

PRO FORMA – INSTRUCTING LEGAL SERVICES (w.e.f.06.05.13)

Legal Services will not be able to commence work unless the following information is supplied:

The information below can be typed in by Instructing Officers and then this form can be e-mailed to Legal Services provided a Commissioning Officer is copied in on the e-mail.

Client Name:	Richard Phillips
Case Name: (eg. Name/Address)	Former Victoria Public House and rear garage court areas accessed from Sandow Crescent, 32 North Hyde Road, Hayes
Client Department Ref:	REF: 21442//APP/2021/4649
Completion Date (8/13 week/ PPA target Date)	Application to be presented to Major Applications Planning Committee on 29/3/23
Nature of work requested: [Summary, eg. S106 for Planning Application.]	S106 for Planning Application

Heads of Terms (If relevant)

S106 required to secure:-

i) 6 Affordable Housing Units, comprising 22 habitable rooms, including 2 shared ownership ownership (8 habitable rooms) and 4 social rented units (14 habitable rooms) to include Review Mechanism (Early and Late Stage; GLA GLA standard wording)

ii) Carbon offset payment of up to £8,114* to secure the necessary CO2 savings required plus a clause ensuring that the applicant undertakes monitoring and reporting of the carbon performance of the buildings in line with the London Plan 'be seen' requirements. This shall also identify triggers and measures to ensure any shortfalls in performance are understood and mitigation is identifiable and deliverable to resolve failures to meet targets. The reporting shall be undertaking annually for 5 years.

*On commencement of development (excluding demolition), the shortfall (where applicable) identified in the Energy Assessment required by the Energy Condition shall form an in lieu contribution to the Council's carbon offset fund at £95/tCO2 annualised over 30 years (i.e. shortfall x 30 x 95 = £contribution).

iii) £33,509 is to be paid for Hillingdon to deliver its air quality local action plan and or implement specific measures on/along the road network affected by the proposal that reduce vehicle emissions and or reduce human exposure to pollution levels.

iv) Highways: S278/S38 agreement to secure highway works:-

a) Resurfacing of the footway between Hayes Health Centre and the Esso petrol station just east of the site boundary which shall include the removal and reinstatement of the redundant vehicle crossover on the western side of the application site.

b) Residential Parking Permits

Restriction on future occupiers to obtain a parking permit to join any parking management scheme in the vicinity of the site.

v) Employment Strategy and Construction Training - either a contribution equal to the formula within the Council Planning Obligations Supplementary Planning Document (SPD) 2014, or an in-kind training scheme equal to the financial contribution delivered during the construction period of the development. Details shall be in accordance with the Council Planning Obligations SPD with the preference being for an in-kind scheme to be delivered. Securing an Employment/Training Strategy Agreement is Council's priority. Financial Contribution will only be accepted in exceptional circumstances;

vi) Public Open Space contribution - £50,730

vii) Health Provision contribution - £14,789

viii) Project Management & Monitoring Fee: a contribution equal to 5% of the total cash contributions secured from the scheme to enable the management and monitoring of the resulting agreement.

Applicants Solicitors Details

Name of solicitor:	Chad Sutton
Company Name and Address:	Planning Clarity Limited, 3 Mountfield Road, London, W5 2NG
Tel No, Fax No. and Email address:	Email: chad@planningclaritylegal.co.uk
DX No.	

Advice Required by:

Commissioning Officer: (*Responsible for Budget*) Julia Johnson

Instructing Officer: Richard Phillips (*Case Officer*)

Case Officer Contact no. Ext. 0500

Cost Centre; Please identify:

	Cost Centre	Identify <u>ONE</u> cost centre
Applications	59501	√
Appeals	53125	
Enforcement	53160	

Date:

31st of October 2022

Agreed estimate of costs:

(Please double click then select checked)

- a) £0 - £999 ☐
 b) £1,000 - £2,999 ☐
 c) £3,000 - £4,999 ☐
 d) £5,000 - £9,999 ☐
 e) £10,000 and above ☐

S.106

No Limit x
 Recoup Money x

Spend cannot exceed the above (ticked) figure until the Legal Services Fee Earner has sought additional authorisation from the Client Authorised officer. Please note that Legal Services does not hold any budget, all costs must therefore be found from within each Client Department budget.

Other than emergency legal work, this form must be emailed to the Legal Services Lawyer appointed for your department. These are as follows:-

DCEO/F&R	Simon Jones	Ext 0777	SJones2@Hillingdon.gov.uk
ECP/PCS	Sarah White	Ext 7752	swhite@hillingdon.gov.uk
HOUSING	Kelly Dyson	Ext 0981	kdyson@hillingdon.gov.uk
ECS/ASC	Stefan Szulc	Ext 6892	sszulc@hillingdon.gov.uk

You will receive a confirmation email within 3 working days of Legal Services receiving instructions from you via this form. The confirmation will include the AXXIA matter reference and the name of the lawyer dealing with your case. We aim, at least every month, to update you on the progress of your case, both in terms of how costs are being incurred and regarding general legal progress.

Please be aware that we are continually seeking ways in which we work with our clients and welcome any feedback from you on how we might improve our services delivery. Feedback should be given via the Client Satisfaction Questionnaires (CSQ's) which are sent to you upon completion of a matter.

Official Use Only:

Lead Lawyer:	Entered by:..... Date:.....
Axxia Ref:	
Work Type Code:	