



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Kay Willmott-Denbeigh (Chairman)
Michael Markham (Vice-Chairman)
Lynne Allen
Paul Buttivant
Janet Duncan
Judy Kelly

Date: TUESDAY, 16 JUNE 2009

Time: 7.00 PM

Venue: COMMITTEE ROOM 3 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

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reports can be made available
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large print or on audio tape on
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further information.**

Published: Monday, 8 June 2009

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This Agenda is available online at:
<http://lbh-modgov:9071/ieListMeetings.aspx?CId=114&Year=2009>

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INVESTOR IN PEOPLE

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Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters coming before this meeting
- 3 To receive the minutes of the meeting held on 20th April 2009
- 4 To confirm that the items of business marked Part 1 will be considered in public and that the items marked Part 2 will be considered in private

Reports - Part 1: Members, Public and Press

- 5 Review Topics 2009/10
To consider possible reviews to be undertaken by the Committee in 2009/10
- 6 Forward Plan
To consider the attached version of the Forward Plan
- 7 Work Programme 2009/10
To consider the Work Programme for 2009/10

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Minutes

Cabinet

20th April 2009

Meeting held at the Civic Centre, Uxbridge

Published on: 22nd April 2009



HILLINGDON
LONDON

	<p>Members Present: Cllrs Kay Willmott-Denbeigh (Chairman), John Hensley, Graham Horn, Judy Kelly, and Avtar Sandhu</p> <p>Apologies: Cllr Janet Duncan (Cllr Tony Eginton substitutes) and Cllr Michael Markham (Cllr Judy Kelly substitutes).</p> <p>Officers Present: Aileen Carlisle, Stephen Timms and Natasha Dogra</p>
	<p>Declarations of Interest: Cllrs John Hensley and Graham Horn declared an interest in Item 2: RAF Uxbridge Supplementary Planning Document and did not attend this item.</p>
	<p>Notes of the meetings held on 11th March 2009 agreed as an accurate record</p>
	<p>Exclusion of the press and public: It was agreed that all items of business were considered in public.</p>
	<p>Consideration of Reports: Reports were considered as set out below.</p>

1.	<p>Planning and Community Services – whole service review</p> <p>The Chairman welcomed the E-planning and interim aviation manager Aileen Carlisle and asked her to begin the update.</p> <p>Officers said that the Planning and Community Services department continues to work on the restructure, with the Heads of Service taking control of the various service areas. As the Government will be implementing new initiatives and practical recommendations, such as planning enforcement agreements and extending development right, further consultation will be taking place over the next six months.</p> <p>The Expert Enquiry System will be introduced to the Customer Contact Centre in June 2009. Officers believe this system will establish a level of consistency when dealing with planning enquiries. Staff in the Customer Contact Centre and in the main reception will be trained to use the system. The system will also be available online to decrease the number of people bringing their queries to the planning reception. Officers said as the system will be widely used it is very important that it is very up to date.</p> <p>The Chairman opened the floor to questions from the Committee.</p> <p>Members said they had noticed an improvement in the way the Planning and Community Services department professionally functions. Members agreed that the service review had positively resulted in less pressure being put on staff to deal.</p> <p>Officers said departmental targets were now being achieved due to better time management by staff. Less enquiries are coming in for individual members of staff, as there is now one ‘golden number’ for planning enquiries. Officers said there are still a high number of planning enquiries coming in, but this is where the Expert Enquiry System will be very helpful in the coming months.</p> <p>Members asked if telephone conversations between staff and the public are recorded. Officers said as of February 2008 telephone queries and actions to these queries are logged. Some calls are listened in on, but not all. Officers said they are very careful with what they say to agents and clients on the phone when determining applications.</p> <p>Members said that all enquiries from members of public should be dealt in the same way and with equal importance.</p>	
	<p>Members asked if other service areas will be using the Customer Contact Centre. Officers said that there are four staff in the centre, and until the centre meets the department’s</p>	

	<p>expectations other service areas will not be introduced to the centre.</p> <p>The Chairman thanked the Officer for attending and offered her the opportunity to leave.</p> <p>Resolved –</p> <p>1 To note a report</p>	
2	<p>Heritage in Hillingdon – RAF Uxbridge Supplementary Planning Document (SPD)</p> <p>The Chairman welcomed Lead Officer Stephen Timms and requested that he begin by explaining what the document was.</p> <p>Officers said that the RAF Uxbridge SPD has been developed over 18 months and was adopted in January 2009. The framework of the report is fairly general; the site covers 44 hectares of land and is the largest site in the borough, as well as being the third largest in London. The SPD aims to link the town centre with the RAF Uxbridge site. The document includes aspirations for a military museum or a cultural museum within the site.</p> <p>Officers informed the Committee that developers would be invited to meet with Officers regarding the development of the site over the next couple of months. A Community Consultation event is due to take place.</p> <p>Officers said in this economic climate it is very difficult to assess financial viability, but specialist consultants from Brunel University have been and will continue to be involved in this process.</p> <p>The Chairman thanked the Officer and gave him the opportunity to leave.</p> <p>Resolved:</p> <p>1 To include a recommendation in the Heritage in Hillingdon final report concerning the RAF Uxbridge SPD.</p>	<p>Action By:</p> <p>Natasha Dogra</p>
3	<p>Heritage in Hillingdon – final report</p> <p>The Chairman directed the Committee to the Heritage in Hillingdon final report. Members were pleased with the report, and following some grammatical changes were happy to agree the report.</p> <p>Resolved:</p> <p>1. To amend the report as necessary</p> <p>2. To send the Report to Cabinet in July</p> <p>3. The Committee agreed the report.</p>	<p>Action By:</p> <p>Natasha Dogra</p>

RESPOC

Review Topics 2009/10

Contact Officer: Natasha Dogra
Telephone: 01895 277488

REASON FOR ITEM

To enable the Committee to agree the review it wishes to undertake in the 2009/10 Council year.

OPTIONS OPEN TO THE COMMITTEE

1. Consider a variety of topics for in-depth review in 2009/10, and delegate these topics to the Chairman and Officers to research and report back to the next meeting.
2. Consider revisiting 2008/09 topics.

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the services provided by the Environment and Consumer Protection Group and the Planning and Community Services Group. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda.
2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and consider ideas major reviews which fall in their remit.
4. In considering topics, Members are reminded of the Committee's work in from 2006 to 2009, which included reviews of:

2006/7

Tackling anti-social behaviour
Increasing recycling and reducing waste
A specialist domestic violence court for Hillingdon

2007/8

Highways maintenance
Community consultation and engagement

Residents' and Environmental Services Policy Overview Committee
16th June 2009 Part 1 – Members, Public and Press

Cleanliness of the environment

2008/9

CCTV Strategy

Heritage in Hillingdon

5. A list of potential topics for review to be discussed is attached. This includes suggestions made last year by the Committee and suggestions from officers.

6. In addition, the Committee may wish to consider revisiting last year's reviews. The Committee started last year the practice of revisiting its reviews last year with the aim of finding out what had happened to the recommendations agreed by the Cabinet and receiving an update on the services. It is suggested that the Committee continue to do this and revisit the 2008/9 reviews this year. Proposed dates for this have been included in the draft work programme attached to item 3.

SUGGESTED SCRUTINY ACTIVITY

1. Members discuss topic ideas for in-depth review, using the selection criteria below suggested by the Audit Commission and their knowledge of residents' priorities:

Selection criteria recommended by the Audit Commission:

(A) Possible Reasons for Scrutiny

Strong public interest

Government pressure

Included in the council plan or Hillingdon Improvement Programme

Inspection report recommendation (e.g. performance below target)

(B) Scope for Making an Impact

Area within Council's control/influence

High impact on residents

Expertise available on which to draw

Good practice available elsewhere

Members should delegate responsibility to Officers to research the review topics discussed at the meeting and provide this information to the Chairman before the next meeting. The Chairman may wish to cascade this information to the Committee Members prior to the next meeting.

FORWARD PLAN: ITEMS FOR CABINET DECISION

Contact officer: Natasha Dogra
Telephone 01895 277488

REASON FOR ITEM

The Committee is required by its terms of reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

OPTIONS OPEN TO THE COMMITTEE

- To comment on items going to the Cabinet or Cabinet Members for decision.
- Or to note the items and decide not to comment.

INFORMATION

The Forward Plan

1. A Forward Plan for June 2009 till December 2009 has been published. Those items that are within this Committee's remit are shown on the attached version of the Forward Plan. The Committee may wish to consider these items and comment to the decision-maker.

The next Cabinet meeting

2. The subsequent Cabinet is due to meet on 16 July 2009.
3. Committee Members are requested to send in any questions they have on any items in the attached Forward Plan or in the published Cabinet agenda and reports, and to request any officers that they wish to be present to give advice.

SUGGESTED COMMITTEE ACTIVITY

- To consider whether there are comments or suggestions that the Committee wishes to make that will aid Cabinet's decision-making.

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The Cabinet Forward Plan

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
CABINET - 25 JUNE 2009									
293	Ward Budget Initiative Update	To provide Cabinet with an update on the initiative and the projects initiated by Ward Councillors to benefit the residents and environment of their Wards.	All		Cllr Douglas Mills	DCEO Maggie Allen			
301	Heathrow Area Supply Chains	Hillingdon are leading an external funding bid on behalf of the West London Boroughs which, if successful, will result in a tender process requiring Cabinet approval. £295,000 of European Regional Development Funding has been requested to assist 250 Small & Medium Enterprise's mainly within Hillingdon, Ealing & Hounslow to access major local supply chains at Heathrow Airport and within the public sector.	All		Cllr Jonathan Bianco / Cllr Douglas Mills / Cllr Scott Seaman-Digby	DCEO Helena Webster			
306	Road Safety Update Report	At request of Cabinet in December 2008, to receive a report on progress regarding road safety issues and plans to alleviate rat runs in the Borough.	All		Cllr Keith Burrows	E&CP David Knowles			
324	Review of Consevation Areas: Proposed Designation of Green Lane, Northwood and Proposed Extension to Northwood Conservation Area	As part of a rolling programme of designations, officers are recommending that Green Lane, Northwood, with parts of Murray Road and Maxwell Road, are designated as a Conservation Area and that the Northwood Conservation Area is extended to include more of Carew Road, Green Lane and Eastbury Road, Frithwood Avenue and Cullera Close.	Northwood Hills		Cllr Keith Burrows	P&CS Sarah Harper	Public consultation to be undertaken following Cabinet approval		NEW
SI	Reports from Policy Overview Committees - submitted in accordance with the constitution	Major Policy Review recommendations for consideration by the Cabinet as and when completed			as appropriate	DCEO Democratic Services 01895 277733			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
SI	Quarterly Performance report and LAA Monitoring - Quarter 4	Regular monitoring report about how the council is progressing against the targets in the Local Area Agreement.	All		Cllr Douglas Mills	DCEO Ian Edwards 01895 250612			
SI	Quarterly Performance report and Council Plan monitoring - Quarter 4	Regular monitoring report about how the council is performing and delivering its priorities as set out by the Leader in the Council Plan.	All		Cllr Douglas Mills	DCEO Susie Kemp 01895 277182			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
SI Page 1	Quarterly Planning Obligations Quarterly Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	P&CS Jales Tippell / Vanessa Scott 01895 250402		Previous Cabinet Reports	
CABINET MEMBER - JUNE 2009									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 16 JULY 2009									
304	Leisure Facilities Management Tender	The appointment of the succesful leisure management operator for the Council's sport and leisure facilities including Botwell Green Leisure Centre	All		Cllr Henry Higgins & Cllr Scott Seaman-Digby	P&CS Sue Drummond/ Andrew Malin	Legal, Property Services, Procurement, Finance, HR, Estates & Valuations.		

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SI	Reports from Policy Overview Committees - submitted in accordance with the constitution	Major Policy Review recommendations for consideration by the Cabinet as and when completed			as appropriate	DCEO Democratic Services 01895 277733			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
CABINET MEMBER - JULY 2009									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 24 SEPTEMBER 2009									
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
SI	Quarterly Performance report and Council Plan monitoring - Quarter 41	Regular monitoring report about how the council is performing and delivering its priorities as set out by the Leader in the Council Plan.	All		Cllr Douglas Mills	DCEO Susie Kemp 01895 277182			
SI	Quarterly Planning Obligations Quarterly Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	P&CS Jales Tippell / Vanessa Scott 01895 250402		Previous Cabinet Reports	
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 15 OCTOBER 2009									

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Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 17 DECEMBER 2009									
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
SI	Reports from Policy Overview Committees - submitted in accordance with the constitution	Major Policy Review recommendations for consideration by the Cabinet as and when completed			as appropriate	DCEO Democratic Services 01895 277733			

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Agenda Item 7

PROGRAMME IN 2009/10

Contact Officer: Natasha Dogra
Telephone: 01895 277488

REASON FOR REPORT

This report is to enable the Committee to review meeting dates and forward plans. This a standard feature at then end of each agenda.

OPTIONS OPEN TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

Meeting Dates and Rooms - *Meetings start at 7pm unless indicated below*

16 th June 2009	CR3
28 th July 2009	CR3
15 th September 2009	CR3
8 th October 2009	CR3
17 th November 2009	CR3
15 th December 2009	CR3
19 th January 2010	CR3
16 th February 2010	CR3
10 th March 2010	CR3
13 th April 2010	CR3

The attached draft work plan contains:

1. Suggested dates for performance and finance reports on a pattern that has been proposed for all Policy Overview Committees.

**RESIDENTS' AND ENVIRONMENTAL SERVICES
POLICY OVERVIEW COMMITTEE**

2009/10

WORK PROGRAMME

Meeting Date	Item
16th June 2009	Work Programme for 2009/10 – discussion of potential review topics.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
28th July 2009	Review 1 – Witness Session 1
	Performance and Finance Reports
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
15th September 2009	Review 1 – Witness Session 2
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
8th October 2009	Review 1 – Witness Session 3
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
17th November 2009	Review 1 – Conclusions and Recommendations
	Gambling Act 2007-10 – report sent to Committee for comments. Stephanie Waterford & Norman Stanley
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

Residents' and Environmental Services Policy Overview Committee

16th June 2009

15th December 2009	1 st Review – Final Report agreed
	2 nd Review – scoping report agreed
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

19th January 2010	2 nd Review : Witness Session 1
	Budget Reports and Group Plans 2010
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

16th February 2010	2 nd Review: evidence session 2
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

10th March 2010	2 nd Review: conclusions and recommendations
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

13th April 2010	2 nd Review: final report agreed
	Cabinet Forward Plan - review forthcoming decisions and if appropriate, comment to the decision-maker.

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