; SEN Support; Gangs Unit; Law Enforcing Team Enhancing Policing	333,121
929	Fulham Gasworks	Gangs Unit; Law Enforcing Team Enhancing Policing	251,073
842	Hurlingham Retail Park	Gangs Unit; Law Enforcing Team Enhancing Policing	251,073
TOTAL			£835,267

Table No. 9(c)	White City Regeneration Area		
S106/AKA Ref	Relevant s106 agreement	Projects funded	Amount (£)
827/844/851	Former BBC TV Centre	Specialist Education Settings Development; Gangs Unit; Law Enforcing Team Enhancing Policing	356,031
867	M&S White City	Wood Lane Estate; West London Zone; Specialist Education Settings Development; Gangs Unit; Law Enforcing Team Enhancing Policing	455,633
908	Gateway Site	Hammersmith Park; Gangs Unit; Law Enforcing Team Enhancing Policing	373,560
955	Centre House, 56 Wood Lane	Gangs Unit; Law Enforcing Team Enhancing Policing	251,073
TOTAL			£1,436,297
All Regeneration Areas			
TOTAL			£2,831,040

Law Enforcement Team (LET)

35. There are dedicated LET officers for every ward in the borough, alongside a borough-wide night team and support team. LET carries out borough-wide patrols including highways, parks & open spaces and on housing land.
36. LET officers have powers within the parks to enforce byelaws and a duty to help keep the parks safe and welcoming places for everyone to enjoy. They work closely with the Metropolitan Police to reduce crime and anti-social behaviour problems across the borough and in all H&F parks and open spaces. They are briefed on any missing or vulnerable persons to be aware of whilst conducting their patrols across the borough.



Figure 28: Law Enforcement Team kept local community safe with Investigations, Weapons sweeps, Patrols

SCHOOLS & EDUCATION

37. £ 651,904 is to be drawn down for schools and education initiatives, including climate education, ASD support, Specialist Education Settings Development and the West London Zone. Funding for these school initiatives is being drawn down from the following developments:

Table No. 10	Schools & Higher Education		
S106/AKA Ref	Site	Projects funded	Amount (£)
417	Imperial Wharf	Specialist Education Settings Development	23,102
635	Harrow Road	Support and Enhancement for Schools with Falling Rolls	1,934
716	Fulham Reach	Education Revenue Maintenance; SEN Support	383,387
733	20 Seagrave Road & Others	Support and Enhancement for Schools with Falling Rolls	8,356
776	Kings Mall Car Park, Glenthorne Road & 45 Beadon Road	Specialist Education Settings Development; Condition Surveys	153,584
843	Thames Tidal Tunnel (Capital component)	Climate Education	81,541
TOTAL			£ 651,904

TRANSPORT & PUBLIC REALM IMPROVEMENTS

38. A total of £1,068,406 is to be drawn down for highway projects in the borough. This funding covers road and footpath resurfacing and improvements, Cycle Hubs, Healthy Streets Urban Greening, Gully Repairs and Travel Plan monitoring. The projects are to be funded from the following planning agreements:

Table No. 11	Highways – Transport and Public Realm		
S106/AKA Ref	Relevant s106 agreement	Projects funded	Amount (£)
417	Imperial Wharf	Residential Cycle Hubs	1,809
458	Chelsea Village	Hanging Baskets	2,974
468	Empress State Building	Drainage Gully Repairs	9,740
506	Suite 4 Burlington Lodge Studios	Drainage Gully Repairs	1,442
517	Burlington Danes School	Residential Cycle Hubs	448
539	Burlington Danes Building	Residential Cycle Hubs	1,225
544	8-110 Westway	Residential Cycle Hubs	1,787
624	Hammersmith Embankment/Fulham Reach	Residential Cycle Hubs	3,294
628	Prestolite Factory	Residential Cycle Hubs	3,388
637	26a Peterborough Road	Healthy Streets– Urban Greening	2,000
642	167-181 Askew Road	Healthy Streets– Urban Greening	4,234
649	Normand Croft Community School	Residential Cycle Hubs	896
651	282-284 Munster Road	Residential Cycle Hubs; Drainage Gully Repairs	4,064
674	St Andrews Church	Residential Cycle Hubs	1,660
682	The Pump House	Residential Cycle Hubs	990
684	Goldhawk Ind Est,2A Brackenbury Rd	Cycling and Walking	55,444
687	58 Shepherd's Bush Green	Drainage Gully Repairs	446
688	7 - 15 Vanston Place	Drainage Gully Repairs	2,500
701	70 - 72 Hammersmith Bridge Road	Drainage Gully Repairs	6,590
703	295 North End Road	North End Road Public Realm improvements	9,990
704	York House	Residential Cycle Hubs; Drainage Gully Repairs	8,873

716	Fulham Reach	Residential Street Resurfacing; Street Tree Planting; Drainage Gully Repairs	394,870
776	Kings Mall Car Park	Public Realm Improvements; Drainage Gully Repairs	101,433
830	271-281 King Street	Residential Cycle Hubs; Healthy Streets – Urban Greening	14,418
871	Land North Of Westfield Shopping Centre	Improvements & Alterations to Public Highway; Drainage Gully Repairs	122,642
926	Fulham Football Club	Parking Enforcement surveys	100,000
957	Former Hammersmith Magistrates	Carbon Offset Fund	29,120
964	Former Dairy Crest Site	Highway works	175,524
977	The Caste Centre	Highway works	1,605
1011	Land at the Former Hartopp point	Travel Plan Assessment	5,000
TOTAL			£1,068,406

Transport and Public Realm Projects

Healthy Street - Urban Greening Projects

Crisp Walk	
Locations	Crisp Road, W6 9RS; Chancellor's Road, W6 9RS; Winslow Road W6 9SF
Planning Application	2011/00407/COMB
Project Details	This project was a healthy street – urban greening project. The scheme was made up of two works, depaving a segregated island on Crisp Road and disconnecting gullies on Chancellor's Road and Winslow Road into soakaways in Frank Banfield Park. The works were fully funded by S106 money.

Before



After



Figure 29: Crisp Walk, a healthy street – urban greening project, depaving a segregated island



Starch Green	
Location	Ashchurch Grove, W12 9PF
Planning Application	2007/03097/FUL
Project Details	This project was a healthy street – urban greening project. The scheme involved depaving a large pedestrianised space by creating areas of raingardens to create a sensory garden. The works were partly funded by S106 money.
Before	
After	

Figure 30: Starch Green, a healthy street – urban greening project, depaving a large pedestrianised space by

creating areas of raingardens to create a sensory garden



Eelbrook Common No. 11	
Location	New Kings Road SW6 4SQ
Planning Application	1997/00582/FUL
Project Details	This project was a healthy street – urban greening project. The scheme involved depaving the wide footway on New Kings Road and laying down SuDS wildflower turf. The works were split into two phases, for which the S106 money funded the first phase.
Before	
After	

Figure 31: Eelbrook common, a healthy street – urban greening project, depaving the wide footway on New Kings Road and laying down SuDS wildflower turf.



Bells Alley	
Location	Hurlingham Road SW6 3QY
Planning Application	2007/03336/FUL
Project Details	This project was a healthy street – urban greening project. The scheme involved improving an existing green space outside the school with new shrubs. The works were fully funded by S106 money.
Before	
After	

Figure 32: Bells Alley, a healthy street – urban greening project. The scheme involved improving an existing green space outside the school with new shrubs.

BOROUGH WIDE COMMUNITY BENEFITS

39. A total of **£233,744** is to be drawn down for borough wide community benefits to address the increased needs generated by population growth and change in the borough. The funding is to come from the following S106 agreements, as summarised below:

Table No. 12	Borough Wide Community Benefits		
S106/AKA Ref	Relevant s106 agreement	Projects funded	Amount (£)
943	Land known as Olympia Exhibition	West London Zone; SEN Support; Industrial Strategy; Nourish Hub	233,744
			£233,744

S106 & CIL MONITORING AND MANAGEMENT COSTS

40. **£668,429** is to be drawn down in 2023/24 to cover the costs of the Council in administering, monitoring, and managing s.106 and CIL contributions. Funds are specifically secured within s.106 agreements and through CIL (5% of the Borough CIL) to cover this expense to the Council. The split for 2023/24 is shown in Table 13 below.

Table No. 13	S106 & CIL Monitoring & Management Costs
S106/AKA Ref	Amount (£)
Borough CIL Admin	98,333
Mayoral CIL Admin	375,349
S106 Admin	194,747
TOTAL	£668,429

Agenda Item 5

London Borough of Hammersmith & Fulham

Report to: Cabinet

Date: 07/10/2024

Subject: Digital Inclusion Strategy

Report of: Councillor Rowan Ree, Cabinet Member for Finance and Reform

Report author: Cinar Altun, Strategy Lead (Digital Services)

Responsible director: Sukvinder Kalsi, Executive Director,
Finance & Corporate Services

SUMMARY

The Digital Inclusion Strategy aims to address barriers arising from digital advancements impacting residents' lives and service delivery. It has been co-produced with residents, the Voluntary and Community Sector (VCS), and stakeholders to ensure that the needs of residents and the various service areas are effectively captured. The strategy aims to drive a coordinated approach to the existing programs and activities across the council and VCS in this area.

The Digital Inclusion Strategy sets out priority areas of activity, with key actions and objectives contained within the strategy. It is an enabling strategy, which unlocks transformative change both within the council and across the borough. The aim of the strategy is to address the causes of exclusion resulting from lack of access to digital connectivity, devices and skills.

RECOMMENDATION

1. To approve the contents and publication of Hammersmith & Fulham's Digital Inclusion Strategy, attached as **Appendix 1**.
 2. To approve the resourcing request for a Programme manager to coordinate the delivery of the strategy, including the data to inform the delivery of the strategy.
-

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	The Digital Inclusion Strategy recognises the significant impact that digital exclusion has on residents and aims to address causes of exclusion resulting from lack of access to digital connectivity, devices and skills. Through digital inclusion, there is an opportunity for the Council to help residents improve their life chances leading to fulfilled lives.
Creating a compassionate council	In its focus on inclusion, the strategy recognises the importance of creating a digital eco-system in which all services are digitally accessible by default and residents are supported to fulfil their aspirations individually and collectively. By being a digitally inclusive borough, the Council is supporting those in need to access and make use of the technologies that can enrich lives and lead to greater independence.
Doing things with local residents, not to them	Through co-production with the Digital Accessibility Group (DAG) we have ensured that the strategy is a product of the steer we have received from residents in the borough. Also working with DAG and VCS groups increases representation and involvement of hard-to-reach community groups in co-production.
Being ruthlessly financially efficient	The strategy recognises the need for digital inclusion to be delivered jointly and in partnership with stakeholders within and outside the borough. Increased adoption in digital services across by the council and its partners enables the Council to deliver value for money services in other areas too.

Our Values	Summary of how this report aligns to the H&F Values
Taking pride in H&F	Adopting an ecosystem approach to digital inclusion allows participants in the borough to feel invested in their community. Input from stakeholders within the council and residents reinforces the importance of digital inclusion in our continued pride in H&F services and vision.
Rising to the challenge of the climate and ecological emergency	Through the strategy there is a positive impact on the borough's footprint through the re-use and re-purposing of devices and participation in London wide activities which support our commitment to net zero.

Financial Impact

The funding options are given in the paper. Option 1, 'No Action', could achieve limited delivery and would require no additional funding with work covered from within existing staffing budgets.

Option 2, 'limited resource,' would require funding of £0.124m per annum, costing up to £0.644m over five years.

Options 2 would require growth to be approved as part of the 2025-26 MTFS and budget setting process. Should any external funding options such as grants become available these could reduce the cost to the general fund.

Implications by Alex Pygram, Head of Finance, Finance and Corporate Services, 15 July 2024

Verified by James Newman, AD Finance, 15 July 2024

Legal Implications

The strategy proposed in this report will better enable H&F to carry out a range of its functions. It is both incidental to these functions and conducive to their exercise as it will enable individuals to engage with the Council more effectively.

John Sharland, Senior solicitor (Contracts and procurement)- 17 June 2024

DETAILED ANALYSIS

1. The digital inclusion strategy was coproduced with residents from June 2022 – October 2023 through the Digital Accessibility Group (DAG). A digital inclusion open day was held for residents in September 2022, and input was also obtained from the voluntary and community sector (VCS), with organisations attending workshops with officers in both January and November 2023. The DAG reviewed and gave feedback on the final version of the strategy before it was finalised.
2. The coproduced digital inclusion strategy will be the foundation for the council to:
 - Gain a strong understanding of the scale of digital exclusion in the borough and use this evidence to inform council decision making about future resources not just for digital inclusion but other service areas such as adult learning, social care, housing services and children’s services.
 - Benefit, in the long term, from residents that are digitally enabled, meaning that they are less reliant on support from the council.
 - Deliver a bespoke digital inclusion programme for the borough and embed digital inclusion principles and activities across council services.
 - Establish new partnerships and strengthen existing partnerships with public, private and third sector organisations seeking to improve the level of digital inclusion in the borough, with the potential to apply for and obtain additional funding for digital inclusion activities.
 - Enhance the effectiveness and accessibility of services available to residents and help residents improve their life chances leading to fulfilled lives.
 - Support the ambitions of council services increasingly moving online, such as the housing improvement programme, family hubs, online directories and signposting and events booking systems.
 - Signpost residents via H&F Community Compass - a collaborative Cost of Living Alliance project to create an online digital platform empowering residents to find advice, information, and support to facilitate early intervention.
3. Our Resident Experience Access Programme (REAP) seeks to move digitally articulate residents to lower cost digital channels and to use freed up resource as well as innovative technology available to us to enhance the experience of those residents who are not able to use digital.
4. Improvements in digital inclusion across the borough will have far reaching benefits for residents and the council alike.
5. **Delivering on Corporate Strategy Priorities:**
 - Addressing digital exclusion aligns with local and national political priorities.
 - Investing in digital inclusion demonstrates forward-thinking leadership and compassion.
 - The strategy is a Corporate Strategy priority and was co-produced with the VCS sector and residents.

6. Positive Outcomes for Residents and Economy:

- Resourcing the strategy empowers residents to participate fully in a digital society.
- Economic benefits include savings to the public purse and improved well-being¹.
- Digital skills enhance access to online services and information.

7. Economic Prosperity for All:

- Digitally enabled residents contribute more to the local and regional economy.

8. Reduced Reliance on Public Services:

- Improved digital capability reduces reliance on face-to-face public services.

9. Understanding Digital Exclusion:

- Accurate understanding of the scale and impact of digital exclusion enables targeted and evidence-based decision-making and strategic investments.

10. Risk to Service Delivery and new projects without the strategy:

- Many Council services are transitioning online and utilising new technologies, which risks leaving residents without the required digital skills and tools unable to access critical services. For example, family hubs will involve utilisation of kiosks; Housing online is a core service development priority; and numerous online service directories and resident booking systems are being developed (such as holiday bookings for families and events booking systems).
- Coordinated digital inclusion efforts are crucial for at-risk groups, especially vulnerable residents.
- Our ambition is to create digital content and services that are so easy to use that residents will prefer to use them over other channels. However, we will help all residents who need support both digitally and by telephone. We will also have alternative channels available to anyone who needs more help.

11. Improved Resident Experience:

- Understanding resident needs and partnership working enhances the resident experience.

○ ¹ The Good Things Foundation analysis provides evidence that digital inclusion is good value for money, noting a cost-benefit ratio of £9.48 return for every £1 invested in supporting 508,000 people annually to gain basic digital skills from 2023 to 2032.

- Without funding and a mandate, the council may struggle to meet residents' expectations for a digitally inclusive borough.

12. Efficient allocation of resources and reduction in duplication:

- Targeted allocation of resources to address digital exclusion challenges, reduction of duplication through collaboration and a corporate approach.

13. Leverage further funding and investment:

- Investment in a digital inclusion programme lead and officers will give the council the capacity to build partnerships and identify opportunities for leveraging external funding and resources to deliver the ambitions set out in the strategy.
- There is an opportunity to attract matched funding and reduce the financial impact on the council.

14. Improved outcomes from wider partnership projects:

- Hammersmith and Fulham are the digital lead for the West London Alliance (WLA) and lead in developing pan borough and regional projects aimed at improving digital connectivity infrastructure for residents and businesses.
- Digital inclusion is closely aligned to the aspirations of these partnerships such as the WLA, LOTI. As such a corresponding programme to increase digital inclusion is needed.

Options for resourcing digital inclusion

15. Over the course of the past year different approaches to resourcing the strategy have been discussed. A decision needs to be made about how to proceed going forward, with the options being:

- **Do Nothing:** Digital Inclusion Strategy to be delivered across the council using existing council resourcing only.
- **Programme Manager Resource (recommended):** Recruitment of a programme manager equipped with an appropriate spending budget to enable the development and delivery of a programme of activity appropriate to the objectives of the Digital Inclusion Strategy and in alignment with the council's overall corporate objectives.

Outcomes	Do Nothing	Programme Manager Resource
Political Priority: Manifesto and corporate plan commitment to Digital Inclusion is fulfilled.	Potential	Deliverable
Evidence base: Accurate and up to date understanding of the scale and impact of digital exclusion in the borough.	Not Deliverable	Potential

Digitally empowered residents: Residents are supported to participate fully in digital society, and are able to access online services and information.	Potential	Potential
Reduced reliance on public services: Improved digital capability & reduced reliance on face-to-face public services.	Not Deliverable	Potential
Digital inclusion eco-system: Targeted allocation of resources to address digital exclusion challenges, reduction of duplication through collaboration and a corporate approach.	Not Deliverable	Potential
Leverage further funding & Investment: Capacity to build partnerships and identify opportunities for leveraging external funding and resources to deliver the ambitions set out in the strategy.	Not Deliverable	Potential

Reason for Decision

To agree a digital inclusion strategy for the Borough and delivery of a digital inclusion programme to address barriers arising from digital advancements impacting residents' lives and council service delivery.

Equality Implications

There are no direct negative equality implications for groups with protected characteristics, under the Equality Act 2010, by the approval of this strategy. The focus on inclusion is intended to support positive equality impact. Individual actions contained within the relevant action plan will be evaluated appropriately prior to delivery.

Risk Management Implications

There is an environmental risk that without the Digital Inclusion Strategy there could arise a have / have-not division between residents that have access to digital technology and those who do not either through lack of funds, fear of technology, language and cultural barriers, or understanding. This will result in a deepening of an underclass of residents unable or unwilling to access the digital technologies. To mitigate this the strategy must reach out and allay such residents' issues and provide education and physical access.

There is a programme risk that the complexities of this project are not adequately managed. It is therefore suggested that a fully defined programme management

structure is established that pays particular attention to benefits, outcomes, risks and deliverable success.

Jules Binney, Risk and Assurance Manager, 17 June 2024

Climate and Ecological Emergency Implications

There are no immediate anticipated climate and ecological emergency implications as a result of publication of the strategy, but actions and recommendations will be informed by the Council's net-zero target. Some of the actions outlined within the strategy can provide a positive impact on the borough's footprint through the re-use and re-purposing of devices and participation in London wide activities which support our commitment to net zero.

Approved by Jim Cunningham, Strategic Lead for Net Zero Housing, 18 June 2024

IT Implications

Digital Services have been involved in the development of the digital inclusion strategy and options presented in this report, and the Chief Digital Officer is supportive of the publication and resourcing of the strategy. Digital Services should continue to be involved in progressing the strategy to publication.

IM Implications: Whilst there are no immediate information management implications, possible data protection and GDPR issues should be considered as part of the development of the actions contained within the action plan and IM should be consulted where appropriate to ensure that all potential data protection risks are properly assessed with mitigating actions agreed and implemented.

Implications completed by: Cinar Altun, Digital Strategy Lead, Digital Services, 14 June 2024

LIST OF APPENDICES

Appendix 1 – New Draft Digital Inclusion Strategy

APPENDIX 1

DIGITAL INCLUSION STRATEGY

DRAFT FOR APPROVAL

A digitally inclusive borough where residents have access to the skills, devices and support they need to achieve their aspirations.

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Cllr Foreword

Resident quote and photo of councillor and resident

Cllr Foreword – to be drafted

Cllr Name and Role

Introduction

Technology is reshaping all aspects of our lives: the way we work, learn, manage our money, access public services and interact with our friends and family. Residents are becoming increasingly digitally savvy and in the 2021 Census 95% of residents completed their return online (where they had been provided with the code) suggesting a high proportion of residents are experienced at using online services. This is the 40th highest percentage in the country.

Residents, communities, and businesses want to see the Borough at the forefront of adopting technology which makes people's lives easier and improves our services. At Hammersmith and Fulham we are using technology to deliver our services better and respond to the changing demands of our residents. Our primary concern is making sure that in this digital age, no resident is left behind and all residents have access to the support, skills and devices they need. But we recognise that digital is not the right channel for everyone or every need so the Council is committed to continuing to provide a range of access channels, including telephony and face to face support, alongside improving access to digital channels.

The digital divide is a societal challenge and intrinsically linked to wider inequity - affecting people's ability to access employment, education and lifelong learning, health and other critical services, social engagement, community participation and financial products and services. It's those already at a disadvantage – through age, education, income, disability, or race – who are most likely to be missing out, further widening the social inequality gap.

Since the pandemic we've seen the digital divide deepen. People excluded from the internet are locked out of all the economic benefits it brings, like cheaper costs, improved job prospects and the ability to work flexibly – as well as the higher risk of loneliness¹.

Ensuring our residents and small businesses have the skills and access they need to thrive has the potential to improve outcomes across all our community aims.

¹ [Digital divide - Good Things Foundation](#)

Digital Inclusion is therefore essential to our ability to deliver the best possible outcomes for our residents and this strategy recognises the significant costs of digital exclusion to people's quality of life and outcomes, as well as to wider society and the economy.

With the right partnerships between the public, businesses and voluntary sector we can build on the excellent work that is already taking place to address digital inclusion, approach this in a joined up way and generate new initiatives that support local residents to access digital services and support organisations to remain resilient in the face of an uncertain world.

This digital inclusion strategy sets out our vision for how Hammersmith & Fulham can become an incubator of ideas and deliver solutions to help the most digitally excluded. Doing things with residents and not to them is a core value at the heart of everything that we do, and this means making sure that all residents feel included, represented and are able to actively participate in work, school, community, and social activities. Equally the Council cannot deliver the aims set out in this strategy alone, it will require the whole community – residents, businesses, partner organisations, schools and our voluntary and community sector – to work together in a collaborative and innovative alliance to maximise our impact and resources.

Understanding digital exclusion

There is currently a lack of data at a local level to understand the level of digital skills and access in the borough. However, national studies have shown the scale of exclusion.

There are 1.9 million households, equating to 8% of households that struggle to afford internet access in the UK today², and 8.5 million adults lack the most basic digital skills³.

According to the Good Things Foundation, although 1.5 million more people went online during the Covid-19 pandemic, in some groups - older, less affluent groups, including people with impairments and health conditions - digital engagement actually declined.

This means that many people remain excluded from the internet - and from the economic benefits it brings. The number of people without all of the most basic 'foundation' digital skills is not improving.

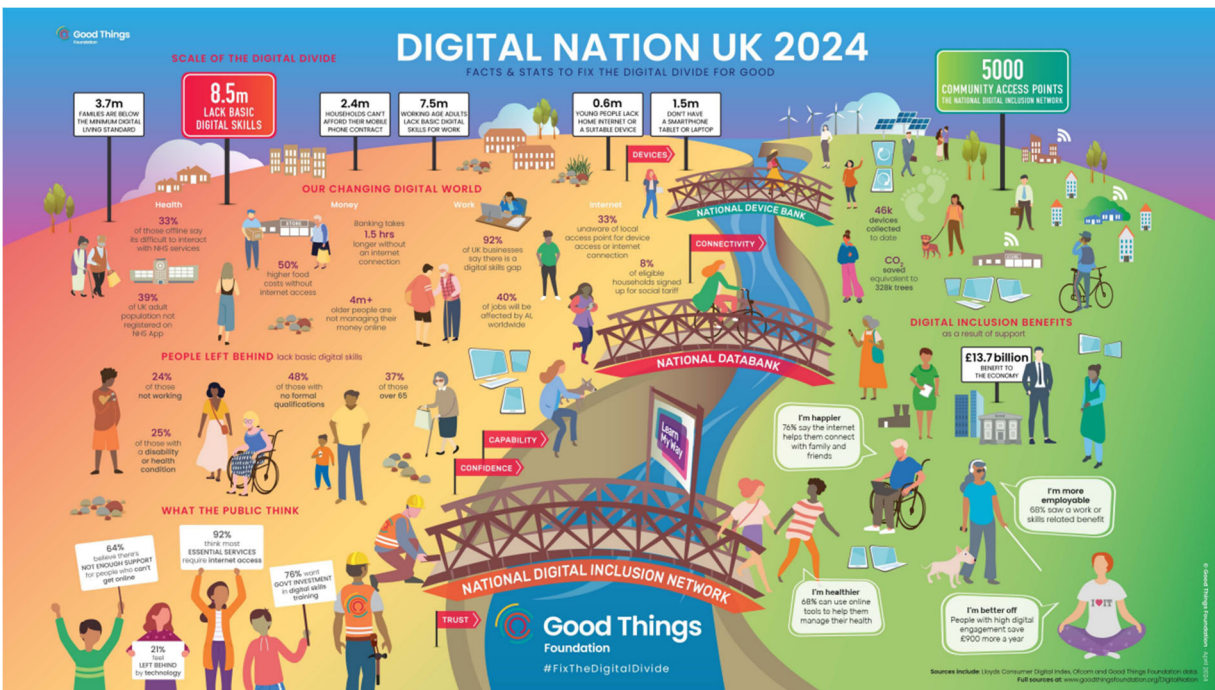
The digital divide may have narrowed in the past two years, but it has also deepened.

As can be seen from the infographic below created by the Good Things Foundation, digital exclusion is linked not just to a person's age (which is a factor) but is more so to one's socio- economic status⁴. This means there is a complex picture that needs to be unpicked.

² [Communications Affordability Tracker - Ofcom](#)

³ [Digital-Nation-2024.pdf](#)

⁴ See [What does digital mean in government today? \(substack.com\)](#)
https://digileaders.substack.com/p/what-does-digital-mean-in-government?utm_source=post-email-title&publication_id=82280&post_id=103260747&isFreemail=true



We know that 24% of our population are income deprived and that around a third of children aged 0-15 live in income deprived families in the borough. Forty-nine percent of our older people aged 65+ are also income deprived⁵.

Through using a range of data sources, we intend to build on our understanding of residents in the borough and use this data to deliver targeted support and interventions in partnership with residents, our voluntary and community sector and businesses. Our work with key partners, such as LOTI, has already helped us to better understand the groups most at risk of digital exclusion: older people, low-income adults and children, ethnic communities, unemployed, people with disabilities and small/ micro-businesses.

We have great connectivity across our borough with extensive coverage of high speed fibre but there are also still some areas constrained by connectivity issues, whether it is mobile data 'not spots' or poor broadband speeds and connections in the

⁵ Agilisys research for Hammersmith and Fulham, based on Deprivation in Hammersmith & Fulham. 2019.

area. These gaps can show up in various scenarios from workplace environments, such as small businesses, through to temporary accommodation placements which leave families with limited access to the internet.

Understanding the needs of our residents is the foundation on which we are building our efforts in digital inclusion and therefore a key element of how we will measure our success will be building our data capabilities. By using a targeted approach we will ensure the most effective use of limited resources whilst enabling evidence-based decision making. We will use data to understand who is affected by digital exclusion, to connect them to the support that they need, and to track and measure our progress. This will include developing a standard data capture and referral forms to standardise datasets at the beginning and end of engagement.

Our Vision

By 2030, Hammersmith & Fulham will be a more digitally inclusive borough; a place where residents have access to the digital skills, devices and support they need to achieve their aspirations.

This strategy supports the wider vision of a borough that is prosperous, where residents can participate in society fully and thrive at work, home and in the community. To make sure that Hammersmith and Fulham remains the thriving diverse borough that it is, our residents need to be empowered and equipped with the skills and support they need to confidently navigate the new complex digital landscape of work, social interaction, public services and online business.

Our borough is rich in the economic opportunities and cultural richness it offers, and our vision is to make sure everybody benefits from these and nobody is left behind. Making sure that our ecosystem of residents, voluntary and community organisations, businesses and public services work towards this same vision in a coordinated fashion is at the heart of this strategy.

Our Principles

This Digital Inclusion Strategy has been coproduced with our residents, voluntary and community sector and public sector partners. We have made sure that the resident voice is embedded in our digital inclusion strategy and action plan.

We know that our residents want us to focus on outcomes, work together, deliver more consistently, improve communication and keep listening⁶.

That is why this strategy is driven by our core principles:

Resident led – Our strategy is led by what residents have told us they need

Holistic – We recognise barriers to digital inclusion in their wider social and economic context

Collaborative – We work together to break down barriers and deliver the best results

Insight-driven – We use insights from data to make evidence-based decisions

⁶ [Our Resident Involvement Strategy 2019 to 2022 \(lbhf.gov.uk\)](https://www.lbhf.gov.uk/our-resident-involvement-strategy-2019-to-2022)

Objectives

The objectives for this Digital Inclusion Strategy are based on the four pillars of Digital Inclusion; access to devices, connectivity, advice and guidance, and skills (see below).

Through the process of coproduction with residents and our VCS community we have identified these core objectives:

- All residents have the opportunity to gain the digital skills, knowledge and access to thrive in education, work or socially
- Everyone who needs and wants support has it
- Everyone knows where to go for the help that they want
- Residents are able to access digital services, independently or with support
- No one is disadvantaged by a lack of digital awareness, skills or access to equipment
- Residents have developed skills that enable them to use digital services and devices with confidence
- Residents feel safe and secure when online
- We've had a measurable impact on the level of digital exclusion

Delivering our Strategy

We will deliver our digital inclusion vision for Hammersmith & Fulham by working collaboratively with residents, partners and services across the council, the borough and beyond to drive a coordinated and joined-up approach to digital inclusion that is informed by data. Residents and partner organisations have played a critical role in the development of this strategy and this co-production will remain an integral part of our future work.

We know that we already have multiple council services, voluntary, community and other organisations providing support in this area but for the most part these services and organisations work alone and on specific areas and are not always joined up. This can mean that residents who need help often don't know where to turn, and the help they receive may not address all their needs.

We need to work together across services and organisations to maximise the use of our scarce resources and to make sure that there are no gaps or duplication in the delivery of digital inclusion services.

We will deliver our strategy by:

- Developing a more joined up and coherent digital inclusion 'eco-system' working towards a shared vision and programme of change – a coordinated group of partners across H&F, the WLA, London, Health, the voluntary sector and industry working together to support our vision that by 2030 all our residents will have access to connectivity, devices and digital skills. We're calling this the Digital Inclusion Alliance.
- Underpinning this work by data to help us identify who needs help, who provides it, what help is effective, and track and measure our progress.
- Ensuring more H&F residents will be digitally confident and will feel safe and secure online.
- Working with VCS organisations supporting residents in the borough to make sure that residents are aware of and able to access the support that they need. Advice and guidance is at the heart of our strategy, and we will take action to make our services inclusive by default and will be underpinned by an effective 'signposting' platform to provide clear pathways to advice, learning and support.

- Continuing to co-produce our digital inclusion work with residents and VCS to ensure it remains a living document and adapts to changing needs and opportunities.

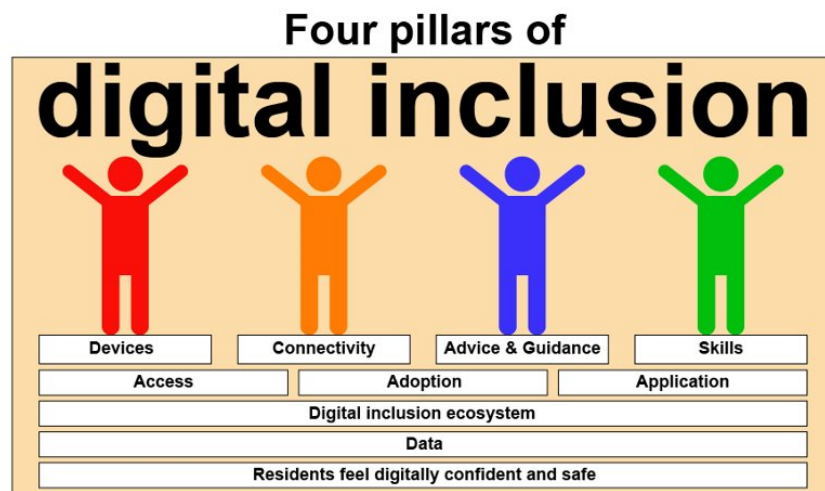
Delivery across the four pillars of digital inclusion

Through this strategy we will deliver a Digital Inclusion Programme for Hammersmith and Fulham.

We will also continue to engage residents to make sure that we understand the changing environment for residents, and respond appropriately to emerging technology which may impact our services and our residents.

Our strategy will focus on providing support across the four pillars of digital inclusion

- Devices
- Connectivity
- Advice & guidance
- Skills



However, we recognise that there will be a need for effective collaboration and facilitation to bring this work together. Therefore, we recommend that the borough create a cross-sector Digital Inclusion Alliance that will initially be chaired by a Councillor. This is with the aim of kickstarting a new digital inclusion programme in the borough and promoting an eco-system that fosters collaboration and partnership.

Devices

Our vision and priorities

We want to make sure that no one is disadvantaged by a lack of access to equipment and that residents have developed skills that enable them to use digital services and devices with confidence.

Our residents reminded us that digital accessibility isn't just about having a device, but it is also about considering the end-to-end support needs around digital inclusion (e.g. skills and advice) as well as the clear link between connectivity and devices.

The voluntary sector sees the Council as a powerful ally with the potential to engage industry as an active collaborator in our work to end digital exclusion in the borough, ensuring the Council maximized its use of pan London and local businesses support.

The discussions with residents and local groups centred on recognising the different needs of users with the potential for different devices and specifications, considering accessibility for disabled people and those unable to travel to central hubs, how the borough would prioritise specific groups and the pros and cons of loaning vs giving and new vs recycled devices. The practicalities of how devices would be co-ordinated and managed was highlighted as an area of concern.

We will work collaboratively across our digital inclusion ecosystem to ensure that everyone who needs a device has access to a supported device that they know how to use and ensure that residents are signposted to additional sources of support for their wider needs.

Key actions

1. Work with pan-London, regional and local businesses to ensure the borough can access affordable and appropriate devices for those that need it, understanding the mix of needs and requirements of residents.
2. Develop a 'library model' of loan devices linked with a support package of training and advice, connectivity if required and ongoing support/maintenance of devices. A wide range of services and local groups will be part of the referral pathways and delivery of the scheme.
3. All referrals to the scheme ('the library model' of loan devices) will capture core needs and evaluate usage and impact using a consistent set of data to better understand priorities and continuous learning and improvement.

4. Ensure the Council's social care and occupational therapy teams are aware of, can advise on and can access a full range of assisted living technology.

How will we measure progress?

- Number of affordable devices loaned/provided as part of the digital inclusion eco-system/alliance
- Take up by priority groups and provision of accessible devices for those with disabilities
- % accessing training and support
- % confirming continued use and improved skills/confidence

Connectivity

Our vision and priorities

Connectivity and fast broadband access is in the 90%+ range across the region although there are still households with limited access to sufficient broadband connectivity. Progress of full fibre connections has continued, with 76% of premises in Hammersmith and Fulham having access to full fibre⁷. Nonetheless this leaves 24% of residents in the borough who are not benefiting from full fibre. Better coordination is needed to by providers and local government to progress these efforts.

There are a range of places offering free public access Wi-Fi in the borough – ranging from libraries, the new family hubs, Tenant Resident Association (TRA) halls on housing estates and communal areas of sheltered housing blocks, but this isn't clearly signposted and there is an inconsistency in approach and speed.

The Council seeks to get improve connectivity in the borough from granting 'wayleaves', for example through the right to access publicly owned buildings and spaces to install equipment and necessary connections. The Council will work in partnership with service providers that might need access and progress a coordinated approach to delivering this ambition.

From an individual and family perspective, our residents told us that many didn't understand how to access 'social tariff' offers from telecommunications providers. Indeed only 8% of those eligible across the country are accessing social tariffs⁸. It is the responsibility of providers to promote their offer but the plethora of contracts is confusing and difficult to navigate. Meanwhile local charities and the Council have had success in getting free SIMs for residents from mobile providers.

We will work with partners like Good Things Foundation, the London Office for Technology and Innovation (LOTI), the Greater London Authority (GLA), the West London Alliance (WLA) and telecoms providers to ensure that all residents have access to high-speed internet connectivity and great service at a price that they can afford.

Key actions

1. Actively promote and raise awareness of social tariffs available in the borough to address misunderstanding and potential stigma.

⁷ [Interactive report 2023 - Ofcom](#)

⁸ [Digital-Nation-2024.pdf](#)

2. Map all free public access wifi in the borough and make this available through the signposting tool.
3. Achieve better connectivity outcomes using 'wayleaves' to ensure positive outcomes for residents.
4. Consider how the Council and its partners could develop a universal basic service approach in its requirements for residential developments and in its own supported living settings – e.g. care leavers, foster carers etc.
5. Work with pan-London, regional and local partners to improve access to free SIMs linked to devices.
6. Improve access to free and good quality wifi provision in community settings including schools, faith organisations, colleges, food banks, jobs centres, community centres etc and through our own highway infrastructure

How will we measure achievement?

- % of homes in the borough within 1 mile of free Wi-Fi provision
- % of homes in the borough with access to high-speed fibre
- Number of free SIMs provided (aligned to free devices)
- Take-up of social tariffs
- % of community settings offering free Wi-Fi
- Resident survey data - % of residents regularly going online and % of residents that know how to use the internet
- Pupil data - % of pupils with access to the internet and a device at home

Advice and Guidance

Our vision and priorities

Our residents told us that many of them did not feel safe online. They also didn't know who to trust for advice and guidance on digital matters, such as understanding social tariffs on offer from Internet Service Providers (ISPs) or know where to go for other sources of support.

Voluntary and community partners struggled to recruit, train and retain volunteers and the role of statutory partners, including the Council, to provide digital inclusion advice and guidance was unclear.

We will work with digital inclusion ecosystem partners to signpost residents to trusted and accessible sources of advice and guidance, developing a network of volunteer digital champions across the borough reflecting its diversity and capturing the energy and community strength of residents, organisations and businesses. We will identify and target those most likely to be digitally excluded and improve awareness of the local offer.

Key actions

1. Develop a network of digital champion volunteers
 - a. Encourage local businesses to use their corporate social responsibility days to become digital champions in the community.
 - b. Link with local schools and work experience/Duke of Edinburgh schemes to encourage inter-generational volunteering using school facilities.
 - c. Encourage Council staff to use the volunteering allowance to support residents.
 - d. Develop a digital platform to enable volunteering and to link digital champions with settings/programmes with clear advice and information online.
 - e. Expand the digital assistance available at 145 King Street as part of the Council's core face to face offer, to other areas such as Libraries and Family Hubs.

- f. Increase confidence in faith and other community settings to offer digital inclusion support and guidance
2. Work with business partners to develop a clear advice pathway for small and medium size enterprises (SMEs).
 3. Proactively identify and target support at those most likely to be digitally excluded or with the greatest need:
 - a. Develop specific support offer for priority groups working with trusted organisations – older and disabled people, non-English speaking residents, those unable to attend traditional settings.
 - b. Capture information on exclusion and needs in our daily interactions (e.g. contact centre surveys).
 - c. Use different channels of communication to promote offers – including screens, posters and other non-digital channels .
 - d. Increase awareness of the offer among council, statutory partner and other organisations' front-line staff.
 - e. Raise awareness of the role of technology and voice activated devices for independent living.

How will we measure achievement?

- Number of trained and accredited digital champion volunteers
- Number of visits to online advice pages and digital inclusion signposting tool
- Number of people supported through the network including demographics.
- % of residents knowing how to access support if they need it (residents survey)
- Number of excluded groups accessing targeted support
- % of those feeling more confident after support (post engagement survey)
- % of SMEs knowing how to access advice and support (SME survey)

Skills

Our vision and priorities

We are a borough proud of our academic and educational standards, led by our world class university and excellent further educational institutions. However, the skills and confidence of residents vary and there are still significant needs to be addressed. Digital skills needs vary by age – a school leaver may need support to ensure that they bring sufficient digital skills to their employment; while older people may want support to connect with friends and family that are not otherwise accessible to them. Low levels of literacy and numeracy can also impact on people's ability to engage in digital skills.

A recurrent theme in feedback from our residents and VCS was that digital skills extend to feeling safe and secure online, and confidently navigating the different options that are available around devices and connectivity.

Through the Council's own adult learning services, community partners, banks and local/regional/national partners there is a wealth of training on offer, often free or very low cost. However, for those beginning their journey, this can feel confusing and difficult to navigate and needs to be aligned to wider support. Equally, there is no common standard or progression pathway shared by providers in the borough and an unclear offer for those that cannot easily attend a community venue.

We will work across our ecosystem – including education providers and employers – to develop and promote a range of digital skills development programs that meet the needs of excluded residents and enable them to be digitally confident and secure online.

This will include providing ongoing support to upskill and reskill residents to enable their continued participation in an increasingly digital workplace and to ensure those volunteering to help others, also have the skills and knowledge to do so effectively.

Key actions

1. Develop a digital skills working group to agree on/develop a set of common standards/assessment tool and pathway progression and connect with education providers and local banks and businesses.

2. Map and promote the full range of training and skills development opportunities available in the borough.
3. Develop targeted offers for specific groups – foster carers, disabled people, those with low levels of literacy, older people and those unable to attend venues, etc.
4. Develop and implement an accreditation, support and training offer for digital champion volunteers.

How will we measure achievement?

- Number of residents participating in digital inclusion training/learning sessions including by priority group/demographics
- Number of volunteers accredited/trained
- % of participants in learning completing the sessions
- % of participants in learning meeting relevant skills at the end of the pathway (appropriate to their wishes at the beginning)
- % of training providers confident in their ability to deliver digital inclusion training
- % of tenants that regularly use the internet and feel confident to do so (annual tenants survey)

CONCLUSION

As we look towards a digitally inclusive future for Hammersmith & Fulham, we recognise the crucial role that our VCS, public and private sector play in the ecosystem that shapes the life chances of our residents.

Our Digital Inclusion Strategy is not just a document; it is our commitment to ensuring that every resident can thrive in a world increasingly shaped by technology. We have laid out a vision that by 2030, our borough will be a place where all residents have access to the digital skills, devices, and support they need.

We acknowledge the collective efforts that have brought us to this juncture. As such, this strategy is a roadmap to that future, built on the principles of collaboration and co-production with our residents and partners.

Agenda Item 6

London Borough Of Hammersmith & Fulham

Report to: Cabinet

Date: 07/10/2024

Subject: School Attendance Strategy

Report of: Councillor Alex Sanderson, Deputy Leader and Cabinet Member for Children and Education

Report author: Peter Haylock, Operational Director, Education and SEND
Joe Gunning, Head of Programmes, Children's Commissioning

Responsible Director: Jacqui McShannon, Executive Director People's Services

SUMMARY

Hammersmith & Fulham council is committed to working with schools and other partners to improve school attendance across the Local Authority. This Attendance Strategy has been developed in response to DfE Guidance '[Working together to improve school attendance](#)' and sets out H&F's strategic approach to ensuring a whole system response to working with children, young people and their families to remove the barriers to good attendance.

RECOMMENDATIONS

1. That Cabinet approves the Attendance Strategy attached at Appendix 1.
-

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Ensuring a person-centred approach that delivers the right level of support to meet presenting needs of children, young people and their families – and in so doing provide them with the best opportunities to thrive.
Creating a compassionate council	Listening and responding to feedback from professionals, young people, parents, carers, education settings and wider partners to address the barriers to good attendance.
Doing things with local residents, not to them	The development of this document has been guided by feedback from key stakeholders, including practitioners

	working across education, health, and care services.
Being ruthlessly financially efficient	This strategy provides a whole system response to improving attendance within the borough, ensuring children receive the right support at the right time.
Taking pride in H&F	This strategy aligns to our vision of ensuring children and young people lead happy, healthy, and fulfilling lives and achieve their life goals.

Financial Impact

There are no direct financial implications associated with the publication of the H&F Attendance Strategy. Any specific resourcing requirements to deliver the priorities within this strategy will be addressed via the Councils Medium Term Financial Planning process.

Financial implications completed by: Caroline Baxter, Finance Manager, 14th May 2024, reviewed by Tony Burton, Head of Finance Children's Services and Education, 4th June 2024

Verified by: James Newman, AD Finance, 10 June 2024

Legal Implications

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational needs they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school.

Section 7 of the Education Act 1996 makes it a parental duty to ensure that children of compulsory school age are in receipt of a suitable education through regular attendance at a school or other alternative arrangement.

The Council has a duty to ensure sufficient school places are available to meet the needs of its area in accordance with section 13 of the Education Act 1996. The Council's duties in relation to the enforcement of school attendance are set out in chapter II of the 1996 Act.

Implications completed by Fionnghuala Devereaux, Senior Solicitor, LBHF Legal Services, 7 May 2024

Background Papers Used in Preparing This Report

None

DETAILED ANALYSIS

Proposals and Analysis of Options

1. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Successfully removing the barriers to good attendance requires the Local Authority, schools, and other partners to work collaboratively with families.
2. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms.
3. School attendance has become an increasing concern across the country since the end of the COVID-19 pandemic. This is principally because attendance at school has dropped significantly with the number of children who are classified as persistently absent (attendance below 90%) increasing significantly. This is a concern both nationally and locally in Hammersmith and Fulham.
4. The Attendance Strategy establishes our strategic approach to ensuring any child, regardless of their characteristics, needs or the type of school they attend, receives access to a full-time, high-quality education that allows them to flourish and paves the way to a successful future. The strategy sets out our whole system response to supporting children and young people in Hammersmith and Fulham through collaborative partnership working to ensure all practitioners understand their roles and responsibilities in ensuring good attendance for our children and young people.
5. The development of this document has been guided by feedback from key stakeholders, including young people and practitioners working across education, health and care services and is fundamental to implementing our responsibilities set out in the DfE guidance [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.gov.uk/guidance/working-together-to-improve-school-attendance).

Option 1 – Approve and publish the H&F Attendance Strategy (Recommended)

6. Attendance is a priority both locally and nationally. The Attendance Strategy clearly explains our strategic approach to in ensuring children, young people and their families are supported in addressing barriers to good attendance. Approving and publishing this strategy enables the progression of key priorities in this area. This option is recommended.

Option 2 – Do not approve and publish the H&F Attendance Strategy (Not recommended)

7. This option will not result in the delivery of the priorities set out in the document, adversely impacting the life chances and outcomes of children and young people across H&F. This option is not recommended.

Reasons for Decision

8. The strategy is produced in the context of the DfE guidance, which should be read alongside the statutory guidance documents on parental responsibility measures, children missing education, supporting pupils with medical conditions at school, suspensions and exclusions, alternative provision, and safeguarding as set out within the strategy.
9. Approval of the Attendance Strategy contributes to the fulfilment by the Council of the obligations set out within these documents.

Equality Implications

10. There are no direct negative equality implications for groups with protected characteristics, under the Equality Act 2010, by the approval of this strategy. It is the right of every child irrespective of age, gender, race, disability, or social background to have access to a fulfilling high-quality education.

Risk Management Implications

11. The strategy sets out a vision and principles which will guide the local area in delivering the strategy; ensuring needs are met as early as possible and that children achieve the best possible outcomes through addressing the barriers to good attendance. This is in line with being a compassionate council and in being ruthlessly financially efficient.
12. There are no notable risks to LBH&F as part of this initiative.

Implications verified by: Jules Binney, Risk and Assurance Manager, 15 May 2024

Climate and Ecological Emergency Implications

13. There are no anticipated climate and ecological implications as a result of publication of the strategy.

Implications verified by Hinesh Mehta, Assistant Director Climate Change, 7 May 2024

Consultation

14. Our parent/carer forum along with Headteachers via our Attendance Alliance have been engaged in the development of this strategy.

LIST OF APPENDICES

Appendix 1: Attendance Strategy

**APPENDIX 1 - Hammersmith &
Fulham**
**SCHOOL ATTENDANCE
STRATEGY**
2024- 2029

***Working together in Hammersmith
and Fulham to improve attendance***

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INTRODUCTION

Hammersmith & Fulham council is committed to working with schools and other partners to improve school attendance across the Local Authority. Partners across the local area have committed to our Early Intervention vision of ensuring “Every child, young person and family is happy, healthy and has the opportunity to thrive, supported by an effective community network.”

Underpinning this commitment is the understanding that there is a strong correlation between good school attendance and achieving positive outcomes for children. Safeguarding is a borough wide priority, and it is recognised across all partner agencies that attending school is a protective factor for children and young people. Learning from national serious case reviews and child practice reviews highlight the importance to a child’s life of having access to a school place and the need to place education at the heart of multi-agency planning and provision.

In our work with children and families, we are committed to ensuring that all staff advocate the child’s right to a full-time and efficient education. This means that our work with children, parents and schools should be underpinned by the key principle that any child, regardless of their characteristics, needs or the type of school they attend, deserves access to a full-time, high-quality education that allows them to flourish and paves the way to a successful future.

CONTEXT

School attendance has become an increasing concern since the end of the COVID-19 pandemic. Nationally attendance at schools has dropped significantly with the number of children who are classified as persistently absent (attendance below 90%) increasing significantly. This is a concern locally in Hammersmith and Fulham.

The DfE have published extensive advice in the document [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/working-together-to-improve-school-attendance.pdf) which sets out the role of the local authority in supporting families and schools with attendance barriers. This strategy has been developed in response to this guidance to establish a whole system response to working with children, young people and their families in Hammersmith and Fulham to secure good attendance.

AIMS

This Attendance Strategy has been developed to ensure a whole system response to working with children and young people in Hammersmith and Fulham whereby all practitioners understand their roles and responsibilities in ensuring the importance of partnership working to secure good attendance for our children and young people through:

- All practitioners across the system understand their respective responsibilities for school attendance, they know who to contact for support and are confident to address concerns about school attendance.

- All practitioners working with children and young people in the borough take collective responsibility for improving school attendance and there is consistent response to planning and working to remove barriers to attendance.
- Systems are developed to identify patterns and trends in attendance within the borough enabling better oversight and monitoring.
- All stakeholders including parents and carers are clear about what support is on offer to improve attendance as well as their responsibilities.
- Responses to concerns about pupil absence at an individual level are coordinated across educational settings, health and local authority teams.

As a consequence:

- Overall attendance in the borough improves and levels of persistent absence reduces.
- All services working with children and young people work in a coordinated way and take collective responsibility to address barriers to attendance.
- Barriers to working with families, children and young people are reduced to ensure timely access to early help support where attendance is a concern.
- Communication between education settings and services are timely and there is a shared understanding in the borough on the approaches to tackling attendance.
- Parents and carers understand the contribution they can make to their child's wellbeing, achievement and good attendance and know where to go to access help and support.
- Clear systems, monitoring and oversight allow early identification of poor attendance at all levels ensuring children and young people access the right support, at the right time.

STATUTORY GUIDANCE AND ADVICE

Current legislation sets out:

- Local authorities *must* ensure a school place is available for every child of statutory school age resident in their area.
- Parents/carers *must* ensure their child utilises the education provision available or makes alternative arrangements.
- School and local authority colleagues *must* act swiftly if a parent is not fulfilling this duty, initially through support in removing barriers to attendance.

- In cases where families refuse to engage with support available and continue to fail to ensure their child is in receipt of a suitable, full-time education, the local authority must consider legal sanctions available e.g. Penalty Notices, Education Supervision Orders, prosecutions for non-attendance or School Attendance Orders.

The roles and responsibilities of schools, parents and local authorities are clearly defined with statutory guidance and advice as follows:

- [Working Together to Improve School Attendance](#)
- [Improving school attendance: support for schools and local authorities](#)
- [School behaviour and attendance: parental responsibility measures](#)
- [Children missing education](#)
- [Promoting the education of looked-after children and previously looked-after children](#)
- [Supporting pupils with medical conditions at school](#)
- [Keeping children safe in education](#)
- [Alternative provision](#)
- [Education for children with health needs who cannot attend school](#)
- [School Exclusion](#)

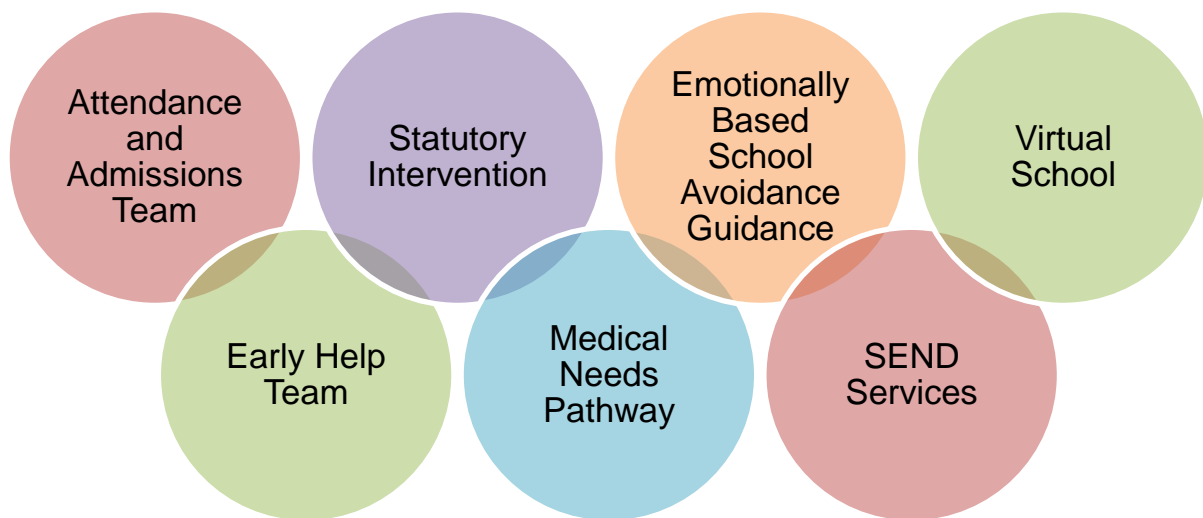
LOCAL GUIDANCE AND POLICIES

This strategy should be used in conjunction with the following local guidance and policies:

- ACE (Attendance (statutory), child employment and children in entertainment, elective home education, children missing education and permanent exclusions) [ACE reference manual](#)
- [H&F Early Intervention Strategy](#)
- [H&F Local Area SEND Strategy](#)
- [Supporting pupils in Hammersmith and Fulham with Medical Needs](#)
- [Alternative Provision Strategy](#)
- [The Virtual School – guidance for schools and colleges](#)

H&F'S WHOLE SYSTEMS APPROACH TO MANAGING ATTENDANCE

The Council has a range of services which are designed to remove barriers, improve access to education and secure good attendance. Further detail about these services can be found in Appendix 1 of this strategy. These services reflect component parts of our whole system and how the local authority works with school partners to improve attendance.



STRATEGIC PRIORITIES

1. **Workforce development** – Collectively, everyone who works with children, young people and their families has a role to play in supporting good attendance. These roles should complement each other and work together to support raising attendance. In order to achieve this, we will seek to develop the skills of the workforce ensuring they have the knowledge, understanding and skills to meet the needs of our young people and respond effectively to concerns about school attendance.

How we will do it:

- Develop an attendance self-assessment for schools to evaluate and rag-rate the whole school approach to managing school attendance.
- Enhance the existing offer of training, support and guidance to schools based on consultation, learning from audit and needs analysis. This will include training for governors and trustees.
- Create a training offer including for existing staff in other services (e.g. INSPIRE, SEND teams, Social Care) to ensure all partners understand their role in supporting good school attendance and understand where to access further advice and support.
- Via the H&F centralised Learning and Development training offer, ensure opportunities to understand the features and importance of good school attendance is embedded within the induction process for staff working with children and families in H&F.
- Provide opportunities for practitioners to problem solve, reflect on practice, coach others with regards to attendance.

- Via the H&F Attendance Alliance, identify, collate and share good practice highlighting the impact of those interventions for children and their families as well as on school standards.
2. **Effective intervention and consistent practice** – Across Education, Health, Social Care, schools and other key partners, we will review the current defined pathways in place to tackle attendance within the borough ensuring that at each level there is a clear and consistent set of expectations and agreed approach.

How we will do it:

We will review and revise current practice models and guidance so that:

- Approaches to tackling attendance are consistent across all stakeholders.
 - The link between school attendance and safeguarding is clearly understood by all stakeholders.
 - Trauma informed approaches are embedded in practice.
 - Through clear signposting schools, children and their families have access to appropriate support including making full use of Voluntary Community Sector partners.
 - There is an agreed multi-agency response for the most vulnerable learners where interventions have not supported them to access a full-time education through a lead professional approach.
 - Incorporate regular dip-sampling of attendance cases to highlight good practice, quality assure processes and understand areas for improvement.
3. **Data and systems** - Through access to data, the LA will have a clear understanding of the current local picture and how this compares to national trends, in particular for vulnerable cohorts such as SEND, children looked after, pupils with a social worker and pupils attending commissioned Alternative Provision. As a result, the system will be responsive to emerging need and LA Teams will respond to the data strategically, in a timely manner.

How we will do it:

- Support schools to understand and own their data, analyse it accurately, identify trends and compare it with the national picture, have a clear picture of the reasons for absence, understand their attendance profile, and have in place actions for improvement via support from the School Attendance Officers.
- Develop a clear system for monitoring all relevant data which outlines respective teams' roles and responsibility and frequency of the activity.
- Share data and emerging patterns and trends routinely via the Attendance Alliance and collectively through networks and in training.

MEASURING SUCCESS

As part of this three-year strategy, we have identified performance areas against each priority for which SMART targets will be set and reviewed every six months.

We will be using a range of information including baseline data and stakeholder feedback to identify what is working well and where we need to act to achieve further change.

Oversight of actions and targets will be via the Attendance Alliance Group which will report into the Children's Education, Health and Social Care Partnership Board.

The Children's Education, Health, and Social Care Partnership Board spans the range of local area partners involved in working with children and young people. It is chaired by the Strategic Director for Children's Services and the Borough Director for H&F in the NHS Northwest London Integrated Care Board. The Partnership Board holds the local area to account on the progress of actions and priorities in this strategy.

APPENDIX 1 – SERVICES WORKING TO ENSURE GOOD ATTENDANCE

ACE Team

The ACE service is available to provide advice on whole school strategies in relation to improving attendance and on the legislation and guidance that informs LA work with children with poor attendance. This will include but not limited to:

- Advice on registration codes
- Authorisation
- Undertaking 'reasonable enquiries' when necessary to support a head teachers' decision to remove a child from roll.
- Interpreting relevant DFE guidance.

ACE will support school led prosecutions, and/or penalty notices dependant on evidence from school and FS/Early Help, if interventions have not improved attendance sufficiently.

The School Attendance Support Officer (SASO) works with all schools across H&F to ensure compliance with DFE attendance guidance. The SASO focus is to support schools to maximise their impact on attendance before external referral. In schools receiving support, the aim is to ensure individual attendance action plans are in place for identified pupils.

The H&F ACE Team oversee a robust policy framework to ensure the LA fulfil its statutory duties in relation to children missing education. As a result, H&F have an up to date and accurate Children Missing Education register and processes for tracking pupil movement within the borough.

Early Help Team

H&F Early Help Team (FS) is the key service working with schools and families, to support children to access education and reduce barriers to good attendance. The Early Help service is fully integrated within the Children and Young People's Services.

Early Help is a consent-based service and works with families with children aged 0-19 to identify individual needs and support. The aim of the service is to have a positive impact on families' futures, providing them with effective support that enables them to bring about desired and sustainable change and negating the need for statutory and specialist children's services. This is achieved through the adoption of a whole family approach with one key lead practitioner. A range of targeted interventions are offered, to ensure families get the right help at the right time.

Statutory Intervention

If there is a need within the family for statutory involvement under the Children's Act 1989, the family will be progressed to the Contact and Assessment Service (CAS) whereby a child and family assessment will be completed by a qualified social worker. This assessment is completed within 45 working days. Depending on the circumstances of the situation several outcomes can come from this:

- Initiating child protection processes under s47 of the Children Act 1989,
- Initiating legal processes due to significant concerns of immediate harm.
- Children becoming looked after.
- Identification of additional intervention needed under S17 Child in Need.
- Step-down to Early Help.
- No further action and closure.

In all service areas, the concern about attendance is taken seriously. Practitioners are aware of the need for children to be in education and the ramifications of not attending. Professionals ensure that plans for families include ensuring attendance is a priority and will work with them to identify the barriers to school attendance and provide support where needed.

There are multidisciplinary support services that practitioners have access to, to support attendance from mentoring, mental health support, systemic family therapists and community based young people's support.

Depending on the context of the individual cases, several strategies to support attendance can be considered including:

- Work with the network and family to identify the barriers to attendance.
- Identify a workable plan (for the child) to return to education in conjunction with the school and family.
- Complete school attendance plans and support families to attend school attendance meetings.
- Complete a variety of meetings from team around the families (TAF), Child in Need (CIN) meetings, Core Group Meetings (CGM), network/professional meetings, Child Protection Conferences or Legal Planning Meetings (LPM) with relevant professionals to consider how best to support a family based on the concerns arising and put together support/intervention plans accordingly.

Medical Needs Pathway

Where a child or young person is unable to attend school with the support of the universal or targeted services and their medical needs result in them being away from school for 15 days or more, whether consecutive or cumulative, the Local Authority has a duty to ensure suitable, fulltime education provision is arranged. This applies whether or not the child is on the roll of a school and whatever the type of school they attend. It applies to children who are pupils in Academies, Free Schools, special schools, and independent schools as well as those in maintained schools.

For most children who are unable to attend school due to medical needs, the school will be able to provide suitable alternative provision utilising funding that has been provided to them. However, in some instances, where the child's individual needs require a tailored approach, schools can liaise with a named officer in the INSPIRE team to access further advice and support.

Emotional Based School Avoidance

Emotional Based School Avoidance (EBSA) is a widely used term to describe children and young people who are experiencing persistent and severe challenges with attending school due to various emotional based factors. This often results in frequent and prolonged absences from school (West Sussex Guidance, 2018). All Schools have access to training and guidance on EBSA prevention and early intervention from the Educational Psychology Service and are encouraged to reflect on a whole school approach emphasising relational approaches and building resilience.

SEND

Some pupils face more complex barriers to attendance. This can include pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND). Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as it is for any other pupil but additional support may need to be provided.

The Council's Ordinarily Available Guidance is intended to support schools and settings to reflect and develop their inclusive provision to benefit all the children and young people in the school or setting including those with SEND. By outlining a set of expectations, we are encouraging consistency between schools and settings across the authority. Whilst this document is primarily aimed at professionals, we also intend that this document will support parents, carers, children and young people themselves to better understand the support that will be provided for children and young people with SEND without an Education, Health and Care plan (EHCP). "Ordinarily Available Provision" refers to the support that all Hammersmith & Fulham schools, early years, and post 16 settings should be able to provide for children and young people including those with SEND from within their own resources.

Educational Psychologists (EPs) are available to schools and partner organisations via the H&F Educational Psychology Service. Educational Psychologists have expertise in:

- Education and learning across multiple contexts, including nurseries, schools and colleges.
- Special educational needs and disabilities (SEND).
- Child development from 0-25
- Well-being/mental health of children and young people, including behaviour and social and emotional needs.
- Up to date research and the evidence base concerning what works to promote positive changes.

The Inclusion and Specialist Intervention Outreach Service (INSPIRE) provides specialist interventions to inspire children and young people with SEND to transform their lives and achieve the best outcomes. Specialist interventions, assessment, teaching and advice are provided specifically for children and young people with hearing impairment, visual impairment, autistic spectrum disorder and dyslexia as well as advice for young children with significant developmental delay.

A wide range of bespoke training and workforce development is available for professional colleagues and parents and is tailored to meet an individual's or organisation's specific requirements. We are committed to building capacity within our schools to meet the educational needs of all Hammersmith & Fulham learners to enable them to be independent in adulthood.

Virtual School

The H&F Virtual School work jointly with schools and LA partners to monitor the attendance for Children Looked After and children with a social worker. This is a priority area for the Virtual School. Advisers within the team follow up individual cases and attend the PEP Meetings to ensure there are plans in place to increase attendance. This is monitored over time.

Agenda Item 7

London Borough of Hammersmith & Fulham

Report to: Cabinet

Date: 07/10/2024

Subject: Capital Programme Monitor & Budget Variations, 2024/25 (First Quarter)

Report of: Councillor Rowan Ree, Cabinet Member for Finance and Reform

Responsible Director: Sukvinder Kalsi, Executive Director of Finance & Corporate Services

SUMMARY

The Council's Corporate Plan for 2023-26 sets out the Council's strategy for delivering on the ambitions and vision to transform its services and spend and invest money to help protect high quality essential services for its residents.

A key value is Building Shared Prosperity, and the Council's overall financial strategy includes significant capital investment in the infrastructure of the Borough and this in turn supports the delivery of the Council's key priorities and strategies. These are:

- build a better future for children and young people
- foster inclusive, sustainable economic growth for everyone
- build more affordable, accessible, safe and sustainable housing
- deliver high quality housing services

All capital programmes are complex and involve considerable local community engagement, procurement, and planning considerations. The capital expenditure forecast for the first quarter 2024/25 is £294.1m and includes:

- £91.2m investment in acquiring and building new affordable housing and supported accommodation in the Borough
- £86.6m maintaining the existing council homes to ensure compliance and building affordable new homes for residents
- £14.2m ensuring the safety of Hammersmith Bridge and progressing the stabilisation work
- £10.8m investment in transport infrastructure
- £8.5m spend on public realm and protection and climate change initiatives
- £8m investment in school maintenance and decarbonisation schemes and SEN sufficiency provision
- £3.7m investment in disabled facilities adaptation works and social care capital projects

Work is also continuing to complete the Civic Campus development that will re-open the iconic town hall to the public, which will rejuvenate and regenerate an important part of the Borough, providing a vibrant entertainment, arts, business, education, and social destination featuring world-class architecture.

The details of the forecast capital programme for the financial year 2024/25 (including the financing of the programme for the year) and the future years are set out in the report.

RECOMMENDATIONS

1. To note the overall forecast of £294.1m for 2024/25 capital expenditure which is a net decrease of £17.8m in comparison to the revised budget of £311.9m at 2023/24 outturn.
2. To approve the updated four-year capital programme for 2024-2028 of £639.1m, as detailed in Appendix 1. This is a net increase of £62.7m in comparison to the four-year programme of £576.4m approved at Full Council in February 2024.
3. To approve an additional budget envelope of £8.68m for various General Fund capital schemes, funded from external grants and contributions (£8.375m), capital receipts (£0.257m) and revenue contributions (£0.048m), as detailed in paragraph 3 of the report.
4. To note the prudential indicators presented in Appendix 4, as per Prudential Code requirements.

Wards Affected: All

The capital programme contains schemes and projects which are directly linked to the Council's priorities.

Our Values	Summary of how this report aligns to the H&F Values
Being ruthlessly financially efficient	<p>All capital investment decisions are required to be underpinned by a robust business case that sets out the full costs, funding and risks and any expected financial return alongside the broader outcomes including economic and social benefits.</p> <p>This report provides detailed analysis of the Council's capital programme financial position and highlights potential risks and their impact on the Council's resources.</p>
Building shared prosperity	<p>We need to always confirm that spend fits our council's priorities; challenge how much needs to be spent; and achieve results within agreed budgets. Finance is everyone's business, and every penny counts. The council will continue to invest in our ambitious housing development programme and work through the planning system to enable 3,000 new energy-efficient 50% genuinely affordable homes to be built.</p>
Creating a compassionate council	<p>As the council's resources have been reduced, we</p>

	have protected the services on which the most vulnerable residents rely.
Doing things with local residents, not to them	A significant proportion of services are delivered in partnership with local and national companies, and this will continue to promote all business sectors to the benefit of residents. The proposals will implement the Disabled People’s Housing Strategy, working in co- production with disabled residents.
Taking pride in H&F	The strategy proposals include significant investment in public realm services, to maintain world-class parks, open spaces, and cemeteries, making sure that parks are a safe space for residents. The proposals also are continuing to invest in CCTV so that residents feel secure in their homes and on the streets.
Rising to the challenge of the climate and ecological emergency	The council has approved a Climate and Ecology Strategy and action plan to deliver its target of net zero greenhouse gas emissions in the borough by 2030. It has been shaped by the work of the resident-led Climate and Ecological Emergency Commission, who worked closely with the Council’s Climate Unit and was devised by ten cross-departmental officer working groups.

Financial Impact

This report and its contents are wholly of a financial nature.

Andre Mark, Head of Finance (Strategic Planning and Investment), 23 August 2024

Legal Implications

There are no direct legal implications in relation to this report. Legal advice will be sought for each Procurement within the programme which will need comply with the Council’s Contract Standing Orders and Financial Regulations.

Jade Monroe, Chief Solicitor, 28 August 2024

Background Papers Used in Preparing This Report

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report:

- Capital Programme 2024-28 (published February 2024)

[Four Year Capital Programme.pdf \(lbhf.gov.uk\)](#)

ECONOMIC AND STRATEGIC OVERVIEW

The macro-economic turbulence (including high inflation and interest rates) has had a significant impact on the cost of materials, labour, and funding costs. Inflation has come down to 2.2% in June 2024 after being consistently above the Government target of 2% throughout last financial year and interest rates are still remaining high (currently 5% in August 2024 compared to 0.25% in December 2021).

The interest rate regarding long-term borrowing from the Public Works Loans Board (PWLB) now stands at 5.1% compared to 1.5% in December 2021 (so borrowing is now more than 3 times more expensive than December 2021).

The Council's underlying need to borrow (Capital Financing Requirement - CFR) to support the capital programme is forecast to increase by £329.9m over the next 4 years (£62m regarding the headline General Fund CFR and £267.9m regarding the Housing Revenue Account). CFR in relation to self-financing schemes and finance leases is expected to reduce by £32m, mainly due to anticipated loan repayments due to the Council in 2024/25 and 2025/26.

For illustrative purposes it is currently estimated that the increase of £62m in the General Fund CFR will result in an estimated additional revenue budget requirement of £5.2m¹ per annum by 2027/28.

These potential implications will need to be reflected in the Council's Treasury Management Strategy and the future MTFs.

¹ Current cost of borrowing rate of 8.38% calculated using the latest discounted certainty PWLB interest rate of 5.1% and minimum revenue provision (MRP) of 3.28%. MRP on new developments is charged at 2%.

CAPITAL PROGRAMME 2024/25 – Q1 OVERVIEW

- The updated Quarter 1 2024/25 capital programme is summarised in Table 1. The programme forecast for the year has decreased by £17.8m to £294.1m in comparison to the revised budget at 2023/24 outturn. All the variations are detailed in Appendix 1.

Table 1 – LBHF Capital Programme 2024/25 with proposed Q1 variations

	2024/25 Original Budget (Full Council) £'000	Adjustment to Approved Budget / Slippages £'000	Revised Budget 2024/25 £'000	2024/25 forecast (Q1) £'000	2024/25 Actual spend to date £'000	Slippages / Reprofilling from/(to) future years £'000	Additions/ (Reductions) £'000	Transfers £'000	Total Variances £'000
CAPITAL EXPENDITURE									
People	7,915	4,174	12,089	11,645	1,004	(3,934)	3,490	-	(444)
Place (General Fund)	100,049	19,124	119,173	106,749	8,343	(18,273)	5,849	-	(12,424)
Finance & Corporate	7,587	(4,131)	3,456	2,916	386	(797)	257	-	(540)
Sub-total (General Fund)	115,551	19,167	134,718	121,310	9,733	(23,004)	9,596	-	(13,408)
Place (HRA)	72,538	21,891	94,429	86,102	6,548	(8,325)	(2)	-	(8,327)
Housing	75,570	7,149	82,719	86,643	10,616	3,924	-	-	3,924
Sub-total (HRA)	148,108	29,040	177,148	172,745	17,164	(4,401)	(2)	-	(4,403)
Total Expenditure	263,659	48,207	311,866	294,055	26,897	(27,405)	9,594	-	(17,811)
CAPITAL FINANCING									
Specific/External Financing:									
Use of specific resources (grant/section106/receipts)	76,864	26,636	103,500	94,825	20,349	(18,326)	9,595	56	(8,675)
Borrowing-General Fund	53,081	5,069	58,150	43,148	1,977	(14,945)	(1)	(56)	(15,002)
Self-financing borrowing -	29,914	3,745	33,659	33,659	3,093	-	-	-	-
Borrowing -HRA	103,800	12,757	116,557	122,423	1,478	5,866	-	-	5,866
Total Capital Financing	263,659	48,207	311,866	294,055	26,897	(27,405)	9,594	-	(17,811)

- Details of the main departmental spend areas and the analysis of variance to the 24/25 are set out below.

CAPITAL PROGRAMME 2024/25 – DEPARTMENTAL SPEND FORECAST AND VARIANCE ANALYSIS (QUARTER 1)

PLACE

Programme	2024/25 Original Budget (Full Council) £'000	Adjustment to Approved Budget / Slippages £'000	Revised Budget 2024/25 £'000	2024/25 forecast (Q1) £'000	2024/25 Actual spend to date £'000	Total Variances £'000	Variance Analysis
Development Programme	40,867	2,518	43,385	37,588	2,466	(5,797)	Budget reprofiling to future years in relation to Farm Lane, Hartop & Lannoy and Lillie Road schemes based on the updated

							cashflow forecast.
Regeneration Capital Schemes	36,033	20,045	56,078	53,686	4,184	(2,392)	£2.8m budget profiling to future years in relation to Edith Summerskill project. £0.4m Ed City development budget brought forward from 25/26 to reflect the project's latest cash flow forecast.
Planning and Corporate Property	8,694	6,369	15,063	11,999	651	(3,064)	Reprofiling of Corporate Planned Maintenance Programme to 25/26 to fund various civic accommodation decarbonisation schemes over the next two financial years.
Civic Campus	57,116	11,531	68,647	55,838	4,255	(12,809)	Budgeted reprofiled to 2025/26 to reflect the project's latest cash flow forecast.
Climate Change and Transport	14,409	(1,564)	12,845	12,469	1,190	(376)	Various transport schemes funded from s106/s278 reprofiled to future years
Hammersmith Bridge	8,809	2,719	11,528	14,428	876	2,900	Additional budget requested for temporary deck resurfacing, to be fully funded by DfT
Public Realm	5,557	(32)	5,525	5,191	549	(334)	Various parks schemes reprofiled to 2025/26.
Public Protection	1,102	(571)	531	1,652	720	1,121	CCTV project budget brought forward from 25/26 as scheme nears completion in 24/25.
Total Expenditure	172,587	41,015	213,602	192,851	14,891	(20,751)	

PEOPLE

Programme	2024/25 Original Budget (Full Council)	Adjustment to Approved Budget / Slippages	Revised Budget 2024/25	2024/25 forecast (Q1)	2024/25 Actual spend to date	Total Variances	Variance Analysis
	£'000	£'000	£'000	£'000	£'000	£'000	
Children's Services	7,915	2,117	10,032	7,957	849	(2,075)	£1.9m additional investment in SEN Sufficiency provision and School Maintenance schemes (funded from DfE grants). £3.9m budget reprofiled to future years as SEN programme is now due to roll out in September 2025 in line with school term.
Adult Social Care	-	2,057	2,057	3,688	155	1,631	Investment in adaptation works and other schemes funded by Disabled Facilities Grant.
Total People Expenditure	7,915	4,174	12,089	11,645	1,004	(444)	

HOUSING

Programme	2024/25 Original Budget (Full Council)	Adjustment to Approved Budget / Slippages	Revised Budget 2024/25	2024/25 forecast (Q1)	2024/25 Actual spend to date	Total Variances	Variance Analysis
	£'000	£'000	£'000	£'000	£'000	£'000	
HRA Asset Management and Compliance Programme	75,570	7,149	82,719	86,643	10,616	3,924	Budget brought forward from 25/26 to increase capacity and accelerate voids and complex repairs (£2.1m) plus additional investment across the fire safety programme including the installation and upgrading of fire doors in high-rise residential blocks and other major refurbishment works (£1.8m).

FINANCE AND CORPORATE SERVICES

Programme	2024/25 Original Budget (Full Council)	Adjustment to Approved Budget / Slippages	Revised Budget 2024/25	2024/25 forecast (Q1)	2024/25 Actual spend to date	Total Variances	Variance Analysis
	£'000	£'000	£'000	£'000	£'000	£'000	
IT & Digital Services	7,587	(4,131)	3,456	2,916	386	(540)	Budget reprofiled to 25/26 for revised device refresh rollout timeframes plus funding requested for Business Intelligence infrastructure costs.

3. An additional budget of £8.68m has been requested in quarter 1. The below attached table details schemes requiring additional budget approval and their financing:

Scheme/project	Budget requested £m	Funded by
Hammersmith Bridge deck resurfacing	2.900	Department for Transport (DfT) grant
Highways and Transport Schemes	2.033	Section 106/278 contributions
Special Educational Needs Sufficiency - High Needs Capital	1.233	High Needs Provision capital grant
Social Care Adaptations and Other Capital Works	1.631	Disabled Facility Grant (DFG)

School Maintenance Programme	0.578	School Condition Allocation grant
Carer Housing Adaptation	0.048	General Fund revenue contributions
Business Intelligence Infrastructure	0.257	General Fund Capital Receipts
Total	8.680	

FOUR YEAR CAPITAL PROGRAMME OVERVIEW

4. Budget Council in February 2024 approved a four-year capital programme for 2024/25 to 2027/28 of £576.4m. The revised programme now stands at £639.1m. The movement (a net increase) of £62.7m is summarised in the below table:

Budget Movement Summary for 2024/25-2027/28 capital programme	General Fund	HRA	Total
	£'m	£'m	£'m
Four-year capital programme budget approved at Full Council in February 2024	143.6	432.8	576.4
2023/24 approved adjustments including carry forward of unspent budgets	22.9	30.1	53.0
Additional budgets approved at Q1	9.7	-	9.7
Revised four -year capital programme as at 2024/25 Q1	176.2	462.9	639.1

**£1m of additional budgets already prior approved via separate decision reports.*

5. Detail of the four-year capital programme, including proposed Q1 variations, is presented in Appendix 1.

General Fund CFR and MRP

6. The General Fund (GF) mainstream programme cuts across the departments and represents schemes which are funded from Council resources (capital receipts or borrowing). It is the area of the programme where the Council has the greatest discretion. The mainstream programme forecast for 2024/25 is £48.8m which represents a net decrease of £15.4m in comparison to the previous quarter. The mainstream programme and quarter 1 movements are summarised in Appendix 2.
7. The mainstream programme does not include self-financing schemes (where the net General Fund revenue borrowing costs are nil). Whilst these will have an impact on the Council's CFR, it is assumed that all Minimum Revenue Payment (MRP) and interest costs will be fully reimbursed through grant contributions, the charging of a state-aid compliant interest rate, the loan repayment, commercial income, or reduction in revenue costs (e.g. lease rental payments). CFR for these schemes is forecast to increase by £1.6m (£33.7m new expenditure less £32.1m loan repayments) to £89.8m in 2024/25. Appendix 3 details the self-financing schemes and their movements.
8. The additional borrowing forecast for 2024/25 is currently assumed to be internal borrowing, i.e. funded temporarily via our own cash balances, thereby negating the need to borrow externally and the related cost of borrowing. This is particularly advantageous currently given Public Works Loans Board (PWL B)

rates are above 5%, which is more than the opportunity cost of the return from investing cash balances. Internal borrowing is however by its nature a finite option and must be considered alongside other strategic priorities for the use of cash balances (such as use of earmarked reserves and the council's investment strategy). This is considered within the overall borrowing strategy, which is constructed across key strands including our capital programme, treasury management strategy and revenue strategy.

9. The below attached table 3 summaries the Councils' CFR ²(Capital Financing Requirement) and MRP ³(Minimum Revenue Provision) forecast movements for the four-year programme:

Table 3 - CFR and MRP forecast movements 2024/25-2027/28 (as at Q1)

	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m
Budgeted MRP (approved at Full Council)	3.02	6.29	6.31	5.24
Forecast MRP (as at Q1 2024/25)	2.64	4.81	6.14	6.12
Forecast closing GF CFR (Full Council)	317.78	317.58	315.70	313.48
Forecast closing GF CFR (as at Q1 2024/25)	305.12	299.42	297.72	295.67
Forecast closing HRA CFR (Full Council)	466.57	534.74	540.14	596.63
Forecast closing HRA CFR (as at Q1 2024/25)	470.40	560.32	559.25	616.20

CAPITAL PROGRAMME RISKS

10. The following risks have been identified within the current capital programme:
11. **Pre-development costs:** The capital programme includes several affordable housing schemes totalling £24.6m (GF £9.7m and HRA £14.9m) that are still in predevelopment stages. Of this £11.3m was spent by 31 March 2024 (GF £6.1m, HRA £5.2m). Should these schemes not fully progress there is a risk that some, or all, of the expenditure may need to be written off to revenue. As mitigation against this risk the Development Board (chaired by the Executive Director- Place) is providing a gateway and governance process for these schemes before commitment of funds. An earmarked revenue reserves totalling £8.6m (£5m GF and £3.6m HRA) have been also set aside as further mitigation.
12. **Self-financing:** £63m of the self-financing schemes is in relation to acquisition of Civic Campus commercial units. The financing of the borrowing costs for this scheme is highly sensitive to market changes and therefore there is a risk that, in the current economic climate, anticipated rental income targets might be lower than forecast and will not be sufficient to cover the associated borrowing costs.

² Capital Financing Requirement (CFR) – measurement of the Council's underlying need to borrow for capital purpose. Increase in CFR puts additional pressures on revenue budgets.

³ Minimum Revenue Provision (MRP)- minimum amount by statute which a Council must charge to its revenue budget each year, to set aside a provision for repaying external borrowing (loans). This is an annual revenue expense in a Council's budget and is reflected in the Medium-Term Financial Strategy (MTFS). The MRP will, over time, reduce the CFR.

13. **Capital receipts:** There are currently no forecast General Fund capital receipts and therefore the Council will rely on borrowing to finance capital programmes in future years. However, the Council's Property Transformation team is systematically reviewing all assets as part of asset management best practice and as part of the wider accommodation strategy. As part of this programme of work, surplus assets may be identified that cannot be re-purposed for other uses and that could be sold for a capital receipt to support the capital programme. Any decisions on asset disposals will be the subject of a future report.
14. **The Civic Campus** continues to be delayed due to the impact of the site incident in May 2022. Principal delays concern the completion of the steel structure of the glass box extension, and the consequences of sustained water ingress and damage in the Town Hall requiring repair and restoration. Works are closely monitored by the Client Management Team (CMT) which has been expanded to bring in further specialist technical and legal advisers. Analysis of the build programme with specialist programme planners is underway to establish an updated programme. The Health & Safety Executive (HSE) report on the site incident is still awaited, and the Council is making representations to the HSE regarding this continued delay and its impact on the conclusion of the outstanding insurance claim.
15. **Right to Buy funding (retained receipts):** The Council has retained £20.4m of RTB 1-4-1 receipts which need to be spent within five years from the date of retention on eligible expenditure in respect of building new affordable housing schemes. £3.7m of these receipts is due to be spent by 31 March 2024. Should these receipts not be spent in a timely basis, the Council will have to repay them back to the Ministry of Housing, Communities and Local Government (MHCLG) with interest which would be an additional cost to the HRA.
16. **Capital programme affordability:** As with any capital programme, there are associated risk with affordability of the programme in relation to timing and size of capital receipts, prudential borrowing limits and the repayment of any debt incurred (via MRP and interest payments). The MTFS is updated regularly to review and report on these risks to allow for senior officers and members to undertake any reassessment of the approved capital programme and pipeline proposals.

REASONS FOR DECISION

17. This report reports the quarter 1 position to Cabinet and seeks revisions to the Capital Programme which require the approval of Cabinet in accordance with the Council's financial regulations.

EQUALITY IMPLICATIONS

18. There are no direct equalities implications in relation to this report. This paper is concerned entirely with financial management issues and, as such, the recommendations relating to an increase in capital allocations, will not impact directly on any group with protected characteristics, under the terms of the Equality Act 2010.

RISK MANAGEMENT

19. In the initial stages of any development, major capital projects will have significant uncertainties. For example, these may relate to the planning process, the views and interest of residents and stakeholders who must be consulted, ground conditions, or the costs of rectifying or demolishing existing buildings (e.g. the cost of asbestos removal). Construction companies and developers contracting with the Council which experience financial instability, particularly an issue following Covid-19 pandemic pressures, Brexit and the war in Ukraine and the impact of cost inflation. They may not be able to raise sufficient finance to cash flow operations, any potential insolvency process could lead to a costly process of changing suppliers without any guarantee of remaining within overall budget, the Council could suffer direct financial loss and any defects or other issues may not be resolvable as anticipated. To mitigate the Council carefully considers the financial robustness of any contractor and requests appropriate financial standing assurance and support wherever possible.
20. Large scale capital projects can operate in environments which are complex, turbulent, and continually evolving. Effective risk identification and control within such a dynamic environment is more than just populating a project risk register or appointing a project risk officer. Amplifying the known risks so that they are not hidden or ignored, demystifying the complex risks into their more manageable sum of parts, and anticipating the slow emerging risks which can escalate rapidly are all necessary components of good capital programme risk management.
21. The impact to councils of the Grenfell Tower fire is yet to be fully established. It is certain that many councils are/will be undertaking property reviews to determine the levels of improvements required to ensure fire safety arrangements within their buildings meet both the expectations of the residents and that they comply with building regulations and other statutory duties.
22. The Fire Safety Act 2021 (the Act) received Royal Assent on 29 April 2021 and commenced on 16 May 2022. The Act amended the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order). The Act confirms that responsible persons (RPs) for multi-occupied residential buildings must assess, manage, and put in place measures to reduce the risk of fire for the structure and external walls of the building, including cladding, balconies and windows, and entrance doors to individual flats that open into common parts.
23. The Dame Judith Hackitt independent review of fire safety, following the Grenfell tragedy, recognises that High Rise Residential Buildings (10 Storeys and above) are a special risk where layers of fire protection must be put in place to reduce the risk to as low as reasonably possible, however reducing the risk for all residential accommodation is fundamental. This process is on-going and must be continually reviewed at least annually. The Building Safety Act 2022 has placed additional requirements on existing building owners and on those who are constructing new buildings. Oversight is provided by the Building Safety Regulator.
24. All works must comply with the Construction (Design and Management) Regulations. The Council must appoint a Principal Designer and Principal Contractor with the necessary and demonstrable expertise and competence.

25. Proposals set out in this report seek to comply with the Council's legal duties.
26. The report sets out the ongoing economic uncertainty, including the impact of high interest rate, and identifies actions which will, in part, mitigate this risk.

Implications verified by: David Hughes, Director of Audit, Fraud, Risk and Insurance, 24 August 2024

VAT IMPLICATIONS

27. The Council needs to carefully consider its VAT partial exemption calculation and the risk of breaching the partial exemption threshold. Capital projects represent the bulk of this risk. A breach would likely cost the Council between £2-£3m per year whilst in breach. Finance officers are working closely with departments to ensure that partial exemption risks are considered as part of significant capital projects.

Implications verified by: Joanna Monaghan, Principal Accountant (Taxation), Corporate Finance, 28th August 2024

LIST OF APPENDICES:

- Appendix 1 – Detailed capital budget, spend and variation analysis by department
- Appendix 2 – GF Mainstream Capital Programme 2024-28
- Appendix 3 – Self-financing schemes
- Appendix 4 – Summary of Prudential Indicators

Appendix 1 – Detailed capital budget, spend and variation analysis by department

SUMMARY CAPITAL PROGRAMME 2024/25-2027/28

	2024/25 Original Budget £'000	Adjustment to Approved Budget / Slippages £'000	Revised Budget 2024/25 £'000	2024/25 forecast (Q1) £'000	2024/25 Actual spend to date £'000	Slippages / Reprofiling from/(to) future years £'000	Additions/ (Reductions) £'000	Transfers £'000	Total Variances £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	Total Budget (All years) £'000
CAPITAL EXPENDITURE													
People	7,915	4,174	12,089	11,645	1,004	(3,934)	3,490	-	(444)	4,541	5,040	3,914	25,140
Place (General Fund)	100,049	19,124	119,173	106,749	8,343	(18,273)	5,849	-	(12,424)	28,530	5,636	6,270	147,185
Finance & Corporate	7,587	(4,131)	3,456	2,916	386	(797)	257	-	(540)	797	-	-	3,713
Sub-total (General Fund)	115,551	19,167	134,718	121,310	9,733	(23,004)	9,596	-	(13,408)	33,868	10,676	10,184	176,038
Place (HRA)	72,538	21,891	94,429	86,102	6,548	(8,325)	(2)	-	(8,327)	71,736	21,837	9,388	189,063
Housing	75,570	7,149	82,719	86,643	10,616	3,924	-	-	3,924	50,024	55,855	81,454	273,976
Sub-total (HRA)	148,108	29,040	177,148	172,745	17,164	(4,401)	(2)	-	(4,403)	121,760	77,692	90,842	463,039
Total Expenditure	263,659	48,207	311,866	294,055	26,897	(27,405)	9,594	-	(17,811)	155,628	88,368	101,026	639,077
CAPITAL FINANCING													
Specific/External Financing:													
Use of specific resources (grant/section106/receipts)	76,864	26,636	103,500	94,825	20,349	(18,326)	9,595	56	(8,675)	40,765	84,306	39,296	259,192
Borrowing-General Fund	53,081	5,069	58,150	43,148	1,977	(14,945)	(1)	(56)	(15,002)	24,815	5,136	4,776	77,875
Self-financing borrowing -General Fund	29,914	3,745	33,659	33,659	3,093	-	-	-	-	-	-	-	33,659
Borrowing -HRA	103,800	12,757	116,557	122,423	1,478	5,866	-	-	5,866	90,048	(1,074)	56,954	268,351
Total Capital Financing	263,659	48,207	311,866	294,055	26,897	(27,405)	9,594	-	(17,811)	155,628	88,368	101,026	639,077

Appendix 1 – Detailed capital budget, spend and variation analysis by department/cont.

Place - HRA schemes	Current Year Programme									Future Years Budgets			Total Budget (All years) £'000	
	2024/25 Original Budget (Full Council) £'000	Adjustment to Approved Budget / Slippages £'000	Revised Budget 2024/25 £'000	2024/25 forecast (Q1) £'000	2024/25 Actual spend to date £'000	Variance analysis			Total Variances £'000	2025/26 Budget £'000	2026/27 Budget £'000	2027/28 Budget £'000		
						Adjustment to Approved Budget / Slippages £'000	Additions/ (Reductions) £'000	Transfers £'000						
Scheme Expenditure Summary														
Development Programme														
Homes & Communities Strategy	1,378	-	1,378	1,378	-	-	-	-	-	-	-	-	-	1,378
White City Estate Regeneration	958	(62)	896	896	142	-	-	-	-	-	-	-	215	1,111
Becklow Gardens	295	(10)	285	285	-	-	-	-	-	-	-	-	720	603
Barclay Close	205	7	212	212	2	-	-	-	-	-	-	-	573	50
Jepson House	525	3	528	528	-	-	-	-	-	-	-	-	895	1,704
The Grange	475	(1)	474	474	2	-	-	-	-	-	-	-	860	325
Hartopp & Lannoy	20,512	2,260	22,772	20,000	2,147	(2,772)	-	-	-	(2,772)	-	-	24,015	2,880
Farm Lane	4,960	1,143	6,103	5,000	21	(1,103)	-	-	-	(1,103)	-	-	9,611	2,526
Lillie Road	9,564	(1,004)	8,560	6,500	53	(2,060)	-	-	-	(2,060)	-	-	14,680	2,000
Subtotal Development Programme	38,872	2,336	41,208	35,273	2,367	(5,935)	-	-	-	(5,935)	-	-	51,569	10,088
Regeneration Capital Schemes														
Stanhope Joint Venture	3,522	339	3,861	1,031	11	(2,828)	(2)	-	-	(2,830)	-	-	400	9,388
Old Laundry Yard	415	708	1,123	1,123	45	-	-	-	-	-	-	-	536	-
Education City	29,729	(5,167)	24,562	25,000	2,069	438	-	-	-	438	-	-	19,000	2,361
Property Acquisition for Affordable Housing	-	9,631	9,631	9,631	-	-	-	-	-	-	-	-	-	-
New Homes for Refugees	-	14,044	14,044	14,044	2,056	-	-	-	-	-	-	-	-	-
Subtotal Regeneration Capital Schemes	33,666	19,555	53,221	50,829	4,181	(2,390)	(2)	-	-	(2,392)	-	-	19,936	11,749
Planning and Corporate Property														
Nourish Project (Good Growth Fund)	-	-	-	-	-	-	-	-	-	-	-	-	231	-
Subtotal Planning and Corporate Property	-	-	-	-	-	-	-	-	-	-	-	-	231	-
Total Place -HRA Schemes	72,538	21,891	94,429	86,102	6,548	(8,325)	(2)	-	-	(8,327)	-	-	71,736	21,837
Capital Financing Summary														
Specific/External or Other Financing														
Grants and Contributions from Private Developers (includes S106)	2,299	329	2,628	1,021	-	(1,605)	(2)	-	-	(1,607)	-	-	631	6,000
Capital Grants and Contributions from GLA Bodies	300	9,012	9,312	9,312	834	-	-	-	-	-	-	-	-	-
RtB GLA Ringfence and Affordable Housing Grants	7,168	1,655	8,823	7,600	4,237	(1,223)	-	-	-	(1,223)	-	-	545	3,388
Sub-total - Specific or Other Financing	9,767	10,996	20,763	17,933	5,071	(2,828)	-	2	-	(2,830)	-	-	1,176	9,388
Mainstream Financing (Internal Council Resource)														
Capital Receipts (HRA)	7,374	3,700	11,074	3,700	-	(7,374)	-	-	-	(7,374)	-	-	5,842	46,278
1-4-1 capital receipts	1,909	(74)	1,835	1,649	41	(186)	-	-	-	(186)	-	-	2,115	-
Sub-total - Mainstream Funding	9,283	3,626	12,909	5,349	41	(7,560)	-	-	-	(7,560)	-	-	7,957	46,278
HRA Borrowing	53,488	7,269	60,757	62,820	1,436	2,063	-	-	-	2,063	-	-	62,603	(33,829)
Total Capital Financing	72,538	21,891	94,429	86,102	6,548	(8,325)	(2)	0	-	(8,327)	-	-	71,736	21,837

Appendix 1 – Detailed capital budget, spend and variation analysis by department/cont.

Place- General Fund Schemes	2024/25 Original Budget (Full Council)	Adjustment to Approved Budget / Slippages	Revised Budget 2024/25	2024/25 forecast (Q1)	2024/25 Actual spend to date	Adjustment to Approved Budget / Slippages	Additions/ (Reductions)	Transfers	Total Variances	2025/26 Budget	2026/27 Budget	2027/28 Budget	Total Budget (All years)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Scheme Expenditure Summary													
Civic Campus													
Hammersmith Town Hall Refurbishment	27,202	7,786	34,988	22,179	1,162	(12,647)	(162)	-	(12,809)	12,647	-	-	34,826
Acquisition of commercial units	29,264	(2,532)	26,732	26,732	1,419	-	-	-	-	-	-	-	26,732
Commercial Units- Cinema Fit Out	-	1,750	1,750	1,750	-	-	-	-	-	-	-	-	1,750
JV Partnership Loan (Civic Campus)	650	4,527	5,177	5,177	1,674	-	-	-	-	-	-	-	5,177
Sub-total -Civic Campus	57,116	11,531	68,647	55,838	4,255	(12,647)	(162)	-	(12,809)	12,647	-	-	68,485
Development Programme													
Mund Street	1,645	(238)	1,407	2,037	79	-	138	492	630	973	360	-	3,370
Community Schools Programme	350	420	770	278	20	-	-	(492)	(492)	-	-	-	278
Sub-total -Development Programme	1,995	182	2,177	2,315	99	-	138	-	138	973	360	-	3,648
Regeneration Capital Schemes													
West Kensington & Gibbs Green Public Realm	510	490	1,000	1,000	3	-	-	-	-	500	500	500	2,500
WMC JV Exit Costs	1,857	-	1,857	1,857	-	-	-	-	-	-	-	-	1,857
Sub-total- Regeneration Capital Schemes	2,367	490	2,857	2,857	3	-	-	-	-	500	500	500	4,357
Planning and Corporate Property													
Planned Maintenance/DDA Programme	6,580	2,901	9,481	6,418	431	(3,063)	-	-	(3,063)	5,463	2,400	2,400	16,681
Carnwath Road	1,870	-	1,870	1,870	-	-	-	-	-	-	-	-	1,870
North End Road - Good Growth Fund	244	669	913	912	118	-	(1)	-	(1)	-	-	-	912
Divestment in local supported housing	-	548	548	548	102	-	-	-	-	-	-	-	548
Single homelessness and rough sleeping supported accommodation	-	2,251	2,251	2,251	-	-	-	-	-	-	-	-	2,251
Sub-total -Planning and Corporate Property	8,694	6,369	15,063	11,999	651	(3,063)	(1)	-	(3,064)	5,463	2,400	2,400	22,262
Total Expenditure	70,172	18,572	88,744	73,009	5,008	(15,710)	(25)	-	(15,735)	19,583	3,260	2,900	98,752
Capital Financing Summary													
Specific/External or Other Financing													
Capital Grants from Central Government	-	-	-	194	32	-	138	56	194	-	-	-	194
Grants and Contributions from Private Developers (includes S106)	1,036	252	1,288	1,288	50	-	-	-	-	500	500	500	2,788
Community Infrastructure Levy (CIL)	7,200	3,239	10,439	10,277	1,162	-	(162)	-	(162)	-	-	-	10,277
Capital Grants and Contributions from GLA Bodies	20	1,654	1,674	1,674	118	-	-	-	-	-	-	-	1,674
Sub-total - Specific or Other Financing	8,256	5,145	13,401	13,433	1,362	-	(24)	56	32	500	500	500	14,933
GF Borrowing	61,916	13,427	75,343	59,576	3,646	(15,710)	(1)	(56)	(15,767)	19,083	2,760	2,400	83,819
Total Borrowing	61,916	13,427	75,343	59,576	3,646	(15,710)	(1)	(56)	(15,767)	19,083	2,760	2,400	83,819
Total Capital Financing	70,172	18,572	88,744	73,009	5,008	(15,710)	(25)	-	(15,735)	19,583	3,260	2,900	98,752

Appendix 1 – Detailed capital budget, spend and variation analysis by department/cont.

Place- General Fund Schemes	2024/25 Original Budget (Full Council)	<i>Adjustment to Approved Budget / Slippages</i>	Revised Budget 2024/25	2024/25 forecast (Q1)	2024/25 Actual spend to date	<i>Adjustment to Approved Budget / Slippages</i>	<i>Additions/ (Reductions)</i>	<i>Transfers</i>	Total Variances	2025/26 Budget	2026/27 Budget	2027/28 Budget	Total Budget (All years)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Scheme Expenditure Summary													

Climate Change and Transport

Footways and Carriageways	2,030	351	2,381	2,381	203	-	-	-	-	-	2,030	2,030	2,030	8,471
Transport For London Schemes	-	384	384	1,277	91	-	893	-	893	-	-	-	-	1,277
Column Replacement	406	(10)	396	396	2	-	-	-	-	-	346	346	346	1,434
Other Highways Capital Schemes	6,973	791	7,764	6,740	880	(3,057)	2,033	-	(1,024)	-	2,944	-	994	10,678
Green Investment Projects	5,000	(3,080)	1,920	1,675	14	(245)	-	-	(245)	-	3,245	-	-	4,920
Sub-total- Climate Change and Transport	14,409	(1,564)	12,845	12,469	1,190	(3,302)	2,926	-	(376)	-	8,565	2,376	3,370	26,780

Hammersmith Bridge

Hammersmith Bridge Stabilisation Works	4,688	109	4,797	10,602	841	-	2,900	2,905	5,805	-	-	-	-	10,602
Hammersmith Bridge Pre Restoration Works	4,121	2,610	6,731	3,826	35	-	-	(2,905)	(2,905)	-	-	-	-	3,826
Sub-total- Hammersmith Bridge	8,809	2,719	11,528	14,428	876	-	2,900	-	2,900	-	-	-	-	14,428

Public Realm

Waste Collection and Disposal Projects	3,381	(315)	3,066	3,066	161	-	-	-	-	-	-	-	-	3,066
Kings Coronation Youth Fund	597	20	617	617	(13)	-	-	-	-	-	-	-	-	617
Parks Projects	1,359	263	1,622	1,288	401	(382)	48	-	(334)	-	382	-	-	1,670
Leisure Centre Capital Investment	220	-	220	220	-	-	-	-	-	-	-	-	-	220
Sub-total- Public Realm	5,557	(32)	5,525	5,191	549	(382)	48	-	(334)	-	382	-	-	5,573

Public Protection

Public CCTV	1,102	(571)	531	1,652	720	1,121	-	-	1,121	-	-	-	-	1,652
Sub-total- Public Protection	1,102	(571)	531	1,652	720	1,121	-	-	1,121	-	-	-	-	1,652

Total Expenditure	29,877	552	30,429	33,740	3,335	(2,563)	5,874	-	3,311	-	8,947	2,376	3,370	48,433
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Capital Financing Summary

Specific/External or Other Financing														
Capital Grants from Central Government	-	358	358	3,258	185	-	2,900	-	2,900	-	-	-	-	3,258
Grants and Contributions from Private Developers (includes S106/S278)	5,675	2,130	7,805	6,242	1,043	(3,296)	1,733	-	(1,563)	-	3,183	-	994	10,419
Capital Grants/Contributions from Non-departmental public bodies	320	516	836	848	483	-	12	-	12	-	-	-	-	848
Capital Grants and Contributions from GLA Bodies	124	484	608	1,501	92	-	893	-	893	-	-	-	-	1,501
Sub-total - Specific or Other Financing	6,119	3,488	9,607	11,849	1,803	(3,296)	5,538	-	2,242	-	3,183	-	994	16,026

Mainstream Financing (Internal Council Resource)														
Capital Receipts	-	3,381	3,381	3,381	-	-	-	-	-	-	-	-	-	3,381
Use of Reserves	2,679	(1,346)	1,333	1,637	219	(32)	336	-	304	-	32	-	-	1,669
Sub-total - Mainstream Funding	2,679	2,035	4,714	5,018	219	(32)	336	-	304	-	32	-	-	5,050

Borrowing	21,079	(4,971)	16,108	16,873	1,313	765	-	-	765	-	5,732	2,376	2,376	27,357
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Total Capital Financing	29,877	552	30,429	33,740	3,335	(2,563)	5,874	-	3,311	-	8,947	2,376	3,370	48,433
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Appendix 1 – Detailed capital budget, spend and variation analysis by department/cont.

People	Current Year Programme									Future Years Budgets			
	2024/25 Original Budget (Full Council) £'000	Adjustment to Approved Budget / Slippages £'000	Revised Budget 2024/25 £'000	2024/25 forecast (Q1) £'000	2024/25 Actual spend to date £'000	Variance analysis			Total Variances £'000	2025/26 Budget £'000	2026/27 Budget £'000	2027/28 Budget £'000	Total Budget (All years) £'000
						Adjustment to Approved Budget / Slippages £'000	Additions/ (Reductions) £'000	Transfers £'000					
Scheme Expenditure Summary													
Children's Services													
SEN sufficiency	2,500	423	2,923	500	-	(3,656)	1,233	-	(2,423)	3,011	3,334	2,407	9,252
Foster carers' extension	-	432	432	480	181	-	48	-	48	-	-	-	480
Basic Need Placement Sufficiency	291	625	916	1,216	493	300	-	-	300	69	221	-	1,506
Windows & decarbonisation	3,201	5	3,206	3,206	14	-	-	-	-	-	-	-	3,206
Family Hub Transformation Project	-	64	64	64	-	-	-	-	-	-	-	-	64
School Maintenance Programme	1,923	568	2,491	2,491	160	(578)	578	-	-	1,461	1,485	1,507	6,944
Subtotal Children's Services	7,915	2,117	10,032	7,957	849	(3,934)	1,859	-	(2,075)	4,541	5,040	3,914	21,452
Adults Social Care													
Extra Care New Build project (Adults' Personal Social Services Grant)	-	957	957	957	-	-	-	-	-	-	-	-	957
Disabled Facilities Grant	-	399	399	1,519	155	-	1,120	-	1,120	-	-	-	1,519
Transforming Care (Winterbourne Grant)	-	300	300	300	-	-	-	-	-	-	-	-	300
Social Care Capital Projects	-	401	401	912	-	-	511	-	511	-	-	-	912
Subtotal Adults Social Care	-	2,057	2,057	3,688	155	-	1,631	-	1,631	-	-	-	3,688
Total Expenditure	7,915	4,174	12,089	11,645	1,004	(3,934)	3,490	-	(444)	4,541	5,040	3,914	25,140
Capital Financing Summary													
Specific/External or Other Financing													
Capital Grants from Central Government	7,915	3,613	11,528	11,036	823	(3,934)	3,442	-	(492)	4,541	5,040	3,914	24,531
Sub-total - Specific or Other Financing	7,915	3,613	11,528	11,036	823	(3,934)	3,442	-	(492)	4,541	5,040	3,914	24,531
Mainstream Financing (Internal Council Resource)													
General Fund Revenue Account (revenue funding)	-	-	-	48	-	-	48	-	48	-	-	-	48
Use of Reserves	-	432	432	432	181	-	-	-	-	-	-	-	432
Sub-total - Mainstream Funding	-	432	432	480	181	-	48	-	48	-	-	-	480
Borrowing	-	129	129	129	-	-	-	-	-	-	-	-	129
Total Capital Financing	7,915	4,174	12,089	11,645	1,004	(3,934)	3,490	-	(444)	4,541	5,040	3,914	25,140

Appendix 1 – Detailed capital budget, spend and variation analysis by department/cont.

Housing	Current Year Programme									Future Years Budgets			Total Budget (All years) £'000
	2024/25 Original Budget (Full Council) £'000	Adjustment to Approved Budget / Slippages £'000	Revised Budget 2024/25 £'000	2024/25 forecast (Q1) £'000	2024/25 Actual spend to date £'000	Variance analysis			Total Variances £'000	2025/26 Budget £'000	2026/27 Budget £'000	2027/28 Budget £'000	
						Adjustment to Approved Budget / Slippages £'000	Additions/ (Reductions) £'000	Transfers £'000					
Scheme Expenditure Summary													
HRA Asset Management and Compliance Programme													
Pre Agreed Works	7,773	4,000	11,773	11,773	5,242	1,750		(1,750)	-	7,041	11,112	9,214	39,140
Fire Safety Compliance Programme	5,064	(483)	4,581	6,331	1,291	-	-	1,750	1,750	3,150	5,200	6,548	21,229
Fire Safety Complex Schemes	15,185	357	15,542	15,542	1,674	-	-	-	-	13,781	-	4,576	33,899
Lift Schemes	4,192	559	4,751	4,751	-	-	-	-	-	750	800	1,000	7,301
Boiler Schemes	6,922	(332)	6,590	6,590	5	-	-	-	-	4,370	4,670	6,636	22,266
Safety Works - Electrical	5,382	491	5,873	5,873	627	-	-	-	-	2,000	4,360	8,168	20,401
Safety Works	7,924	-	7,924	7,924	137	-	-	-	-	8,052	17,546	21,276	54,798
Void Works	3,200	-	3,200	3,200	671	-	-	-	-	1,200	1,200	1,400	7,000
Other Capital Improvements	2,265	4,216	6,481	6,481	345	-	-	-	-	1,580	770	554	9,385
Capitalised salaries	11,000	(2,249)	8,751	10,925	-	2,174	-	-	2,174	4,600	3,300	1,126	19,951
Capitalised repairs	4,070	-	4,070	4,070	514	-	-	-	-	3,500	3,500	3,982	15,052
Climate Emergency and Other future works	2,593	590	3,183	3,183	110	-	-	-	-	-	3,397	16,974	23,554
HRA Asset Management and Compliance Programme	75,570	7,149	82,719	86,643	10,616	3,924	-	-	3,924	50,024	55,855	81,454	273,976
Capital Financing Summary													
Specific/External or Other Financing													
Capital Grants from Central Government	2,593	1,750	4,343	4,343	-	-	-	-	-				4,343
Contributions from leaseholders	3,100	0	3,100	3,100	-	-	-	-	-	2,700	2,700	2,700	11,200
Grants and Contributions from Private Developers (includes S106)	0	1,029	1,029	1,029	-	-	-	-	-	-	-	-	1,029
Sub-total - Specific or Other Financing	5,693	2,779	8,472	8,472	-	-	-	-	-	2,700	2,700	2,700	16,572
Mainstream Financing (Internal Council Resource)													
Capital Receipts (HRA)	2,200	657	2,857	2,857	-	-	-	-	-	2,200	2,200	3,000	10,257
Major Repairs Reserve (MRR) / Major Repairs Allowance	17,600	(1,519)	16,081	16,081	10,616	-	-	-	-	17,800	18,200	18,800	70,881
Sub-total - Mainstream Funding	19,800	(862)	18,938	18,938	10,616	-	-	-	-	20,000	20,400	21,800	81,138
Borrowing(HRA)	50,077	5,232	55,309	59,233	-	3,924	-	-	3,924	27,324	32,755	56,954	176,266
Total Capital Financing	75,570	7,149	82,719	86,643	10,616	3,924	-	-	3,924	50,024	55,855	81,454	273,976

Appendix 1 – Detailed capital budget, spend and variation analysis by department/cont.

Finance and Corporate Services	Current Year Programme									Future Years Budgets			Total Budget (All years) £'000
	2024/25 Original Budget (Full Council) £'000	Adjustment to Approved Budget / Slippages £'000	Revised Budget 2024/25 £'000	2024/25 forecast (Q1) £'000	2024/25 Actual spend to date £'000	Variance analysis			Total Variances £'000	2025/26 Budget £'000	2026/27 Budget £'000	2027/28 Budget £'000	
						Adjustment to Approved Budget / Slippages £'000	Additions/ (Reductions) £'000	Transfers £'000					
Scheme Expenditure Summary													
Invest to Save - Flexible Use of Capital Receipts	3,597	(3,597)	-	-	-	-	-	-	-	-	-	-	-
Investment in Digital Infrastructure	-	229	229	229	47	-	-	-	-	-	-	-	229
Tech-ionic 2 Device refresh	3,990	(763)	3,227	2,430	275	(797)	-	-	(797)	797	-	-	3,227
Business Intelligence Infrastructure	-	-	-	257	64	-	257	-	257	-	-	-	257
Total Expenditure	7,587	(4,131)	3,456	2,916	386	(797)	257	-	(540)	797	-	-	3,713
Capital Financing Summary													
Mainstream Financing (Internal Council Resource)													
Capital Receipts	3,597	(861)	2,736	2,317	233	(676)	257	-	(419)	676	-	-	2,993
Use of Reserves	3,755	(3,755)	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Mainstream Funding	7,352	(4,616)	2,736	2,317	233	(676)	257	-	(419)	676	-	-	2,993
Borrowing (GF)	-	229	229	229	111	-	-	-	-	-	-	-	229
Borrowing (HRA)	235	256	491	370	42	(121)	-	-	(121)	121	-	-	491
Total Capital Financing	7,587	(4,131)	3,456	2,916	386	(797)	257	-	(540)	797	-	-	3,713

Appendix 2 – General Fund Mainstream Capital Programme 2024-28 with proposed 2024/25 Q1 variations

	Revised Budget 2024/24 £'000	Total Variations £'000	2024/25 forecast (Q1) £'000	Indicative Budget 2025/26 £'000	Indicative Budget 2026/27 £'000	Indicative Budget 2027/28 £'000	Total Budget (All years) £'000
Approved Expenditure							
Ad Hoc Schemes:							
Social Care Capital projects [People]	129	-	129	-	-	-	129
Business Intelligence Infrastructure [F&C]	-	257	257	-	-	-	257
Investment in Digital Infrastructure [F&C]	229	-	229	-	-	-	229
Tech-tonic 2 Device refresh [F&C]	2,736	(676)	2,060	676	-	-	2,736
WMC JV Exit Costs [Place]	1,857	-	1,857	-	-	-	1,857
Carnwath Road [Place]	1,870	-	1,870	-	-	-	1,870
Hammersmith Bridge Strengthening [Place]	4,797	-	4,797	-	-	-	4,797
Hammersmith Bridge Pre Restoration Works [Place]	6,731	-	6,731	-	-	-	6,731
Green Investment Projects [Place]	1,920	-	1,920	3,000	-	-	4,920
Public CCTV [Place]	233	765	998	356	-	-	1,354
North End Road - Good Growth Fund [Place]	601	-	601	-	-	-	601
Leisure Centre Capital Investment [Place]	220	-	220	-	-	-	220
Divestment in local supported housing [Place]	548	-	548	-	-	-	548
Single homelessness and rough sleeping supported accommodation [Place]	889	-	889	-	-	-	889
Corporate Planned Maintenance Programme [Place]	9,481	(3,063)	6,418	5,463	2,400	2,400	16,681
Waste Collection and Disposal Projects [Place]	3,381	-	3,381	-	-	-	3,381
Footways and Carriageways [Place]	1,671	-	1,671	2,030	2,030	2,030	7,761
Column Replacement [Place]	396	-	396	346	346	346	1,434
Parks Programme & Libraries [Place]	140	-	140	-	-	-	140
Hammersmith Town Hall Refurbishment [Place]	24,549	(12,647)	11,902	12,647	-	-	24,549
Community Schools Programme [Place]	770	-	770	-	-	-	770
Mund Street [Place]	1,119	(56)	1,063	973	360	-	2,396
Total Mainstream Programmes	64,267	(15,420)	48,847	25,491	5,136	4,776	84,250
Financing							
Capital Receipts	6,117	(419)	5,698	676	-	-	6,374
Increase/(Decrease) in Borrowing	58,150	(15,001)	43,149	24,815	5,136	4,776	77,876
Total Financing	64,267	(15,420)	48,847	25,491	5,136	4,776	84,250

Appendix 3 – Self-financing schemes

Table 2 - Self-financing schemes and loans CFR movements 2024/25-2027/28 (Quarter 1 forecast)

	Revised Budget 2024/24	Total Variations	2024/25 forecast (Q1)	Indicative Budget 2025/26	Indicative Budget 2026/27	Indicative Budget 2027/28	Total Budget (All years)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Approved Expenditure							
<i>Ad Hoc Schemes:</i>							
Acquisition of commercial units (Civic Campus)	26,732		26,732	-	-		26,732
Commercial Units- Cinema Fit Out [ECD]	1,750		1,750	-	-		1,750
JV Partnership Loan (Civic Campus)	5,177		5,177	-	-		5,177
Total Mainstream Programmes	33,659	-	33,659	-	-		33,659
Financing							
Increase/(Decrease) in Borrowing	33,659	-	33,659	-	-		33,659
Total Financing	33,659	-	33,659	-	-		33,659

The current self-financing schemes include:

- £25m equity loan to the Civic Campus programme
- £10m development financing to WKSR LLP
- £63m investment in acquisition of Civic Campus commercial units
- £1.75m Civic Campus Cinema Fit Out

Appendix 4 – Summary of Prudential Indicators

The Prudential Code requires local authorities to set up and monitor several prudential indicators to ensure that all their capital expenditure, investments and borrowing decisions are prudent and sustainable. In doing so the local authorities will consider their arrangements for the repayment of debt (including through MRP or loans fund repayments) and consideration of risk and the impact, and potential impact, on the authority's overall fiscal sustainability. Indicators for prudence are required to be set over a minimum three-year rolling period. They should also be set in line with a capital strategy and asset management plan that is sustainable over the longer term. Where statutorily ringfenced resources such as the HRA or police fund exist, the indicators of prudence should be set separately for these areas.

As the Council's S151 officer, the Executive Director of Finance and Corporate Services has responsibility to ensure that appropriate prudential indicators are set and monitored and that any breaches are reported to members. The Executive Director of Finance and Corporate Services has confirmed that the PIs set out below are all expected to be complied with in 2024/25 and it is not envisaged at this stage that there will be any difficulty in achieving compliance with the suggested indicators for future years.

Prudential Indicator	2023/24 Actual			2024/25 Forecast			2025/26 Forecast			2026/27 Forecast		
	GF	HRA	Total	GF	HRA	Total	GF	HRA	Total	GF	HRA	Total
Capital Expenditure	£102.1m	£82.7m	£184.8m	£121.3m	£172.8m	£294.1m	£33.9m	£121.8m	£155.7m	£10.7m	£77.7m	£88.4m
Capital Financing Requirement (CFR)	£265.71m	£348.38m	£614.0m	£305.1m	£470.4m	£775.5m	£299.4m	£560.3m	£859.7m	£297.7m	£559.2m	£856.9m
Ratio of Financing Costs to Net Revenue Streams	2.85%	25.62%		2.82%	35.42%		2.80%	38.44%		2.80%	38.44%	
Ratio of Commercial/Service Investment Income to Net Revenue Stream	1.80%	2.71%		1.80%	0.07%		1.79%	3.34%		1.79%	3.34%	
Net Debt vs CFR			£141m underborrowed			£317m underborrowed			£474m underborrowed			£517m underborrowed
Authorised Limit for External Debt			£700m			£850m			£920m			£920m
Operational Debt Boundary			£640m			£790m			£860m			£860m
Limit on surplus funds invested for more than 364 days (non-specified investments)			£120m			£120m			£120m			£120m
Maturity structure of borrowing			Upper limit under 12 months:15% Lower limited 10 years and above:100%			Upper limit under 12 months:15% Lower limited 10 years and above:100%			Upper limit under 12 months:15% Lower limited 10 years and above:100%			Upper limit under 12 months:15% Lower limited 10 years and above:100%

Agenda Item 8

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Cabinet

Date: 07/10/2024

Subject: Proposed Local Development Order & Local Listed Building Development Order - Solar Panels

Report of: Councillor Andrew Jones, Cabinet Member for the Economy

Report author: David Gawthorpe, Team Leader - Policy and Spatial Planning

Responsible Director: Bram Kainth – Executive Director of Place

SUMMARY

This report outlines the council's intention to bring forward a Local Development Order (LDO) for Solar Panels in the borough. The council's initiative to implement a Local Development Order (LDO) for the installation of solar panels represents a progressive step towards sustainable development and climate change mitigation. By simplifying the process and removing the need for individual planning permissions, the council aims to encourage the uptake of solar technology, thereby reducing carbon emissions and promoting renewable energy use. This approach not only benefits the environment but also supports local investment and business growth by providing clarity and reducing bureaucratic hurdles.

Solar panels, also known as photovoltaics (PV), capture the sun's energy and convert it into electricity to use in your home. Fixing solar panels to the roof of a dwelling house is currently considered 'permitted development' under planning law with no need to apply for planning permission. However, restrictions for some including properties in conservation areas and businesses still exist. As part of its commitment to tackle climate change and sustainable development in the borough, the council want to make it easier and clearer for residents and businesses alike to install solar panels on their properties by taking away the remaining red tape and confusion from the process. This can be done by way of a Local Development Order.

Additionally, the council are proposing to do the same for listed buildings where this will not harm their special architectural or historic interest. This is done through a Local Listed Building Consent Order (LLBCO). The inclusion of certain listed buildings further demonstrates our commitment to preserving architectural heritage while embracing modern energy solutions. Overall, these measures reflect a forward-thinking strategy to balance development with environmental stewardship.

Taking a co-produced approach to the design and delivery of community support and services, will help us work together with the community to bring to life our commitment to 'doing things with residents not to them'. As part of this commitment and in accordance with the relevant legislation we will be conducting public consultation on our proposals for the LDO and LLBCO.

RECOMMENDATIONS

1. To approve the making of a draft Local Development Order (LDO) and draft Local Listed Building Consent Order (LLBCO) to allow solar PV panels to be erected on properties in the borough.
 2. That approval be given for a statutory public consultation on the draft Local Development Order and draft Local Listed Building Consent Order.
 3. That delegated authority be given to the Director of Place, in consultation with the Cabinet Member for the Economy, to approve the final format of the consultation papers and, following consideration of representations, adopt the LDO (appendix 1) and LLBCO (appendix 2) post consultation, subject to there not being material changes to either Order as a result of the consultation.
-

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	The proposed Orders seek to address barriers to the uptake of solar PV panels, encouraging PVs to be erected on as many properties as possible in the borough.
Creating a compassionate council	Supporting residents by making the planning processes simpler and easier to navigate.
Doing things with local residents, not to them	Giving as many residents as possible the ability to install solar panels without the need to obtain planning permission and Listed Building Consent.
Being ruthlessly financially efficient	See financial impacts below.
Taking pride in H&F	Giving local businesses and residents an opportunity to contribute towards reducing carbon emissions through renewable energy.
Rising to the challenge of the climate and ecological emergency	This LDO would represent a significant step forward in meeting the ambitions and objectives of tackling climate change and the reliance on fossil fuels.

Financial Impact

Financial Impact

The operational and legal costs associated with the making and consultation of the draft Orders are not considered to be material and are expected to be funded within the approved budget of the Planning Service.

The implementation of the Orders would mean that the Council will forego the associated planning fees for the development permitted by the LDO. Whilst this is unlikely to be a material sum, it would still be a loss of potential revenue for the Council. This will be partially offset through reduced administration costs (due to a potential reduction in the number of applications received).

Completed by Kellie Gooch, Head of Finance (Environment), 8 August 2024.

Verified by Sukvinder Kalsi, Strategic Director of Finance and Corporate Services, 28 August 2024.

Legal Implications

The Town and Country Planning Act 1990 (“TCPA”), s 57 provides that planning permission is required for ‘the carrying out of any development of land’. ‘Development’, is defined in TCPA 1990, s 55(1).

TCPA 1990, s 58(1)(a) provides that planning permission may be granted by a local development order (“LDO”).

TCPA 1990, s 61A provides that an LPA (Local Planning Authority) may by a LDO grant planning permission for development specified in the LDO and/or for development of any specific class. It can relate to all the land within the borough, a specific area or a specific site.

The LDO can:

- be unconditional or conditional;
- granted for an indefinite time or subject to time limitations;
- if it is for a specific description of development can exclude areas or any particular development; and
- revoked at any time.

The LDO cannot grant permission for:

- development affecting a listed building;
- development which is within Schedule 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017, SI 2017/571 (English EIA Regulations); or
- development which is within Schedule 2 of the English EIA Regulations/Welsh EIA Regulations, unless:
 - a screening opinion or direction confirms that the development is not likely to give rise to any significant environmental effects, or

- a screening opinion or direction confirms that the development is likely to give rise to any significant environmental effects, and an environmental impact assessment is carried out and taken into account in confirming the LDO.

The planning conditions attached to the LDO should not be excessive and anyone who fails to comply with a condition imposed by a planning permission granted by an LDO is subject to planning enforcement. If the Council refuses any approval which is a requirement of the LDO, the applicant has a right of appeal under s.78 of the TCPA 1990.

The procedure for production and adoption of LDOs is governed by Schedule 4A of the Town and Country Planning Act 1990 and Part 6, Regulation 34 of The Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO 2010). Regulation 34 requires that where a local planning authority proposes to make an LDO it shall first prepare a draft of the Order and a statement of its reasons for making the Order. The Statement of Reasons must contain a description of the developments the LDO would permit, and a plan/statement identifying the land to which the Order relates. The document attached at Appendix 1 is the consultation draft that contains the Statement of Reasons.

The council is required to consult on the proposals with those persons whose interests they consider would be affected by the Order and with anybody who they would have been required to consult for an application for planning permission for the development in question. For example, they have to consult the Mayor of London, adjoining boroughs, Natural England, Historic England, Environment Agency, Secretary of State for Transport, any strategic highway company affected, a clinical commissioning group and the National Health Service Commissioning Board if they exercise functions in any part of the area and voluntary bodies some or all of whose activities benefit any part of the LPA's area, bodies which represent the interests of persons who share a protected characteristic in the LPA's area, and bodies which represent the interests of persons carrying on business in the LPA's area. The consultation must be for a period of not less than 28 days.

Following the close of the consultation period the council must take account of all representations received and consider what modifications should be made to the draft LDO before it is adopted. If the LDO is adopted with or without modifications the LDO, a copy of the adopted LDO and Statement of Reasons, including any modifications to either as a result of consultation, must be sent to the Secretary of State for Communities and Local Government within 28 days of the resolution to adopt and the LDO placed on the planning register. The Secretary of State can, at any time, make an order revoking an LDO where it thinks it is expedient to do so (giving reasons). In considering an LDO for these purposes, the Secretary of State can take account of any matter it thinks is relevant, whether or not the LPA took that matter into account, and can approve or reject the LDO (giving reasons).

Section 26D of the Planning (Listed Buildings and Conservation Areas) Act 1990 ("LBCA 1990") provides that a Council may grant listed building consent for works (but not demolition) subject to conditions, for all listed buildings or listed buildings of any description in the area or part of the area for which they have control ("LLBCO"). The procedure for making such an order is set out Schedule 2A of the LBCA 1990 and The Planning (Local Listed Building Consent Orders) (Procedure) Regulations

2014. This provides for notice, publicity, consultation and consideration of representations before the LLBCO is adopted.

Planning permission will still be required for solar panels on listed buildings notwithstanding there is a LLDCO granting listed building consent for such work. There is no legal mechanism to waive the need for planning permission, for solar panels on listed buildings.

An LLBCO must be adopted by resolution of the Cabinet.

The Council must prepare an annual report while the LLBCO is in force to assess whether it is achieving its purpose.

Mrinalini Rajaratnam, Chief Solicitor Planning and Property, 12 August 2024

DETAILED ANALYSIS

Proposals and Analysis of Options

The main reason for doing a Local Development Order for solar panels across the borough is that it minimises risk in delivery for residents/homeowners, businesses and developers by providing certainty and reducing costs through:

- a) The Council demonstrating commitment to address climate change through preparation of the LDO as it provides a positive statement of intent and gives confidence in securing future development and investment.
- b) The provisions of an LDO give a clear steer of the Council's ambitions, which provides transparency and provides certainty.
- c) Residents/homeowners, businesses and developers would not have the burden or risk of seeking further planning permissions.
- d) Speeds up delivery by addressing challenges in one go through the public consultation.

The alternative option to doing a LDO is to maintain the status quo, which is to allow national permitted development rights to continue, with all other applications determined through a full planning application process. Currently, solar panels can be installed on the majority of buildings in the borough subject to a few restrictions, including not projecting more than 0.2 metres from the roof slope or wall surface. Where the building is in a conservation area, solar equipment cannot be installed on a wall which fronts a highway without planning permission. Listed Buildings do not benefit from permitted development rights so planning permission from the council to install solar panels is needed.

A significant consideration is whether to allow these rights for solar panels to extend beyond roof and wall installations. The preferred option is that the installation of solar equipment through the order should apply only to equipment installed on the roof of the building, and not extend to other locations within the curtilage of the property,

rear gardens for example. Such an allowance could have implications for green spaces, tree coverage, residential amenity, outlook, and a wide range of other planning and permitted development rights and other regulations.

A typical LDO would include conditions on the installation of solar equipment, and would require written notification to the council prior to the commencement of works. Examples of conditions that may be included in the Order are:

- the solar panels are to be installed on a roof structure;
- the solar panels would protrude no more than 0.2 metres beyond the plane of the roof;
- no part of the solar panels would be higher than the highest part of the roof;
- the solar PV array is sited so as to minimise its effect on the external appearance of the building;
- details of the position, size, fixing, colour and finish of the solar PV array and associated equipment shall be submitted to the council prior to the commencement of works.

The other sub option to consider for the council includes the duration of the LDO. A period of ten years is considered appropriate for the LDO, when a full review of the effects of the LDO will be undertaken. The LDO will be subject to monitoring throughout this period and will be reported through the Annual Monitoring Report. It should be noted that the Council retains the right to revise or revoke the LDO at any time should it deem it appropriate.

Locally Listed Buildings Consent Order

The LDO does not give consent for the installation of solar equipment on listed buildings. This will need to be pursued through a separate Local Listed Building Consent Order (LLBCO). This is a similar order to an LDO and would allow the Council to grant a blanket Listed Building Consent for alterations to more than one listed building, including groups of listed buildings in all or part of the borough, or buildings of a particular description. There is no legislative mechanism that the council can draw upon to remove the need for planning permission on listed buildings, but the removal of the need for Listed Building Consent is possible by way of a LLBCO. We recommend that members consider the removal of planning fees for solar panel applications on Listed buildings.

Both the LDO and LLBCO would be considered 'Schedule 2 Development' per The Town and Country Planning (Environmental Impact Assessment) Regulations 2017, meaning that a screening opinion will be required to determine whether the proposal is likely to give rise to significant environmental effects. The development would fall under Schedule 2: Part 1, 3(a) Energy Industry (for the production of electricity, steam and hot water) which refers to a threshold of 0.5 hectare. If the screening opinion determines that a significant environmental effect is likely, then an Environmental Impact Assessment will be required.

The preparation of a LLBCO would inevitably have implications for heritage properties in the borough and in this context, there are a number of different options that could be pursued. Below is a table outlining the various options and implications of those options.

Table of options, implications and risks

Option	Implications	Risks
<p>1. All Grade I, II*, and II listed buildings included in the Order.</p>	<p>This option would include some of the borough's most important heritage buildings such as Fulham Palace. This would include buildings of exceptional special interest. By removing the need for listed building consent, there is a heightened risk of inappropriate alterations to these buildings that cause damage to their special interest.</p>	<ul style="list-style-type: none"> • This option is not practical as some listed buildings, for example tombs and monuments which do not have a roof and therefore are not relevant to the provisions of the LLBCO. • Some listed buildings such as bridges and structures are of a complex or unusual form and design, where the impact of alterations upon their significance would need to be assessed through the existing Listed Building Consent process to avoid causing unnecessary harm.
<p>2. Only Grade II* and II buildings included in the Order.</p>	<p>This option would exclude Grade I listed buildings from the Order as they are of exceptional special interest. The installation of solar equipment on these buildings would require Listed Building Consent and would ensure that the Council have the means to ensure that their historical and/or architectural interest is preserved.</p> <p>Currently there is only one Grade I listed building in H&F – Fulham Palace.</p>	<ul style="list-style-type: none"> • Some Grade II and Grade II* listed buildings by virtue of their specific design, wider visibility or association with other heritage assets may still be at risk of inappropriate alterations.
<p>3. Only Grade II listed buildings are included in the Order.</p>	<p>Grade I and II* listed buildings would be excluded from the Order. This would exclude those listed buildings that are of exceptional and particularly important buildings of more than special interest. The installation of solar equipment on these buildings would require Listed Building Consent and would ensure that the Council have the means to ensure that their historical and/or architectural interest is preserved.</p>	<ul style="list-style-type: none"> • Some Grade II listed buildings by virtue of their specific design, wider visibility or association with other heritage assets may still be at risk of inappropriate alterations.
<p>4. Selective buildings excluded from the Order.</p>	<p>The Order would be borough-wide but would exclude those listed buildings where it is considered more appropriate to manage the installation of solar equipment through the existing listed building consent process to ensure that their special interest is preserved.</p>	<ul style="list-style-type: none"> • Some listed buildings would need to be managed through the existing listed building consent process. However, this would be proportionate given their significance and would provide clarity on those buildings which do not have a roof and are not eligible for the provisions in

		the Order.
5. Do nothing.	The installation of solar equipment on all listed buildings in the borough would continue to require Listed Building Consent.	<ul style="list-style-type: none"> All listed buildings would need to be managed through the existing Listed Building Consent process, which may deter some applicants from making adaptations.

Option 4 is considered the preferred option. This would allow the council to exclude those listed buildings from the Order where it is determined that the installation of solar panels (even as restricted by the conditions set out in the Order) would likely require assessment through the listed building consent process in order to ensure that their special interest is preserved. A full list of the buildings that could be affected under each of the options is shown in appendix 3. This includes listed structures including historic bridges, tombs/mausoleums, and other structures, (walls, statues etc.) for which installation of solar equipment may not be achievable in principle.

Churches/Ecclesiastical buildings currently in use for ecclesiastical purposes of which there are 12 in the borough (see appendix 2) would be excluded from the Order as those operated by the exempt denominations are subject to their own systems of control over works. As a result, listed building consent is not required for the installation of solar panels in any event.

At this stage, it is the intention for the LDO and LLBCO to cover the provision of standalone solar/PV panels to be installed on top of the roofs of existing buildings. It is suggested that solar tiles and slates should be excluded from the orders for two key reasons. Firstly, this is relatively new technology, which is being developed at pace. Consequently, the efficiency of these products is likely to improve over time and current products may therefore have a limited lifespan.

Secondly, the installation of these particular products are likely to result in the removal of significant areas of traditional roofscapes. These works would be more difficult to control, both in terms of ensuring the watertightness and weatherproofing of historic buildings and reversing such interventions in future. In this regard, ensuring safe storage and retention of original roofing materials for future reuse may be problematic to control. This may result in significant issues if these products require replacement or removal in future. At present the installation of solar panels is the preferred option, since these are easily reversible.

The indicative timetable for the implementation of the LDO and LLBCO is as follows:

- Cabinet considers this report and consultation on an LDO and LLBCO.
- If the report is approved at Cabinet, public consultation on the LDO and LLBCO will be carried out for a period not less than 28 days.
- Following the end of consultation, officers will consider any representations received and whether modifications should be made to the Order(s).
- The council would then refer the LDO to the Secretary of State and assuming no further intervention from the Secretary of State, after 21 days the Orders can come into effect.

Equality Implications

The Council has had due regard to its Public Sector Equality Duty contained in Section 149 of the Equality Act 2010. There are not considered to equality implications from the making and bringing into effect either or both the proposed Orders.

Risk Management Implications

The making of an Order has a set legal and procedural process with the final decision resting with the Secretary of State. It is essential for the council to follow the set processes correctly to minimise the risk of the Secretary of State intervening with the Orders. A key part of the process is a set period of consultation with relevant businesses, residents, and stakeholders. By consulting widely, the council will be able to reduce the risk of challenge by the Secretary of State.

The following could be used to minimise the risk of inappropriate development or development that is not permitted taking place:

- The use of conditions and restrictions to ensure development is appropriate
- A requirement that the council is pre-notified of any development permitted by the LDO and LLBCO
- Ongoing monitoring and review of the effectiveness of the LDO and LLBCO.

Implications completed by: David Hughes, Director of Audit, Fraud, Risk and Insurance, 30 July 2024

Climate and Ecological Emergency Implications

The initiative to implement a Local Development Order and Local Listed Building Consent Order for the installation of solar panels is a forward-thinking move by the council to promote renewable energy and sustainable development within the borough. By streamlining the process and removing the need for planning permission, the council is not only encouraging the adoption of green energy but also supporting the fight against climate change. This approach reflects a growing trend among local authorities to facilitate environmental initiatives and reflects a commitment to reducing carbon footprints.

Implications completed by Hinesh Mehta, Assistant Director for Climate Change, 2 August 2024

Local Economy and Social Value

The Cost of Doing Business crisis put into stark focus the issue of energy security for SMEs (Small and Medium Enterprises) across H&F and beyond. Global volatility caused by the Covid-19 pandemic and war in Ukraine has disrupted the supply of energy across Europe resulting in a rise in the cost of wholesale energy. This has in turn, left SMEs exposed to the soaring cost of energy and heightened the need to

transition to more reliable and sustainable sources of energy to safeguard economic growth and business viability.

With wholesale energy prices set to rise again this winter, bringing forward the proposed Orders for solar panel installation in the borough will help businesses become more self-sufficient and resilient in the face of renewed global shocks, help future-proof planned and existing developments, as well as helping meet our target to become a net zero borough by 2030.

Implications completed by: Nicki Burgess (Head of Business & Enterprise,– 30 July 2024

Section 106

There are no Section 106 implications from the production or bringing into effect the proposed Orders for solar panel installation.

Implications completed by: Matthew Paterson, Head of Spatial Planning– 6 August 2024

Consultation

The council is required to consult on the proposals with those persons whose interests they consider would be affected by the Orders and with anybody who they would have been required to consult for an application for planning permission for the development in question. The consultation must be for a period of not less than 28 days.

LIST OF APPENDICES

Appendix 1. Draft Local Development Order

Appendix 2. Draft LLBCO

Appendix 3. Listed Buildings in Hammersmith and Fulham

APPENDIX 1 - LOCAL DEVELOPMENT ORDER FOR THE INSTALLATION OF SOLAR PANELS ON BUILDINGS IN THE LONDON BOROUGH OF HAMMERSMITH & FULHAM

This Local Development Order is made under the provisions as set out in sections 61A to 61D and Schedule 4A of the Town and Country Planning Act 1990, as amended, and articles 38 and 41 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

1. INTRODUCTION

1.1. The Local Development Order is made on **XX day of XXXX 2024.**

2. BUILDINGS COVERED BY THE ORDER

2.1. The Order covers the following buildings the borough of Hammersmith & Fulham:

a) Any building within area shown in the map attached to this Order in Appendix 1, excluding any listed building;

b) Any building within the area shown in the map attached to this Order in Appendix 1, excluding those buildings listed in Schedule 1 of this Order.

3. DESCRIPTION OF THE CONSENTED WORKS

3.1. The installation of microgeneration solar PV panels and associated equipment. The Order does not grant consent for associated works that may be necessary for the installation of solar panels and associated equipment. This includes the lopping, topping, root reduction or removal of trees or hedgerows to accommodate the installation unless previously agreed in writing by the Local Planning Authority.

3.2. Consent is granted subject to the following conditions:

- i) the solar PV panels are to be installed on a roof structure;
- ii) the solar PV panels would protrude no more than 0.2 metres beyond the plane of the roof when measured from the perpendicular with the external surface of the roof;
- iii) no part of the solar PV panels would be higher than the highest part of the roof, excluding chimneys, except on flat roofs where the solar

PV panels may protrude no more than 0.2 metres beyond the external surface of the roof;

- iv) the solar PV array is, so far as practicable, sited so as to minimise its effect on the external appearance of the building;
- v) the solar PV array is, so far as practicable, sited so as to minimise its effect on the amenity of the area;
- vi) details of the position, size, fixing, colour and finish of the solar PV array and associated equipment shall be submitted to and approved in writing by the Local Planning Authority within 28 days prior to the commencement of works;
- vii) the solar PV equipment is removed as soon as reasonably practicable when no longer needed. Any necessary works of making good shall be finished to return the building to its original condition.

4. STATEMENT OF REASONS

- 4.1. The primary aim of this LDO is to encourage greater take up of renewable technology amongst property owners in the borough. This will increase the sustainability of the borough's building stock by reducing greenhouse gas emissions and reducing reliance on the national grid. At present, the majority of greenhouse gas emissions in the borough come from buildings.
- 4.2. The Order will apply to both domestic and non-domestic buildings, ensuring that all property owners in the borough have equal opportunity to make their properties as sustainable as possible, reduce emissions, and benefit from sustainable technology.
- 4.3. The LDO will offer certainty of outcome for property owners by removing the need to obtain planning permission or prior approval where permitted development rights exist. This will assist the Council and community in delivering green energy facilities while retaining important safeguards to ensure that there are no adverse impacts as a result of installation. Importantly, the LDO removes significant barriers for installing solar equipment in conservation areas.
- 4.4. The LDO does not apply to listed buildings. Owners of listed buildings will still be required to submit an application for full planning permission to the Council when wishing to install solar equipment. The Council is bringing forward a separate Local Listed Building Consent Order (LLBCO) alongside this Order to remove the need for Listed Building Consent when installing solar equipment to remove some of the barriers facing the owners of listed buildings.

5. JUSTIFICATION FOR MAKING THE ORDER

- 5.1. The Council wishes to encourage the installation of solar panels in the borough without having the barrier of the planning system to discourage their installation. It is recognised that their installation on buildings across the whole of the borough would align with the Council's climate goals.

6. PURPOSE OF THE ORDER

- 6.1. In 2019 the Council declared a climate and ecological emergency, setting an ambitious target to reach net zero carbon emissions by 2030 for the borough. It is the goal of the Council to achieve a clean and sustainable future in which human activity works to the benefit of all people and the environment. The best possible health, wellbeing and quality of life for all our residents.
- 6.2. The majority of roofs in the borough are clad in slates or tiles, with some lead roofs. There are now well-established methods for fixing solar panels through permitted development rights, however the Council believes that it is possible to encourage greater take up of this technology through an LDO that removes all remaining barriers for property owners.
- 6.3. The condition requiring approval of details of the position, fixing, size, colour and finish is intended to ensure that there are no adverse impacts arising from installation. While this condition does require the submission of some information to the Council for approval, the process of approving a condition or a Certificate of Lawful Works is much simpler than gaining full planning permission or prior approval. For that reason, it is considered that a reasonable balance has been achieved between a more permissive approach to these works and control of detailed matters of design.

7. LIFETIME OF THE ORDER

- 7.1. The Order is granted for a period of ten (10) years following the day of its adoption, and will expire following this period. The order will cease to apply on the day following the tenth anniversary of its adoption.
- 7.2. The Council reserves the right to revoke or revise the Order at any time during its lifetime.
- 7.3. Development which has commenced under the provisions of the Order will be allowed to be completed in the event that the Order is revoked, revised, or expires.
- 7.4. On the expiration of the Order, the Council will either:

- a) Extend the Order;
- b) Revise and re-issue the Order; or
- c) Return to the established national planning regime.

8. OTHER PARTICULARS

- 8.1. This Order does not remove the requirement for consents required under other legislation, such as building regulations and Listed Building Consent.
- 8.2. Existing permitted development rights are not affected by the Order.
- 8.3. The Council will review the operation of the Order on an annual basis, both quantitatively, in terms of the instances of solar equipment installed under its provisions, and qualitatively, in terms of the effects on the borough. If at any time during the life of the Order it is considered that it is either ineffective in encouraging use of solar panels or is giving rise to unexpected and unacceptable harm, regardless of nature, it will be varied or revoked.
- 8.4. Should the Council choose to review the Order at any point prior to the end date given above, any works authorised by the Order which have been started but not completed may be completed within six months of the date of revocation. Works which have been started but not completed at the end date given above may also be completed within six months of that date. However, once the Order expires or is revoked, any works previously covered by the Order which have not been started, will no longer benefit from the consent granted through the Order.
- 8.5. If at the end of the term of the Order it is considered that it is operating effectively and does not give rise to undue harm, it will be renewed, and a longer term considered.
- 8.6. The Order confers planning permission for the works specified in section 3 of the Order. A breach of the Order by carrying out works not authorised by the Order will be subject to enforcement action.

Schedule 1 – Buildings excluded from the Order

The following buildings and structures are excluded from the Order:

NONE

Appendix 1 – Area covered by the Order

MAP SHOWING EXTENT OF ORDER

APPENDIX 2 - LOCAL LISTED BUILDING CONSENT ORDER FOR THE INSTALLATION OF SOLAR PANELS ON LISTED BUILDINGS IN THE LONDON BOROUGH OF HAMMERSMITH & FULHAM

This Local Listed Building Consent Order is made under the provisions as set out in the Planning (Local Listed Building Consent Orders) (Procedure) Regulations 2014 and Sections 26D - G and 28A and Schedule 2A of the Planning (Listed Buildings and Conservation Areas) Act 1990.

1. INTRODUCTION

- 1.1. The Local Listed Building Consent Order is made on XX day of XXXX 2024.

2. BUILDINGS COVERED BY THE ORDER

- 2.1. The Order covers the following listed buildings in the borough of Hammersmith and Fulham:
 - a) Any Grade II listed building within area shown in the map attached to this Order in Appendix 1, excluding any ecclesiastical building which for the time being is in use for ecclesiastical purposes, and excluding those buildings listed in Schedule 1 of this Order.
 - b) Any building listed at Grade II*, within the area shown in the map attached to this Order in Appendix 1, excluding any ecclesiastical building which for the time being is in use for ecclesiastical purposes, and excluding those buildings listed in Schedule 1 of this Order.
- 2.2. The Order does not apply to Grade I listed buildings or structures. For clarity these are included in Schedule 1 of this Order.
- 2.3. To provide clarity, a list of those listed buildings that the Council considers to be in use for ecclesiastical purposes at the time of making this Order is contained in Schedule 2.

3. DESCRIPTION OF THE CONSENTED WORKS

- 3.1. The installation of solar PV panels and associated equipment, not including solar tiles or replacement roofs. The Order does not grant consent for associated works that may be necessary for the installation of solar panels and associated equipment. This includes the lopping, topping, root reduction or removal of trees or hedgerows to accommodate the installation unless previously agreed in writing by the local planning authority.

3.2. Consent is granted subject to the following conditions:

- i) the solar PV panels are to be installed on a roof structure;
- ii) the solar PV panels are not to be placed on any roof slope facing a highway;
- iii) the solar PV panels would protrude no more than 0.2 metres beyond the plane of the roof when measured from the perpendicular with the external surface of the roof;
- iv) no part of the solar PV panels would be higher than the highest part of the roof, excluding chimneys;
- v) the solar PV array is, so far as practicable, sited so as to minimise its effect on the external appearance of the building;
- vi) the solar PV array is, so far as practicable, sited so as to minimise its effect on the amenity of the area;
- vii) details of the position, size, fixing, colour and finish of the solar PV array and associated equipment shall be submitted to and approved in writing by the Local Planning Authority within 28 days prior to the commencement of works;
- viii) the solar PV equipment is removed as soon as reasonably practicable when no longer needed. Any necessary works of making good shall be finished to return the building to its original condition.

4. STATEMENT OF REASONS

4.1. Buildings are listed for their special architectural and historic interest, and listed building consent is required for works which affect this special interest. In the case of solar PV panels, effects on special interest may arise from changes to the building's appearance and from any interventions required in historic fabric.

4.2. A solar PV array located on the roof of a listed building may in some circumstances, depending on the design of the building, be able to be concealed completely. For instance, some flat or traditional 'London roofs' are wholly or partially screened by parapet walls. Any potentially harmful effects on the appearance of the listed building itself, and as viewed within the wider townscape, particularly from the public realm, will be limited if any solar panels are restricted to flat roofs or to roof slopes which do not face a highway. If carefully designed and sited, appropriately coloured and normally with a non-reflective finish it is likely that any visual impact from solar panels will be further reduced, even where they are visible to a certain extent. Condition vii) above will allow the Council to have oversight of specific matters such as their position, size, colour and finish

- 4.3. Solar panels would appear as an honest and clearly modern intervention where they could be seen on a historic building and would normally be read as part of the equipment necessary for servicing uses conducted within the structure. Equipment of this kind is likely to become commonplace within the townscape as the imperative for carbon reduction measures increases and becomes part of everyday life. The impacts of sensitively designed and discreetly located solar panels have to be considered in this context, and the Council concludes that in this context they would not appear unduly prominent or incongruous features.
- 4.4. Standard methods of fixing solar panels on rails mounted to hooks attached to rafters would not be harmful to the historic fabric of buildings, while it is not likely that significant interventions in historic fabric would be required for the installation of the associated equipment such as cabling or inverters. Condition vii) also allows some control of fixings of the panels themselves and their associated equipment.

5. JUSTIFICATION FOR MAKING THE ORDER

- 5.1. The Council wishes to encourage the installation of solar panels in the borough without having the barrier of the listed building process to discourage their installation. It is recognised that their installation on the less sensitive parts of a listed building would help to ensure the longer-term sustainability of the outstanding townscape of parts of the borough into the 21st Century and would align with the Council's climate goals.
- 5.2. It is considered that installation of solar PV panels for use under this Order, subject to the conditions set out above, would have limited and easily reversible effects in terms of their removal on the special architectural and historic interest of any listed building to which the Order applies. The Order is therefore in compliance with the requirement of S. 66 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 for the local planning authority to have special regard to the desirability of preserving a listed building or its setting or any features of special architectural or historic interest which it possesses. Furthermore, the National Planning Policy Framework (NPPF) requires decision makers to take account of the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation and the need to give great weight to the conservation of designated heritage assets.
- 5.3. Any harm which might be considered to arise from works carried out under the Order would be very minor and would be balanced by the public benefits of making greater use of renewable energy and thereby reducing carbon emissions.

6. PURPOSE OF THE ORDER

- 6.1. In 2019 the Council declared a climate and ecological emergency, setting an ambitious target to reach net zero carbon emissions by 2030 for the borough. It is the goal of the Council to achieve a clean and sustainable future in which human activity works to the benefit of all people and the environment.the best possible health, wellbeing and quality of life for all our residents
- 6.2. The majority of roofs in the borough are clad in slates or tiles, with some lead roofs. There are now well-established methods for fixing solar panels to historic buildings with these features which minimise potential for damage to fabric.
- 6.3. The condition requiring approval of details of the position, fixing, size, colour and finish is intended to ensure that they are as visually unobtrusive as possible. While this condition does require the submission of some information to the Council for approval, the process of approving a condition or a Certificate of Lawful Works is much simpler than that for a full Listed Building Consent application. For that reason, it is considered that a reasonable balance has been achieved between a more permissive approach to these works and control of detailed matters of design.

7. LIFETIME OF THE ORDER

- 7.1. The Order is granted for a period of ten (10) years following the day of its adoption, and will expire following this period. The order will cease to apply on the day following the tenth anniversary of its adoption.
- 7.2. The Council reserves the right to revoke or revise the Order at any time during its lifetime.
- 7.3. Development which has commenced under the provisions of the Order will be allowed to be completed in the event that the Order is revoked, revised, or expires.
- 7.4. On the expiration of the Order, the Council will either:
 - a) Extend the Order;
 - b) Revise and re-issue the Order; or
 - c) Return to the established national planning regime.

8. OTHER PARTICULARS

- 8.1. The Order has been made in accordance with the requirements of the Planning (Local Listed Building Consent Orders) (Procedure) Regulations 2014, including a public consultation of at least 28 days, and consultation with Historic England of at least 28 days. Representations received in response to these consultations have been considered in drawing up the final version of the Order.
- 8.2. The Council will review the operation of the Order on an annual basis, both quantitatively, in terms of the instances of solar equipment installed under its provisions, and qualitatively, in terms of the effects on the listed buildings affected. If at any time during the life of the Order it is considered that it is either ineffective in encouraging use of solar panels or is giving rise to unexpected and unacceptable harm to listed buildings to which it applies, it will be varied or revoked.
- 8.3. Should the Council choose to review the Order at any point prior to the end date given above, any works authorised by the Order which have been started but not completed may be completed within six months of the date of revocation. Works which have been started but not completed at the end date given above may also be completed within six months of that date. However, once the Order expires or is revoked, any works previously covered by the Order which have not been started, will no longer benefit from the consent granted through the Order.
- 8.4. If at the end of the term of the Order it is considered that it is operating effectively and does not give rise to undue harm, it will be renewed, and a longer term considered.
- 8.5. As an Order confers listed building consent for the works specified in section 3 of the Order. A breach of the Order by carrying out works not authorised by the Order will be subject to enforcement action.

Schedule 1 – Buildings excluded from the Order

The following listed buildings and structures are excluded from the Order:

List Entry Name	List Entry Number	Grade	Location
FULHAM PALACE	1286903	I	FULHAM PALACE FULHAM PALACE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
HAMMERSMITH BRIDGE	1079819	II*	HAMMERSMITH BRIDGE HAMMERSMITH BRIDGE W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
CAMPBELL FAMILY MAUSOLEUM	1079822	II*	St Mary's Catholic Cemetery Harrow Road Kensal Green NW10 6QU Non Civil Parish Hammersmith and Fulham Greater London Authority
GRAND HALL AND PILLAR HALL, OLYMPIA EXHIBITION CENTRE	1096048	II*	Olympia Exhibition Centre Hammersmith Road/Olympia Way W14 8UX Non Civil Parish Hammersmith and Fulham Greater London Authority
GREENSIDE SCHOOL	1253036	II*	GREENSIDE SCHOOL WESTVILLE ROAD W12 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
GASHOLDER NO 2, FULHAM GASWORKS	1261959	II*	Imperial Road Sands End Fulham London SW6 2EQ Non Civil Parish Hammersmith and Fulham Greater London Authority
CREMORNE BRIDGE, WEST LONDON EXTENSION RAILWAY BRIDGE	1393006	II*	CREMORNE BRIDGE WEST LONDON EXTENSION RAILWAY BRIDGE HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF GEORGE BROAD APPROXIMATELY 160 METRES EAST OF WEST GATE, HAMMERSMITH CEMETERY	1072615	II	TOMB OF GEORGE BROAD APPROXIMATELY 160 METRES EAST OF WEST GATE HAMMERSMITH CEMETERY MARGRAVINE ROAD W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority

TOMB OF ABRAHAM SMITH APPROXIMATELY 50 METRES EAST OF WEST GATE HAMMERSMITH CEMETERY	1072616	II	TOMB OF ABRAHAM SMITH APPROXIMATELY 50 METRES EAST OF WEST GATE HAMMERSMITH CEMETERY MARGRAVINE ROAD HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF FREDERICK HAROLD YOUNG APPROXIMATELY 40 METRES EAST OF WEST GATE HAMMERSMITH CEMETERY	1072617	II	TOMB OF FREDERICK HAROLD YOUNG APPROXIMATELY 40 METRES EAST OF WEST GATE HAMMERSMITH CEMETERY MARGRAVINE ROAD HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
2 K2 TELEPHONE KIOSKS	1079755	II	2 K2 TELEPHONE KIOSKS BROOK GREEN W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
WALLS AND WROUGHT-IRON GATES TO THE RAVENSCOURT PARK WALLED GARDEN	1079769	II	Ravenscourt Park Paddenswick Road Hammersmith London W6 0UA Non Civil Parish Hammersmith and Fulham Greater London Authority
STATUE IN CENTRE OF GARDENS	1079775	II	STATUE IN CENTRE OF GARDENS ST PETER'S SQUARE W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
BLACK BULL FIGURE OUTSIDE THE RAVENSCOURT ARMS PUBLIC HOUSE	1079786	II	BLACK BULL FIGURE OUTSIDE THE RAVENSCOURT ARMS PUBLIC HOUSE KING STREET W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
BOTTLE KILN AT FULHAM POTTERY	1079795	II	BOTTLE KILN AT FULHAM POTTERY 210 NEW KING'S ROAD SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
GATE PIERS TO NO 282	1079796	II	GATE PIERS TO NO 282 NORTH END ROAD SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
PUTNEY BRIDGE	1079799	II	PUTNEY BRIDGE PUTNEY BRIDGE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater

			London Authority
TOMB OF THOMAS SHERLOCK CLOSE TO EAST WALL TO NORTH OF TOMB OF HENRY COMPTON (IN ALL SAINTS CHURCHYARD, FULHAM)	1079800	II	TOMB OF THOMAS SHERLOCK CLOSE TO EAST WALL TO NORTH OF TOMB OF HENRY COMPTON (IN ALL SAINTS CHURCHYARD FULHAM) PUTNEY BRIDGE APPROACH SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF BISHOP ROBERT LOWTH, DUE EAST OF VESTRY (IN ALL SAINTS CHURCHYARD, FULHAM)	1079801	II	TOMB OF BISHOP ROBERT LOWTH DUE EAST OF VESTRY (IN ALL SAINTS CHURCHYARD FULHAM) PUTNEY BRIDGE APPROACH SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
BANKS FAMILY TOMB TO NORTH EAST OF CHANCEL OF ST PAULS CHURCH, HAMMERSMITH	1079803	II	BANKS FAMILY TOMB TO NORTH EAST OF CHANCEL OF ST PAULS CHURCH HAMMERSMITH QUEEN CAROLINE STREET W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
FORECOURT RAILINGS TO NORTH FRONT AT HURLINGHAM HOUSE	1079805	II	FORECOURT RAILINGS TO NORTH FRONT AT HURLINGHAM HOUSE RANELAGH GARDENS SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
GARAGES TO SOUTH EAST OF LODGE	1079815	II	GARAGES TO SOUTH EAST OF LODGE FULHAM PALACE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
MILE POST OPPOSITE NO 756, WITHIN THE BOUNDARY WALL OF 'THE DRIVE MANSIONS'	1079817	II	MILE POST OPPOSITE NO 756 WITHIN THE BOUNDARY WALL OF 'THE DRIVE MANSIONS' FULHAM ROAD SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
BOLLARD SET INTO PAVEMENT OUTSIDE NO 7	1079835	II	BOLLARD SET INTO PAVEMENT OUTSIDE NO 7 ADDISON BRIDGE PLACE W14 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority

BOLLARD SET INTO PAVEMENT OUTSIDE NO 8	1079836	II	BOLLARD SET INTO PAVEMENT OUTSIDE NO 8 ADDISON BRIDGE PLACE W14 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
RAILINGS TO ST PAUL'S GIRLS SCHOOL	1191582	II	RAILINGS TO ST PAUL'S GIRLS SCHOOL BROOK GREEN W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
BELGIAN WAR MEMORIAL	1192181	II	Belgian War Memorial St Mary's Roman Catholic Cemetery Harrow Road NW10 ST MARY'S ROMAN CATHOLIC CEMETARY HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
MILEPOST OUTSIDE NO 81 (ANGEL HOTEL)	1192264	II	MILEPOST OUTSIDE NO 81 (ANGEL HOTEL) KING STREET W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB CLOSE TO CENTRE OF CHANCEL EAST WALL, ABOUT TWO YARDS TO SOUTH OF TOMB OF THOMAS SHERLOCK (IN ALL SAINTS CHURCH, FULHAM)	1192599	II	TOMB CLOSE TO CENTRE OF CHANCEL EAST WALL ABOUT TWO YARDS TO SOUTH OF TOMB OF THOMAS SHERLOCK (IN ALL SAINTS CHURCH FULHAM) PUTNEY BRIDGE APPROACH SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
FENN FAMILY TOMB, TO NORTH EAST OF CHURCH OF ST PAUL, HAMMERSMITH	1192653	II	FENN FAMILY TOMB TO NORTH EAST OF CHURCH OF ST PAUL HAMMERSMITH QUEEN CAROLINE STREET W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMBSTONE TO WARRINGTON TAYLOR IN CHURCHYARD OF ST THOMAS OF CANTERBURY CHURCH ABOUT 50 FEET TO SOUTH OF TOWER	1192856	II	TOMBSTONE TO WARRINGTON TAYLOR IN CHURCHYARD OF ST THOMAS OF CANTERBURY CHURCH ABOUT 50 FEET TO SOUTH OF TOWER RYLSTON ROAD SW6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
WAR MEMORIAL	1192961	II	WAR MEMORIAL SHEPHERDS BUSH COMMON W12

			HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
PILLAR BOX OUTSIDE NO 49	1193004	II	PILLAR BOX OUTSIDE NO 49 TUNIS ROAD W12 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
RIVER EMBANKMENT WALL (EXTENDING BETWEEN NOS 20 AND 36)	1193027	II	RIVER EMBANKMENT WALL (EXTENDING BETWEEN NOS 20 AND 36) UPPER MALL W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF SAMUEL JONES APPROX 5 M SOUTH OF ST PAULS CHURCH	1246022	II	TOMB OF SAMUEL JONES APPROX 5 M SOUTH OF ST PAULS CHURCH QUEEN CAROLINE STREET HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
MONUMENT TO MARIA TUSTIN, KENSAL GREEN CEMETERY	1246126	II	Tomb of Maria Tustin Kensal Green Cemetery Harrow Road London W10 4RA HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF ALEXANDRINA AND HERBERT ALLINGHAM	1246127	II	TOMB OF ALEXANDRINA AND HERBERT ALLINGHAM HARROW ROAD W10 KENSAL GREEN CEMETERY HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF MARIGOLD CHURCHILL	1246128	II	TOMB OF MARIGOLD CHURCHILL HARROW ROAD W10 KENSAL GREEN CEMETERY HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
K2 TELEPHONE KIOSK	1252954	II	K2 TELEPHONE KIOSK CRONDACE ROAD SW6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
LAMP STANDARD, RAILING, PIER AND GATEHOUSE WITH GATE ON RIGHT HAND SIDE OF ENTRANCE TO REAR OF	1253002	II	LAMP STANDARD RAILING PIER AND GATEHOUSE WITH GATE ON RIGHT HAND SIDE OF ENTRANCE TO REAR OF NO184 SHEPHERDS BUSH ROAD

NO184			HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
LODGE ON NORTH EAST OF ENTRANCE DRIVE AND MOAT BRIDGE	1253047	II	LODGE ON NORTH EAST OF ENTRANCE DRIVE AND MOAT BRIDGE FULHAM PALACE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
STREET WALL, RAILINGS AND GATES TO NUMBER 17	1261966	II	STREET WALL RAILINGS AND GATES TO NUMBER 17 ST DUNSTAN'S ROAD W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
GATES AND RAILINGS TO LINDEN HOUSE	1261970	II	GATES AND RAILINGS TO LINDEN HOUSE 60 UPPER MALL W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB ABOUT 3 YARDS TO EAST OF EAST END AND TO NORTH EAST OF TOMB OF THOMAS SHERLOCK (IN ALL SAINTS CHURCHYARD)	1286516	II	TOMB ABOUT 3 YARDS TO EAST OF EAST END AND TO NORTH EAST OF TOMB OF THOMAS SHERLOCK (IN ALL SAINTS CHURCHYARD) PUTNEY BRIDGE APPROACH SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
MAUSOLEUM 10 YARDS TO SOUTH OF CHAPEL	1286747	II	Mausoleum 10 yards to south of chapel St Mary's Roman Catholic Cemetery Harrow Road NW10 ST MARY'S ROMAN CATHOLIC CEMETARY HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
WALLS OF OLD GARDEN	1286913	II	WALLS OF OLD GARDEN FULHAM PALACE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
BOLLARDS SET INTO PAVEMENT OUTSIDE NO 7	1358540	II	BOLLARDS SET INTO PAVEMENT OUTSIDE NO 7 ADDISON BRIDGE PLACE W14 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
BOLLARD SET INTO PAVEMENT	1358541	II	BOLLARD SET INTO PAVEMENT OUTSIDE NO 9

OUTSIDE NO 9 ADDISON BRIDGE PLACE			ADDISON BRIDGE PLACE W14 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
6 BOLLARDS AT ENTRANCE TO BEACONSFIELD WALK	1358563	II	6 BOLLARDS AT ENTRANCE TO BEACONSFIELD WALK PARSONS GREEN LANE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF FRANCIS CHILD CLOSE TO SOUTH WALL OF SOUTH CHAPEL AND CHURCHYARD OF ALL SAINTS CHURCH	1358564	II	TOMB OF FRANCIS CHILD CLOSE TO SOUTH WALL OF SOUTH CHAPEL AND CHURCHYARD OF ALL SAINTS CHURCH PUTNEY BRIDGE APPROACH SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
WAR MEMORIAL IN VICARAGE GARDEN	1358566	II	WAR MEMORIAL IN VICARAGE GARDEN CHURCH GATE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
CHAPEL	1358570	II	Chapel Fulham Palace SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
PILLAR BOX OUTSIDE NO 59	1358572	II	PILLAR BOX OUTSIDE NO 59 GODOLPHIN ROAD W12 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
MORTUARY CHAPEL OF CONDE DE BAYONA MARQUES DE MISA 15 YARDS SOUTH WEST OF CHAPEL INCLUDING RAILED FORECOURT	1358575	II	MORTUARY CHAPEL OF CONDE DE BAYONA MARQUES DE MISA 15 YARDS SOUTH WEST OF CHAPEL INCLUDING RAILED FORECOURT HARROW ROAD NW10 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
PILLAR BOX OUTSIDE NO 53	1358580	II	PILLAR BOX OUTSIDE NO 53 WESTWICK GARDENS W14 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
PILLAR BOX OUTSIDE NO 59	1358581	II	PILLAR BOX OUTSIDE NO 59 WOOD LANE W12 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority

TWO K2 TELEPHONE KIOSKS	1358583	II	TWO K2 TELEPHONE KIOSKS MACLISE ROAD W14 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
MOAT BRIDGE AND ATTACHED GATE PIERS AT ENTRANCE TO FULHAM PALACE	1358584	II	MOAT BRIDGE AND ATTACHED GATE PIERS AT ENTRANCE TO FULHAM PALACE FULHAM PALACE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF RICHARD HONEY AND GEORGE FRANCIS AT ST PAUL'S CHURCHYARD	1382112	II	TOMB OF RICHARD HONEY AND GEORGE FRANCIS AT ST PAUL'S CHURCHYARD HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
PARISH BOUNDARY MARKERS, KENSAL GREEN CEMETERY	1389245	II	Parish Boundary Markers Kensal Green Cemetery Harrow Road London W10 4RA KENSINGTON Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF GRANVILLE SHARP, ALL SAINTS CHURCHYARD	1391900	II	TOMB OF GRANVILLE SHARP ALL SAINTS CHURCHYARD CHURCH GATE ALL SAINTS FULHAM CHURCHYARD FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
WAR MEMORIAL	1392026	II	WAR MEMORIAL SANDS END LANE FULHAM HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
TOMB OF BURCHELL FAMILY INCLUDING WILLIAM BURCHELL, LOCATED APPROXIMATELY 2M FROM THE SOUTH ELEVATION OF ALL SAINTS CHURCH	1393343	II	TOMB OF BURCHELL FAMILY INCLUDING WILLIAM BURCHELL LOCATED APPROXIMATELY 2M FROM THE SOUTH ELEVATION OF ALL SAINTS CHURCH PUTNEY BRIDGE APPROACH FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
MONUMENT TO TIGRAN SARKIES, KENSAL GREEN CEMETERY	1403624	II	Monument to Tigran Sarkies Kensal Green Cemetery Harrow Road London W10 4RA Non Civil Parish Hammersmith and Fulham Greater London Authority
MONUMENT TO HENRY RUSSELL,	1405479	II	Tomb of Henry Russell Kensal Green Cemetery Harrow

KENSAL GREEN CEMETERY			Road London W10 4RA Non Civil Parish Hammersmith and Fulham Greater London Authority
DRAPED WOMAN SCULPTURE	1431422	II	North Verbena Gardens Great West Road Hammersmith London W6 9AH Non Civil Parish Hammersmith and Fulham Greater London Authority
WAR MEMORIAL AT THE FORMER CHURCH OF ST JOHN THE EVANGELIST, HAMMERSMITH	1432477	II	The Bishop Centre Godolphin and Latymer School Iffley Road Hammersmith London W6 0LB Non Civil Parish Hammersmith and Fulham Greater London Authority
RECEPTION HOUSE, HAMMERSMITH CEMETERY	1436663	II	Margravine Gardens Hammersmith London W6 8RL Non Civil Parish Hammersmith and Fulham Greater London Authority
BLAKE'S MUNITIONS WAR MEMORIAL, MARGRAVINE CEMETERY	1437915	II	Margravine (Hammersmith) Cemetery Margravine Road Hammersmith Greater London W6 8RL Non Civil Parish Hammersmith and Fulham Greater London Authority
J LYONS AND COMPANY FIRST WORLD WAR MEMORIAL, MARGRAVINE CEMETERY	1442826	II	Margravine Cemetery Margravine Road Hammersmith London W6 8HA Non Civil Parish Hammersmith and Fulham Greater London Authority
FULHAM (ALL SAINTS) WAR MEMORIAL	1444981	II	All Saints Church Putney Bridge Approach Fulham Middlesex SW6 3LA Non Civil Parish Hammersmith and Fulham Greater London Authority
MARSHALL WAR MEMORIAL	1449486	II	Church of St Peter St Peter's Terrace London SW6 7JS Non Civil Parish Hammersmith and Fulham Greater London Authority
WAR MEMORIAL AT THE CHURCH OF ST THOMAS OF CANTERBURY	1450604	II	60 Rylston Road Fulham London SW6 7HW Non Civil Parish Hammersmith and Fulham Greater London Authority
OLYMPIA NATIONAL AND OLYMPIA CENTRAL, OLYMPIA EXHIBITION CENTRE	1456674	II	Olympia Exhibitions Ltd Hammersmith Road London W14 8UX Non Civil Parish Hammersmith and Fulham Greater London Authority
HARWATH MAUSOLEUM, ST THOMAS OF CANTERBURY CHURCHYARD	1463196	II	St Thomas's Church 60 Rylston Road Fulham London SW6 7HW Non Civil Parish Hammersmith and Fulham

			Greater London Authority
THE FORMER EXHIBITION BLOCK OF WATSON HOUSE, NOW THE PIPER BUILDING, AND THE ATTACHED RELIEF PANELS BY JOHN PIPER	1482128	II	The Piper Building Peterborough Road London SW6 3EF Non Civil Parish Hammersmith and Fulham Greater London Authority

Schedule 2 – Buildings in use for ecclesiastical purposes

Introduction

Ecclesiastical buildings used for ecclesiastical purposes are exempt from listed building controls per the Planning (Listed Buildings and Conservation Areas) Act 1990. This means that buildings that are covered by the exemption do not require Listed Building Consent from the LPA.

The five 'Exempt Denominations' are:

1. The Church of England
2. The Roman Catholic Church
3. The Methodist Church
4. The Baptist Union of Great Britain
5. The United Reformed Church

The system is regulated by The Ecclesiastical Exemption (Listed Buildings and Conservation Areas) (England) Order 2010¹.

All five groups have their own arrangements for handling changes to historic buildings which provide the same standards of protection as the listed building consent system operated by the LPA.

Churches and other places of worship still require planning permission from the local planning authority for external alterations and changes in their use, irrespective of their denomination.

Buildings exempt from listed building control

It is understood that the exemption applies to 13 listed churches in the borough. These are:

*Grade II**

1. Church of Holy Trinity, Brook Green W6
2. Church of St Paul, Queen Caroline Street, Hammersmith W6
3. St Peter's Church, Hammersmith, Black Lion Lane W6
4. Church of St Thomas of Canterbury, Rylston Road SW6
5. Church of the Holy Innocents, Paddenswick Road W6
6. Church of All Saints, Putney Bridge Approach SW6

Grade II

7. Church of St Alban, Margravine Road W6
8. Church of St Dionis, Parsons Green SW6

¹ <https://www.legislation.gov.uk/ukxi/2010/1176/contents/made>

9. St Andrews Fulham Fields, Greyhound Road, W14
10. Church of St Simon, And Attached Hall, Rockley Road, W14
11. Church of St Stephen The Martyr And St Thomas, Uxbridge Road W12
12. Church of St John Walham Green, North End Road, SW6
13. Church of the Holy Ghost and St Stephen, Ashchurch Grove, W12

Appendix 1 – Area covered by the Order

MAP SHOWING EXTENT OF ORDER

APPENDIX 3 - Listed Buildings in Hammersmith and Fulham

Across the borough there is 1 Grade I listed building, about 40 Grade II* listed buildings and the rest are Grade II (c.500). Grade I and Grade II* listed buildings are listed below. A full list of listed buildings in the borough can be downloaded from the Historic England website here: [Search the List - Find listed buildings, monuments, battlefields and more | Historic England](#)

Grade I

List Entry Name	List Entry Number	Grade	Location
FULHAM PALACE	1286903	I	FULHAM PALACE FULHAM PALACE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority

Grade II*

List Entry Name	List Entry Number	Grade	Location
SUSSEX HOUSE INCLUDING BOUNDARY WALL TO NORTH	1079781	II*	SUSSEX HOUSE INCLUDING BOUNDARY WALL TO NORTH 12-14 UPPER MALL W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
13 AND 15, UPPER MALL W6, HAMMERSMITH	1079782	II*	13 AND 15 UPPER MALL W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
CHURCH OF ST PAUL, HAMMERSMITH	1079802	II*	CHURCH OF ST PAUL HAMMERSMITH QUEEN CAROLINE STREET W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
SIR WILLIAM POWELL'S ALMSHOUSES, INCLUDING GATE PIERS, RAILINGS AND GATES TO WEST	1079809	II*	SIR WILLIAM POWELL'S ALMSHOUSES INCLUDING GATE PIERS RAILINGS AND GATES TO WEST 1-12 CHURCH GATE SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
HAMMERSMITH BRIDGE	1079819	II*	HAMMERSMITH BRIDGE HAMMERSMITH BRIDGE W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
7,	1079821	II*	7 HAMMERSMITH TERRACE W6

HAMMERSMITH TERRACE W6, HAMMERSMITH			HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
CAMPBELL FAMILY MAUSOLEUM	1079822	II*	St Mary's Catholic Cemetery Harrow Road Kensal Green NW10 6QU Non Civil Parish Hammersmith and Fulham Greater London Authority
22 AND 22A, AVONMORE ROAD W14, HAMMERSMITH	1079838	II*	22 AND 22A AVONMORE ROAD W14 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
CHURCH OF ST PETER	1079843	II*	CHURCH OF ST PETER BLACK LION LANE W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
CHURCH OF HOLY TRINITY	1079845	II*	CHURCH OF HOLY TRINITY BROOK GREEN W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
GRAND HALL AND PILLAR HALL, OLYMPIA EXHIBITION CENTRE	1096048	II*	Olympia Exhibition Centre Hammersmith Road/Olympia Way W14 8UX Non Civil Parish Hammersmith and Fulham Greater London Authority
FULHAM TOWN HALL (ORIGINAL BUILDING AND 1904-5 EXTENSION)	1191939	II*	Harwood Road Fulham Road FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
CONVENT AND SCHOOL OF THE SACRED HEART	1192062	II*	CONVENT AND SCHOOL OF THE SACRED HEART 212 HAMMERSMITH ROAD W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
CHURCH OF THE HOLY INNOCENTS	1192523	II*	CHURCH OF THE HOLY INNOCENTS PADDENSWICK ROAD W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
HURLINGHAM HOUSE	1192658	II*	HURLINGHAM HOUSE RANELAGH GARDENS SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
ROYAL MASONIC HOSPITAL, WITH ASSOCIATED	1192740	II*	ROYAL MASONIC HOSPITAL WITH ASSOCIATED BOUNDARY WALLS GATES RAILINGS AND PLANTERS RAVENSCOURT PARK W6 HAMMERSMITH Non Civil Parish

BOUNDARY WALLS, GATES, RAILINGS AND PLANTERS			Hammersmith and Fulham Greater London Authority
KELMSCOTT HOUSE	1193040	II*	KELMSCOTT HOUSE 26 UPPER MALL W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
FORMER ODEON CINEMA	1252993	II*	FORMER ODEON CINEMA QUEEN CAROLINE STREET HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
GREENSIDE SCHOOL	1253036	II*	GREENSIDE SCHOOL WESTVILLE ROAD W12 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
GASHOLDER NO 2, FULHAM GASWORKS	1261959	II*	Imperial Road Sands End Fulham London SW6 2EQ Non Civil Parish Hammersmith and Fulham Greater London Authority
PARISH CHURCH OF ALL SAINTS	1286566	II*	PARISH CHURCH OF ALL SAINTS PUTNEY BRIDGE APPROACH SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
SANDFORD MANOR HOUSE	1286723	II*	SANDFORD MANOR HOUSE KINGS ROAD SW6 FULHAM Non Civil Parish Hammersmith and Fulham Greater London Authority
CHURCH OF ST JOHN THE EVANGELIST	1286817	II*	CHURCH OF ST JOHN THE EVANGELIST GLENTHORNE ROAD W6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
CHURCH OF ST THOMAS OF CANTERBURY	1358590	II*	CHURCH OF ST THOMAS OF CANTERBURY RYLSTON ROAD SW6 HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
CREMORNE BRIDGE, WEST LONDON EXTENSION RAILWAY BRIDGE	1393006	II*	CREMORNE BRIDGE WEST LONDON EXTENSION RAILWAY BRIDGE HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
GATEHOUSE AT HMP WORMWOOD SCRUBS	1393182	II*	Gatehouse at HMP Wormwood Scrubs Du Cane Road HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
CHAPEL AT	1393205	II*	Chapel at HMP Wormwood Scrubs Du Cane

HMP WORMWOOD SCRUBS			Road HAMMERSMITH Non Civil Parish Hammersmith and Fulham Greater London Authority
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Agenda Item 9

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Cabinet

Date: 07/10/2024

Subject: Local Plan review – timetable, resourcing and community involvement

Report of: Councillor Andrew Jones, Cabinet Member for the Economy

Report author: David Gawthorpe, Team Leader - Policy and Spatial Planning

Responsible Director: Bram Kainth – Executive Director of Place

SUMMARY

We want to be bold, brave and ambitious in Hammersmith & Fulham. We're aiming high and want to become the best place to live and work in Europe. The Labour government's commitment to constructing 1.5 million new homes within five years presents a significant opportunity for the borough to address housing needs while also contributing to broader social and economic objectives. Furthermore, the borough's proactive stance on climate change, as evidenced by the adoption of the Climate Change Supplementary Planning Document, aligns with the national goal of achieving zero carbon emissions. The review of the Local Plan in Hammersmith & Fulham is therefore not only timely but essential in ensuring that the borough can meet its bold objectives within the framework of the new national housing agenda and local climate commitments.

The Local Plan is the key planning document for the borough. It provides the framework for meeting the future development needs of the area and will set out policies and guidance to shape our places, plan and manage growth and guide development across the borough over a 15- year period. We will use the Local Plan to guide our decisions on the location, amount, and type of development the borough needs to accommodate growth and the infrastructure required to support it. Ultimately, the Local Plan will be the main document against which we assess planning applications.

As part of the local plan-making process, every Local Planning Authority is required to prepare and maintain a document known as a Local Development Scheme (LDS). This is reviewed periodically and sets out the timetable for the preparation of planning documents such as the Local Plan. The current Local Development Scheme for Hammersmith & Fulham requires updating to reflect the proposed local plan review timetable, as well as the latest guidance and requirements on plan making. This report sets out the revised LDS for approval and subsequent publication.

While there are no direct financial implications from the adoption and publication of a Local Development Scheme, there would be significant resource and financial implications associated with the preparation of a full Local Plan Review. In this report we also detail the resourcing required for the Local Plan review.

Taking a co-produced approach to the design and delivery of community support and services, will help us work together with the community to bring to life our commitment to 'doing things with residents not to them'. As part of this commitment, we intend to update our methods of engaging the community in the preparation of the Local Plan and the planning application process. Post pandemic there is a greater desire from the community to use digital technology to receive information and engage in Council initiatives. We need to ensure our community engagement on the preparation of local plan and for planning application consultations fully utilises digital connectivity. The details of how we will engage interested and affected residents and organisations in planning are required to be set out in the council's Statement of Community Involvement (SCI). This report also seeks approval for consultation on a revised SCI.

RECOMMENDATIONS

1. That Cabinet approves the adoption and publication of the attached Local Development Scheme (Appendix 1) and for this to be brought into effect from 1st November 2024.
2. That Cabinet approves the release of funding from planning reserves for the reasons as described within this report to enable the review of the adopted Local Plan during the remainder of financial year 2024/25 and continuing in 2025/26 and 2026/27.
3. That Cabinet approves the draft updated Statement of Community Involvement (SCI) for public consultation (Appendix 2).

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	The review of the Local Plan will build on corporate objectives on shared prosperity delivering growth and infrastructure in the borough and encouraging investment.
Creating a compassionate council	It is a priority for us that we will continue to protect our valuable open space and community facilities and deliver new and improved infrastructure for our residents.
Doing things with local residents, not to them	The Local Plan process includes several rounds of public consultation to enable residents to have their say in the future development framework for the borough. A revised SCI will improve methods of engagement with residents.

Being ruthlessly financially efficient	The Local Plan review is an investment in the future growth of the borough and the costs associated are necessary and within budget.
Taking pride in H&F	Giving local businesses and residents an opportunity to contribute towards sustainable growth of the borough.
Rising to the challenge of the climate and ecological emergency	A revised Local Plan would represent a significant step forward in meeting the ambitions and objectives of tackling the causes and impacts of climate change.

Financial Impact

Local Development Scheme (LDS)

There are no direct financial consequences arising from the publication of the LDS. The production of the documents in the LDS, including the Local Plan will continue to be prepared by staff in the Strategic Planning team.

Resourcing the Local Plan review

The cost of resourcing the Local Plan review is estimated to be £1,062,000 (£830,000 for externally procured evidence, £2,000 for consultation costs and £230,000 for examination and legal representation). These costs would be incurred across three years, estimated to be £700,600 in 2024/25, £140,600 in 2025/26 and £220,800 in 2026/27). This can be fully funded from existing planning reserves.

Statement of Community Involvement (SCI)

The revision of the SCI and consultation on the draft document can be delivered within the existing planning policy budget. The package of measures in the updated SCI aim to put in place changes to service delivery to enable greater resource efficiency, and to deliver greater outcomes and leaner delivery. The cost of implementing the SCI commitments as proposed are not anticipated to exceed those of the existing SCI (estimated to be on average £700 per year) can be fully funded from the existing Planning revenue budget. If members are minded to pursue consultation approaches over and above those proposed then there may be additional financial and resource implications. Any requirement for additional unbudgeted funding will need be considered as a separate decision report in accordance with the Council's governance thresholds.

*Completed by Will Stevens, Finance manager (Place), 20 August 2024.
Verified by James Newman, Assistant Director Finance, 20 August 2024.*

Legal Implications

Local Development Scheme (LDS)

Section 15 of the Planning & Compulsory Planning Act 2004, as amended, requires each local planning authority to prepare and maintain a document setting out the

programme for the preparation of planning documents, which is the Local Development Scheme (“LDS”).

The LDS must specify broadly:

- (i) the local development plan documents which are to be development plan documents.
- (ii) the subject matter and geographical area to which each development plan document is to relate;
- (iii) which development plan documents are to be prepared jointly with other local planning authorities; and
- (iv) the timetable for preparation and revision of the development plan documents.

If a local planning authority fails to prepare an LDS, the Secretary of State may do so and direct that the same is brought into effect. To bring an LDS into effect, a local planning authority must resolve that the scheme is to have effect and specify the date from which the scheme is to have effect.

A local planning authority must:

- (i) revise an LDS as such time as they consider appropriate; and
- (ii) make the following available to the public and publish this on their website: (a) the up-to-date text of the LDS, (b) a copy of any amendments made to the LDS, and (c) up-to-date information showing the state of the authority’s compliance (or non-compliance) with the timetable for the preparation and revision of the development plan documents.

The Localism Act 2011 allows local planning authorities to adopt their own Local Development Schemes without approval from the Secretary of State and Mayor of London. However, it makes provisions for certain interventions by the Secretary of State or Mayor of London.

To bring the LDS into effect, the local planning authority must resolve that the scheme is to have effect and, in the resolution, specify the date from which the scheme is to have effect.

Statement of Community Involvement (SCI)

The Council has a legal duty to have an adopted SCI. Section 18 of The Planning and Compulsory Purchase Act 2004 (as amended) requires a local planning authority to produce an SCI to set out how the Council intends to achieve community involvement in the preparation of plans and decision making for planning applications. The SCI must set out the local planning authority's policies for giving advice or assistance under—

- (a) advice or assistance on proposals for making of neighbourhood development orders, and
- (b) advice or assistance on proposals for modification of neighbourhood development plans.

Mrinalini Rajaratnam, Chief Solicitor Planning and Property, 19 July 2024.

DETAILED ANALYSIS

Proposals and Analysis of Options

Why do we need a new Local Plan?

Our borough is changing, and our population is growing. Like the rest of London, we face the challenge of accommodating new growth and development. We need a clear strategy for bringing sufficient land forward, to address objectively assessed needs for housing, employment, leisure, and retail. Key priorities are allocating strategic sites for housing and finding new ways to deliver affordable housing for those on lower incomes. We need to carefully plan for this growth to ensure the infrastructure is there to support our existing and new communities.

The Mayor of London has also commenced a review of the London Plan. Our Local Plan has to be in general conformity with the Mayor's London Plan. The Mayor's current London Plan sets out the strategic spatial framework for the City. It prioritises building the homes, particularly the genuinely affordable homes, that Londoners need to support sustainable economic growth. The new London Plan will provide us with a new housing target which will likely be substantially higher than the current target. Using Government's Standard Method, our Strategic Housing Requirement will likely rise from 1,609 homes pa to approximately 2,500 homes pa as a result of us having one of the highest Affordability Ratios nationally. We need to be ready to show how new housing and other new requirements emerging from the London Plan can be delivered whilst maintaining the special character of the borough.

Delivering a sustainable built environment is crucial for Hammersmith and Fulham's long-term sustainability and prosperity. We need to ensure that the borough is prepared for the adverse impacts of climate change. A key priority for the new Local Plan will be set out a clear path to zero carbon standards for all types of developments, provide guidance for retrofitting of properties in the borough, and signalling to the work we are doing on adaptation.

The new Labour government have hit the ground running with their ambitions for planning reform. This has already manifested in a revision to the National Planning Policy Framework (NPPF) which is out for public consultation until September 2024. We can expect to see changes to the plan making system in the medium term but as it stands the most significant change is an extension of 18 months to the current submission deadline for Local Plans, affording Local Authorities a more realistic timeframe to progress their plans to the point of submission. For Hammersmith & Fulham this is a welcome change, and our proposed Local Development Scheme (LDS) timetable has been drafted in accordance with this.

Local Development Scheme (LDS)

The Planning & Compulsory Planning Act 2004, as amended by the Localism Act 2011, requires each local planning authority to prepare and maintain a document setting out the programme for the preparation of planning documents. This is known as the Local Development Scheme (LDS). If the council wish to pursue a review of the Local Plan there is no alternative option to bringing into effect a new and revised LDS.

The LDS is a project plan for preparing planning documents, but it is not a policy document itself. It provides a starting point for the local community and stakeholders to find out what planning documents are being prepared by the Council and the timetable for when these documents will be produced. In particular, it sets out the timetable for the review and update of the Council's Local Plan and outlines the dates when there will be formal opportunities for interested parties to get involved with the plan making process.

The Local Development Scheme (LDS) has been prepared to cover the period spanning from 1st November 2024 to 31st December 2027. The full documentation is attached at Appendix 1 to this report. It should be noted that there are potential uncertainties around the Council's Planning Policy timetable. This is due to expected changes to the planning system that may be brought about by the new government. Such changes may include updates to the plan making process which the new H&F Local Plan would need to comply with.

Proposed Local Plan Review Timetable



Subject to being agreed for adoption and publication, the LDS will be monitored. A dedicated webpage on the Council's website will update residents on progress towards the production of the Local Plan. The Council's performance against the LDS timetable will also be published as part of the Council's Annual Monitoring Report, which is published in December each year. The reporting of progress against the LDS is also a legal requirement of the Planning & Compulsory Purchase Act 2004 (PCPA) (as amended by the Localism Act 2011).

Resourcing the Local Plan review

Cabinet Members are already aware that local planning authorities are legally obliged to maintain an up-to-date Local Development Plan. It is a significant undertaking, and it requires an effective and resourced programme of project management, often set against continually changing real-world circumstances to ensure that the plan is properly prepared and informed by relevant and proportionate evidence.

Officers have considered the types of evidence that would be required to support the preparation of a new Local Plan. Some of the evidence which is required for the Full Review will be undertaken internally by officers within the Planning Service. However, some elements of evidence will require appropriately qualified external experts to provide independent and objective advice. The independent and objective

advice provided is then considered by the Council's planning professionals in the context of all other evidence during the preparation of development plan policies.

The range of evidence which will require external assistance includes:

- Employment Land Study update
- Retail needs assessment
- Town Centres and High Streets review
- Student Housing Demand and Supply Study
- Hotel and Visitor Accommodation Demand and Supply Study
- Strategic Housing Market Assessment
- Strategic Housing Land Availability Assessment
- House Conversion Policy Analysis
- Strategic Flood Risk Assessment
- Open Space Audit
- Carbon Offset Cost Viability Study
- Climate Change Assessment
- Heights and Densities Assessment
- Design Codes
- Infrastructure Delivery Plan (IDP)
- Playing Pitch Strategy
- Leisure Needs Assessment Study
- Parks and Open Space Strategy
- Urban Greening - Green and Blue Infrastructure Study
- Waste Study
- Gypsy and Travellers Needs Assessment
- Surface Water Management Strategy
- Full Local Plan Viability Study

During its preparation the evolving Local Plan must also be subject to ongoing Sustainability Appraisal, Habitats Regulation Assessment, and Equalities Assessment.

Co-production with residents and a thorough governance programme with officer and member steering groups will be undertaken at key stages in the preparation of the Local Plan.

Finally, the Local Plan will need to be submitted to Government for Independent Examination in Public. The substantial cost of the Independent Examination process is borne by the Council. The Council will also incur costs for any legal advice it needs to seek during the preparation of the Local Plan and then at the Examination Stage.

The preparation of a Local Plan is not a linear and predictable process; consideration of representations can mean that further evidence is required, and alternative options may need to be identified and assessed. The overall cost and time period for preparing a plan is subject to continual re-appraisal.

Officers advise that the total cost of externally procured evidence is in the order of £830,000 and the cost of Examination and legal representation is estimated at

£230,000. The total projected estimate of cost for the Local Plan review process would therefore be around £1,062,000, spread over 3 financial years.

Summary of Expenditure – Local Plan review 2024 -2027

	2024/25	2025/26	2026/27	Total (£)
Local Plan review expenditure (externally procured evidence)	700,000	110,000	20,000	830,000
Local Plan Consultation expenditure (including post examination main mods)	600	600	800	2,000
Local Plan Examination and Legal Representation		30,000	200,000	230,000
Gross Expenditure	700,600	140,600	220,800	1,062,000

There are two clear options to consider:

- Option 1 - resolve to resource the preparation of the revised Local Plan.
- Option 2 - resolve not to resource the preparation of the revised Local Plan.

If we decided not to resource the Local Plan review, then it would become increasingly difficult over time for the Council to maintain confidence in the relevance of the strategic policies of its current Local Plan and it would struggle to effectively assess planning applications in the borough.

The officer recommendation is Option 1; to resolve to approve the recommendation of this report and thereby resource the preparation of the revised Local Plan.

Statement of Community Involvement

The Council has a legal duty to produce a Statement of Community Involvement (SCI) under the Planning and Compulsory Purchase Act 2004 (as amended). The SCI sets out how the Council will consult the public and other stakeholders in preparing any new statutory development plan documents and how it will consult on planning applications. It is essentially a procedural planning document.

The Council's current SCI was adopted in 2015 and requires an update to reflect more recent ways of community engagement and advancements in digital consultation methods. In preparing an update to the SCI, officers have generally sought to avoid re-providing content that will date the document in forthcoming years, and to shift the emphasis of the SCI away from prescribing appropriate techniques to establishing broad consultation principles that will continue to apply even if there are shifts in the regulatory framework or operational procedures. The proposed revisions exceed the minimum requirements for consultation and strive for best practice consistent with the efficient use of Council resources and Council's strategic objectives.

The updated SCI must itself be subject to community consultation, with the SCI amended as appropriate to take account of comments received prior to its formal adoption by Cabinet. It is proposed to consult widely on the draft SCI and to report back to Cabinet on the findings, alongside bringing an updated document for adoption.

The alternative option the council have is to retain the existing SCI and not provide an update. The disadvantage to this is not keeping up with advancements in digital technology and not reaching out as widely as possible to residents and businesses when we consult on planning applications and Local Plan updates. Therefore, officers advise that the option of consulting on a revised SCI is approved.

Equality Implications

The Council has had due regard to its Public Sector Equality Duty contained in Section 149 of the Equality Act 2010. The LDS will have no specific impacts on Equalities or Human Rights. The revised SCI has had regard to equalities and persons with protected characteristics and seeks to ensure all residents have the ability to engage in the Local plan making process and in the consideration of individual planning applications.

A separate Equalities Impact Assessment will be carried out to consider the impact of the Local Plan on persons with protected characteristics throughout the preparation of the Local Plan.

Risk Management Implications

As a Local Planning Authority, the Council is required to prepare and maintain a Local Development Scheme (LDS). The LDS document sets out the timetable for the preparation of planning documents including the Local Plan. The Local Plan guides the Council in taking decisions regarding the location, amount, and type of development the borough needs to accommodate forecast growth and the infrastructure required to support it. Planning applications are then determined in line with the Local Plan. Local plans are subject to independent examination by Government. Given the complexities involved in developing the Local Plan, a range of internal and external expertise is required to carry out this work. The Council has a duty to consult with the public and other stakeholders to ensure that the local planning documents protect against legal challenge on future planning decisions made.

Implications completed by: David Hughes, Director of Audit, Fraud, Risk and Insurance, 30 July 2024.

Climate and Ecological Emergency Implications

Approval of the timetable to review the Local Plan is important progress in the collective effort to address climate change. A revised Local Plan will provide a strategic approach to climate change, integrating the latest environmental research and sustainable practices into the fabric of local governance. By updating policies to reflect current challenges and scientific insights, such a plan will help to reduce carbon emissions, enhance green infrastructure, and promote renewable energy sources.

Implications completed by Hinesh Mehta, Assistant Director for Climate Change, 31 July 2024.

Local Economy and Social Value

By approving the publication and adoption of the Local Development Scheme and Local Plan review, the Council will retain confidence in the strategic policies of the Local Plan, continue to effectively assess planning applications that build on objectives to deliver sustainable growth and infrastructure in the borough and encourage inward investment.

Implications completed by: Sam Ridley (Place Shaping Officer, Economic Development – 30 July 2024.

Section 106

There are no Section 106 implications arising from the recommendations to adopt and publish a new Local Development Scheme or to publish an updated Statement of Community Involvement for consultation.

Implications completed by: Matthew Paterson, Head of Spatial Planning – 6 August 2024.

Consultation

The council will consult on the Statement of Community Involvement for a period of four weeks. There is no requirement to consult on the proposed Local Development Scheme.

Other considerations

There are no direct impacts on matters such as GDPR/Data Protection; Crime & Disorder arising from the publication of the LDS.

LIST OF APPENDICES

Appendix 1. Draft Local Development Scheme (LDS)

Appendix 2. Draft Statement of Community Involvement (SCI)

Hammersmith and Fulham

Local Development Scheme (LDS)

2024-2027

Contact details for more information

Policy and Spatial Planning
London Borough of Hammersmith & Fulham
Hammersmith Town Hall
King Street, W6 9JU

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LOCAL DEVELOPMENT SCHEME 2024-2027

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1. INTRODUCTION

1.1 This is the Local Development Scheme (LDS) for the London Borough of Hammersmith & Fulham, produced in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Its purpose is to explain which Local Plan documents are to be produced between 2024 and 2027, and to set out the timetable for preparing them.

1.2 This Scheme is the first point of contact for anyone wishing to find out about which planning documents apply to the borough and their status. If annual or ad hoc monitoring indicates the need to further adjust the Local Development Scheme timetable or if there is a need to revise and/or prepare new planning documents, this will be announced on the council's website and in the council's Monitoring Report, and the scheme will be adjusted accordingly.

2. OVERVIEW OF THE DEVELOPMENT PLAN PROCESS

2.1 The current planning system is based on the Planning & Compulsory Purchase Act 2004, as amended by the Localism Act 2011 and The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), whereby a collection of documents should be produced by the Local Planning Authority that make up together the statutory plan for the borough, referred to as a "Local Plan".

Structure

Development Plan Document

2.2 Local Plans have development plan status and are subject to independent examination before an Inspector who prepares a report and recommendations on the soundness of the plan. Each local planning authority must produce a Local Plan for its area that should, amongst other things, address the growth needs of the borough and the spatial implications of economic, social and environmental change.

Supplementary Planning Documents

2.3 These do not have development plan status. The guidance within supplementary planning documents must supplement policies within the adopted development plan.

Neighbourhood Plans

2.4 These are plans which a neighbourhood forum (or parish council) prepares for a particular neighbourhood area, and following a referendum, the local planning authority agree to bring into force. A neighbourhood plan is part of the development plan.

Statement of Community Involvement

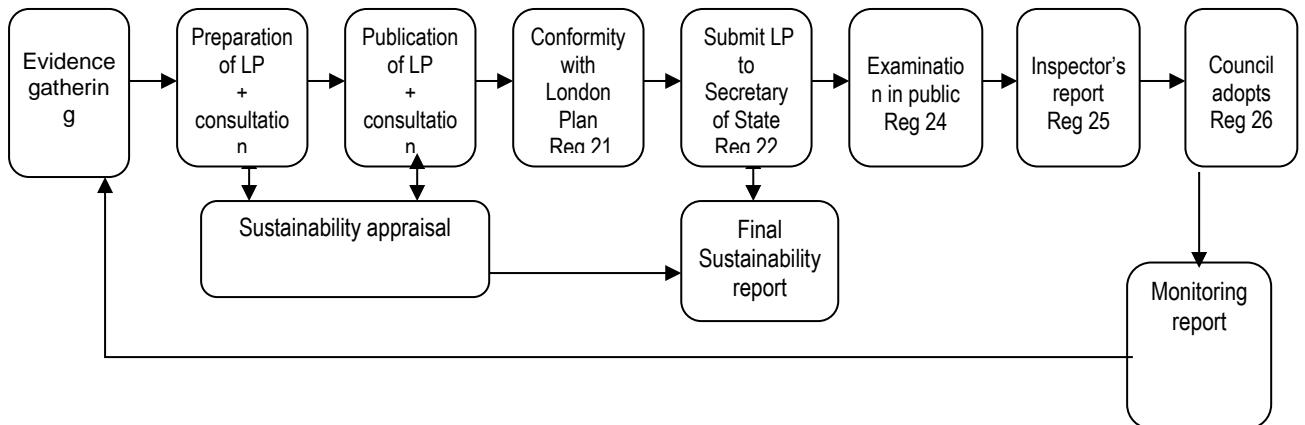
2.5 The Statement of Community Involvement (SCI) sets out how stakeholders and the community will be engaged in the process of preparing local plans and supplementary planning documents as well as outlining how they will be consulted on planning applications.

Process

2.6 The Planning and Compulsory Purchase Act 2004 introduced a greater emphasis on public consultation at the early stages of plan-making process with a view to resolving issues before the formal consideration of the detailed proposals. The Localism Act introduced the Duty to Co-operate. In addition, sustainability appraisal is integrated into the process.

2.7 The Regulations for preparing Local Plans and other local development documents have changed several times since the publication of the 2004 Act. The 2012 Regulations set out the process below for preparing Local Plans.

Key stages in the production of Local Plans



2.8 The key stages in the preparation of Local Plan documents are set out below, together with the relevant reference to the appropriate regulations set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.

Evidence gathering

2.9 Evidence is gathered to help identify the issues that need to be considered. This includes assessments of local needs and supply, alongside surveys, analysis of existing information and monitoring of existing policies, as well as preparation of a sustainability appraisal report (see section 5 below).

Public participation in the preparation of a Local Plan (Reg. 18)

2.10 The early stage of plan-making involves the consideration of the issues that need to be addressed and the policy options. There is consultation with particular stakeholders and interest groups, proportionate to the scale of issues involved in the plan. At this stage, the possible need to include proposals for particular sites will be considered. An initial sustainability report will also be available.

Publication of a Local Plan (Reg. 19)

2.11 Taking account of the comments received and the findings of the evidence studies, a draft of the Local Plan is prepared. The draft is subject to detailed consultation alongside the full evidence base and the final sustainability appraisal report. At this stage, there is a minimum six-week period during which anyone may make representations. At this stage, comments are to be concerned with matters of 'soundness', 'deliverability', or 'legal compliance'.

Conformity with London Plan (Reg. 21)

2.12 A request is made of the Mayor of London's opinion as to the general conformity of the Local Plan with the London Plan.

Submission of Local Plan and information to the Secretary of State (Reg. 22)

2.13 The Local Plan sets out detailed proposed policies and proposals. The council will submit the Local Plan to the Secretary of State together with all supporting evidence and representations received in accordance with Reg 20.

Independent Examination (Reg. 24)

2.14 This is an independent examination of the Local Plan and the representations and objections received. It will be conducted by an Independent Planning Inspector appointed by the Secretary of State. The Inspector must consider whether the Local Plan is sound and in general conformity with the London Plan (taking account of any representations from the Mayor of London) and national planning policy. The Inspector will also consider the sustainability appraisal/strategic environmental appraisal processes that accompanied preparation of the Local Plan.

Inspector's Report and Adoption of Local Plan (Reg. 25 Publication of the recommendations of the person appointed and Reg. 26 Adoption of a local plan)

2.15 The Inspector's recommendations are no longer binding, but the council can only adopt if the Inspector has recommended that the document may be adopted. The Inspector can recommend changes only if invited to by the council. These changes or modifications will be advertised by the council to allow comments to be made before finalisation of the Inspector's Report.

Adoption

2.16 Once the council receives the Planning Inspector's report, it has to formally adopt the Local Plan and bring it into effect.

Monitoring report (Reg. 34 Monitoring Report)

2.17 Following implementation of the Local Plan, the council must monitor the performance of the policies and prepare an annual monitoring report. The monitoring report outlines performance against the timetable the Local Development Scheme and the extent to which policies set out in the Local Plan are being achieved. The monitoring report is normally produced in January and will be published on the Council's website.

Supplementary Planning Documents

2.18 Since the publication of the Planning Act 2008, Supplementary Planning Documents (SPDs) no longer have to be included in the LDS. Details of Hammersmith & Fulham's SPDs can be viewed on the Council's website at localplan@lbhf.gov.uk. The purpose of SPDs is to provide guidance and more detail on the application of Local Plan policy.

3 THE BOROUGH'S LOCAL PLAN

Introduction

3.1 The current statutory development plan for the borough consists of the following:

- The London Borough of Hammersmith & Fulham Local Plan, adopted February 2018
- The London Plan, adopted March 2021

3.2 The main proposed plan is the new Local Plan, which together with the Policies Map, will, upon its adoption, supersede the existing Local Plan (2018). The programme set out at 3.5 identifies the review of the Local Plan.

Conformity and integration with other plans and strategies

3.3 There are a number of strategies, plans and policy guidance that need to be considered and, where necessary, integrated into the Local Plan.

Government planning policy

3.4 The Government sets out national planning policy in the National Planning Policy Framework (NPPF, 2023) and the accompanying National Planning Practice Guidance (NPPG). There are also other national strategies and guidance that the Council needs to follow. The Local Plan must have regard to these policies and guidance and implement them taking account of local circumstances.

The London Plan and related guidance and strategies

3.5 The London Plan (2021) is the overall strategic plan for the Greater London area, and it sets out a fully integrated economic, environmental, transport and social framework for the development of the capital. London Boroughs' local plans need to be in 'general conformity' with the London Plan, and its policies guide decisions on planning applications in London. The London Plan forms part of the adopted Development Plan for Boroughs.

Other local and partnership strategies

3.6 Key strategies prepared by the council or by other organisations, in partnership with the council, that have particular relevance to the Local Plan include those identified below. The council will ensure that reviews of its planning documents are consistent with the production and review of these and other strategies wherever possible.

- The H&F Plan – Corporate Plan
- Industrial Strategy
- Climate and Ecology Strategy
- Local Implementation Plan - Transport Plan

Proposed programme for the borough Local Plan 2024-2027

3.5 The key milestones for the new Local Plan are as follows:

What	When
Evidence gathering and research, including duty to co-operate engagement	Ongoing
Pre-Publication consultation on draft Plan and SA (Regulation 18)	May/June 2025
Publication consultation on the Council's final version of the Plan and final SA report (Regulation 19)	Jan/Feb 2026
Submission of the Council's final version of the Plan to the Planning Inspectorate	July/Aug 2026
Independent Examination in Public	Dec 2026
Inspector's Report	May 2027
Adoption of the Local Plan	August 2027

3.7 Full details for the anticipated programme of the new Local Plan and the timetable for its production are set out in Appendix 2 of this report.

Supplementary Planning Documents

3.8 There is no requirement to include the programme of work for the preparation of Supplementary Planning Documents within the LDS, but where these are known they are included in this LDS for information. A review of SPDs will occur once the new Local Plan reaches adoption. As of September 2024, the Council will consider the production of the following:

1. Planning Guidance SPD (update to the adopted SPD)
2. Railway Arches SPD (update to the adopted SPD)
3. Affordable Workspace SPD (update to the adopted SPD)
4. South Fulham Riverside SPD (new SPD)
5. Hammersmith Town Centre SPD (update to adopted SPD)
6. Hammersmith and Fulham Riverfront SPD (new SPD)
7. Climate Change SPD (update to the adopted SPD)

4 RESEARCH AND EVIDENCE GATHERING

4.1 The Local Plan and other documents will be supported by an evidence base consisting of research reports, technical papers and on-going studies. In part, these will be prepared or commissioned by the council. There will also be relevant research from other organisations, particularly the Greater London Authority.

4.2 The evidence base will include, but is not limited to:

- Employment Land Study update

- Student Housing Demand and Supply Study
- Hotel Demand and Supply Study
- Town Centre/Retail Health Assessment
- Strategic Housing Market Assessment
- Strategic Housing Land Availability Assessment
- Strategic flood risk assessment
- Open Space Audit
- Carbon Offset Cost Viability Study
- Climate change assessment
- Heights and Densities Assessment
- Design Codes
- Infrastructure Delivery Plan (IDP)
- Playing Pitch Strategy
- Leisure Needs Study
- Parks and Open Space Strategy
- Waste Study
- Gypsy and Travellers Needs Assessment
- Surface Water Management Strategy
- Full Local Plan Viability Study

5 SUSTAINABILITY APPRAISAL AND STRATEGIC ENVIRONMENTAL ASSESSMENT

5.1 The Planning and Compulsory Purchase Act 2004 requires consideration of how policies and plans contribute to the achievement of sustainable development. Therefore, sustainability appraisal is an integral part of the preparation of Local Plan documents and involves a formal report when documents are published and sent to the Secretary of State. Sustainability appraisal will incorporate Strategic Environmental Assessment in accordance with the European Union Directive and will also integrate a Health Impact Assessment (HIA), Equality Impact Assessment (EqIA), and Habitats Regulations Assessment (HRA).

5.2 Part of the evidence base for the Local Plan will be the collection of baseline information for sustainability appraisal and strategic environmental assessment. Sustainability Appraisal Reports will be prepared in parallel with the preparation of Local Plans and will also be subject to consultation. There are a number of key stages:

- Preparation of a sustainability scoping report and consulting relevant authorities as part of the process of developing the evidence base for Local Plan preparation.
- Preparation of the sustainability report.
 - Consultation on the Sustainability Appraisal Report alongside the Local Plan document.

5.3 The final sustainability report will be submitted to the Secretary of State when submitting the Local Plan, having taken into account any changes as a result of public participation.

6 PROJECT MANAGEMENT AND RESOURCES

6.1 The council's Planning and Property Services will lead the process for preparing the Local Plan. The Policy and Spatial Planning Team will project manage the process and will draw upon the resources of other divisions in the Place Directorate and other council services. Other organisations will also be involved in the plan preparation process through the duty to cooperate, including neighbouring boroughs and strategic partners, as well as through general evidence gathering and consultation.

6.2 As part of the process of preparing Local Plans, the council will enter into service level agreements with the Planning Inspectorate regarding the Examination.

6.3 An important element of project management is assessment and management of risks to the programme. The timetables are based on assumptions concerning the future timing of council committees and meetings of the full council (for approval of the submission Local Plans and adoption). The timescale for preparing the Local Plan also assumes that resources will be available to handle the workload. The key risk areas are:

- Extensive opposition and/or submission of complex evidence from the community or landowners / developers requiring further review or evidence to support proposals.
- Changing circumstances, such as new national policies and guidance, or emerging development pressures could alter priorities, such as leading to a proposed addition or substitution of policies and proposals.
- Broader changes, particularly the COVID-19 pandemic, as well as other market factors, cause uncertainty around trends and about behavioural and societal changes, as well as impact on the market and development activity.
- Other pressures such as redevelopment of key sites or other planning priorities could mean that staff may need to spend more time on non-Local Plan work.
- Elections and political priorities: local elections and subsequent changes to the administration could lead to a reconsideration of issues and alter priorities; whilst the timetable and key milestones note and take account of the scheduled dates for elections, any changes to this (such as an earlier general election) could impact on the consultation timetable due to the pre-election period ('purdah').
- Changes in the Spatial Planning and Design Team's staffing levels, such as a team member leaving, and/or vacant post(s) are not being filled, and issues related to attracting and/or retaining skilled and experienced officers.
- Legal or other challenges (particularly following adoption), e.g. through the Sustainability Appraisal or Duty to Co-operate requirements. The Council will work closely with the Planning Inspectorate and the GLA, other agencies and stakeholders to ensure that emerging and final policies are justified and based on sound and up to date evidence, also ensuring that there is effective community engagement, and the correct procedures are followed. In addition, the Council will consult and engage the prescribed Duty to Co-operate bodies throughout the plan making stages as appropriate; and enter into Statements of Common Ground where necessary.

6.4 If the timescale has to change, we will make this clear (see section 8) and revise the Local Development Scheme.

7 ANNUAL MONITORING AND REVIEW

7.1 The council's Annual Monitoring Report (AMR) has two functions: to review the Local Development Scheme (LDS) and to report on the implementation of Local Plan policies. The latter will involve:

- whether policies and related targets have been met or progress made towards meeting them or, where they are not being met to assess the reasons why
- what impact the policies are having on national, London and local targets
- whether the policies need adjusting or replacing because they are not working as intended or are not achieving sustainable development objectives

7.2 In particular, the AMR will provide a progress report on housing supply.

7.3 Appropriate indicators to monitor policies will be included in the Local Plans when these are adopted.

8 INFORMATION ABOUT PROGRESS ON THE LOCAL PLAN

8.1 The Local Development Scheme will be the first point of contact for information about the Local Plans for Hammersmith & Fulham, although updates will be included on the council's web site when necessary. The Statement of Community Involvement explains how the council will actively engage with stakeholders and the wider community during the preparation of Local Plans and the consideration of planning applications. The council will provide information on progress in the following ways:

- on the council's website, which is linked to the Planning Portal, from where it can be downloaded in PDF and text formats (and in large type). We will also advise of updates on the website;
- for inspection at the borough's reference libraries and Hammersmith town hall (duty planner office);
- to local community groups and other organisations with an interest in the borough, on request; and
- to stakeholders and partners and others on request.

APPENDICES

APPENDIX A

LOCAL PLAN SUMMARY

TITLE	Hammersmith & Fulham Local Plan 2018	
STATUS	Development Plan Document (DPD)	
ROLE AND CONTENT	The Hammersmith & Fulham Local Plan provides the vision, objectives and strategy for the spatial development for the whole of the borough up until 2035. The Local Plan is the primary development plan document for the borough and its policies assist in delivering the development requirements and needs of the borough, including numbers of new dwellings, as set out in the London Plan, and jobs. In addition, the Local Plan sets out policies and proposals for the borough's key development sites.	
COVERAGE	Borough wide, not including land within Old Oak and Park Royal MDC.	
CONFORMITY	The Local Plan will be in general conformity with the London Plan. It will have regard to the NPPF.	
PRODUCTION	Lead	Policy and Spatial Planning Team Manager
	Management arrangements	Policy and Spatial Planning Team Manager
	Resources	Development Plan team and additional officers throughout the council
	Stakeholder and community involvement	Statutory consultees and local community groups and organisations with an interest in the borough.
POST PRODUCTION	The Local Plan was made available electronically for inspection on the council's website and in printed version at the council's offices, libraries and information centres.	

TITLE	Policies Map 2018	
STATUS	Development Plan Document	
ROLE AND CONTENT	The Proposals Map illustrates the policies and proposals contained in the council's DPDs. It identifies: <ul style="list-style-type: none"> • areas of protection, such as MOL, conservation areas and archaeological priority areas; • locations and sites for particular land uses, including regeneration areas, town centres and specific site proposals; strategic designations, such as opportunity areas and the Thames Policy Area and transport proposals; and • the road hierarchy. 	
COVERAGE	Borough wide	
CONFORMITY	In general conformity with the London Plan and in conformity with the Core Strategy.	
TIMETABLE	February 2018	
PRODUCTION	Lead	Policy and Spatial Planning Team Manager
	Management arrangements	Policy and Spatial Planning Team Manager
	Resources	Development Plan team and additional officers throughout the council
	Stakeholder and community involvement	Statutory consultees and local community groups and organisations with an interest in the borough
POST PRODUCTION	The Proposals Map has been made available electronically for inspection on the council's website and in printed version at the council's offices, libraries and information centres.	

TITLE	New Hammersmith & Fulham Local Plan	
STATUS	Development Plan Document	
ROLE AND CONTENT	It sets out policies and guidance for the development of the borough over the next 15 years. It looks ahead to 2042 and identifies the growth requirements to be met, where the main developments will take place, and how places within the borough will change, or be protected from change. The Plan follows the approach of the presumption in favour of sustainable development and shows how it is expressed locally.	
COVERAGE	Borough-wide - not including land within Old Oak and Park Royal MDC.	
CONFORMITY	London Plan, NPPF	
TIMETABLE	Start	Ongoing evidence and review
	Pre-publication consultation (reg 18)	May/June 2025
	Publication consultation (reg 19)	Jan/Feb 2026
	Submission of DPD	July/Aug 2026
	Examination	Dec 2026
	Adoption	May 2027
PRODUCTION	Lead	Policy and Spatial Planning Team Manager
	Management arrangements	Policy and Spatial Planning Team Manager
	Resources	Spatial Planning Team + staff from other departments as appropriate + consultants (for production of evidence base and support at examination if required)
	Stakeholder and community involvement	As set out in the Statement of Community Involvement
	Political Management	Environment and Economy
POST PRODUCTION	Upon its adoption, the new Local Plan will supersede the existing Local Plan (2018).	

Appendix 2 - LONDON BOROUGH OF HAMMERSMITH AND FULHAM

Statement of Community Involvement in Planning

2024

Contents

1. Explanatory Note
 2. Introducing the Statement of Community Involvement
 3. Consultation on Planning Policy
 4. Consultation on Planning Applications
 5. Assessment and Monitoring
- Appendices

1. Explanatory Note

The Council's existing Statement of Community Involvement (SCI) in Planning dates from February 2015. Local planning authorities must review their Statements of Community Involvement to ensure the document is kept up-to-date to account for the changes made in national planning guidance and to ensure effective community involvement at all stages of the planning process. For plan-making, the SCI establishes how the Council will engage all sections of the local community, businesses, and key stakeholders in shaping the emerging spatial framework and policies for Borough and specific places within it. For planning applications, the SCI sets out our expectations for pre-application community engagement by scheme proponents and how the Council will consult on planning proposals when these are formally submitted.

This revised SCI has been prepared under the terms of the Planning and Compulsory Purchase Act 2004 and has taken into account more recent legislation that impacts upon planning, including the Localism Act 2011, the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Town and Country Planning (Development Management Procedure) (England) Order 2010 and the National Planning Policy Framework 2019.

Since the previous SCI was published in 2015 there have been significant changes to the world in which we live and how we engage in the aftermath of the COVID-19 pandemic. Therefore, the SCI has been reviewed in accordance with updated national planning guidance published on 4 October 2021.¹

¹ <https://www.gov.uk/guidance/plan-making>

2. Introducing the Statement of Community Involvement

Introduction

Planning has an impact on everyone – it helps to shape the communities that we live in, the facilities that we use, the places where we work and our choice of movement. Therefore, it is essential that early and effective community involvement with stakeholders, prescribed bodies, and the local community is at the centre of the planning system. The importance of community engagement is reflected in the planning system, which seeks to ensure that stakeholders and the community are incorporated in planning and development matters.

The Statement of Community Involvement (SCI) is a statutory planning document that all county, district, and borough councils are required to prepare. In order to achieve effective community involvement and comply with planning legislation, London Borough of Hammersmith and Fulham Council have produced this SCI setting out how the council will involve all sections of the local community and key stakeholders in the planning process.

The purpose of this SCI document

The SCI explains how and when the community can be involved in the preparation of planning policy documents and in the consideration of planning applications, including pre-application proposals and appeals. Every local planning authority must prepare an SCI, which is a means of improving the quality of the planning process through greater involvement of the whole community. The SCI aims to ensure that the appropriate type and scale of engagement is undertaken for both planning policy documents and specific development proposals at pre-application, application and appeal stages.

Our core principles for community involvement

Community involvement is one of the most important aspects of planning; obtaining local opinions will allow the council to make decisions in the most informed way. The council wants to put our communities first in the planning process - listening to residents and businesses, and championing early engagement between local people, developers and the council. To help achieve this, the council has adopted a set of core principles for community involvement that has been applied to inform the kind of consultation to use and when it is best to use it for both planning policy development and consideration of planning applications. These core principles are set out below in Table 2.1:

Table 2.1: Core principles for community involvement

1. **Adhering to all legislative requirements**, including relevant acts and regulations, in all planning matters;
2. **Enabling co-production of planning documents** with residents, the community sector, councillors and other partners;
3. **Aiming to hear a full range of views**, by proactively engaging all members of the community in a way that suits their needs;
4. **Ensuring an inclusive approach**, to ensure that there is fair and equal access for all to the planning process;
5. **Clearly communicating information and opportunities for discussion**, by being clear about the consultation process;
6. **Enabling straightforward interaction**, by using a range of methods for consultation and engagement, adjusting processes according to the audience, where possible;
7. **Respecting and valuing comments**, by acknowledging the receipt of and considering all comments on planning applications and policy consultations;
8. **Making the most of information technology**, by being open to new ways and methods for participation;
9. **Ensuring feedback and continuity** including the publication of reports outlining the comments received in policy consultations and how these have been taken into account;
10. **Responsible resourcing** by being ruthlessly, financially efficient including using the most direct and cost-effective methods for consultation possible;
11. **Monitoring effectiveness** by reviewing the SCI at least every five years and responding rapidly to any relevant changes.

The Duty to Co-operate

In compliance with Section 110 of the Localism Act 2011, the council is also under a duty to co-operate with neighbouring boroughs and other authorities and agencies when it reviews its planning policies. These authorities and agencies include the Mayor of London and GLA associated bodies (such as Transport for London), as well as bodies such as the Environment Agency, Historic England, Natural England, the Civil Aviation Authority, the Clinical Commissioning Groups, the Homes and Communities Agency, the Office of Rail Regulation, the Highways Agency and neighbouring boroughs (see Town and Country Planning (Local Planning) (England) Regulations 2012 for the full list of specific and general consultation bodies.

3. Consulting on Planning Policy

This section outlines how the council aims to involve the community in the preparation of its planning policy documents, a list of which can be seen in the council's Local Development Scheme (LDS) which is available online and at the Town Hall. The LDS sets out a list of policy documents to be prepared and their timetable for production. It is reviewed as and when necessary to ensure that the public are aware of documents coming on-line and have the chance to participate in their preparation.

Planning Policy

The council, as a local planning authority, is required to prepare statutory planning policy documents. These documents include policies that help shape the future development of the borough and guide developers in preparing applications that will be acceptable in planning terms. They are coordinated with, and support, the council's own strategies and those of its partners, such as the GLA and TfL.

The policies run across a number of documents and are prepared in compliance with national and London guidance. The policy documents currently include the adopted Hammersmith and Fulham Local Plan (February 2018), the Planning Guidance Supplementary Planning Document (SPD; February 2018), an SPD addressing Climate Change matters, and a range of regeneration area based SPDs.

Over the coming years the council will update its policy documents to include:

- **Local Plan:** this is the plan for the future development across Hammersmith and Fulham. The document sets out planning policies on which planning decisions are made, and includes proposals for new development in the borough. In law this is described as the development plan document or documents (DPDs) adopted under the Planning and Compulsory Purchase Act 2004. Together with the London Plan and any Neighbourhood Plans, this forms the borough's Development Plan. The Government requires the council to review these plans every five years.
- **Supplementary Planning Documents:** the council has prepared a comprehensive Planning Guidance SPD (February 2018) that explains and expands on the policies of the Local Plan in more detail. The council has also prepared a number of regeneration area SPDs, for example the Hammersmith Town Centre SPD.
- **Community Infrastructure Levy (CIL):** this is the statutory charge to be levied on new development. The Council brought its CIL Charging Schedule into effect on 1st September 2015. The CIL operates alongside Section 106 obligations to mitigate the impact of development and provide much needed improvements to community facilities.

- **Neighbourhood Plans:** these are prepared by the local community with technical support from the council where required or requested. After an independent examination and endorsement by a referendum, a neighbourhood plan will become part of the council's Development Plan.

In producing these documents, the council will co-produce with residents, the community sector, councillors and other partners to ensure that all parts of the community are part of the planning process. Co-production is about a new way of doing things together and building a new partnership between the council and the diverse community of Hammersmith and Fulham. This is part of the council's commitment to 'doing things with residents not to them'.

The Town and Country Planning (Local Planning) (England) Regulations 2012

The most recent Regulations that came into force in April 2012 set out the statutory requirements for the production of Local Plans and SPDs. These requirements include criteria for the preparation and publication of a draft local plan, receiving representations, consideration of representations, examination, publication of recommendations and adoption. Throughout these stages of Local Plan production, the council will seek to ensure that issues are considered and that policies are drafted that take full account of equality considerations. As part of this process there will be appropriate community involvement as set out in this document to ensure that all groups have the opportunity to engage in the planning process.

Engagement in the preparation of our planning policy documents

The minimum consultation requirements for local plans and supplementary planning documents are set out in Regulations 18-26 and 12-14 respectively of the Town and Country Planning (Local Planning) (England) Regulations 2012. Other regulations that apply are the Community Infrastructure Levy Regulations 2010 (as amended) and the Neighbourhood Planning (General) Regulations 2012. In addition to these Regulations, the Council has a public sector equality duty under Section 149 of the Equality Act 2010 to have due regard to the need to:

1. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under this Act;
2. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
3. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard under the Equality Act 2010 to the need to advance equality of opportunity involves:

- removing or minimising disadvantages suffered by people due to their protected characteristics;
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and
- encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

The Equality Act states that meeting different needs involves taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.

Because consultation is an exercise of one of the council's functions, it will be taken into account when the council designs consultations. Under the Equality Act 2010, those with protected characteristics (which includes everyone) can expect the council to take their needs into account: Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief, Sex (gender) & Sexual Orientation. However, Marriage and Civil Partnership will not normally apply.

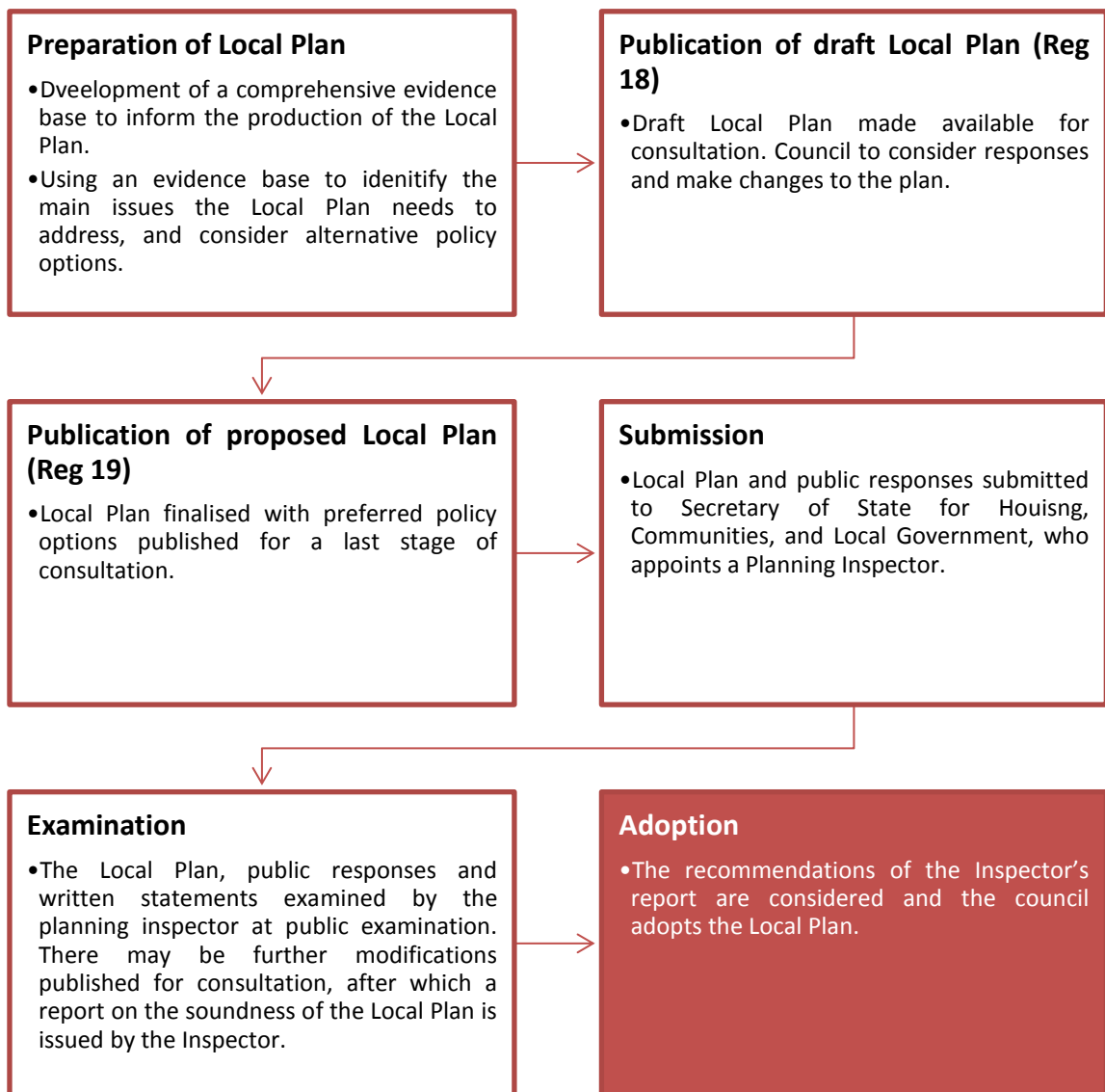
The following sections of the SCI outline how the council will seek to engage the community in the production of these documents. In many cases the council wishes to go beyond the statutory requirements to seek the full and active engagement of all groups within the community, especially "hard to reach groups" that often do not get involved in planning matters. The council wants to give more power to local communities, including engagement in review of the Local Plan.

Local Plan

The council's Local Plan was adopted in February 2018 and is the overarching policy framework guiding how the borough will develop over the next fifteen years. It sets out the key strategic objectives and policies to enable development to come forward in the right place, at the right time and in the right way. The Development Management Local Plan (DMLP) has been prepared to accompany the Core Strategy and ensure that the details of each development proposal are appropriate to their site and its setting and that the appropriate facilities are in place to ensure that new development is sustainable. The DMLP was adopted in July 2013.

The council is required to review the Local Plan every five years in line with legislation. The key steps for this process are set out below in diagram in Figure 3.1:

Figure 3.1: Key stages of the production of the Local Plan.



The actions that the council will pursue whenever appropriate to ensure that all the community are involved in these stages are set out overleaf in Table 3.1:

Table 3.1: Actions and community involvement of the Local Plan.

Production stage	Actions to be taken	When and how	Consultation and community involvement
Preparation of Local Plan	<ul style="list-style-type: none"> The council will develop a wide range of evidence to support the Local Plan. Informal consultation with appropriate stakeholders and statutory consultees (as identified in Appendix 6.1) to develop the evidence base and gain early indication of issues. 	<ul style="list-style-type: none"> Statutory Consultees and key stakeholders will be informed in writing about upcoming studies (of interest to them) and how they can get involved. Progress on studies will be reported to the cabinet and published on the council's website. Final copies of technical reports and evidence studies will be published publicly on the council's website. 	<ul style="list-style-type: none"> Statutory consultees (as appropriate). Member involvement.
	<ul style="list-style-type: none"> The council will initiate talks with the council's Duty to Cooperate partners to identify areas of agreement, disagreement, and/or areas where more information is required. 	<ul style="list-style-type: none"> The Council will produce a Duty to Cooperate document. This will be circulated to statutory consultees and key stakeholders via e-mail/letter. The Council will invite these bodies to make a formal response to this document. The council will conduct meetings (by telephone/video call/person) with key bodies 	<ul style="list-style-type: none"> The cabinet will approve the document prior to publication. General involvement of relevant Portfolio Holders and Leader of the Council.

Production stage	Actions to be taken	When and how	Consultation and community involvement
		to discuss strategic issues identified in the Duty to Cooperate document. If necessary, a Memorandum of Understanding and/or Statement of Common Ground to be signed by the Chief Planner or appropriate Portfolio Holder.	
Publication of draft Local Plan (Reg 18)	<ul style="list-style-type: none"> The Council will publish its emerging options plan (Regulation 18) to give everyone a chance to express their views. This consultation will last at least six weeks. 	<ul style="list-style-type: none"> Key stakeholders, statutory consultees and all who have registered to receive planning updates in the borough will be notified by e-mail/letter about the publication of the document. The letter will include information about where the document can be viewed, how comments can be made and the deadline for their submission. Meetings with statutory consultees and key stakeholders will be arranged to discuss the contents of the Local Plan. These meetings will inform the production of 	<ul style="list-style-type: none"> Cabinet will approve all documentation prior to publication for consultation. Statutory consultees Residents and local bodies. General public. Professional bodies and organisations. All other interested parties.

Production stage	Actions to be taken	When and how	Consultation and community involvement
		<p>the Regulation 19 Plan.</p> <ul style="list-style-type: none"> • The Regulation 18 stage will be advertised in the local press and on the Council's website in order to inform the wider community. Hard copies of the consultation document will be made available at council offices and libraries. • Appropriate options for information, consultation, and engagement will be selected from the Menu of Options for Community Involvement contained in Appendix 1. • The council will consider all responses made during the consultation period. These comments will be summarised within a report, which will be published within two months of the consultation closing date. 	
<p>Publication of proposed Local Plan (Reg 19)</p>	<ul style="list-style-type: none"> • A formal consultation on the whole document will be undertaken. The consultation 	<ul style="list-style-type: none"> • Key stakeholders, statutory consultees and all who registered their interest on the 	<ul style="list-style-type: none"> • Cabinet will approve all documentation prior to publication for

Production stage	Actions to be taken	When and how	Consultation and community involvement
	<p>period will last at least six weeks.</p>	<p>Local Plan database will be notified by e-mail/letter about the publication of the document. The letter will include information about where the document can be viewed, how comments can be made and the deadline for their submission.</p> <ul style="list-style-type: none"> • The Regulation 19 stage will be advertised in the local press and on the Council's website in order to inform the wider community. Hard copies of the consultation document will be made available at council offices and libraries. • Meetings with statutory consultees and key stakeholders will be arranged to discuss the contents of the Local Plan. These meetings will inform the production of a Memorandum of Understanding which will be signed by heads of planning 	<p>consultation.</p> <ul style="list-style-type: none"> • Statutory consultees • Residents and local bodies. • General public. • Professional bodies and organisations. • All other interested parties.

Production stage	Actions to be taken	When and how	Consultation and community involvement
		<p>and appropriate portfolio members.</p> <ul style="list-style-type: none"> • Appropriate options for information, consultation, and engagement will be selected from the Menu of Options for Community Involvement contained in Appendix 1. • The council will consider all responses made during the consultation period. These comments will be summarised within a report, which will be published within two months of the consultation closing date. 	
Submission	<ul style="list-style-type: none"> • The Council will submit its finalised plan for submission to the Secretary of State (SoS). This plan will be identical to the Regulation 19 Plan that was consulted on. • Relevant supporting information will also be submitted, including an evidence base used to inform the production of the Plan and 	<ul style="list-style-type: none"> • Key stakeholders, statutory consultees, and all who registered an interest in the Local Plan will be notified that this stage has been reached. The letter/e-mail will provide information on the next steps in the plan process. • Submission of the document to the Secretary of State will be advertised publicly in local 	<ul style="list-style-type: none"> • The Cabinet will approve the submission Plan and all other documentation to be submitted to the Secretary of State.

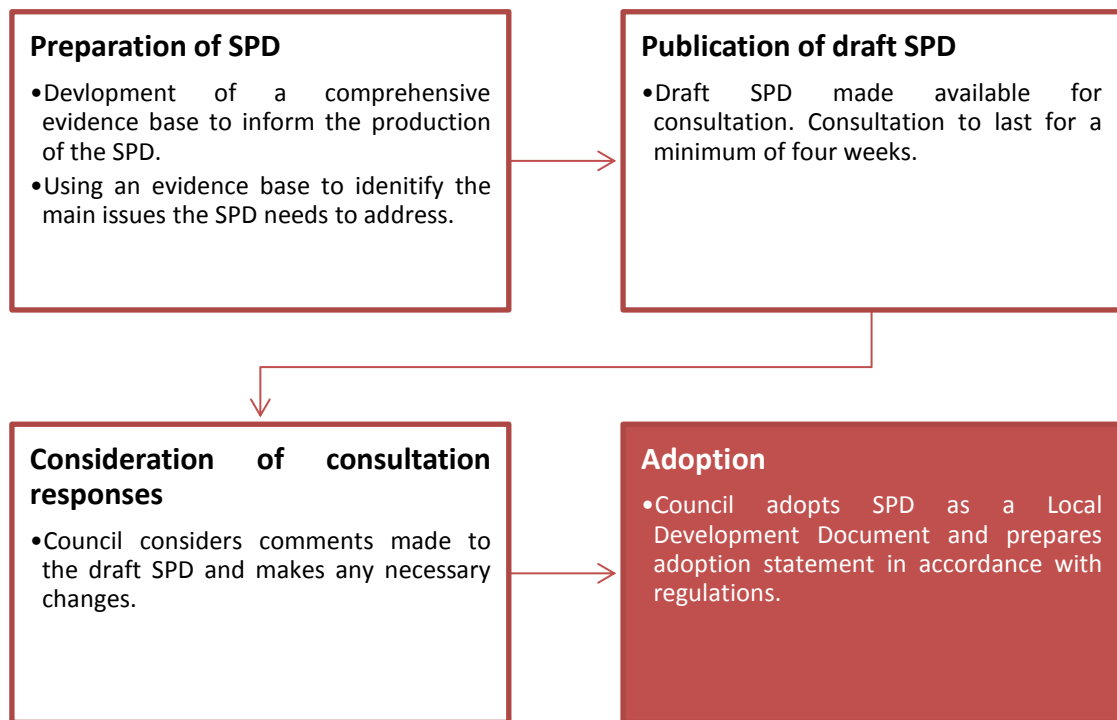
Production stage	Actions to be taken	When and how	Consultation and community involvement
Examination	<p>consultation responses to the Regulation 19 consultation.</p> <ul style="list-style-type: none"> The council will inform key stakeholders, statutory consultees and all who registered interest on the Local Plan database about the examination dates and procedures. 	<p>press, and on the council's website.</p> <ul style="list-style-type: none"> Publicity relating to the examination will be published in the local press, on the Council's website, and through email/letter to all key stakeholders, statutory consultees, and all who registered an interest in the Local Plan. Notices will also be displayed at Council offices, and local libraries. The council will publicise details of the hearing sessions at least 6 weeks before they are scheduled to take place using the methods detailed above. 	<ul style="list-style-type: none"> The Council will facilitate community involvement in the examination as requested by the Programme Officer and/or Inspector.
Adoption	<ul style="list-style-type: none"> The Council will receive the Inspector's report which may recommend modifications. The Inspector's report on the plan will only be issued once the main modifications document has been publicly consulted on and the Inspector has had the 	<ul style="list-style-type: none"> Where a main modifications consultation is necessary, this will follow the same procedure as the Regulation 19 consultation. The Inspectors Report will be made available to view on the Council's website as soon as 	<ul style="list-style-type: none"> The Local Plan will be adopted at a meeting of Full Council.

Production stage	Actions to be taken	When and how	Consultation and community involvement
	<p>opportunity to consider the representations on these. The Inspector's report is binding on the Council.</p> <ul style="list-style-type: none"> The council will be free to choose whether they adopt the plan or resubmit a new one. 	<p>is reasonably practicable following receipt. Hard copies will also be available at council offices, the Borough's and the local libraries.</p> <ul style="list-style-type: none"> Following adoption a formal adoption statement will be sent to key stakeholders, statutory consultees and all who asked to be notified on the Local Plan database. 	

Supplementary Planning Documents

Supplementary Planning Documents (SPDs) add detail to, and further explain, the policies and proposals set out in the Local Plan, without adding new policy. Consultation for these documents normally involves publishing a draft for comment and using the comments received in producing the final version. It may on occasion be appropriate for preliminary consultation to take place, depending on the scope and level of complexity of the SPD being prepared. Where SPDs are area based, for example in opportunity areas, the council will target the community in those areas, and where they are topic based the council will target any groups that are particularly affected. The key stages for a SPD is shown below in Figure 3.2:

Figure 3.2: Key stages of the production of an SPD.



The actions that the council will pursue whenever appropriate to ensure that all the community are involved in these stages are set out overleaf in Table 3.2:

Table 3.2: Actions and community involvement in the production of an SPD.

Production stage	Actions to be taken	When and how	Consultation and community involvement
Preparation of SPD	<ul style="list-style-type: none"> The Council will develop a range of evidence to support the SPD. Developing the evidence base will involve informal consultation with statutory consultees and key stakeholders as appropriate. 	<ul style="list-style-type: none"> Statutory Consultees and key stakeholders will be informed in writing about upcoming studies (of interest to them) and how they can get involved. Progress on studies will be reported to the cabinet and published on the council's website. Final copies of technical reports and evidence studies will be published publicly on the council's website. 	<ul style="list-style-type: none"> Statutory consultees (as appropriate). Key stakeholders Member involvement.
Publication of draft SPD	<ul style="list-style-type: none"> The council will produce a draft version of the SPD. The document will be formally consulted on for a period of at least 4 weeks. 	<ul style="list-style-type: none"> Key stakeholders (these will vary dependent on the SPD subject matter), statutory consultees, relevant mailing list organisations, and the general public. All consultees will be notified by letter and/or e-mail about the publication of the draft SPD. The letter/e-mail will contain information about 	<ul style="list-style-type: none"> Cabinet will approve all documentation prior to publication for consultation. Statutory consultees. Residents and local bodies. General public. Professional bodies and organisations. All other interested

Production stage	Actions to be taken	When and how	Consultation and community involvement
		<p>where the document can be viewed, how comments can be made and when the deadline is for submission.</p> <ul style="list-style-type: none"> This stage will be advertised in the local press, and on the council's website in order to inform the wider community. Hard copies of the consultation document will be made available at the Council offices, the Borough's one stop shops and the local libraries. 	<p>parties.</p>
Consideration of consultation responses	<ul style="list-style-type: none"> The council will consider responses to the consultation and make changes to the document as appropriate. Where changes to the document are considered major, the council will undertake further consultation. 	<ul style="list-style-type: none"> The council will publish a report which summaries the comments made on the SPD, changes which have been made to the document. 	<ul style="list-style-type: none"> N/A
Adoption	<ul style="list-style-type: none"> The council will be free to adopt the finalised SPD. All SPDs will be formally adopted by the council following a vote by the Planning and 	<ul style="list-style-type: none"> The final SPD will be published on the Council's website. Hard copies will be made available at the Council Offices, and the Local 	<ul style="list-style-type: none"> SPD to be adopted by Planning and Regulatory Committee.

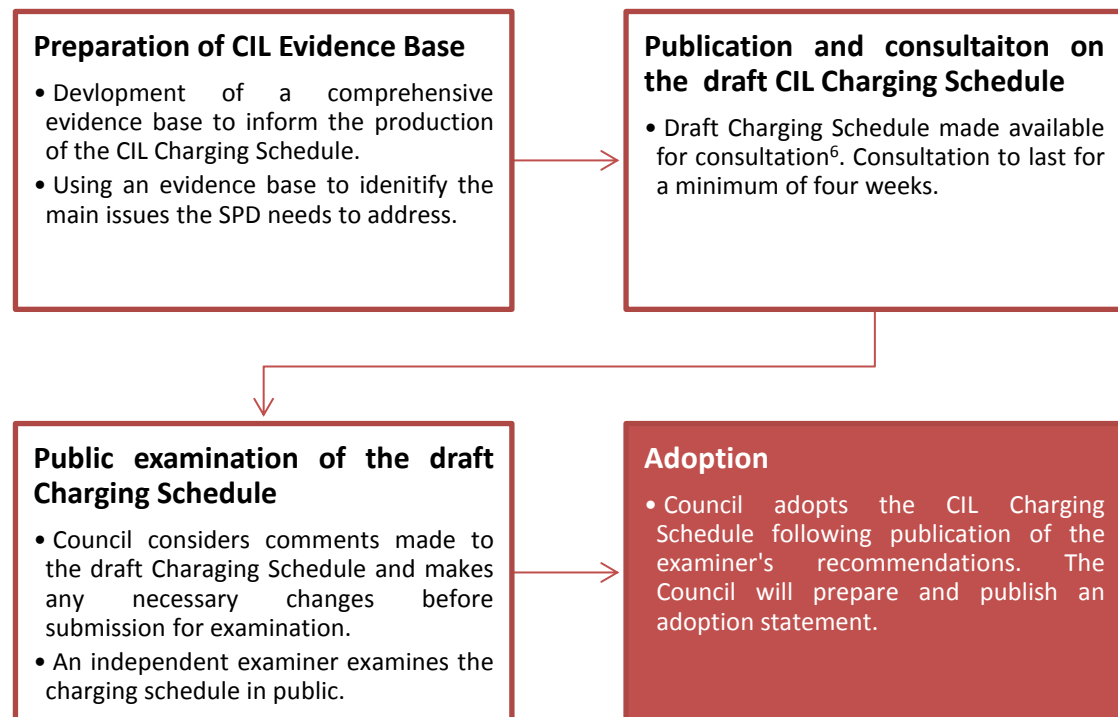
Production stage	Actions to be taken	When and how	Consultation and community involvement
	<p>Regulatory Committee.</p> <ul style="list-style-type: none"> The council will publish an adoption statement. 	<p>Libraries.</p> <ul style="list-style-type: none"> All relevant statutory consultees and all consultation participants will be sent the adoption statement via letter/e-mail within 10 working days of adoption. The adoption statement will be published on the council website in local press. 	

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008, as a tool for local authorities to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. It allows local authorities to raise funds from owners or developers of land undertaking new building projects in support of development in their area.

London Borough of Hammersmith and Fulham Council's Community Infrastructure Levy (CIL) Charging Schedule² became effective on 1 September 2015. The Council will review the Charging Schedule in due course. The stages for the preparation and review of CIL is shown below:

Figure 3.3: Key stages of the production of the Community Infrastructure Levy.



The actions that the council will take whenever appropriate to ensure that all the community are involved in these stages are set out overleaf in Table 3.3.

² <https://www.lbhf.gov.uk/planning/planning-policy/community-infrastructure-levy-cil>

⁶ The Council is no longer required to consult on a preliminary draft charging schedule (PDCS) as per [The Community Infrastructure Levy \(Amendment\) \(England\) \(No2\) Regulations 2019](#)

Table 3.3: Actions and community involvement in the production of the Community Infrastructure Levy.

Production stage	Actions to be taken	When and how	Consultation and community involvement
Preparation of CIL Schedule	<ul style="list-style-type: none"> The Council will develop a range of evidence to support the CIL Schedule. Developing the evidence base will involve informal consultation with statutory consultees and key stakeholders as appropriate. 	<ul style="list-style-type: none"> Statutory Consultees and key stakeholders will be informed in writing about upcoming studies (of interest to them) and how they can get involved. Progress on studies will be reported to the cabinet and published on the council's website. Final copies of technical reports and evidence studies will be published publicly on the council's website. 	<ul style="list-style-type: none"> Statutory consultees (as appropriate). Key stakeholders Member involvement.
Publication of draft CIL Schedule	<ul style="list-style-type: none"> The council will produce a draft version of the SPD. The document will be formally consulted on for a period of at least 4 weeks. 	<ul style="list-style-type: none"> Key stakeholders, statutory consultees, relevant mailing list organisations, and the general public. All consultees will be notified by letter and/or e-mail about the publication of the draft Schedule. The letter/e-mail will contain information about where the document can be 	<ul style="list-style-type: none"> Cabinet will approve all documentation prior to publication for consultation. Statutory consultees. Residents and local bodies. General public. Professional bodies and organisations.

Production stage	Actions to be taken	When and how	Consultation and community involvement
		<p>viewed, how comments can be made and when the deadline is for submission.</p> <ul style="list-style-type: none"> This stage will be advertised in the local press, and on the council's website in order to inform the wider community. Hard copies of the consultation document will be made available at the Council offices, the Borough's one stop shops and the local libraries . 	<ul style="list-style-type: none"> All other interested parties.
Consideration of consultation responses	<ul style="list-style-type: none"> The council will consider responses to the consultation and make changes to the document as appropriate. Where changes to the document are considered major, the council will undertake further consultation. 	<ul style="list-style-type: none"> The council will publish a report which summaries the comments made on the CIL Schedule, changes which have been made to the document. 	<ul style="list-style-type: none"> N/A
Adoption	<ul style="list-style-type: none"> The council will be free to adopt the finalised CIL Schedule. The CIL Schedule will be formally adopted by the council following a vote by the 	<ul style="list-style-type: none"> The final CIL Schedule will be published on the Council's website. Hard copies will be made available at the Council Offices, and the Local 	<ul style="list-style-type: none"> Notice to those who requested to be notified of the approval of the Charging Schedule.

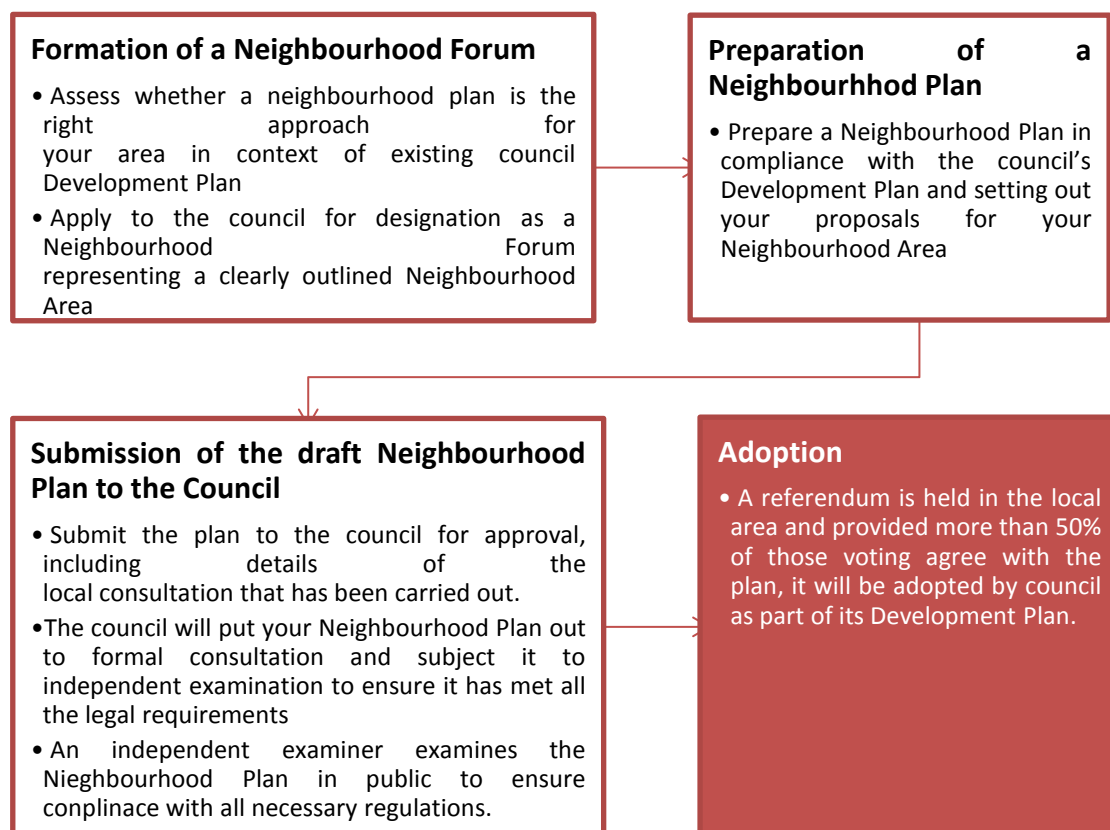
Production stage	Actions to be taken	When and how	Consultation and community involvement
	<p>Planning and Regulatory Committee.</p> <ul style="list-style-type: none"> The council will publish an adoption statement. 	<p>Libraries.</p> <ul style="list-style-type: none"> All relevant statutory consultees and all consultation participants will be sent the adoption statement via letter/e-mail within 10 working days of adoption. The adoption statement will be published on the council website in local press. 	

Neighbourhood Planning

The Localism Act 2011 (Part 6, Chapter 3) allows for the preparation of neighbourhood plans. Whilst previously all development plans were produced by the council, designated community groups as part of a designated Neighbourhood Forum in a clearly demarcated Neighbourhood Area now have the opportunity to prepare their own Neighbourhood Plan. This document allows communities to establish general planning policies complementary to those of the council's Local Plan that help shape the growth and development of the designated area. The government has also produced Neighbourhood Planning Regulations setting out the national requirements for neighbourhood planning.

Once a neighbourhood plan or order has been prepared, an independent examiner will check to ensure that it meets the right basic standards. Neighbourhood Plans or Orders will also be subject to a community referendum – adoption will only occur when 50% of people voting are in support of the plan or order.

Figure 3.4: Key stages of the production of the Community Infrastructure Levy.



Consultation requirements for a Neighbourhood Plan are set out in the Neighbourhood Planning (General) Regulations 2012 and the Amendment to the Regulations which came into effect in 2015. The council recommends that

any Neighbourhood Forum preparing a Neighbourhood Plan consider using the methods of community involvement set out in this SCI as the basis for their own sound and inclusive consultation on the preparation of their neighbourhood plan. If an application for a neighbourhood area also falls within the area of an adjoining borough it will be particularly important for sufficient time to be given for effective publicity arrangements to be put in place (see also Amendment Regulations).

The procedure that the council will take throughout the stages of preparation of a Neighbourhood Plan is set out in the Regulations. This does not preclude support on a more informal basis that the council is required to offer once the neighbourhood area is designated. Ways in which the council will assist in supporting the development of a neighbourhood plan are:

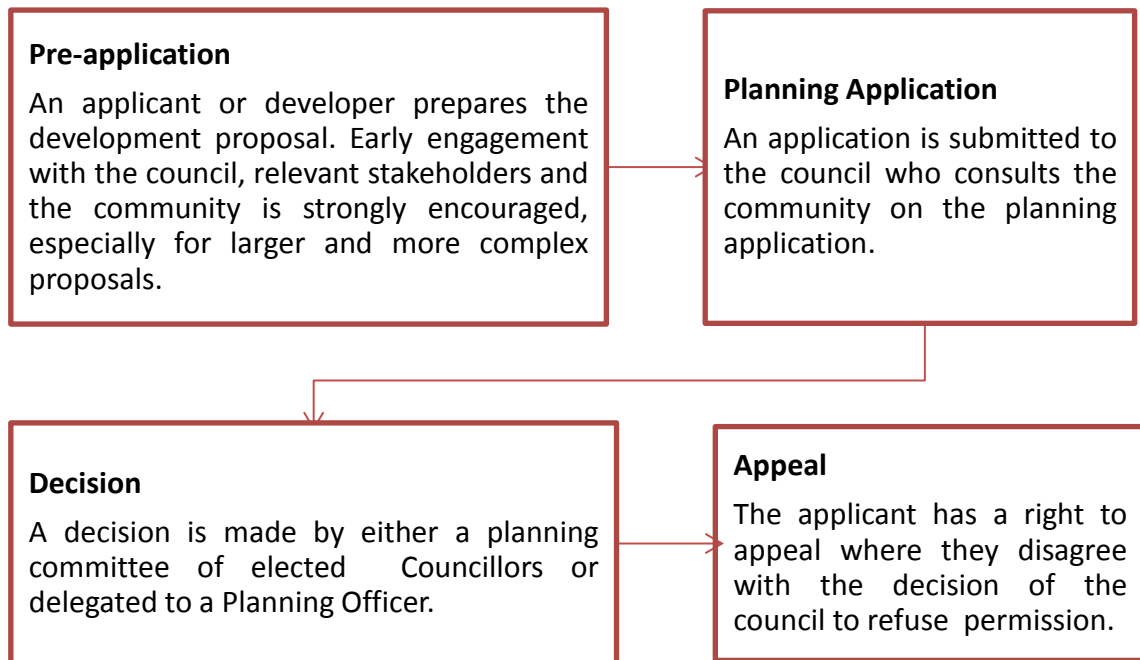
- Make data and maps available for the evidence base;
- Identify key local strategic policies and advising on other policy/guidance as relevant;
- Sharing key contacts and other interested stakeholders;
- Help in arranging consultation engagement activities;
- Providing technical support, such as assistance with layout and illustration of the plan;
- Reviewing and making suggestions on writing plan policies; and
- Providing officer advice for neighbourhood forums or more informal working groups.

4. Consulting on Planning Applications

The council will take a positive and pro-active approach to engaging the community and applicants in the planning process. This will include engagement with established community network organisations such as Action on Disability (H&F Disability Forum) and appropriate engagement will take place before an application has been submitted, as well as during the formal application process.

The council receives approximately 3,000 applications of varying sizes and types for formal determination each year. These are determined against national and local planning policies, including the Local Plan. Applications are determined in accordance with the development plan unless material considerations indicate otherwise. There are four key stages to the planning application process set out below.

Figure 4.1: Stages of the planning application process.



Pre-application Consultation

It is expected that developers for all major schemes will engage fully with both the council and residents to discuss proposals at an early stage before the submission of any planning applications. Early discussions with all sections of

the community can help avoid problem areas and improve the quality and acceptability of a planning application.

The council offers a pre-application advice service. However, advice given is without prejudice to future decisions of the council. Where necessary, internal and external consultees may be asked for their comments on proposals. The council is not required to engage with or consult the local community on pre-application advice applications. Applicants are strongly encouraged to make full use of the council's pre-application advice service. This means that applicants are likely to:

- avoid costly mistakes and save time;
- understand the council's policies and specialist areas that apply to the development;
- identify potential problems early on and identify solutions; and
- get advice on how a scheme might be improved.

Applicants for major schemes will be expected to engage with the community. There are a number of ways in which this can be undertaken, however it is expected that as a minimum applicants will use the following methods, where appropriate:

- **Public exhibitions** - these are run by the applicant and typically give residents the opportunity to see and comment on emerging proposals. The council does not play a role in public exhibitions and consultations, but will seek to ensure that venues, times of day, as well as publicity material, are accessible and inclusive to all.
- **Planning Forums** - these are organised by the council. Representatives from local resident and amenity groups, and community network organisations, and ward councillors are invited to participate in a round table discussion with the applicants, facilitated by an independent chair person. Planning forums enable local resident groups and others to discuss proposals directly with the applicant and to make suggestions about how schemes could be improved. The council's planning officers do not participate in the discussion or give a view as to the acceptability of the proposals.
- **Inclusive Design Review Panel** – the panel is independent but organised by the council. The panel is made up of disabled residents with lived experience of facing barriers when accessing housing, public buildings and open space. Applicants can be requested to be referred to the panel for comments who will make suggestions about how schemes could be improved. The council's planning officers do not participate in the discussion or give a view as to the acceptability of the proposals.

Engagement and consultation at the pre-application stage does not remove the need for involvement and scrutiny of any subsequent planning application.

Planning Applications

The scope and extent of community involvement that is possible in an individual planning application will vary according to the significance and scale of the proposal.

The council encourages applicants to prepare a statement setting out how it will involve the whole community in line with the principles of the SCI. The results of any community consultation should be made available to the council to assist in understanding local views and identifying particular areas of concern raised by residents. The results should normally be made available by the applicant to residents, so that they can see how their comments were considered.

The council cannot refuse to accept a valid application because it disagrees with the way in which an applicant has consulted the community. However, applicants are advised to engage with the community as thoroughly as possible.

The council will consult the community on every planning application prior to making a decision. Minimum requirements for how people are notified of planning applications are set down in legislation and explained in table 4.1 below. When the Council receives a valid planning application we will notify all the neighbouring properties that directly adjoin the application site and post a site notice nearby as a minimum.

Table 4.1: Notification methods for Planning Applications.

Notification Method	Statutory?	Comment
Site Notice	Yes ³	<p>Notices are displayed in a public place at or near the application site. They contain:</p> <ul style="list-style-type: none"> • the application reference, site address and applicant details; • details of the proposal; • the reason for the notice; • where plans can be viewed; and, • how you can comment on the application. <p>One or more notices may be displayed depending on the size and location of the proposed development. The notice is usually displayed for 21 days. However, this may be extended for more contentious and major applications.</p>
Letter	Yes ⁸	<p>We will notify all the neighbouring properties that directly adjoin the application site for minor applications. For major applications, we will notify properties within a larger radius depending on the proposal.</p>
Website	Yes	<p>The council's website contains details of all applications including copies of all associated documents and drawings. You can search by a number of criteria, track the progress of applications and submit comments online.</p>
Weekly list of applications	No	<p>The council publishes a list of applications received in a particular week on the website.</p>
Press notice	Yes	<p>A notice is placed every week in a local newspaper for the following types of applications:</p> <ul style="list-style-type: none"> • major applications; • listed building consent; • developments affecting the character or appearance of a

³ The statutory requirement for planning applications is for either a site notice or letter. Applications in or near to conservation areas and those that affect listed buildings must be publicised in the local press and by displaying a site notice at or near the application site.

Notification Method	Statutory?	Comment
		conservation area;

Each application has an initial consultation period of 21 days. In some cases, the consultation period may be extended or new periods of consultation undertaken at the discretion of the case officer. For some exceptionally large schemes, the council may also produce a specific web page with information, and updates, as well as a link to the consultation page.

When deciding applications, these will be decided in line accordance with the council's Scheme of Delegation. There are two ways in which applications can be determined:

1. By officers under delegated powers; or,
2. By members of the Planning and Regulatory Committee.

Regardless of how the decision is made, the consultation arrangements and application of planning policy is the same whichever route is chosen.

Once an application has been determined, a copy of the planning decision notice will be sent to the applicant. The council is required to send notification of the decision to all third parties who have made representations, in accordance with statutory requirements. The council will also make the decision available to view online along with the accompanying officer report.

Appeals

When the council has been notified of an appeal by the Planning Inspectorate, it will notify all interested parties of the appeal and provide a copy of all comments made on an application to the Inspectorate. Interested parties are advised of how they can be involved in the appeal process.

If an appeal is to be considered at an informal hearing or public inquiry, the council will also notify all interested parties of the venue and time of the hearing in line with the Planning Inspectorate's requirements. The venue will be accessible.

The table below sets out the council will consult on different types of appeal.

Table 4.2: Process and actions for community involvement in planning appeals.

Stages	Written Representations	Informal Hearings	Public Inquiries
<p>What will the council notify you of and how?</p>	<p>The council will notify interested parties by letter within 2 weeks of the receipt of the appeal.</p>	<p>The council will notify interested parties by letter within 2 weeks of the receipt of the appeal.</p> <p>Interested parties will also be notified of the date and venue of the hearing at least 2 weeks before the hearing.</p>	<p>The council will notify interested parties by letter within 2 weeks of the receipt of the appeal.</p> <p>Interested parties will also be notified of the date and venue of the Inquiry (which will be accessible to all) at least 4 weeks before the Inquiry.</p>
<p>What can you comment on and how?</p>	<p>You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as the council will forward these to the Planning Inspectorate.</p>	<p>You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as the council will forward these to the Planning Inspectorate. You can also participate in the informal hearing by turning up on the day and letting the Inspector know that you would like to speak. You can also attend the Inspector's site visit and request that the Inspector</p>	<p>You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as the council will forward these to the Planning Inspectorate. You can also participate in the Inquiry by turning up on the day and letting the Inspector know that you would like to speak. You can also attend the Inspector's site visit and request that the Inspector</p>

		views the application site from your property if you wish.	views the application site from your property if you wish.
How long do you have to comment?	You have 6 weeks from the start date of the appeal process to make your comments.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the hearing, the Inspector will invite you to speak during the hearing.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the Inquiry, the Inspector will invite you to speak during the inquiry.
What will happen to your comments?	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and the council.	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and the council.	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and the council.
When will the decision be made and how will you be notified?	The Inspectorate aims to issue a decision within 5 weeks of the hearing and the decision will be made available on the Appeal pages of the planning portal website.	The Inspectorate aims to issue a decision within 7 weeks of the hearing and the decision will be made available on the Appeal pages of the planning portal website.	The Inspector will indicate a likely timescale for the decision at the end of the Inquiry and the decision will be made available on the Appeal pages of the planning portal website.

Planning Enforcement

Planning enforcement describes the processes involved in ensuring that people comply with planning law and requirements of a planning permission. Effective planning enforcement is essential if stakeholders and residents are to have confidence in the council's Local Plan. The Council published its Local Enforcement Plan in June 2018⁴. This explains the approach the council will take in relation to breaches of planning rule.

The majority of cases arise through referrals from the public and local communities are essential to the council's success. Anyone who thinks that development may have been undertaken without planning permission or has been undertaken or operated outside of planning permission, can report the development to the council's Planning Enforcement Team for investigation. Up-to-date details of how to report can be found online⁵.

Investigations into planning breaches are confidential, so the process involves little or no public consultation. Where a breach of planning control is reported, this will be investigated by an Officer who will assess the complaint, gather evidence, and establish what, if any, the most appropriate course of action should be. Where investigations result in the submission of a planning application in an attempt to regularise a breach, the community can become involved through the planning application process described above. If the breach cannot be regularised, the council will consider formal enforcement action. The council will endeavour to inform the complainant of the outcome of the council's investigation.

4

https://www.lbhf.gov.uk/sites/default/files/section_attachments/local_enforcement_plan_approved_by_cabinet_10_sept_2018.pdf

⁵ [How to report a planning control breach | London Borough of Hammersmith & Fulham \(lbhf.gov.uk\)](https://www.lbhf.gov.uk/how-to-report-a-planning-control-breach)

5. Assessment and Monitoring

The purpose of this document is to ensure that the most effective techniques are being used to deliver the optimum levels of community involvement and that all groups in the community have the opportunity to get involved in planning policy and planning decisions. As such, it will be important for the council to assess the effectiveness of the SCI periodically and monitor the success rates of the various methods being used. This will be carried out through the analysis of feedback to consultation on policy and applications.

The council is required to reviewing the SCI at least every five years from the time of adoption to ensure that it is up to date and reflects current legislation and best practice⁶. Should significant changes be made to national legislation which no longer apply to elements of the SCI, the council will endeavour to update the SCI as soon as possible.

⁶ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Appendix 1

Menu of Options for Community Involvement

	Method	Examples	Useful for...
INFORMATION	Media	Publicity in local newspapers and magazines	<ul style="list-style-type: none"> • Raising awareness. • Reaching wide audience • Publicising how to get involved.
	Internet	Council website, email newsletter, social media accounts.	<ul style="list-style-type: none"> • Up-to-date information about progress and how to get involved. • Access to documents to meet minimum requirement.
	Leaflets and Posters	Mailing leaflets, flyers, posters and billboards.	<ul style="list-style-type: none"> • Raising awareness. • Reaching wide audience • Publicising how to get involved.
	Letters (Statutory Bodies)	Mailing letters containing relevant information to statutory bodies requesting comments.	<ul style="list-style-type: none"> • Necessary to meet statutory requirements.
	Mailing List	Mailing letters containing relevant information to persons and organisations wishing to be notified.	<ul style="list-style-type: none"> • Keeping people up to date on key stages and how to get involved.
	Documents	Available to view in person and online. Available to comment on via the Council's website.	<ul style="list-style-type: none"> • Meeting minimum requirements in allowing everyone the opportunity to comments on draft documents.

CONSULTATION	Method	Examples	Useful for...
	Letters (Statutory Bodies)	Mailing letters of consultation to statutory bodies requesting comments.	<ul style="list-style-type: none"> Necessary to meet statutory requirements.
	Mailing List	Mailing letters of consultation persons and organisations wishing to be notified.	<ul style="list-style-type: none"> Ensuring that people and organisations have an opportunity to partake in the consultation.
	Documents	Available to view in person and online. Available to comment on via the Council's website.	<ul style="list-style-type: none"> Meeting minimum requirements. Allowing everyone the opportunity to comments on draft documents.
	Questionnaires and Surveys	Paper and online questionnaires.	<ul style="list-style-type: none"> Early input into policy documents. Most effective if carefully targeted at specific bodies rather than a blanket approach.

ENGAGEMENT	Method	Examples	Useful for...
	Workshops and Focus Groups	In person and online topic focused workshops and focus groups.	<ul style="list-style-type: none"> Involving key stakeholders in the preparation of plans, documents and technical studies.
	Exhibitions	In person drop-in events with small displays.	<ul style="list-style-type: none"> Involving members of the public (particularly those that might not be engaged through public meetings) in the preparation of plans, documents and technical studies.
	Public meetings	In person and online events that members of the public sign up to attend.	<ul style="list-style-type: none"> Involving members of the public in the preparation of plans, documents and technical studies.

Appendix 2

Planning Policy Document Information Points

Hammersmith Town Hall Extension, 1st floor: Reception Desk/Duty Officer,
King Street, London W6 9JU.

Public reference libraries, namely:

- Hammersmith Library, Shepherds Bush Road, London, W6 7AS
- Fulham Library, 598 Fulham Road, London, SW6 5NT
- Shepherds Bush Library, 6 Wood Lane, London W12 7BF

Appendix 3

Consultation Bodies and Communication Methods

Categories of general consultation bodies*

Amenity and environmental organisations

Representing people with an interest in planning, conservation and environmental sustainability issues in the borough or parts of it (including parks). Examples include: The Hammersmith Society, Hammersmith and Fulham Historic Buildings Group, Friends of Parks Groups and Hammersmith and Fulham Friends of the Earth.

Business organisations operating in the borough

Representing businesses within particular areas or with a common type of business, including the development industry, major land owners and registered social landlords.

Community organisations and networks

Representing people from black and minority ethnic communities, people of a age, gender or gender orientation, faith groups, disabled people and refugees. There is a well developed Community and Voluntary Sector Network of area and community of interest forums in the borough.

Special interest organisations

Representing people with a common interest in topics such as sport or other activities. Examples include: the West London River Group.

Tenants' and Residents' Associations

Representing the broad interests of tenants and residents within estates, streets, small areas or wards. Examples include: Stamford Brook Residents Association.

* See also Town and Country Planning (Local Planning) (England) Regulations 2012.

How we will communicate

Letters

We will send letters by post or hand deliver door to door where this is appropriate in small areas. Where there are issues directly affecting people in specific areas of the borough (e.g. individual sites/streets/estates) we will use targeted methods of notification, such as direct mailing or door-to-door delivery. For planning applications, or pre-application consultation, the extent of notification will vary depending on the nature of the application and the

likely extent of its impact. The council will seek to notify those people or organisations that have previously made representations on a site or application.

E-alerts

You can sign up to the council's e-alerts and receive news of submitted planning applications. You can specify a search area and, when the council receives a planning or licensing application in that area, you will receive an email of it.

Email

If you tell us that you would prefer to be contacted and receive information on planning policy matters by email, we will use that method.

Council website

Wherever possible we will use electronic methods for providing information alongside a hard copy. We will use the website to provide more information for the Local Plan with copies of written documents and summaries.

Local newspapers

In accordance with the Regulations, public notices will be placed in local newspapers concerning consultation on the Local Plan and planning applications. Press releases will also be issued where appropriate.

Information points

For Local Plan consultation, we will aim to use venues that are accessible, such as borough libraries and Town Hall to distribute information about the process and copies of documents (see Appendix 2). Where appropriate we will provide information at locations such as schools, colleges, doctors' surgeries, faith centres, shopping centres and other community meeting places.

Partner websites

We will, where appropriate, invite partners such as the Hammersmith and Fulham Clinical Commissioning Group and Registered Social Landlords to have links to our website for the Local Plan process.

Using accessible formats

It may often be important to make summaries of relevant information available in accessible formats, for example: audiotape, Braille, large print versions, hard copies for those without Internet access and summaries in another language. Using interpreters and signers at meetings may be appropriate. Where public meetings, exhibitions, workshops and other methods of community engagement are arranged, these will be in accessible buildings in safe locations and at convenient times.

Quantitative methods

Opinion surveys

These are surveys designed to obtain views on a particular subject, normally from a representative sample of the population. For example, as part of the evidence gathering process for the Core Strategy we carried out a major survey of residents' views on shopping in the borough. General surveys of satisfaction with council services are carried out regularly and can identify issues to be dealt with in the development plan process. Opinion surveys can be useful for pre-application consultations but need to be carried out carefully to avoid bias. The time it takes to carry out these surveys normally makes them unsuitable for consideration of planning applications.

Qualitative methods

Exhibitions

These are most useful when explaining particular development proposals at a pre-application stage or dealing with local planning proposals. They can be used effectively with drop-in sessions where officers are available to deal with ad-hoc queries. Small displays at information points and centres can alert passing members of the public to proposals. Exhibitions may also be held by developers as part of a pre-application consultation.

Workshops and focus groups

These are methods of engaging with a smaller number of stakeholders or community representatives to explore particular planning issues in more depth than is often possible at a general public meeting. We will use these as part of consultation on the local development plan documents. They may also be useful in the early stages of discussion on development proposals at pre-application stage, but not when schemes have been finalised as part of a planning application.

Public meetings

Public meetings can sometimes be effective ways of providing an introduction to particular proposals. However, there are limits to their effectiveness in gauging a wide range of opinion on all relevant issues, or engaging sufficiently wide community representation. They are not normally suitable for in depth discussions. Public meetings could be held as part of the consideration of some very major planning applications at the pre-application stage to inform people about proposals and to enable clarification, but it is for the applicant to present their proposals.

Community Initiatives

These could include local evidence or survey work carried out by local communities and interest groups.

Glossary

CIL: The Community Infrastructure Levy (CIL) is a new power which enables a charge to be levied on the net increase in gross internal area floorspace arising from development in order to fund infrastructure that is needed to support development in the area.

Development plan: as set out in Section 38(6) of the Act, a London local authority's development plan consists of the London Plan and the Development Plan Documents contained within its Local Plan and any neighbourhood plans.

Development plan documents: spatial planning documents that are subject to independent examination, and together with the London Plan, will form the development plan for the borough for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land, and Area Action Plans(where needed). Other Development Plan Documents, including Development Management Policies, can be produced. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

Development management policies: these will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the Local Plan. They may be included in any Development Plan Document or may form a stand alone document.

Issues and Options: produced during the initial stage of the preparation of Development Plan Documents.

Local development document: the collective term for Development Plan Documents and Supplementary Planning.

Local development framework: the name previously used for the portfolio of Local Development Documents. It consisted of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports.

Local development scheme: sets out the programme for preparing Local Development Documents.

Local strategic partnership: partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

Local Plan: The Local Plan consists of Development Plan Documents drawn up by the Local Planning Authority to guide the future development of the local area. It also consists of Neighbourhood Plans for Neighbourhood Areas, where these have been examined and approved at referendum.

London Plan: the Spatial Development Strategy for London. The Plan came into effect in February 2004 and set out an integrated social, economic and environmental framework for the development of London for 15-20 years. The most recent iteration was adopted in July 2011, which provides the London wide context within which individual boroughs set their local planning policies as part of their Development Plan.

Neighbourhood Plan: A Neighbourhood Plan is prepared by a designated Neighbourhood Forum (or parish or town council) for their Neighbourhood Area. It sets out the policies for development and use of land for all or part of the neighbourhood area. Neighbourhood plans are subject to examination and referendum, after which they are adopted as part of the Development Plan for the local area. As such, they must be in conformity with the council's Local Plan.

Planning Inspectorate: is a government body whose main work involves processing planning and enforcement appeals and holding inquiries into local development frameworks.

Planning Portal: A national website that offers a wide range of services and guidance on the planning system advising on planning permission, online planning applications, planning appeals and how the planning system works (see <http://www.planningportal.gov.uk/>).

Planning Obligations: Legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken. For example, the provision of highways. Sometimes called "Section 106" agreements or Planning Agreements.

Proposals map: the adopted proposals map illustrates on a base map all the policies contained in Development Plan Documents. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area.

The Regulations: Town and Country Planning (Local Planning) (England) Regulations 2012.

Supplementary planning documents: provide supplementary information in respect of the policies in Development Plan Documents and may take the form of design guides, development briefs, master plans or issue based documents that supplement the policies in a DPD. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability appraisal: tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all Local Plan documents.

Report to: Cabinet

Date: 07/10/2024

Subject: Net Zero 2030 Parking Strategy

Report of: Councillor Sharon Holder, Cabinet Member for Public Realm and
Councillor Wesley Harcourt, Cabinet Member for Climate Change and Ecology

Report author: Mark Fanneran, Assistant Director, Parking Services

Responsible Director: Bram Kainth, Executive Director for Place

SUMMARY

This report recommends policy changes that help tackle dangerous levels of air pollution in Hammersmith & Fulham and help deliver the Council's Net Zero 2030 target. The cost of parking plays a significant role deciding whether somebody owns a car, what car to own and how frequently it is driven. This report sets out how to use parking charges to influence driver behaviour to meet the ambition.

Hammersmith & Fulham is the 10th worst area in England for deaths by air pollution - with 7.4 per cent of deaths linked to toxic air. H&F is committed to reducing the exposure of people to poor air quality. The council's new Air Quality Action Plan 2024-2029 identifies the Council's priorities for tackling air quality and vehicle emissions that have a direct relationship to local air quality and carbon reduction. Road pollution is the biggest cause of dangerous Nitrogen Oxide (NOx) gases in the borough.

Car ownership of vehicles with poor green credentials remain active in the borough even after the introduction of London-wide policies. It is recognised in the industry that the higher the tariffs, the better the shift in behaviour change. Pitching the banding in the right place is essential to meet our targets by 2030 and encourage local journeys to be made using active travel.

The parking spaces themselves are worth around £4300 per annum as real estate and this kerbside space is seeing increase demand from other uses such as cycle storage, flood defences, greening and café areas. This report makes recommendations which will reduce the demand of cars on this precious borough asset, enabling the space to be used for these emerging needs.

Vehicle emissions reductions have come a long way in recent years and the proposal recognises those drivers that have made the switch to cleaner cars already. The proposal is to introduce a banding system across the different parking permit types, based on DVLA CO2 emissions, similar to that we have previously, and successfully, used with Pay & Display charges. Trials with Pay & Display showed that the banding was too narrow, which reduced its effectiveness in driver behaviour change and is penalising drivers that have made the switch.

The changes set out in this report will harmonise all parking charges to a seven-band system which is commonly used across London. This will include residents' permits, business permits, residents' visitor parking permits, business visitor parking permits, visitor parking and Pay & Display tariffs.

This proposal will lead to changes in vehicle usage, ownership and behaviour, and to an increase in the use of greener transport alternatives, such as cycling and walking within the borough.

RECOMMENDATIONS

1. To welcome the parking strategy ambition to tackle the dangerous levels of air pollution in Hammersmith & Fulham and support meeting the Council's Net Zero 2030 targets.
2. To review the policy change options and agree with the proposals set out in this report
3. To delegate the implementation of those changes to the Executive Director of Place, in consultation with the Cabinet Member for Public Realm.
4. To delegate the decision to the Executive Director of Place, in consultation with the Cabinet Member for Public Realm, to review an annual increase in parking fees and charges.

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Builds a safer, healthier and more attractive borough to live and work in by reducing carbon emissions and improving air quality.
Creating a compassionate council	The improvement on the quality of air will have a long-term impact on the health and wellbeing of our residents.
Doing things with local residents, not to them	Actions around climate emergency have been co-produced with residents.

Being ruthlessly financially efficient	Utilises new technology to reduce the cost, or be cost neutral, in delivering a carbon zero borough.
Taking pride in H&F	Improved air quality will make the borough a better place to live and visit
Rising to the challenge of the climate and ecological emergency	New model supports the Council's objectives to reduce carbon emissions and improve air quality

Financial Impact

It is expected that the proposed parking permit model, and changes to the existing Pay & Display emissions-based charging model, will lead to behavioural change. This makes it difficult to quantify any financial impact. The revenue and capital implications of adopting these policy changes will continue to be modelled in detail as real data becomes available.

If there are additional surpluses from emissions-based charging, any surpluses will be used to contribute towards allowable activities under section 55 of the Road Traffic Act 1988. More specifically, when setting these new charges, the focus will be on how the charges will contribute to delivering the Council's traffic and parking policies and programmes, together with supporting key objectives driving our climate change agenda.

The impact of the proposed policies will be affected by wider regional and local transport policies on vehicle emissions. Any change in parking income and expenditure will be accounted for through the Controlled Parking Account.

Gary Hannaway, Head of Parking Finance, 20 June 2024

Verified by James Newman, 24 June 2024

Legal Implications

The Council has the power to levy these charges and vary them under the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004.

Under s122 of the 1984 Act, the Council when exercising its powers to implement and vary parking charges needs to take account of the following factors:

- (a) The desirability of securing and maintaining reasonable access to premises;
- (b) The effect on the amenities of any locally affected and (without prejudice to the generality of this paragraph) the importance of regulating and restricting the use of roads by heavy commercial vehicles, so as to preserve or improve the amenities of the areas through which the roads run;
- (bb) The strategy prepared under Section 80 of the Environment Act 1995 (national air quality strategy);
- (c) The importance of facilitating the passage of public service vehicles and of securing the safety and convenience of persons using or desiring to use such vehicles; and
- (d) Any other matters appearing to the local authority to be relevant.

The Council is therefore under a statutory duty to take into account air quality when deciding what parking charges it should levy.

The proposal also contributes to the achievement of the Council's Air Quality Action Plan 2024-2029.

The report recommends that non-statutory consultation should take place about the proposals and that the outcome of this consultation should be taken into account before any changes are implemented.

The requirements on public bodies when undertaking consultation are as follows:

- The consultation should be undertaken at a formative stage
- It should be accompanied by enough information to allow for an informed response
- Sufficient time should be allowed for response
- The outcome of the consultation should be conscientiously taken into account by the decision-maker

The above rules must be followed in relation to the consultation. Any variation to the charges following the consultation can then be implemented by way of notice under s46A of the Road Traffic Regulation Act 1984.

John Sharland, Assistant Director, Legal Services, 25 June 2024

DETAILED ANALYSIS

Proposals and Analysis of Options

1. Background

- 1.1 Hammersmith & Fulham is the 10th worst area in England for deaths by air pollution - with 7.4 per cent of deaths linked to toxic air, according to the Office for Health Improvement & Disparities. H&F is committed to reducing the exposure of people to poor air quality. The council's new Air Quality Action Plan 2024-2029 identifies the Council's priorities for tackling air quality and vehicle emissions that have a direct relation to local air quality and carbon reduction. Road pollution is the biggest cause of dangerous Nitrogen Oxide (NOx) gases in the borough.
- 1.2 Charges levied according to vehicle type can lead to a reduction in higher-emitting vehicles. Emission-based parking permit charging is a well proven method of ensuring vehicle ownership change. The DVLA has noted a significant shift in vehicle ownership and fuels type since the introduction of emission-based schemes.
- 1.3 It is now commonplace for London boroughs (and UK local authorities) to follow the lead by the DVLA and apply higher parking permit charges for more polluting vehicles (CO₂) and those that emit high levels of particulate matter (PM), and Nitrogen Oxides (NO_x), supporting both borough and London-wide policies and strategies to address poor air quality.
- 1.4 Emissions-based parking charges conform to the 'polluter pays' principle. There is a clear logic across London for a higher premium to be charged for vehicles that produce higher carbon and air pollutant emissions.
- 1.5 The current resident parking permit charges in Hammersmith and Fulham have remained the same since 2012, with no increase in line with inflation during that period. The Council has increased most fees and charges during this time and so the cost of the residents' and other permits relative to other services the Council charges for has gone down in real terms over this period. Residents' parking permits in H&F currently cost £119 for the first permit and £491 for the second, per individual. **Table 1 of appendix 2** shows the current resident permit charges.
- 1.6 From January 2025, the Council is looking to introduce a new payment model for residents, allowing payment to be made either for a 12-month permit, six-month or rolling monthly permit. There are many benefits of a rolling monthly permit (set up as a monthly subscription payment) including removing the need to reapply for permits every six or 12 months and removing the risk of forgetting when a resident permit is up for renewal. A significant financial benefit is that residents do not have to pay for their permit upfront, providing greater financial flexibility and easing some of the financial burden of paying a lump sum. The resident permit cost proposal in **appendix 1** shows what the monthly payment could be.

1.7 The Council introduced emissions-based tariffs for visitor parking in 2021 and subsequently amended those tariffs in 2023. The current bands are as follows:

- Band 1 (0-75g/km CO₂) - £2.50 per hour
- Band 2 (76-130g/km CO₂) - £3.50 per hour
- Band 3 (131-190g/km CO₂) - £4.25 per hour
- Band 4 (191+g/km CO₂) - £5 per hour

**A diesel surcharge of £1 per hour will be applied to diesel vehicles in any of the above bands due to the negative impact of diesel vehicles on air quality.*

1.8 The introduction of emissions-based tariffs has contributed to behavioural change, with a 4% decrease in diesel vehicles from 2022 to current day. During that same period, electric and hybrid vehicle visitor usage has increased by approximately 5%.

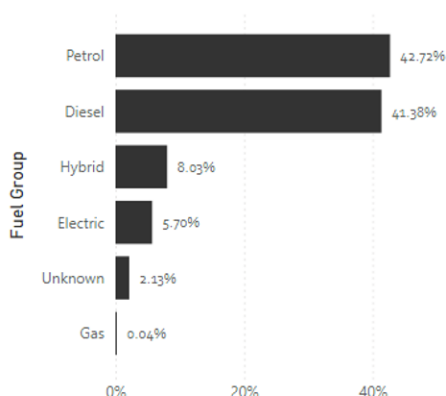


Fig 3: RingGo visitor usage by Fuel group - 2022

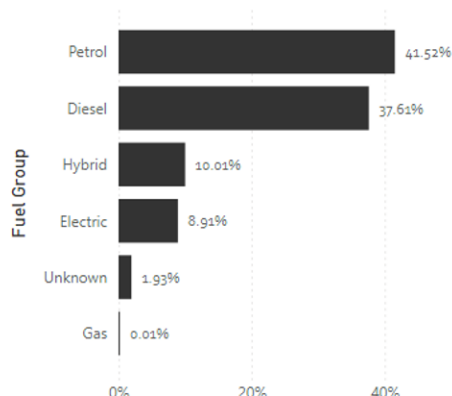


Fig 4: RingGo visitor usage by Fuel group - 2024

1.9 The London Borough of Hammersmith and Fulham has a parking infrastructure which encourages drivers to visit the borough. H&F is home to more than 25 shopper parking bays across the borough, which support local businesses and provide residents and visitors with access to short-term parking for as little as 20p per hour. The shopper bays are located near key shopping areas, making it easier to park and shop local. In addition, the Council has also introduced different parking permits to support resident visitors, businesses and their customers and tradespeople. All of these permits are well used and ensures there are a variety of parking tools for drivers to utilise.

2. Proposal Analysis

Residents Permits and Business Permits

2.1 The parking permit proposals would see the cheapest tiers applying to the least polluting vehicles and the more expensive to the more polluting. The proposed model would attempt to place most vehicles within the middle

bandings. In addition, having seven bands would incentivise residents and businesses to make incremental steps towards lesser pollutant vehicles, rather than expecting a wholesale move from diesel/petrol to fully electric. Incremental changes will still play a role in improving air quality and reducing emissions.

- 2.2 Diesel vehicles will carry an additional fuel type surcharge of 50% as diesel contributes to significant particulate emissions of PM1, PM2.5 and PM10s.
- 2.3 To further reduce car ownership per household, second vehicle permits will be charged at a multiplier of the emissions band of the vehicle, with the highest emitter of the two vehicles being the second vehicle. Second vehicle ownership creates higher parking stress, occupying valuable space and creates an issue where one or both resident vehicles are parked. The higher price point for second permits will give residents the opportunity to re-consider whether a second vehicle is absolutely necessary and may also dissuade other residents who are considering purchasing a second vehicle.
- 2.4 Based on the current resident permit data, it is calculated that approximately 17.31% of current resident permit holders with a first permit would have to pay the diesel surcharge. 24% of residents who hold a second permit will have to pay the diesel surcharge – a complete breakdown can be found in **Table 3 of appendix 2**. It should be noted that diesel surcharges are commonplace as part of other borough's emissions-based charging model.
- 2.5 There are currently 2472 residents with disabled blue badges. These badge holders will not be impacted by changes to parking permits, as they are able to park free of charge in any resident, pay and display or shared use bay in the borough. **Table 2 of appendix 2** demonstrates the borough trend in resident disabled badge holders since 2022.
- 2.6 To date the Council has exempted electric vehicles (EVs) from permit charges for both resident and business vehicles, to encourage early adoption while they were in their infancy. However, they still have a negative impact on public health and it is notable that electric vehicles continue to produce considerable amounts of air pollution emissions, from brake wear and tyre wear. It should also be noted they are no different from other vehicles in the space they take up on the public carriageway. They also contribute to general congestion increasing the amount of idling time conventional vehicles spend on their journeys.
- 2.7 Under the proposed update, EVs will continue to benefit from reduced charges relative to other vehicles but will be charged based on their space occupation and air quality impact.
- 2.8 In [March 2024](#), a key decision was made to introduce parking resident permits for motorcycles. Motorcycles will be charged 30% less than a car, however the charge will be based on the same emissions criteria.
- 2.9 Changes to the business permit model will lead to behavioural change, further incentivised by a policy change which allows businesses to have up to five

parking permits if their vehicles fall into bands 1-3. Only two permits will be issued if their vehicles are in band 4-7.

- 2.10 Although residents or businesses are unlikely to change their vehicle overnight as a direct result of these proposals, parking charges may form part of the financial considerations when replacing their vehicles.
- 2.11 To meet our air quality aspirations, the number of high pollutant vehicles visiting and parking in the borough will need to reduce significantly in the coming years. The new proposed bandings could play a sizeable role in enforcing further behavioural change, by ensuring that the vehicles with higher emissions pay a larger sum to park in the borough.

Resident Visitor Permit and Business Visitor Permit

- 2.12 Currently the bandings for Resident Visitor and Business Visitor permit tariffs are set at a flat fee of £1.80 per hour. In the new proposals, seven bands will be introduced to mirror the other models. Both visitor permit types would still be cheaper than the on-street Pay & Display tariffs, however those higher emitting vehicles would pay more compared to other bandings.

Key Worker Permits

- 2.13 We will not introduce emissions-based bands for key workers at this stage, instead introducing an inflation-linked increase, which has not been done since the permit was introduced in 2020. The permit type will come under further review at a later stage.

Visitor Parking

- 2.14 There is an opportunity to mirror the proposals for parking permit emissions bands for pay and display, moving from four bands to seven bands. This will ensure there is uniformity in charges between service types, in particular for residents who have a resident parking permit and also visit and park in other parts of the borough.
- 2.15 The new pay and display bands will reward those drivers who make incremental behavioural changes, where they are able to make the leap from higher pollutant vehicles to more environmentally friendly alternatives.
- 2.16 The proposals for visitor parking will also put us at similar charging levels to those boroughs around us. For example, visitors to Westminster pay up to £13.86 per hour in some zones, based on a high pollutant vehicle with emissions over 256/km CO₂m. A full breakdown of pay and display tariffs in other boroughs can be found in **table 4 of appendix 2**.

3. Reasons for Decision

- 3.1 Hammersmith & Fulham is the 10th worst area in England for deaths by air pollution - with 7.4 per cent of deaths linked to toxic air. As greenhouse gases and air pollutants in the borough are significantly produced through traffic-

related activity, implementing the proposals set out in this report will significantly help to deliver the council's Climate Change and Air Quality objectives by reducing traffic and incentivising residents making greener vehicular decisions. SUVs consume around 20% more oil than a typical medium-size car¹. The new model proposed will help people avoid larger, more polluting vehicles through financial disincentive.

- 3.2 The parking permit model has been tried and tested in a number of London Boroughs and in other parts of the country for over 10 years. Those councils have seen significant reduction in high emitting vehicles and this trend is expected to be seen in H&F as well. The policy supports the Mayor of London's strategy and the policies the government has introduced through the DVLA, which helps to increase the effectiveness in achieving the outcomes.
- 3.3 Amendments to the visitor parking tariffs will play a role in improving air quality and creating significant behavioural change in those visiting the borough. Changes would also keep us in line with other Local Authorities who have similar levels of parking and traffic.

Equality Implications

There are particular benefits to such parking schemes, in particular for children who are more vulnerable to the effects of air pollution as their lungs are still developing.

The biggest adverse impact across all protected characteristics is an increase in cost, as those that own more polluting vehicles will potentially pay more. This has the potential to have a negative financial impact on some individuals with lower incomes because they have to pay higher charges for parking and are likely to be less able to replace their vehicle with a less polluting vehicle.

It is important therefore that the Council introduces measures to offset those risks – for example, the proposal to create a rolling parking permit where a resident pays a monthly on-going charge instead of paying 12 months upfront, could provide more financial flexibility.

In addition, the Council should promote low-cost active travel schemes including residential secure cycle parking, car clubs and dial-a-ride.

*Comments verified by Yvonne Okiyo, Strategic Lead for Equity Diversity and Inclusion
25 June 2024*

Risk Management Implications

There is a financial risk of avoidance of payment of charges by residents. It is recommended that a strategy is developed to combat this and ensure payment.

¹ [As their sales continue to rise, SUVs' global CO2 emissions are nearing 1 billion tonnes – Analysis - IEA](#)

There is a programme risk that the benefits of this initiative are not adequately tracked and that resultant challenges to the gains to LBH&F cannot latterly be substantiated, It is therefore recommended that a full programme plan is developed including carefully defined risks, and benefits.

Jules Binney, Risk and Assurance Manager, 25 June 2024

Climate and Ecological Emergency Implications

Hammersmith & Fulham declared a Climate emergency in 2019 and pledged to reduce council emissions of carbon dioxide to net zero by 2030.

The council has committed to improving air quality and protecting human health and has set an ambitious target to meet 2021 World Health Organisation Air Quality Guidelines by 2030.

As greenhouse gases and air pollutants in the borough are significantly produced through traffic-related activity, the proposals will help deliver the council's Climate Change and Air Quality objectives.

The parking permit model has been tried and tested in a number of London Boroughs and brought significant reductions in high emitting vehicles and this trend is expected to be seen in H&F as well.

It will do so by reducing traffic and financially incentivising residents to make greener vehicular decisions. SUVs consume around 20% more oil than a typical medium-size car². The new model proposed will encourage people to avoid larger and more polluting vehicles.

This could be reinforced with continued support to shift to other active travel modes, such as cycling and walking, and measures to encourage carpooling and car sharing.

Amendments to the visitor parking tariffs will play a role in improving air quality and creating significant behavioural change in those visiting the borough.

The policy supports the Mayor of London's climate strategy and measures the UK government has introduced through the DVLA.

Mark Thomlinson, Climate Engagement Lead, 5 June 2024

Procurement implications

All initiatives above will be introduced via existing suppliers and systems.

² [As their sales continue to rise, SUVs' global CO2 emissions are nearing 1 billion tonnes – Analysis - IEA](#)

Consultation

Any proposals would be subject to the notice provisions under the Road Traffic Regulation Act 1984.

In 2023, the Council launched a borough-wide parking census, designed to get feedback from residents and business on issues around parking. One of the questions in the parking census asked the views on the following statement:

Parking Charges should be used to reduce the number of higher polluting vehicles in the borough.

From a total of 6895 respondents:

- **49.18%** strongly agreed/agreed that parking charges should be used to reduce the number of higher polluting vehicles in the borough
- **15.45%** of those responders neither agreed or disagreed with the statement
- **35.38%** strongly disagreed/disagreed that parking charges should be used to reduce the number of higher polluting vehicles in the borough

A breakdown of responses can be found in Appendix 2 of this report.

List of Appendices

Appendix 1 – Emissions-based charging proposals
Appendix 2 - Parking data tables
Appendix 3 – Parking Census data
Appendix 4 – Air Quality information

Appendix 1 – Emissions Based Charging Proposals

Resident Parking Permits

Band	CO2 emissions	Current Resident Permit Costs	Proposed Resident Annual Permit Costs	Proposed Resident Monthly Permit Costs (subscription model)
Band 1	0g/km	£0	£125	£10.42
Band 2	1-75g/km CO2	£60	£156	£13
Band 3	76-120g/km CO2	£119	£193	£16.08
Band 4	121-150g/km CO2	£119	£230	£19.17
Band 5	151- 185g/km CO2	£119	£266	£22.17
Band 6	186- 225g/km CO2	£119	£303	£25.25
Band 7	Over 225k/km CO2	£119	£340	£28.33
Motorcycles	-	£0	30% discount of banding cost	30% discount of banding cost
2 nd Permit	-	£497	3x cost based on banding	3x cost based on banding

**** A diesel surcharge of 50% of the permit cost will be added due to the negative impact diesel vehicles have on air quality**

Sessional Parking

Band	CO2 emissions	Current Visitor Parking Tariff (per hour)	Proposed Visitor Parking Tariff* (per hour)	Current Resident Visitor Permit/Business Visitor Permit (per hour)	Resident Visitor Permit Proposal (per hour)	Business Visitor Permit Proposal (per hour)
1	0g/km	£2.50	£2.80	£1.80	£1.80	£2.50
2	1-75g/km CO2	£2.50	£2.80	£1.80	£1.80	£2.50
3	76-120g/km CO2	£3.50	£4.00	£1.80	£1.80	£3.50
4	121-150g/km CO2	£3.50	£4.50	£1.80	£2.30	£3.50
5	151- 185g/km CO2	£4.25	£5.50	£1.80	£2.30	£4.25
6	186- 225g/km CO2	£5	£6.00	£1.80	£2.80	£5
7	Over 225k/km CO2	£5	£7.00	£1.80	£2.80	£5

***A diesel surcharge of £1 per hour will be added to the visitor parking cost**

Business Parking Permits

Band	CO2 emissions	Current	Proposed
Band 1	0g/km	0	£200
Band 2	1-75g/km CO2	£395	£395
Band 3	76-120g/km CO2	£791	£791
Band 4	121-150g/km CO2	£791	£850
Band 5	151- 185g/km CO2	£791	£950
Band 6	186- 225g/km CO2	£791	1050
Band 7	Over 225k/km CO2	£791	£1200

Business can have up to five parking permits for vehicles in bands 1-3. If business vehicles are bands 4-7, only two parking permits will be issued.

Key Worker Permits

Permit Type	Current Monthly/Yearly	Proposed Monthly/Yearly
Single Zone	£70/£791	£86/£1000
All Zones	£350/£3995	£430/£5000

Appendix 2 - Parking data tables

Table 1 - Current resident parking permit costs

First Permit

Permit Type	Cost
Standard – 6 months	£71
Standard – 12 months	£119
12 month lower emission vehicle	£60
Fully Electric	£0

*To qualify for the lower emission vehicle permit a vehicle must not produce more than 100g/km of CO2 and be Euro 5 compliant.

Second Vehicle Permit (issued to same person)

6 months	£260
12 months	£497

*no discount for lower emission or electric vehicles

Table 2 – Resident disabled blue badge holders – 2022 to present day

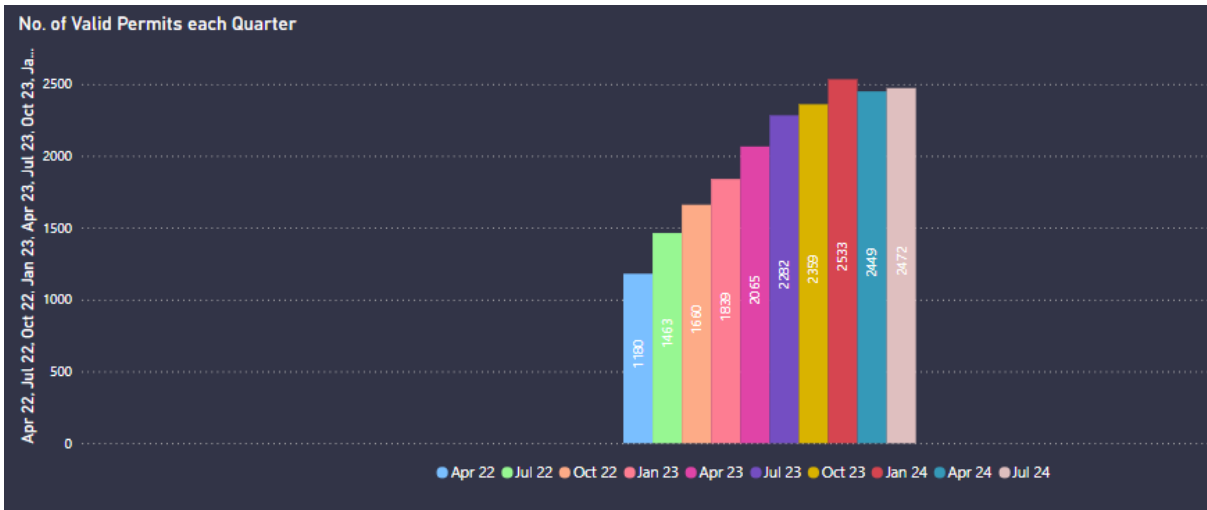


Table 3 - Current residents permit holders and how they are impacted by emissions based charging

Proposed Banding	Total Permit holders by proposed banding	Total Residents Impacted by Diesel Surcharge	% Residents Impacted by Diesel Surcharge
0g/km	2,057	-	0.00%
1-75g/km CO2	1,874	81	4.32%
76-120g/km CO2	6,948	1,317	18.96%
121-150g/km CO2	8,590	1,511	17.59%
151- 185g/km CO2	5,341	1,252	23.44%
186- 225g/km CO2	2,325	562	24.17%
Over 225k/km CO2	1,438	253	17.59%
Totals	28,573	4,976	17.42%

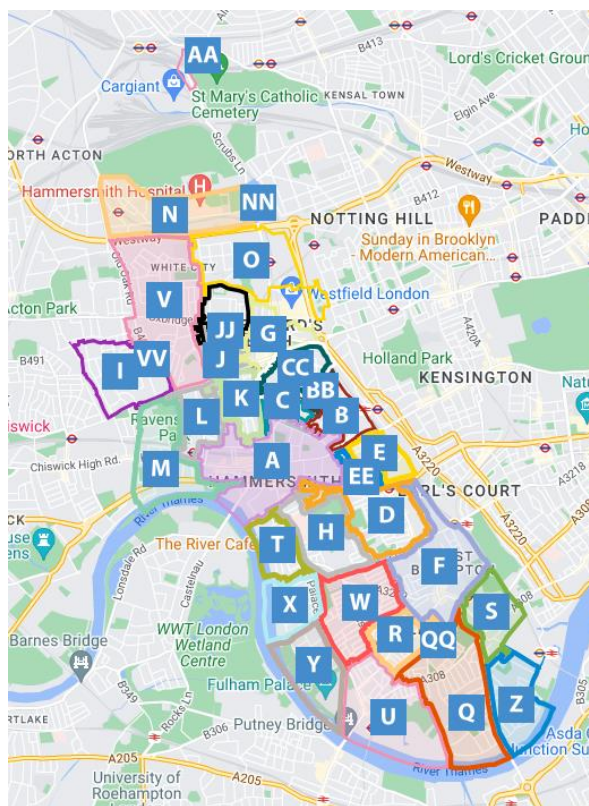
Table 4 – Emissions Based Visitor Parking – Other Borough Comparison

Borough	Emissions Based Charging (Y/N)	Lowest	Highest
Westminster	Yes	£1.46 per hour	£13.86 per hour
Camden	Yes	£2.38 per hour	£8.06 per hour
Kensington and Chelsea	Yes	£1.60 per hour	£7.40 per hour
Ealing	Yes	£0.14 per hour	£5.00 per hour
Islington	Yes	£4.10 per hour	£13.95 per hour
Hackney	Yes	£1.80 per hour	£9.30 per hour
Lambeth	Yes	£3.41 per hour	£15.31 per hour
Wandsworth	No	£1.50 per hour	£3.90 per hour

Appendix 3 – Parking Census

Parking Census - Emissions Based Responses
Parking Charges should be used to reduce the number of higher polluting vehicles in the borough

Zone	Total Responses	Strongly Agree	Somewhat Agree	Neither Agree or Disagree	Somewhat Disagree	Strongly Disagree
Zone AA	40	9	6	9	4	12
Zone BB	96	33	19	12	15	17
Zone CC	195	45	45	33	30	42
Zone EE	75	18	17	5	13	22
Zone JJ	193	60	51	28	23	31
Zone NN	31	13	7	3	4	4
Zone QQ	12	4	1	3	2	2
Zone VV	7	1	2	2	0	2
Zone A	283	87	69	37	48	42
Zone B	168	47	33	26	32	30
Zone C	99	31	17	8	16	27
Zone D	538	157	122	72	60	127
Zone F	248	73	57	44	36	38
Zone E	126	39	25	20	18	24
Zone G	135	52	27	22	18	16
Zone H	361	112	73	54	39	83
Zone I	318	85	62	43	51	77
Zone J	80	20	18	7	14	21
Zone K	229	74	50	30	33	42
Zone L	175	50	50	26	24	25
Zone M	167	56	38	22	24	27
Zone N	120	26	20	18	30	26
Zone O	116	35	20	27	20	14
Zone Q	365	98	82	69	54	62
Zone R	234	57	46	33	44	54
Zone S	151	42	34	26	20	29
Zone T	373	98	83	67	53	72
Zone U	264	65	63	43	36	57
Zone V	578	142	131	96	91	118
Zone W	414	103	98	58	77	78
Zone X	286	52	55	48	35	96
Zone Y	260	59	52	43	31	75
Zone Z	158	37	38	31	28	24
Totals:	6895	1880	1511	1065	1023	1416
Percentage Split:		27.27%	21.91%	15.45%	14.84%	20.54%



Appendix 4

Air Quality in H&F

1.1 Air pollution has an adverse impact on health throughout people's lives. It also disproportionately impacts the young, old, and those with existing health conditions. Poor air quality in London is believed to result in around 9,000 premature deaths every year. Kings College London, the Institute for Public Policy Research (IPPR) and Greenpeace have all stated that diesel engines emit 40% of the capital's Nitrogen Dioxide (NO₂) and particulate matter (PM₁₀) emissions. The World Health Organisation also has NO₂ on its list of "definite carcinogens".

1.2 Diesel engine exhaust includes soot, aerosols such as ash particulates, metallic abrasion particles, sulphates, silicates and nitrogen oxides. The black carbon element of diesel emissions has a particularly adverse effect on human health. Diesel exhaust also contains nanoparticles, which have additional health impacts, though not yet fully understood. The adverse health effects of diesel particulates are linked to cancer, heart and lung damage, and mental functioning. Exposure has also been linked with acute short-term symptoms such as headache, nausea, coughing, difficult or laboured breathing, irritation of the eyes, nose and throat and the onset of asthma in vulnerable individuals.

1.3 Diesel fuelled vehicles can emit up to four times more nitrogen oxides and up to more than twenty times more particulate matter than petrol fuelled vehicles. This has significant adverse health impacts: increasing the ambient pollution levels across the borough; increasing pollution levels for pedestrians and cyclists near roads; and also including drivers themselves, who are particularly exposed to air pollution whilst in their vehicles.

1.4 It is worth highlighting that whilst EV reduces local GHG emissions, they still have a negative impact on local air quality producing particulate matter emissions from brake dust and tyre wear. EVs like their fossil-fuelled counterparts continue to emit pollutants, with estimates ranging as low as a 3% decrease of PM_{2.5} particulate emissions relative to conventional vehicles, in the worst cases.

1.5 A whole-borough Air Quality Management Area (AQMA) has been declared for H&F since 2001 because of failing to meet the EU annual for Nitrogen Dioxide (NO₂) and Particulate Matter (PM₁₀). In addition, six air quality Focus Areas - locations identified by the GLA as having high levels of pollution and human exposure – have been identified in H&F identified in Figure 1.

1.6 Pollution in Hammersmith & Fulham comes from a variety of sources with the main sources of Nitrogen Oxides (NO_x), including Nitrogen Dioxide (NO₂), coming from road transport. One of the main sources of particulate matter is road transport such as diesel vehicles. Diesel cars contribute 4.5 times more NO_x emissions in Hammersmith & Fulham than petrol cars.

Report to:	Cabinet
Date:	07/10/2024
Subject:	Fire Door Installation Programme (Phase 1)
Cabinet Member:	Councillor Frances Umeh, Cabinet Member for Housing and Homelessness
Report Authors:	Richard Buckley, Assistant Director, Residents and Buildings Safety / Danny Doyle, Head of Fire Safety Works
Responsible Director:	Richard Shwe, Director of Housing / Sukvinder Kalsi, Executive Director of Finance and Corporate Services

SUMMARY

The installation and upgrading of fire doors are crucial not only for the heightened safety of high-rise residential buildings but also to meet compliance requirements under UK fire safety laws. As integral components of fire safety design, fire doors play an essential role in preventing the spread of fire and smoke, thereby safeguarding both the residents and the building.

To ensure that we are compliant with UK fire safety laws, the Fire Safety Works team has identified the need as part of a comprehensive programme to install and upgrade fire doors across the borough. This programme will involve works to circa 2,800 fire doors. This programme will also place an emphasis on 231 high-rise buildings which contain five stories or more as legislation requires us to prioritise these properties.

To manage this programme, within existing resources, we propose awarding a contract to work through the higher risk premises of the phase 1 plan. Within this prioritisation, 2,800 doors (which is 67% of the total 4,161 doors in phase 1) have been identified. The cost is projected at a total of £7 million. A subsequent programme will be implemented post successful delivery of this scheme to complete the remaining 33% of phase 1 doors. The cost of this work will be met by Hammersmith and Fulham Council and therefore leaseholders will not be charged for these works.

To source a supplier to undertake these works, we are seeking approval to undertake a mini competition via the Fusion 21 Building Safety and Compliance Framework, 'Passive Fire Protection - Fire Doors' category. We are anticipating starting these works by early 2025. The works will be managed and overseen by Housing's Fire Safety Works team and its appointed Principal Designer.

RECOMMENDATIONS

1. To note that Appendix 1 is not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) as set out in paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).
2. For Cabinet to approve the procurement strategy to undertake a mini-competition via the Fusion 21, Building Safety and Compliance Framework, 'Passive Fire Protection - Fire Doors' category for works relating to phase 1 Fire Door Works.

Wards Affected: All.

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	The supplier will be required to deliver Social Value as per the Framework call-off. This should have a positive impact on local wellbeing and prosperity.
Creating a compassionate council	The works undertaken via this programme will ensure that our buildings will have robust and compliant fire-safety infrastructure and therefore by undertaking this programme we are providing our residents with safe and quality housing.
Doing things with local residents, not to them	This work is driven by strict regulation and building control guidelines. The service however does inform residents of their workplan via coffee morning, letters/flyers and attendance at resident forums.
Being ruthlessly financially efficient	This framework category evaluated and ranked suppliers based on a 40% cost and 60% quality weighting. The cost evaluation was comprehensive as it based costing evaluation on a comprehensive schedule of rates. We therefore have a good cost baseline of the supplier on this framework. At call-off competition stage we will encourage further cost competition by applying a 40% weighting to cost. This will further drive value for money.

Our Values	Summary of how this report aligns to the H&F Values
Taking pride in H&F	It is important that the Council provides tenants with homes to be proud of. Safe and compliant buildings is the first and foremost fundamental step in achieving this ambition.
Rising to the challenge of the climate and ecological emergency	The tender will assign an element of the evaluation weighting to sustainability. A method statement will be requested from suppliers requiring them to evidence how they operate in a manner that demonstrates a commitment to sustainability. These method statements will be scored and any supplier who fails to meet an acceptable score will not be progressed.

Financial Impact

The report does not request budget approval, rather it seeks approval of a procurement strategy to source a contractor for the installation and upgrading of fire doors in residential blocks and high-rise buildings.

The expectation is that costs will be funded from existing budgets within the HRA Asset Management 4-Year Capital Programme for 2024-28 which was approved by Cabinet in February 2024 and contains a budget provision for the fire safety compliance programme, of £14.712m across financial years 2024/25 to 2027/28.

Once an appropriate contractor is selected via the framework, a further decision report will be required to appoint the contractor. This will include the necessary financial checks to ensure the financial solvency and stability of the contractor, as well as ensuring value for money is delivered.

Implications prepared by: Anjeli Chadha, Principal Accountant – Housing Capital, 12 July 2024

Implications verified by: Danny Rochford, Head of Finance (Housing), 16 July 2024

Approved by James Newman, Assistant director of Finance at the Contract Assurance Board, 21 August 2024.

Legal Implications

The Council is under a statutory obligation to carry out these works under the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Regulations 2022.

The award of these works to a supplier will be a public works contract under the Public Contracts Regulations 2015 (PCR). The Council is entitled to use the Fusion 21 Building Safety and Compliance Framework which was advertised and let in accordance with the PCR and the works can be procured under Lot 8 Passive Fire

Protection – Fire Doors. This allows for mini competitions to be undertaken among the companies selected for this Lot.

This will be a high value contract for the purposes of the Council’s Contract Standing Orders. The use of a suitable third-party framework in accordance with its terms is a compliant method of procuring a contract of this value. The Fusion 21 framework proposed is suitable for this purpose. The requirements of Contract Standing Orders will therefore be met.

The approval of this strategy will be a key decision under the Council’s constitution and needs to be included in the key decision list on the Council’s website.

John Sharland, Senior Solicitor (Contracts and Procurement), 25 March 2024

Background Papers Used in Preparing This Report

None

DETAILED ANALYSIS

Background

1. To satisfy our regulatory obligation under Regulatory Reform Order 2005 and the Fire Safety Regulations 2022 we are required to ensure that all fire doors comply with the standards shown in Approved Document B.
2. The Fire Safety team has recently undertaken a review of H&F fire doors and have determined that a planned programme is required to ensure that we comply with our obligations set out in paragraph 1.
3. Specifically, we have identified that installation/upgrades are required to 1,666 residential blocks containing circa 11,735 doors.
4. To manage this vast programme, the Fire Safety Team has developed a three-phase programme, which we aim to start by Spring 2025.
5. These phases are as follows:
 - **Phase one** – This will involve those covered by the ‘Stay put policy’ and buildings above five stories. We anticipate this phase affecting **4,161 doors**.
 - **Phase two** – This will involve those covered by the ‘Stay put policy’ buildings below five stories. We anticipate this phase affecting **6,136 doors**.
 - **Phase three** – This will involve those covered by the full evacuation policy. We anticipate this phase affecting **1,438 doors**.
6. Indicative timelines relating to these phases can be found below:

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Five Stories +	Phase one										
Under Five Stories				Phase two							
Full evacuation Policy									Phase three		

7. Further details regarding this programme can be found in Appendix 1.
8. Given the complexity of these works, we propose rolling out phase one in two parts. The first phase will focus on works to 2,800 doors (which is 67% of the 4,161 doors identified within phase 1). A subsequent programme will be implemented post successful delivery of this scheme to complete the remaining 33% of Phase 1 doors.
9. By rolling out the first phase in a reduced and more controlled manner, we hope to use the learning and insights of these initial works to enhance the delivery and spread the costs further in relation to the remaining doors within phase 1 and the subsequent phases 2 and 3.
10. To deliver these works, we are required to source and procure a competent fire door installation supplier. The contract will be overseen and managed by the Fire Safety Works team and appointed Principal Designer. The team has to date successfully overseen the install of circa 4,000 fire doors within the 1,666 blocks.
11. To ensure procurement compliance and rigour around finding a supplier that has both the capacity and capability, the service is aiming to undertake a mini-competition via the Fusion 21 Building Safety and Compliance Framework, 'Passive Fire Protection - Fire Doors'.
12. This report therefore seeks approval to undertake a procurement exercise in line with route to market listed in paragraph 8.

Reasons for Decision

13. We require the work programme set out in Appendix 1 to be undertaken to comply with our duties under UK Fire Safety Laws such as The Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Regulations 2022.
14. Given the analysis provided in 'procurement route analysis of options' section, a mini-competition via the Fusion 21 Building Safety and Compliance Framework, 'Passive Fire Protection - Fire Doors' is the preferred route to market.

Selection and Award Criteria

15. Achieving relevant values in awarded contracts will be secured through utilising the following Evaluation Criteria which will be used to determine the most economically advantageous tender

Evaluation Criteria	Weighting
Quality	50%
Social value	10%
Financial	40%
Total	100%

16. Several questions will be asked, to assess supplier's Resourcing, Management Systems, and Delivery Methodology as part of the Quality Criteria (totalling 50%), suppliers will be required to provide method statements answering each question to be evaluated and scored by the Council.
17. Suppliers will be required to demonstrate how the associated resident experience is embedded in their method statements.
18. Social value will be operated in line with the framework and as such we are applying the 10% social value. This is allowed under our Contract Standing Orders.
19. The social value explanation in the tender pack will highlight the core priorities for the authority in relation to Social Value in relation to this contract. These may include jobs, training and apprenticeships, community resources especially for the care experienced, and improved climate outcomes.
20. During the development of tender documents, the questions identified to assess suppliers' method statements may be further developed to ensure the Council focusses on the criteria most important to assessing delivery of a high-quality service, following approval of the procurement strategy.
21. In relation to the pricing element of procurement evaluation, a comprehensive schedule of rates will be requested from suppliers.
22. This schedule will enable cost transparency as we will establish a list of work costs (broken down by e.g., labour, materials, etc), central overhead costs, and profit levels. We will compare and evaluate suppliers based on total cost of delivery and the financial robustness of proposals.

Contract Specification Summary

23. See table below for a description of the works or services being procured:

Contract	Contract value	Description of Works/Services
JCT Major Project Construction Contract.	Contract value is to be confirmed.	In relation to the programme described in Appendix 1, this supplier will lead on the delivery of works for up to circa 2,800 fire doors.

Procurement Route Analysis of Options

24. **Option 1: Do nothing (Not Recommended)**

The Council has a statutory obligation to carry out these works, so it is not appropriate to do nothing.

25. **Option 2: Undertake a full regulated procurement process, advertised to the market (Not Recommended)**

This option offers a strong degree of competition, as it allows the whole market to bid for the opportunity, providing the opportunity for suppliers to bid for the work and compete with one and other as part of a cost and quality competition. This competition stimulates an environment whereby H&F can be confident that suppliers compete to offer the best and most competitive blend of quality and value for money in their bids.

26. **Option 3: Procure using a compliant framework or Dynamic Purchasing System (DPS) (Recommended)**

This option restricts the opportunity to those suppliers already on the framework. A DPS allows more flexibility than a framework as new suppliers can join a DPS and therefore can enter the competition, should timing around DPS qualification be facilitative. Additionally, established frameworks and DPSs have undertaken some form of quality/cost evaluation on Suppliers whereas an Open competition requires the client to undertake this activity. Suppliers on the framework or DPS are still presented the opportunity to bid for the work and compete with one and other on a cost and quality basis. This competition stimulates an environment whereby H&F can be confident that suppliers compete to offer the best and most competitive blend of quality and value for money in their bids.

Given that suppliers are required to satisfy a level of due-diligence and cost/quality assessment, the Council is not required to reassess standard criteria, which saves the client time, by relying on the Framework/DPS's provider's assessment. The Fire Safety Works Team requires this strategy to be approved by the Autumn/Winter of 2024, providing a 4–6-month window to source a suitable supplier.

As time is limited, and award using frameworks/DPS's is faster than undertaking a full regulated procurement process (due to some mandatory supplier assessment having already been undertaken) we are recommending a mini-competition via the Fusion 21 Building Safety and Compliance Framework, 'Passive Fire Protection - Fire Doors' category. This framework is acceptable in terms of capacity as it has 35 suppliers and therefore will offer H&F a suitable number of suppliers required for a competitive tender.

Market Analysis, Local Economy, and Social Value

27. The Fire Doors installation market is very well developed and mature. There are a vast number of Fire Door installation suppliers available to choose from via a range of well-developed procurement frameworks. This market consists of large tier 1 companies with a national presence as well as a high volume of local and sub-regional small and medium-sized enterprises (SMEs) Tier 2 and Tier 3 suppliers whom both contract directly with Clients or act as sub-suppliers to higher tier suppliers. Due to the mature nature of the market, we have a strong insight into market rates and market delivery models.

Risk Assessment and Proposed Mitigations

28. The Client team will proactively monitor and closely contact manage the supplier to ensure the contract Key Performance Indicators (KPIs) are delivered in line with the contract.
29. The contract will contain default/termination clauses in the event that the consultant's performance is either consistently inadequate or cannot be remedied.
30. Given the high value of these works, a reserve supplier will be selected. We will also insert clauses that allow us to seek damages due to any losses occurred due to non-performance.

Timetable

31. The timetable below provides an estimate of the competition process through to contract commencing.

Activity	Date
Key Decision Entry (Procurement Strategy and Contract Award)	22/03/2024
Contracts Assurance Board (Procurement Strategy)	21/08/2024
Cabinet Sign-off (Procurement Strategy)	07/10/2024
Tender issued	20/10/2024
Evaluation/moderation and preferred supplier identified	16/01/2025
Contracts Assurance Board (Contract Award Report)	22/01/2025
Cabinet Member Sign-off	05/02/2025

Activity	Date
Contract Start Date	01/04/2025

Contract Management

- 32. The contract will be monitored and managed by the Fire Safety Works client team. The contract will include a requirement for regular contract reviews. These reviews will include: a review of progress against the programme, performance against the KPI's and wider contract terms and conditions, discussions and resolutions around any issues that have materialized and any emerging contractual risks.
- 33. The contract sets out programme timelines, these timelines are the main KPI of the contract. The client closely monitors and manage this KPI delivery.
- 34. The contract will also set out general working practices expected of the consultant. Adherence to these practices is again managed by the client team.
- 35. Social value will be monitored and managed by the Fire Safety Works Service with support of the Contract Governance Team.

Equality Implications

- 36. These works will help our most vulnerable residents as we are inputting infrastructure that will protect safety of our housing residents (which are mostly social housing residents).

Risk Management Implications

- 37. There is a management risk that due to the ongoing nature of the project concerning prioritisation, planning, communication, and disruption to residents that a rigorous project management framework is established. This must include agreed management structures, planning, reporting, communication, and engagement with residents.
- 38. There is a management and reputational risk that work to implement the fire doors causes significant disruption to residents through but not limited to noise, dust, and restricted access. This can be mitigated through both a review of delivery controls from the suppliers as well as visiting sites where similar work has been completed to interview local residents and assess their opinions.
- 39. There is a risk that delivery of the doors is not completed adequately or that post-delivery assessment and 'snagging' is not completed. To mitigate this, sign off by the council immediately following completion and after a pre-defined period of not more than four weeks is completed. Successful post-delivery assessments should be added as a KPI.

Jules Binney, Risk and Assurance Manager, 23 February 2024

Climate and Ecological Emergency Implications

40. In developing the specification, the sustainability and energy efficiency of materials will be taken into account.
41. An element of the procurement weighting will factor in the supplier's method statement for sustainability, assessing on the sustainability and energy efficiency of materials, and the approach taken to delivering the works such as transport.
42. The supplier will be required to agree to compliance with our low-carbon supplier charter.

Verified by: Jim Cunningham, Climate Policy and Strategy Lead, 7 March 2024

Reverified by Hinesh Mehta, Assistant Director of Climate Change, 21 August 2024

Procurement Implications

43. The procuring officer of the works is required to work with the Procurement and Commercial team to ensure the call-off is undertaken compliantly and in accordance with the Public Contracts Regulations 2015, framework terms of use, and the Council's own Contract Standing Orders.
44. The framework proposed for use has been subject to full diligence checks by the Procurement and Commercial team. The only area to highlight as a minor risk to challenge is instead of being directly named as an organisation able to use the framework, the notices instead link to broad categories of eligibility, e.g., Local Government in England, etc. rather than clearly identifying contracting authorities (i.e., by name or more specific identification), in line with Regulation 33(5) of the Public Contracts Regulations 2015.

Chris Everett, Category Lead – Procurement and Commercial, 16 August 2024

Local Economy and Social Value Implications

45. It is a requirement that all contracts let by the council with a value above £100,000 propose and commit to social value contributions that are additional to the core services required under the contract. Paragraph 18 confirms that a minimum 10% will be required to align with the framework requirements.
46. It is recommended that the commissioner works with the Legal Service to ensure appropriate social value clauses are included in the contract so that the council can enforce its right to financial remedies if social value commitments are not delivered.

Verified by Oliur Rahman, Head of Employment and Skills, 21 August 2024

Consultation

47. As these works are driven by legislation and Health and Safety regulation, there is no consultation because the client team are required to adhere to a strict framework of rules.
48. That said however briefings and updates will take place with residents affected by the programme.

Property Implications

49. This programme involves work to our housing stock, the works are managed in manner that avoids disruption to residents and ensure the doors are fitted swiftly especially during autumn and winter months.
50. This programme ultimately will have a positive impact on our properties as they will have safer fire-safety assets within their properties.

LIST OF APPENDICES

Exempt Appendix 1 – Work Programme

Agenda Item 12

London Borough of Hammersmith & Fulham

Report to: Cabinet

Date: 07/10/2024

Subject: Civic Campus – Strategic Options

Report of: Councillor Andrew Jones, Cabinet Member for the Economy, and
Councillor Rowan Ree, Cabinet Member for Finance and Reform

Report author: Joanne Woodward, Director of Planning and Property

Responsible Director: Bram Kainth, Executive Director for Place

SUMMARY

This report provides an update to Cabinet on the Civic Campus Regeneration Project.

This project includes the construction of 204 private sale/affordable homes, commercial/office facilities and an extended and refurbished historic town hall.

The major health and safety issue in May 2022 halted work for a significant period (and we are still awaiting a conclusion from the relevant regulator). It has been necessary to ensure that the recovery work was satisfactorily completed to the required technical specifications and that any issues arising from it have been rectified.

The Council is continuing to ensure that the project is completed in a timely period, to the appropriate technical standards, and at the lowest cost. The exempt report sets out the progress to date and suggests options available to the Council to further these objectives.

RECOMMENDATIONS

1. To agree that appendix 1 and the recommendations contained therein are not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) as set out in paragraph 3 of schedule 12a of the local government act 1972 (as amended).
-

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Corporate Plan and the H&F Values
Building shared prosperity	The Civic Campus programme will create new community spaces for residents and the public within the West King Street area. This enables additional job opportunities through the s106 agreement; additional office space; and more genuinely affordable homes.
Doing things with residents not to	The Civic Campus programme will create a new public space to be enjoyed by all members of the local and wider community who have been engaged and consulted throughout the process. Extensive consultation with Disability Resident Team (DRT) is ongoing to ensure accessibility is fully embedded in design and operations.
Being ruthlessly financially efficient	The report outlines the actions taken to date and strategic options to manage and mitigate future risks.
Taking pride in H&F	The refurbishment of the Town Hall will enable the delivery of the wider Civic Campus programme, creating a new and much improved space for residents and the public within the West King Street area. The Civic Campus will dramatically improve the local area and act as a catalyst for further positive investment.
Rising to the challenge of the climate and ecological emergency	The civic campus makes use of an innovative ground source heat pump for heating and cooling to reduce CO2 emissions.

See Appendix 1 for the all the relevant implications, options and reasons for decision

LIST OF APPENDICES

Exempt Civic Campus – Strategic Options paper

Agenda Item 13



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 Authority hereby gives notice of Key Decisions which the Cabinet, Cabinet Members or Chief Officers intend to consider. The list may change from the date of publication as further items may be entered.

NOTICE OF THE INTENTION TO CONDUCT BUSINESS IN PRIVATE

The Authority also hereby gives notice in accordance with paragraph 5 of the above Regulations that it may meet in private to consider Key Decisions going to a Cabinet meeting which may contain confidential or exempt information.

Reports relating to Cabinet key decisions which may be considered in private are indicated in the list of Cabinet 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 Cabinet decision should instead be made in the public at the Cabinet meeting. If you want to make such representations, please e-mail Katia Neale on katia.neale@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 THE AUTHORITY FROM OCTOBER 2024 UNTIL APRIL 2025

The following is a list of Key Decisions which the Authority proposes to take from October 2024. The list may change over the next few weeks.

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 £300,000) 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 affecting the budget and policy framework set by the Council.

The Key Decisions List will be updated and published on the Council's website at least on a monthly basis.

NB: Key Decisions will generally be taken by the Executive at the Cabinet, by a Cabinet Member or by a Chief Officer.

*If you have any queries on this Key Decisions List, please contact
Katia Neale on 07776 672 956 or by e-mail to katia.neale@lbhf.gov.uk*

Access to Key Decision reports and other relevant documents

Key Decision reports and documents relevant to matters to be considered at the Authority by Cabinet only, will be available on the Council's website (www.lbhf.org.uk) a minimum of 5 working days before the Cabinet 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 Key Decisions will be subject to a 3-day call-in before they can be implemented, 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 related to Cabinet Key Decisions only. 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

Leader of H&F	Councillor Stephen Cowan
Deputy Leader (with responsibility for Children and Education)	Councillor Alexandra Sanderson
Cabinet Member for Adult Social Care and Health	Councillor Bora Kwon
Cabinet Member for Social Inclusion and Community Safety	Councillor Rebecca Harvey
Cabinet Member for the Economy	Councillor Andrew Jones
Cabinet Member for Housing and Homelessness	Councillor Frances Umeh
Cabinet Member for Finance and Reform	Councillor Rowan Ree
Cabinet Member for Climate Change and Ecology	Councillor Wesley Harcourt
Cabinet Member for Public Realm	Councillor Sharon Holder
Cabinet Member for Enterprise and Skills	Councillor Zarar Qayyum

Key Decisions List No. 140 (published 26 September 2024)

KEY DECISIONS LIST – FROM OCTOBER 2024

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	Earliest date the decision will be made 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 publication
CABINET MEMBER AND OFFICER DECISIONS				
Finance				
Deputy Leader (with responsibility for Children and Education)	October 2024	Short Term Lease for the School House at Hurlingham Academy The report requests approval for consent for Hurlingham Academy to enter into a short term lease of the School House (caretakers lodge).	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Palace & Hurlingham	
			Contact officer: Daryle Mathurin Tel: 07816 661199 Daryle.Mathurin@lbhf.gov.uk	
Deputy Leader (with responsibility for Children and Education)	October 2024	Breakfast Support Provider to Address Food Poverty in Schools Deliver of expert advice and support to establish hunger focused breakfast provision in schools as well as food deliveries.	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
			Contact officer: Marcus Robinson Marcus.RobinsonCHS@lbhf.gov.uk	

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)
				3-day call-in.
Executive Director of Place	October 2024	<p>Refurbished Town Hall - Level 06 Fit-Out</p> <p>The Council is seeking to tender for works to fit-out the new bar and restaurant area on Level 06 of the refurbished Town Hall. Works are likely to include, floor and wall finishes, lighting, kitchen and bar counter.</p>	Cabinet Member for the Economy	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	
Deputy Leader (with responsibility for Children and Education)	October 2024	<p>GLA funding for Primary School Universal Free School Meals</p> <p>The Mayor for London announced £130 million of one-off funding to ensure all school children at publicly funded primary schools in London can receive free school meals for the academic year beginning in September 2023.</p> <p>The funding allocation for Hammersmith & Fulham is funding for schools to implement the meal provision for children in Key Stage 2 who are not otherwise eligible for free school meals.</p>	Deputy Leader (with responsibility for Children and Education)	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		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 Member for the Economy	October 2024	Article 4 Direction Direction to remove permitted development rights for commercial premises to change use to residential in identified commercial areas within the borough.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet Member for Finance and Reform	October 2024	Smart Building and Environmental Technologies 2023 The council has ambitions to invest in technology to support climate and environmental targets within offices. Facilities are needed to monitor and manage energy and power usage and operate technically efficient buildings whilst providing powerful utilization data.	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
Executive Director of Finance and Corporate Services	October 2024	Council Tax Single Person Discount Review In line with recommendations from DLUHC, the Council conducts a yearly review of the Single Persons Discount (SPD) which has been granted to residents previously under Section.11 Council Tax (Discount and Disregard) LGFA 1993. This	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital		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)
	up to 1.5m	review is to establish whether the resident is still eligible for the discount, which is a 25% reduction on the council tax charge.		Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for the Economy	October 2024	Instruction to H&F Developments Ltd to grant a lease on civic campus Block B Restaurant The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Hammersmith Broadway	
Executive Director of Place	October 2024	Instruction to H&F Developments Ltd to grant cinema lease to successful operator The Council's nominee company, H&F Housing Developments Ltd, acts upon the instruction of the council in matters relating to commercial leases at the Civic Campus. 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)	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): Hammersmith Broadway	

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)
		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.		
Executive Director of Place	October 2024	Instruction to H&F Developments Ltd to grant a lease on civic campus Block C cafe The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	
Executive Director of Place	October 2024	Instruction to H&F Developments Ltd to grant lease on civic campus Block C retail unit The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	

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)
Executive Director of Place	October 2024	<p>Instruction to H&F Developments Ltd to grant lease on civic campus convenience store to successful operator</p> <p>The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus.</p> <p>PART OPEN PART PRIVATE</p> <p>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 the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): Hammersmith Broadway	
Executive Director of Place	October 2024	<p>Instruction to H&F Developments Ltd to grant lease on civic campus Block B 1st floor office</p> <p>The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus.</p>	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): Hammersmith Broadway	

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>)
Executive Director of Place	October 2024	Instruction to H&F Developments Ltd to grant lease on civic campus Block B 2nd floor office The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): Hammersmith Broadway	
Executive Director of Place	October 2024	Instruction to H&F Developments Ltd to grant lease on civic campus Block B 3rd floor office The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): Hammersmith Broadway	
Executive Director of Place	October 2024	Instruction to H&F Developments Ltd to grant lease on civic campus Block B 4th floor office The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income over £5m & policies or new income, reserves use,		Ward(s): Hammersmith Broadway	

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>)
	overspend over £300K			Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Executive Director of Place	October 2024	Instruction to H&F Developments Ltd to grant lease on civic campus Block B 5th floor office The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): Hammersmith Broadway	
Executive Director of Place	October 2024	Instruction to H&F Developments Ltd to grant lease on civic campus Block B 6th floor office The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): Hammersmith Broadway	

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 Member for the Economy	October 2024	Instruction to H&F Developments Ltd to grant a lease on civic campus Block B 7th floor office The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Hammersmith Broadway	
Cabinet Member for the Economy	October 2024	Instruction to H&F Developments Ltd to grant lease on civic campus Block B ground floor office / reception The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	
Cabinet Member for the Economy	October 2024	Instruction to H&F Developments Ltd to grant a lease on civic campus Affordable Start-up Unit 2 The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital		Ward(s): Hammersmith Broadway	

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>)
	between £1.5m and £5m			Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for the Economy	October 2024	Instruction to H&F Developments Ltd to grant a lease on civic campus Affordable Start-up Unit 1 The Council's nominee company, H&F Housing Developments Ltd acts on the instruction of the Council in all matters related to the commercial leases on the civic campus	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Hammersmith Broadway	
Executive Director of Finance and Corporate Services	October 2024	Acquisition of freehold properties Acquisition of freehold properties under the Refugee Housing Programme / Local Authority Housing Fund Round 2.	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s):	

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 Member for the Economy	October 2024	Civic Campus Cinema Decision Cabinet Member for the Economy to make a decision on entering into an agreement for the cinema lease at the Civic Campus.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Hammersmith Broadway	
Cabinet Member for Social Inclusion and Community Safety	October 2024	LET FPN fine increase Amendments to fixed penalty notice charges to be issued by Law Enforcement Team	Cabinet Member for Social Inclusion and Community Safety	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet Member for Public Realm	October 2024	Approval for a 10 year lease on 27 Bulwer street W12 8AR We are seeking approval for a 10 year lease in the north of the borough to house our parking on street enforcement team. the search for a suitable property has been on going for the last 18 months. This property is highly suitable for our operation and will	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital		Ward(s): Shepherds Bush Green	

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	between £1.5m and £5m	be funded from the existing parking budgets.		Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Public Realm	October 2024	Registration and Mortuary (Fees and Charges) To agree the introduction of new service charge categories and approve the proposed uplifted fees and charges from 1 April 2024.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Executive Director of Place	October 2024	Decision to acquire a property under the Refugee Housing Programme Decision to acquire leasehold properties in the borough.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		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>)
Executive Director of Place	October 2024	Delivering affordable homes - acquisition of freehold properties Acquisition of freehold properties in the borough.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
	Contact officer: Joe Coyne joe.coyne@lbhf.gov.uk			
Deputy Leader (with responsibility for Children and Education)	October 2024	LD Supported Accommodation at Emlyn Gardens To provide supported accommodation for up to 8 residents to live independently.	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): White City	
	Contact officer: Adie Smith Tel: 07554 222 716 adie.smith@lbhf.gov.uk			
Cabinet Member for Public Realm	October 2024	Suspensions Fees & Charges Uplift Uplift of Suspensions Fees & Charges to reflect current requirements.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Oscar Turnerberg Tel: 074 9854 2978 oscar.turnerberg@lbhf.gov.uk			

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				Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Public Realm	October 2024	Traffic Orders Fees & Charges Uplift Uplift of Traffic Orders Fees & Charges to reflect current requirements.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet Member for the Economy, Cabinet Member for Housing and Homelessness	October 2024	Hartopp & Lannoy Appropriation A report seeking approval to appropriate the land known as Hartopp & Lannoy Land for planning purposes to facilitate the redevelopment of the land and engage powers under Section 203 of the Housing and Planning Act 2016.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Munster	

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Executive Director of Place	October 2024	Decision to acquire properties to support refugee resettlement - D This decision is one of several key decisions to enable the council to purchase properties to support refugee resettlement in line with the aims of the Refugee Housing Programme.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Executive Director of Place	October 2024	Decision to acquire properties to support refugee resettlement - E This decision is one of several key decisions to enable the council to purchase properties to support refugee resettlement in line with the aims of the Refugee Housing Programme.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Executive Director of Place	October 2024	Decision to acquire properties to support refugee resettlement - F This decision is one of several key decisions to enable the council to purchase properties to support refugee resettlement in line with the aims of the Refugee Housing Programme.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital		Ward(s): All Wards	

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	between £1.5m and £5m			Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Deputy Leader (with responsibility for Children and Education)	24 Oct 2024	Children's Centre Consultation Consultation required before proposed changes are implemented.	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason:		Ward(s): All Wards	
Cabinet Member for Public Realm	October 2024	Development of Neighbourhood Improvements and Place Shaping Projects Capital Investment in the development of Neighbourhood Improvements and Place Shaping Projects that tackle a variety of issues such as safety, traffic, noise and air pollution, business growth, climate adaptation, rewilding, flood mitigation, lowering carbon, and well-being.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		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)
Executive Director of Finance and Corporate Services	October 2024	Local Electric Vehicle Infrastructure (LEVI) Grant Acceptance Acceptance of the indicative LEVI grant allocation of £7.4m on behalf of the sub-regional partnership. Creation of associated income and expenditure accounts and administering of funds on behalf of the partnership as the lead authority.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Budg/pol framework		Ward(s): Contact officer: Masum Choudhury Masum.Choudhury@lbhf.gov.uk	
Deputy Leader (with responsibility for Children and Education)	16 Dec 2024	Semi-independent living (SIL) accommodation for children looked after, care leavers and young people experiencing homelessness Recommission of SIL support contract. Leases for Council owned buildings will be included and the remaining accommodation will be provider by the supplier.	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards Contact officer: Sophie Veitch Tel: 07876855124 sophie.veitch@lbhf.gov.uk	
Executive Director of People	October 2024	Approve spend for windows related works at Langford Primary Approve spend for H&S related windows works at Langford Primary School	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital		Ward(s): Sands End Contact officer: Anthony Mugan Anthony.Mugan@lbhf.gov.uk	

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	up to 1.5m			Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Deputy Leader (with responsibility for Children and Education)	October 2024	<p>Extension to Olive House Extra Care Contract</p> <p>The decision is to extend the Olive House Extra Care Contract for one year, with the option to extend for another year.</p> <p>The service is based on a core and flexi model which fits around resident's needs. This extension will provide a consistent and sustainable Extra Care Service for resident of the borough, which promotes independent living, enabling them to remain in their own home for as long as possible and reduces the need for more expensive residential care.</p>	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Sands End	
Deputy Leader (with responsibility for Children and Education)	October 2024	<p>Children's Centre Consultation</p> <p>Request for approval of formal consultation regarding proposed changes to children's centres.</p>	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason:		Ward(s): All Wards	

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Cabinet Member for Public Realm	October 2024	Linford Christie Stadium Athletics Track Refurbishment Refurbishment of athletics track and installation of new LED floodlights.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): College Park and Old Oak	
	Contact officer: Simon Ingyon Simon.Ingyon@lbhf.gov.uk			
Executive Director of Place	October 2024	Appointment of Employer's Agent for Construction Works Appointment of Employer's Agent for existing construction contract	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	
	Contact officer: Daniel Murray daniel.murray@lbhf.gov.uk			
Deputy Leader (with responsibility for Children and Education)	October 2024	Supported Living Provision Contract for the provision of supported living services for H&F residents.	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Rebecca Richardson Tel: 07827879659 rebecca.richardson@lbhf.gov.uk			

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				Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Housing and Homelessness, Cabinet Member for Social Inclusion and Community Safety	October 2024 Reason: Affects 2 or more wards	Domestic Abuse Housing Services Policy Hammersmith & Fulham Housing Department is required to have a domestic abuse policy as part of the Social Housing Act 2023. Our Domestic Abuse Policy relates to Hammersmith & Fulham tenants and survivors of domestic abuse who apply to Hammersmith & Fulham homelessness service, and sets out how we will identify and respond to domestic abuse.	Cabinet Member for Housing and Homelessness, Cabinet Member for Social Inclusion and Community Safety Ward(s): All Wards Contact officer: Anna L K Jane Tel: 07554222791 anna.jane@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Executive Director of Finance and Corporate Services	16 Dec 2024 Reason: Expenditure/income over £5m & policies or new income, reserves use, overspend over £300K	Third Sector Investment Fund A decision, with delegated authority from Cabinet in consultation with the Cabinet Member for Social Inclusion and Community Safety, to award grants to voluntary and community sector organisations in line with the Third Sector Investment Strategy agreed by Cabinet on 15 July 2024.	Cabinet Member for Social Inclusion and Community Safety Ward(s): All Wards Contact officer: Stefan Robinson stefan.robinson@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.

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Cabinet Member for Housing and Homelessness	October 2024	Council housing policy updates Decision to approve updated council housing policies, following a review of the council housing policy framework.	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Budg/pol framework		Ward(s): All Wards	

Corporate

Executive Director of Place	October 2024	Contract for the supply and installation of air to water source heat pump system We are proposing to let and award a contract for the supply and installation of air to water source heat pump system (s) at 105 Greyhound Road, W6 8NL and the Public Mortuary at 200 Townmead Road, SW6 2RE.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): Sands End	
Cabinet Member for Housing and Homelessness	October 2024	Variations to Housing Repairs Contract Contract variation to existing housing repairs contract	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date
	Reason:		Ward(s): All Wards	

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			Tel: 07827883247 Emma.Lucas@lbhf.gov.uk	of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Public Realm	October 2024 Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m	Parking Bailiff Enforcement Procurement Strategy This decision will be to sign off on the procurement strategy relating to the bailiff enforcement contract for outstanding Penalty Charge Notice (PCN) debt.	Cabinet Member for Public Realm Ward(s): All Wards Contact officer: Gary Hannaway, Bram Kainth Tel: 020 8753, Tel: 07917790900 gary.hannaway@lbhf.gov.uk , bram.kainth@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Deputy Leader (with responsibility for Children and Education)	October 2024 Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m	Procurement Strategy for Community Schools Programme Refurbishment Works To refurbish Lena Gardens and Mund St. sites to serve as decant locations for schools in the Community Schools Programme	Deputy Leader (with responsibility for Children and Education) Ward(s): Avonmore; Addison; Brook Green; Ravenscourt Contact officer: Anthony Mugan Anthony.Mugan@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.

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Executive Director of Finance and Corporate Services	October 2024	<p>Community Schools Programme – Variation to the appointment of Design Team (BPTW)</p> <p>Variation to existing contract for Design Team services (encompassing architectural design services) for the Community Schools Programme.</p>	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): Avonmore; Ravenscourt	
	Contact officer: Patrick Vincent Patrick.Vincent@lbhf.gov.uk			
Deputy Leader (with responsibility for Children and Education)	October 2024	<p>Direct Award of Contract for Minterne Gardens Extra Care Service</p> <p>The decision is to agree that the Contract with Housing 21 will start from February 2023 until 31st March 2027.</p> <p>The decision is to agree that the total value of the four-year Housing 21 Minterne Gardens contract is expected to be £3,919,566.</p> <p>The service is based on a core and flexi model which fits around resident's needs. This contract will provide a consistent and sustainable Extra Care Service for resident of the borough, which promotes independent living, enabling them to remain in their own home for as long as possible and reduces the need for more expensive residential care.</p>	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): White City; Wormholt	
	Contact officer: Johan van Wijgerden Tel: 07493864829 Johan.vanwijgerden@lbhf.gov.uk			

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Cabinet Member for Housing and Homelessness	October 2024	<p>Procurement Strategy/Contract Award approval to Cablesheer to support with housing voids and repairs</p> <p>We are looking for both procurement strategy and contract award approval to direct award a 3 year contract to Cablesheer. The contract will instruct work orders to Cablesheer to support our term-service patch contractors with housing voids and repairs.</p> <p>This direct award will be through a compliant Construction Framework (The national framework partnership). The contract value will be for a maximum value of £4,500,000 over a 36 month duration. The contract will apportion the spend equally at £1,500,000 per annum.</p>	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Cabinet Member for Housing and Homelessness	October 2024	<p>Approval to extend our roofing contract by 12 months.</p> <p>We seek approval to extend our existing contract with our roofing subcontractor. This contract currently supports our DLO by carrying out roofing repairs and maintenance works, on behalf of H&F Maintenance, our Direct Labour Organisation ('the DLO'). The DLO has responsibility for carrying out repairs to communal areas for most of our council housing stock. Due to the specialist nature of roofing works the DLO requires a subcontractor to carry out roofing repairs and maintenance works on its behalf.</p> <p>We initially procured this provider under a JCT measured term contract from the 16th of May 2022 until the 15th of May 2024. The original contract award allowed for a 12 month extension of the contract until the 15th of</p>	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	

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		<p>May 2025.</p> <p>We are seeking approval to action this extension of the contract until the 15th of May 2025.</p>		
Executive Director of Place	October 2024	<p>Alternative Ecological Mitigation at Wormwood Scrubs Contractors Procurement</p> <p>This report is seeking permission for the council to approach the market and procure contractors for the implementation of the Alternative Ecological Mitigation (AEM) Masterplan capital works and 10 Year Management and Maintenance Plan (MMP) for Wormwood Scrubs.</p>	Cabinet Member for Public Realm	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): College Park and Old Oak	
Deputy Leader (with responsibility for Children and Education)	October 2024	<p>Day Opportunities Direct Award Contract</p> <p>The purpose of this report is to approve a Direct Award to both Nubian Life and the Alzheimer's Society to the total value of £564,887. For both services, the contract ends on the 31st March 2023 and to ensure service continuity as well as planning a co-production project and tender in order that on the 1 June 2024 a revised service will be put in place.</p>	Deputy Leader (with responsibility for Children and Education)	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	

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Executive Director of People	October 2024	Procurement Strategy for Temporary Classroom Unit at Woodlane High School Provision of 20 additional temporary spaces at Woodlane High Schools	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
Cabinet Member for Housing and Homelessness	October 2024	Direct Award via the Southeast Consortium Framework for a Windows installation/replacement contractor We are seeking approval to compliantly direct award a 3 year, £3,000,000 windows installation and replacement contract via the Southeast Consortium Framework. This contract will provide the council with the additional capacity required to support our increasing work order demand within the repairs service.	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Executive Director of Place	October 2024	Procurement of a Marquee for the refurbished Hammersmith Town Hall The Council is seeking to procure a marquee for the outdoor area of the rooftop bar and restaurant on Level 06 of the refurbished Town Hall	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	

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>)
				Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for the Economy	October 2024	Procurement and Installation of Audio Visual Equipment, Desk Booking and Smart Technology within the refurbished Town Hall The Council is seeking to tender for works to procure and install the following: - Audio Visual equipment - Desk Booking technology - Smart technology	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Hammersmith Broadway	
Executive Director of Place	October 2024	Procure joinery works in relation to large Furniture and Fixtures at the refurbished Town Hall The Council is seeking to tender a joinery package for the provision of two large reception desks and a bar counter at the refurbished Town Hall	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	

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 Member for the Economy	October 2024	Fulham Library & Macbeth Centre Roof Replacement Roof Replacement works	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Fulham Reach	
Deputy Leader (with responsibility for Children and Education)	October 2024	GLA funding for Primary School Universal Free School Meals The Mayor for London announced £130 million of one-off funding to ensure all school children at publicly funded primary schools in London can receive free school meals for the academic year beginning in September 2023. The funding allocation for Hammersmith & Fulham is funding for schools to implement the meal provision for children in Key Stage 2 who are not otherwise eligible for free school meals..	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Executive Director of Place	Before 24 Oct 2024	Procurement of a works contract for Commercial office block lobby fit-out (Civic Campus) The existing build contract is for shell and core only. Work is required to fit-out the lobby area.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	

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			v.uk	Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Executive Director of Place	October 2024	Procurement of furniture for Ground to floor 5 of the Civic Campus As part of the transition of the workforce to the Civic Campus, furniture is required in order to allow the workforce to continue to deliver the services it currently does.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	
Executive Director of Place	October 2024	Approval to award contract for 6th Floor Terrace Landscaping Works (Civic Campus) The refurbishment of the Civic Campus building is currently underway. A contract is required to procure for the work on the roof garden, which will be on the 6th floor terrace.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Hammersmith Broadway	

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>)
Executive Director of Finance and Corporate Services	October 2024	Contract award for provision of disrepair and void works Contract award for the provision of disrepair works	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
Executive Director of Finance and Corporate Services	October 2024	Procurement Strategy for Garage Refurbishment Approval for the strategy to procure a contractor to deliver the Phase 3 programme of refurbishment works to garages on housing land.	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
Deputy Leader (with responsibility for Children and Education)	October 2024	Procurement Strategy for Voucher Payment Solution Procurement Strategy for the provision of closed loop supermarket vouchers	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and		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)
	Capital between £1.5m and £5m			Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Finance and Reform	October 2024	<p>CONTRACT EXTENSION FOR VARIABLE DATA PRINTING SERVICES</p> <p>The Council's four-year contract for variable data print services ended on 30 November 2021. This contract included printing and mailing communications for several Council services, including revenues and benefits, housing and electoral services. These services continue to go through a programme of transformation, with a focus on improved digital delivery. A new two-year contract (with the option to extend for a further two years) was recommended to ensure short-term stability of service as this transformation is embedded and services focus on Covid recovery.</p> <p>The contract was awarded to the current supplier, (Financial Data Management Ltd) who had performed well throughout the contract and continues to actively support the council in the delivery of a wide range of business-critical services. As such, and to ensure ongoing service delivery, an extension of a further 2 years as per the terms of the contract awarded in Nov 2021, is considered to be the most efficient and economically advantageous solution. The extension of the contract will be on the same terms and conditions as the current contract, where costs are incurred based on actual service volumes.</p>		A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	

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		This provides for the opportunity to reduce printing and mailing costs as the Council expands its' programme of digitalisation across these service areas.		
Cabinet Member for Housing and Homelessness	October 2024	Procurement Strategy for Housing Lift Modernisation of Barton and Jepson House To maintain the lift service, it has been recommended that works to modernise the lift should be carried out. This will both improve the reliability of the lifts and reduce future running costs.	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Cabinet Member for Public Realm	October 2024	Smart Transport - Traffic Data Procurement To procure Smart Transport to handle the Parking departments on-street data collection needs.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	

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Cabinet Member for Housing and Homelessness	October 2024	<p>Short-Term Contract Variation to Council Repairs Contract (LOT 3)</p> <p>This report is seeking approval to temporarily vary the Mears Central Repairs contract. This variation will involve allowing for additional temporary supervisory and administrative support as well as an enhancement on the current contract rates.</p> <p>The variation will involve cost changes totalling up to £680,000. This will be a temporary variation for a 17-week period.</p>	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Executive Director of Place	October 2024	<p>Approval of Capital Spend for vehicles for waste, recycling, and street cleansing contract</p> <p>Approval for vehicle purchase to deliver waste services</p>	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Strategic Director, Chief Operating Officer, Corporate Services	October 2024	<p>Extension of call off contract for the Portal, E forms & CRM system</p> <p>To approve the award to Granicus-Firmstep Limited of a two-year permitted extension to the existing call off contract. The total value of the contract to date is £850k. The estimated minimum value of this 2-</p>	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting.
	Reason: Expenditure/Income above £300K - Revenue up to £500k		Ward(s): All Wards	

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	and Capital up to 1.5m	year extension is £340k.	ashley.bryant@lbhf.gov.uk, Darren.Persaud@lbhf.gov.uk	Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for the Economy	October 2024	Procurement and award of consultancy contract Procurement and award of a contract under a call-off procedure from “Yorkshire Purchasing Organisation 001141 Managing Consultancy and Professional Services Framework” to Reed Specialist Recruitment trading as Consultancy+ for the provision of professional consultancy services in relation to leisure and recreational infrastructure.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Executive Director of Finance and Corporate Services	October 2024	Major Refurbishment of Derwent Court W6 Award of contract to carry out major refurbishment works to 1-10 Derwent Court W6. Works include new roof covering, new windows and doors, external wall insulation, and general fabric repairs and redecoration.	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): Ravenscourt	

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Cabinet Member for Public Realm	October 2024	Pan London Contract on the Future of Micro-mobility Authority to negotiate terms, agree charges and enter into contracts related to e-bike hire and e-scooter hire contracts .	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
	Contact officer: Masum Choudhury Masum.Choudhury@lbhf.gov.uk			
Cabinet Member for Public Realm	October 2024	Leisure Contract Variation Leisure Contract Variation	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
	Contact officer: Simon Ingyon Simon.Ingyon@lbhf.gov.uk			
Cabinet Member for Finance and Reform	October 2024	Digital Advertising Hoardings Overview An update on the status of the advertising portfolio PART OPEN PART PRIVATE Part of this report is exempt from disclosure on the grounds that it	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital		Ward(s): All Wards	
	Contact officer: Joanna McCormick Tel: 0741207694 Joanna.Mccormick@lbhf.gov.uk			

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	between £1.5m and £5m	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.		Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Executive Director of Finance and Corporate Services	October 2024	Award of contract for the major refurbishment of various void properties This report seeks approval to award a contract for the major refurbishment of void properties, including structural works, at various addresses across the Borough.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Coningham; Grove; Hammersmith Broadway; Fulham Town; Palace & Hurlingham	
Executive Director of Finance and Corporate Services	October 2024	Contract Award for the design, supply, installation and commission of fire safety infrastructure Compliant direct award of a contract for the design, supply, installation and commission of fire safety infrastructure. The value is estimated at £1,280,024.00	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s):	

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Cabinet Member for Public Realm	October 2024	<p>Procurement of Toxicology Provision for West London Coroner's Court</p> <p>This report seeks approval to procure a 3-year contract, with the option to extend for up to 2 further years for toxicology services. The toxicology contract is to be awarded by the London Borough of Hammersmith and Fulham on behalf of the West London Coroner's Service.</p>	Cabinet Member for Public Realm	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Deputy Leader (with responsibility for Children and Education)	31 Oct 2024	<p>Mosaic Contract Extension</p> <p>The Mosaic contract expires 31/01/2025, officers would like to request a 2 year extension on the contract to complete procurement exercise to award new contract. The contract is for CHS and ASC.</p>	Deputy Leader (with responsibility for Children and Education)	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason:		Ward(s):	
Executive Director of Finance and Corporate Services	October 2024	<p>Fire Risk Assessment Services</p> <p>Approval to award a 24month contract for Fire Risk Assessment Services via our Consultants Framework, Lot 8.</p> <p>Approval to terminate the contract for Fire Risk Assessment Services with our existing consultant.</p>	Cabinet Member for Housing and Homelessness	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet</p>
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital		Ward(s): All Wards	

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	up to 1.5m			Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Deputy Leader (with responsibility for Children and Education)	October 2024	<p>Direct Award Report of Spot Contract to Living With Equal Opportunities</p> <p>This is a decision to directly award a 2-year spot contract worth £340 000 to Living With Equal Opportunities (LWEO) in order to regularise existing arrangements starting 1st October 2024 to 30th September 2026</p> <p>The reason for this decision is to ensure that residents have access to a responsive and good quality service in an area with insufficient local provision and to allow time for commissioners to coproduce a new model for day opportunities to be tendered for in 2025/6.</p> <p>A timeline and plan is in place the co-production and governance around a new service model to take place by the end of this contract extension.???</p> <p>2 years also provides enough time to monitor the contract and terminate it if it is found to be underperforming</p> <p>A waiver will go to Contract Assurance Board.</p> <p>A strategy paper for a reprocurement will be presented in 2025.</p>	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	

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Cabinet Member for Housing and Homelessness	October 2024	<p>Award of contract for White City major refurbishment Phase 1 incorporating works to Batman Close, Davis House, Evans House, Mackay House, White City estate W12</p> <p>This report seeks approval to award a contract for the major refurbishment of eleven blocks forming part of the White City estate W12.</p> <p>The scheme was included in the Procurement Strategy approved by December 22 Cabinet, which identified sites for investment during the period 2023-2025.</p>	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): White City	
Cabinet Member for Public Realm	October 2024	<p>Procurement Strategy for Professional Services</p> <p>Professional services for civil and traffic engineering design, project management and community engagement</p>	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Executive Director of Finance and Corporate Services	October 2024	<p>Pilot for Drainage Planned Preventative Maintenance to housing stock</p> <p>This Procurement Strategy recommends a 12-month contract award for up to £400,000 in value. This contract is required for the service to understand the cost/benefit feasibility of a boroughwide PPM strategy</p>	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital		Ward(s): All Wards	

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	up to 1.5m	relating to soil stack descaling and associated repair works. This pilot will be undertaken at the White City Estate.		Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet Member for Public Realm	Before 30 Nov 2024	Highway Asset Management Strategy Highway Asset Management Strategy outlines how the highway will be managed in the future.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet Member for Public Realm	October 2024	Tree Strategy Tree Strategy 2024 - 2030. The strategy outlines key objectives and actions to ensure trees are protected and canopy cover is increased.	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	

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Executive Director of People	October 2024	<p>Direct Award to Jontek for the Careline Alarm Receiving Centre Platform</p> <p>Hammersmith & Fulham (H&F) Careline is a critical emergency alarm receiving service, safeguarding approximately 3,000 residents, primarily comprising elderly and vulnerable individuals within the borough. Jontek's platform, Answerlink, is the current provider of the Careline Alarm Receiving Centre Platform (ARC) used by H&F Careline to manage and respond to calls and emergency alerts from residents, including telecare.</p> <p>The decision is to direct award to Jontek to provide Answerlink.</p>	Cabinet Member for Adult Social Care and Health	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
Executive Director of People	October 2024	<p>Direct Award Report of Statutory Advocacy Services to Libra Partnership</p> <p>Direct award of contract for two years</p>	Cabinet Member for Adult Social Care and Health	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income above £300K - Revenue up to £500k and Capital up to 1.5m		Ward(s): All Wards	
Executive Director of People	October 2024	<p>Direct Award Report of Carers Services to Carers Network</p> <p>2 year direct award</p>	Cabinet Member for Adult Social Care and Health	A detailed report for all decisions going to Cabinet will be available at least five working days before the date
	Reason: Expenditure/Income above £300K - Revenue		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)
	up to £500k and Capital up to 1.5m		Lydia.Sabatini@lbhf.gov.uk	of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Deputy Leader (with responsibility for Children and Education)	October 2024	Procurement Strategy for Fulham Bilingual School Windows The report sets out the procurement strategy for works to repair or, were necessary, replace windows at Fulham Bilingual School.	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Parsons Green & Sandford	
Deputy Leader (with responsibility for Children and Education)	October 2024	Procurement Strategy for Langford Window Upgrade The report sets out the proposed procurement strategy for works to repair where possible, or replace if necessary, the windows at Langford Primary School	Deputy Leader (with responsibility for Children and Education)	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): Sands End	
			Contact officer: Anthony Mugan Anthony.Mugan@lbhf.gov.uk	

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 Member for Housing and Homelessness	October 2024	<p>Contract Award Report for repairs supply chain (North and Central regions)</p> <p>We recently undertook a procurement for a repairs contractor for the central and northern patches. We have identified the preferred bidder and seek to enter into a contract with them on the 01st of October 2024.</p> <p>We also seek to mutually terminate the contracts for the central and northern patches with our existing term-service contractor with effect from the 30th of September 2024.</p>	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	
Executive Director of Finance and Corporate Services	Before 30 Oct 2024	<p>Contract extension for the provision of agency, interim and temporary workers</p> <p>To approve the option to extend the contract for a further 2 years commencing on 1 October 2024 for the provision of the agency, interim and temporary workers.</p> <p>PART OPEN PART PRIVATE</p> <p>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 Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		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 Member for Housing and Homelessness	Before 7 Oct 2024	<p>Water Hygiene and Legionella Management</p> <p>Contract for the provision of water hygiene and legionella management services in communal, domestic water systems. This will include remedial works and temperature monitoring to all communal blocks, sheltered schemes and tenants halls. It will also include quarterly shower head cleans, hoses, spray taps and the replacement of defective ones as well as bacti sampling.</p> <p>Reasons for Urgency: The contract, currently held by HSL, expires on the 15th of October. Due to the restrictive timeframe, it is important that the procurement process is completed swiftly and reliably.</p>	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Cabinet Member for Public Realm	October 2024	<p>Waste contract vehicle purchase</p> <p>Purchase of fleet for waste collection services</p>	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
Cabinet Member for Public Realm	2 Oct 2024	<p>CCTV Enforcement Award Paper</p> <p>An award paper setting out the proposed successful bidder through the TTAS Framework for</p>	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at
	Reason: Expenditure/Income -		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)
	Revenue between £500,000 and £5m and Capital between £1.5m and £5m	the CCTV Enforcement contract.	Contact officer: Oscar Turnerberg Tel: 074 9854 2978 oscar.turnerberg@lbhf.gov.uk	least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.

CABINET - 7 October

Cabinet	7 Oct 2024	<p>West King Street Regeneration Strategic Review</p> <p>Strategic review of civic campus programme.</p> <p>PRIVATE</p> <p>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 the Economy, Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	
Cabinet	7 Oct 2024	<p>Net Zero 2030 Parking Strategy</p> <p>This report sets out how the council's parking strategy can best be used to tackle the dangerous levels of air pollution in Hammersmith & Fulham and support meeting the Council's Net Zero 2030 targets</p>	Cabinet Member for Public Realm	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer
	Reason: Affects 2 or more wards		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>)
				Decisions reports will be published at the start of the 3-day call-in.
Cabinet	7 Oct 2024 Reason: Budg/pol framework	Digital Inclusion Strategy This report presents a new Digital Inclusion Strategy for the borough, which has been co-produced with council directorates and residents. Residents and voluntary and community sector (VCS) partners have been actively engaged and shaped the strategy through the Digital Accessibility Group.	Cabinet Member for Finance and Reform Ward(s): All Wards Contact officer: Tina Akpogheneta Tel: 020 8753 5748 Tina.Akpogheneta@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet	7 Oct 2024 Reason: Affects 2 or more wards	School Attendance Strategy The Attendance Strategy has been developed in response to DfE Guidance 'Working together to improve school attendance' and sets out H&F's strategic approach to ensuring a whole system response to working with children, young people and their families to remove the barriers to good attendance.	Cabinet Member for Children and Education (expired July 2024) Ward(s): All Wards Contact officer: Joe Gunning Tel: 07769672031 Joe.Gunning@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.

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	7 Oct 2024	Funding Community Benefits Through Planning Obligations Draw Down Report 2023/24 The Council is required to use funds received from planning obligations to address the impact of developments carried out . This report sets out the use of funds received through Section 106 agreements and received as a result of the Community Infrastructure Levy (CIL) schedules in force in the Borough. It seeks approval to the drawdown of these funds for projects which have been delivered in 2023/24.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Rebecca Yee Tel: 07786 290034 Rebecca.Yee@lbhf.gov.uk			
Cabinet	7 Oct 2024	CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2024/25 (FIRST QUARTER) This report reports the quarter 1 position to Cabinet and seeks revisions to the Capital Programme which require the approval of Cabinet in accordance with the Council's financial regulations.	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	
	Contact officer: Andre Mark Tel: 020 8753 7227 andre.mark@lbhf.gov.uk			
Cabinet	7 Oct 2024	Fire Door Installation Programme (Phase 1). To ensure that we are compliant with UK fire safety laws, the Fire Safety Works team have identified the need to under a comprehensive program to install and upgrade fire doors across the borough. This programme will involve works to approximately	Cabinet Member for Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet
	Reason: Expenditure/Income over £5m & policies or new income, reserves		Ward(s): All Wards	
	Contact officer: Richard Buckley richard.buckley@lbhf.gov.uk			

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	use, overspend over £300K	<p>1682 residential blocks containing circa 11,735 doors. This programme will also place an emphasis on 247 high-rise buildings which contain five stories or more as legislation requires to prioritize these properties.</p> <p>To manage this programme, we propose awarding a contract to work through two thirds of our phase 1 plan. This relates to 2800 doors (which is 67% of the total 4161 doors identified in phase 1). The cost is projected at a total of 7 million pounds.</p> <p>To source a contractor to undertake these works, we are seeking approval to undertake a mini competition via the Fusion 21 Building Safety and Compliance Framework, 'Passive Fire Protection - Fire Doors' category. We are anticipating starting these works by the end of summer 2024.</p> <p>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.</p>		Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet	7 Oct 2024	Supporting the increased use of solar panels in the borough through planning.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at
	Reason: Affects 2 or more wards	Proposed making of draft Local Development Order and draft	Ward(s): All Wards	

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		Local Listed Building Consent Order to support the increased use of solar panels in the borough as part of the council's response to climate change.	Contact officer: Joanne Woodward Joanne.Woodward@lbhf.gov.uk	least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet	7 Oct 2024	Local Plan Review Report on the Local Plan review and includes three things – the Local Plan timetable, the resourcing of the Local Plan and the engagement document for Planning – known as the Statement of Community involvement.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
CABINET - 4 November				
Cabinet	4 Nov 2024	Continued support to residents through the Cost of Living Crisis This briefing looks at the successes of the Council's Cost of Living (COL) programme in 2023/24 and how we made the best use of resources to respond to the needs of residents with compassion and efficiency. It also looks ahead at how we will continue to provide help to those that need it in 2024/25, including	Cabinet Member for Social Inclusion and Community Safety	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions
	Reason: Affects 2 or more wards		Ward(s): All Wards	

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		through the use of the latest round of Household Support Fund (HSF), which has been extended by a further six months until 30 September 2024.		reports will be published at the start of the 3-day call-in.
Cabinet	4 Nov 2024 Reason: Affects 2 or more wards	H&F Air Quality Action Plan 2024-2029 Statutory Air Quality Action Plan for 5 year period, required as whole of H&F is within an Air Quality Management Area. Action Plan has been approved by GLA and DEFRA and now needs to be formally adopted.	Cabinet Member for Climate Change and Ecology Ward(s): All Wards Contact officer: Hinesh Mehta Hinesh.Mehta@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet	November 2024 Reason: Expenditure/ income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m	WKSR Strategic Options consideration of preferred option/s to complete the civic campus project	Cabinet Member for the Economy Ward(s): All Wards Contact officer: Joanne Woodward Joanne.Woodward@lbhf.gov.uk	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.

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Cabinet	4 Nov 2024	Foundation of a successful LBHF Housing Company Establishing a wholly-owned council Housing Company	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Labab Lubab Tel: 020 8753 4203 Labab.Lubab@lbhf.gov.uk			

CABINET - 2 December

Cabinet	2 Dec 2024	Retrofit Strategy The Retrofit Strategy will provide H&F with a detailed understanding of the required approach to achieve net zero carbon emissions by 2030 on the HRA stock. 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 Housing and Homelessness	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Rehan Khan rehan.khan@lbhf.gov.uk			

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Cabinet	2 Dec 2024	Refurbishment of void properties to expand domestic abuse refuge provision This decision requests approval of a number of recommendations that will enable the council to invest in the refurbishment of three void properties so as to achieve an important expansion of its domestic abuse refuge provision.	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income - Revenue between £500,000 and £5m and Capital between £1.5m and £5m		Ward(s): All Wards	
CABINET - 13 January				
Cabinet	13 Jan 2025	Provision of Supported Housing in Hammersmith & Fulham For decision on the acquisition of properties in the adult social care supported housing portfolio.	Cabinet Member for Adult Social Care and Health	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	
Cabinet	13 Jan 2025	CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2024/25 (SECOND QUARTER) This report reports the quarter 2 position to Cabinet and seeks revisions to the Capital Programme which require the	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date
	Reason: Expenditure/Income over £5m & policies or		Ward(s): All Wards	

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	new income, reserves use, overspend over £300K	approval of Cabinet in accordance with the Council's financial regulations.	Tel: 020 8753 7227 andre.mark@lbhf.gov.uk	of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
Cabinet	13 Jan 2025	Revenue Budget Review 2024/25 - Month 6 (September 2024) To note the Council's forecast position.	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
Cabinet	13 Jan 2025	Redevelopment of White City Central Redevelopment of the central area in the White City Estate	Cabinet Member for the Economy	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/ income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): White City	

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Cabinet	13 Jan 2025	<p>Council Tax Base and Collection Rate 2025/26 and Delegation of the Business Rate Estimate</p> <p>This report is a statutory requirement that sets the Council Tax base for the purposes of the 2025/26 revenue budget.</p>	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	
Cabinet	13 Jan 2025	<p>Council Tax Support Scheme 24/26</p> <p>The Council has a statutory duty to set the council tax each year and this report is part of this process. The Council can only vary or set council tax discounts or higher amounts as legally empowered to do so. The relevant regulations and legislation are the Local Government Finance Act 1992, the Local Authorities (Calculation of Council Tax Base) Regulations 2012, and the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003, as amended in 2012. The Council Tax base has been calculated in accordance with the relevant Acts and regulations.</p>	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	

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CABINET - 10 February				
Cabinet	10 Feb 2025	<p>CAPITAL PROGRAMME MONITOR & BUDGET VARIATIONS, 2024/25 (THIRD QUARTER)</p> <p>This report reports the quarter 3 position to Cabinet and seeks revisions to the Capital Programme which require the approval of Cabinet in accordance with the Council's financial regulations.</p>	Cabinet Member for Finance and Reform	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	
Cabinet	10 Feb 2025	<p>FOUR YEAR CAPITAL PROGRAMME 2025/26 AND CAPITAL STRATEGY 2025/26</p> <p>This report sets out an updated four-year capital expenditure and resource forecast and a capital programme and strategy for 2025/26 to 2028/29</p>	Cabinet Member for Finance and Reform	<p>A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.</p>
	Reason: Expenditure/Income over £5m & policies or new income, reserves use, overspend over £300K		Ward(s): All Wards	

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CABINET - 1 April				
Cabinet	1 Apr 2025	2024/25 Corporate Revenue Monitor - Month 9 (December 2024) To note the Council's forecast position.	Cabinet Member for Finance and Reform	A detailed report for all decisions going to Cabinet will be available at least five working days before the date of the meeting. Cabinet Member Decisions and Officer Decisions reports will be published at the start of the 3-day call-in.
	Reason: Affects 2 or more wards		Ward(s): All Wards	
	Contact officer: Sukvinder Kalsi Sukvinder.Kalsi@lbhf.gov.uk			