

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)	Northwood & Pinner Cottage Hospital and Northwood Health Centre, Pinner Road
Client Department Ref:	REF:23658/APP/2021/1296
Completion Date (8/13 week/ PPA target Date)	ASAP
Nature of work requested: [Summary, eg. S106 for Planning Application.]	S106 for Planning Application

Heads of Terms (If relevant)

i) Delivery of the health centre shall be (a) prior to the implementation of Block B (residential) AND (b) the new health centre must be open and operational prior to the closure of the existing on site health centre.

ii) Affordable Housing Review Mechanism (Early and Late Stage; GLA standard wording)

iii) Carbon offset payment of £76,537 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 undertaken annually for 5 years.

iv) £208,045 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.

v) Highways: S278/S38 agreement to secure highway works

The Highway Authority has carried out its own Active Travel Zone assessment and has identified the following interventions to cater for the uplift in pedestrian and cycle flows that the 70 no. new dwellings and Healthcare Centre can be expected to generate.

1. Provide dropped kerbs with tactile paving and localised resurfacing at

- Neal Close eastern site entrance
- Neal Close western site entrance
- Neal Close junction with Acre Way
- Acre Way junction with Addison Way
- Addison Close junction with Pinner Road

2. Rebuild the existing pedestrian refuge on Pinner Way outside 185 Pinner Road.

- 3. Provide a bus shelter at Pinner Way bus stop H Northwood Health Centre.**
- 4. Resurface the footway on the northern side of Pinner Way between Addison Way and Bus Stop H (180 metres)**
- The total cost of these works is £73,400.**

vi) A financial contribution is sought as a contingency against potential parking displacement impacts via legal agreement. If so required, an on-street parking management scheme (or isolated parking controls) would then be investigated and applied following substantive occupation of the development. A total financial contribution up to a maximum of £25k is therefore recommended to facilitate the above. Any unused or residual monies would be returned by-way of the above legal mechanism within a mutually agreed timescale.

vii) Travel Plan and £20,000 bond for both the health centre and residential development

viii) Construction Logistics Plan

Details of construction logistics plan to be submitted and agreed in writing with the Local Planning Authority

ix) Delivery and Service Plan

Details of delivery and service plan to be submitted and agreed in writing with the Local Planning Authority

x) Residential Parking Permits

Restriction on future occupiers to obtain parking permits

xi) 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;

xii) 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;

xiii) That any changes to the Heads of Terms be referred back to the Planning Committee.

Applicants Solicitors Details

Name of solicitor:	Matthew Tucker
Company Name and Address:	Bevan Brittan LPP
Tel No, Fax No. and Email address:	Tel: 07500 937680 Email: <u>matthew.tucker@bevanbrittan.com</u>

DX No.

Advice Required by: Richard Phillips**Commissioning Officer: (Responsible for Budget)**

James Rodger

Instructing Officer: Richard Phillips**Case Officer Contact no. 01895 250500****Cost Centre; Please identify:**

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

Date:

2nd of February 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:.....
Axxia Ref:	Date:.....
Work Type Code:	

