



HILLINGDON  
LONDON



# Residents' and Environmental Services Policy Overview Committee

## Councillors on the Committee

Michael Markham (Chairman)  
Susan O'Brien (Vice-Chairman)  
Jazz Dhillon, Labour Lead  
Shirley Harper-O'Neill  
Judy Kelly  
June Nelson  
David Payne  
David Yarrow

**Date:** TUESDAY, 15 NOVEMBER  
2011

**Time:** 5.30 PM

**Venue:** COMMITTEE ROOM 6 -  
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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Lloyd White

Head of Democratic Services

London Borough of Hillingdon,

3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW

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## **Residents' & Environmental Services Policy Overview Committee**

### **Terms of Reference**

To perform the policy overview role outlined below:

1. conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. monitor the performance of the Council services within their remit (including the management of finances and risk);
3. comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);

In relation to the following services:

1. culture, arts and sport including the provision and/or management of museums, art galleries, theatres, archives and local history activities, libraries, leisure centres, swimming pools and other like facilities;
2. lifelong learning;
3. community safety;
4. the provision, planning and management of parks and open spaces, allotments, cemeteries, pitches and other like facilities;
5. transport, highways and parking;
6. waste management and recycling;
7. conservation and biodiversity;
8. safety education;
9. licensing and registration;
10. trading standards;
11. consumer protection;
12. environmental health functions
13. planning and building control
14. the Council's planning policies (including the Unitary Development Plan and other plans for the use and development of land), Local Agenda 21 Strategy and Local Transport (Implementation Plan).

Policy Overview Committees will not investigate individual complaints.

# Agenda

## **Chairman's Announcements**

- 1 Apologies for Absence
- 2 Declaration of Interest in matters coming before this meeting
- 3 To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private
- 4 To agree the Minutes of the meeting held on 6 October 2011 1 - 4
- 5 Review 1 - Witness Session 3 5 - 6
- 6 Annual Safety at Sports Ground Report - Committee Update 7 - 16
- 7 Forward Plan 17 - 28
- 8 Work Programme 2011/12 29 - 30



HILLINGDON  
LONDON

**Minutes**

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

6 October 2011

**Meeting held at Committee Room 4 - Civic Centre,  
High Street, Uxbridge UB8 1UW**

	<p><b>Committee Members Present:</b> Councillors Michael Markham (Chairman) Susan O'Brien (Vice-Chairman) Jazz Dhillon Shirley Harper-O'Neill Judy Kelly David Payne David Yarrow</p> <p><b>Witnesses Present:</b> Mr William Comery, Community Affairs Manager, Three Ms Christine Jude, Media and Communications Manager, Mobile Operators Association Mr James Rodger - Head of Planning, LBH Mr Gareth Gwynne – Planning Advisor, LBH Mr Roger Bearpark – ICT Service Manager, LBH</p> <p><b>Officers present:</b> Natasha Dogra, Democratic Service Officer, LBH</p>	
22.	<p><b>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items on the agenda were marked Part 1 and were therefore considered in public.</p>	Action by
23.	<p><b>TO AGREE THE MINUTES OF THE MEETING HELD ON 13 SEPTEMBER 2011</b> (<i>Agenda Item 4</i>)</p> <p>The minutes of the previous meeting were agreed as an accurate record by the Committee.</p>	Action by
24.	<p><b>REVIEW 1 - WITNESS SESSION 2</b> (<i>Agenda Item 5</i>)</p> <p>The Chairman welcomed the following Officers:</p> <ul style="list-style-type: none"> <li>▪ Mr William Comery, Community Affairs Manager, Three</li> <li>▪ Ms Christine Jude, Media and Communications Manager, Mobile Operators Association</li> <li>▪ Mr James Rodger - Head of Planning, LBH</li> <li>▪ Mr Gareth Gwynne – Planning Advisor, LBH</li> <li>▪ Mr Roger Bearpark – ICT Service Manager, LBH</li> </ul>	Action by

Cllr Markham said the aim of the review was to look into the future growth of mobile telephone masts and ancillary equipment and the effects on the residents and environment of Hillingdon and beyond.

Members asked whether it was National Policy to make decisions on telecommunications mast placement without taking health aspects into account. Officers said National Government had indicated that so long as base stations conform to International Commission on Non-Ionizing Radiation Protection (ICNIRP) guidelines they were not dangerous to health. These guidelines were issued in 1998 and were constantly reviewed by ICNIRP which consists of scientists from across the world. In 2009/10 ICNIRP undertook a full scientific review of their guidelines which resulted in no major changes being made to their policy. The organisation set guidelines for every frequency. ICNIRP would be holding their first ever meeting in the UK in 2012 in Edinburgh to undertake a full scientific review of their policies.

Members asked Officers what were the key health issues raised by members of the public with mobile phone operators? Officers said concerns had been raised about the effect of radio waves on humans. Officers said their answer was that research from Central Government, the World Health Organisation and ICNIRP suggested that the frequencies of these waves were very low and therefore not harmful to humans.

Each antenna had either an 'occupational exclusion zone' or 'public exclusion zone' set around it. Occupational exclusion zones were for people working close to antenna. The exclusion perimeter was dependant on the strength of the waves. Public exclusion zones were set for members of the public. For example, for 3G signal the occupational exclusion zone was set at 1m in front of antenna.

Each telecommunications application considered by the Planning Authority must hold an ICNIRP certificate to indicate that the site had been investigated and did not pose any health and safety issues. Mr James Rodger confirmed that mast applications received by the London Borough of Hillingdon did include ICNIRP certificates but did not state what the signal strength would be or what exclusion zone had been decided.

Members asked if radio waves were dangerous to human beings. Officers said all waves could be dangerous depending on how close the person was standing to the outlet. If a person was standing next to a very large output of waves it could result in injury such as skin burn. However, for large waves outlets were not placed within the reach of members of the public.

Members asked whether Mobile Operators exceeded the signal strength limit imposed on them by ICNIRP. Officers said the limit could not be exceeded on any mast. Officers said it was in the operator's interest to operate at lower less expensive frequencies. Mr Rodger said that masts did not have to renew their ICNIRP certificates during their lifespan.

Members asked Officers whether Mobile Operators were sharing masts. Officers said Operators were increasingly sharing masts with different companies: '3' and 'T-mobile' shared almost 100% of their telecommunication masts and ancillary equipment. Vodafone and O2 were also investigating ways of developing joint sites. Officers said masts and boxes were being shared however there was a limit on how much equipment could be placed inside the roadside cabinet POW (Portator Optima Weatherproof cabinet).

Member asked Officers what 4G technology would bring to the industry. Officers said 4G would be operating on two new frequencies – 800MHz and 2600MHz. The lower frequency would be used for frequent exchanges of large data. Lower frequencies were able to travel further, while higher frequencies were less powerful. The frequency for National Rail radios was 900MHz while the Police operated at the frequency of 450MHz. Officers said the 4G technology was still being investigated and the frequencies and issues of mast sharing were yet to be determined.

Officers said it was within the interest of operators to share masts, as each mast could cost between £40,000 to £80,000. Members asked whether operators and manufactures had attempted to design the box cabinet within the mast. Officers had seen this but it was very expensive. Officers said cabinets had to be placed above ground as they emitted heat and had to be serviced regularly. Members asked whether cabinets were covered in anti-graffiti paint. Officers said this could be done and operators worked as quickly as possible to remove any graffiti.

Members queried whether radio waves intermixed and overlapped. Officers said waves do not mix as this would result in interference issues. All operators had to conform to Non-interference Standards.

Members asked how much equipment could be held in the POW cabinets. Officers said one dozen data cards the size of an average laptop could be kept within one cabinet. However, the amount of data on each site was different and so the amount of equipment differed. Officers said the colour of the boxes could be changed, however the shape was limited. If operators were offered a number of different styles it may result in increasing costs for operators and manufactures.

The Committee asked Officers whether mast disguising should be encouraged. Officers said this was a very expensive exercise but if a design was investigated and was feasible at a reasonable cost, operators may be inclined to disguise their masts. Officers said it would be a good idea to offer a catalogue of designs for cabinets and masts for operators to choose from. Members asked whether it was possible to place a 'dome' shape over rooftop antenna. Officers said this had been done at Windsor Police Station and could be further investigated.

Officers said the design of the mast and ancillary equipment would be discussed during the application stage with Planning Advisors. At the moment it was difficult to place masts on or near street lamps as this resulted in objections from Highways Engineers.

	<p>Officers said it was difficult to see where the technology was heading in the future, but the only certain thing was that masts were here to stay for the foreseeable future.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. <b>The Committee noted the information from the witnesses</b></li> <li>2. <b>Members asked Officers to circulate a list of relevant websites regarding the technology and design of telecommunications masts.</b></li> </ol>	Natasha Dogra, Democratic Service Officer
25.	<p><b>FORWARD PLAN</b> (<i>Agenda Item 6</i>)</p> <p><b>Resolved:</b> <b>The Committee considered and noted the Forward Plan.</b></p>	<b>Action by</b>
26.	<p><b>WORK PROGRAMME 2010</b> (<i>Agenda Item 7</i>)</p> <p><b>Resolved:</b> <b>The Committee considered and noted the Work Programme.</b></p>	<b>Action by</b>
<p>The meeting, which commenced at 5.30 pm, closed at 7.00 pm.</p>		

These are the minutes of the above meeting. For more information on any of the resolutions please contact Natasha Dogra on 01895 277 488. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.



# Agenda Item 5

## Review of Mobile Technology and Telecommunications Equipment in Hillingdon Borough and beyond: Witness Session 3

### REASON FOR ITEM

To enable the Committee to gather evidence as part of their review of Mobile Technology and Telecommunications Equipment in Hillingdon Borough and beyond.

### INFORMATION

#### Aim of review

To look into the future growth of mobile telephone masts and ancillary equipment and the effects on the residents and environment of Hillingdon and beyond.

#### Terms of Reference

1. To explore the future of mobile phone technology, e.g. 4G/5G and the transmission facilities that will be required
2. To review the Council's existing planning policies on the installation of mobile phone masts generally, e.g. on roofs and specifically in relation to council owned premises;
3. To investigate the new generation of telecommunications and explore new designs of telecommunications masts;
4. To explore how local authorities liaise with mobile phone operators and their subsidiaries over mobile phone mast locations;
5. To investigate the appropriate use of phone masts in localities and their design within the local environment
6. To explore the views of residents, residents' associations and other key stakeholders who experience mobile phone masts in their vicinity or use mobile telephones, e.g. businesses.
7. To identify further opportunities for the sharing of mobile phone masts within the current regulatory framework
8. To examine best practice through information-sharing with other local authorities at home and overseas
9. To present the Committee's findings and any recommendations to Cabinet for consideration as Council policy.

### OPTIONS AVAILABLE TO THE COMMITTEE

1. Question the witnesses as required.
2. Ask additional/supplementary questions as required.
3. Highlight issues for further investigation.

## **WITNESSES**

For this witness session, Members will be focussing on the following areas:

- The Planning aspects in relation to Telecommunications masts and equipment.

With this in mind, the following witnesses have been invited to attend this witness session:

- James Rodger, Head of Planning
- Bill Ogden, Deputy Director Corporate Landlord
- Cllr John Hensley, Chairman of Central & South Planning Committee
- Cllr Eddie Lavery, Chairman of North Planning Committee

## **SUGGESTED COMMITTEE ACTIVITY**

1. Members to question the witnesses and identify issues for their review
2. Members to discuss the evidence gathered to date on their review and note any potential draft recommendations.

## SAFETY AT SPORTS GROUNDS

Reporting Officer:  
*Stephanie Waterford,*  
*Planning, Environment, Education and Community Services*

### SUMMARY

This is the annual report to inform the Committee of the action taken by officers in respect of the Council's responsibilities under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987. The Committee is asked to provide any comments, before submission to the relevant Cabinet Member for approval.

### RECOMMENDATION

**That the Committee note and provide any comments on this report, which will then be sent to the Cabinet Member for Finance, Property and Business Services for approval.**

***NB. The Committee may wish to draw their attention to Appendices A&B. Following any comments, it will be recommended to the Cabinet Member that officers maintain the same level of inspection of sports grounds during 2012, as was undertaken in 2011.***

### REASONS FOR OFFICER RECOMMENDATION

The Council is the enforcing authority under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987. Following the publication of Lord Chief Justice Taylor's final report in January 1990 in respect of Hillsborough disaster, the Council decided to review its inspection and reporting regimes in respect of enclosed sports grounds located within the borough. A meeting was then arranged with the other agencies involved with safety at sports grounds, these being the Metropolitan Police Service, the London Fire and Emergency Planning Authority and the London Ambulance Service. This group is known as the Safety Advisory Group (S.A.G.). The S.A.G. identified the enclosed sports grounds detailed in Appendix A as premises that should be inspected at least once a year.

This year, a representative from the Food Health & Safety Team accompanied the S.A.G on the inspections as Health & Safety Officers are able to serve improvement notices under the Health & Safety legislation where necessary. This was also part of the recommendations given by RESPOC in 2010.

### Alternative options considered and rejected

To increase, decrease, or maintain, the same level of safety inspections in 2012 that were conducted in 2011

## INFORMATION

1. Following Lord Justice Taylor's recommendations after the Bradford City fire and the Hillsborough Stadium disaster, local authorities were advised to review their arrangements for discharging their responsibilities under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987. In addition, local authorities were advised to ensure that an accountable structure was in place, whereby the enforcing department/personnel were regularly and effectively supervised by Senior Officers who would then report direct to Elected Members on the action instigated. The object is to ensure that Senior Officers and Elected Members are fully aware of the action being instigated on their behalf in discharging the Authority's duties.
2. The principal instruments aimed at achieving a framework for safety of spectators at sporting events are:
  - a) Safety of Sports Grounds Act 1975
  - b) The Fire Safety and Safety of Places of Sport Act 1987
  - c) The Guide to Safety at Sports Grounds (5<sup>th</sup> edition Department of Culture, Media and Sport).
3. The Fire Safety and Safety of Places of Sport Act 1987 makes provision for the safety of stands at sports grounds. It requires the local authority to issue a 'Safety Certificate' in respect of covered spectator stands which accommodate 500 or more people. There is only one stand within the London Borough of Hillingdon's boundaries which comes into that category which is the North Stand at Hayes Football Club.
4. The Safety of Sports Grounds Act 1975 makes provision for safety at sports stadia and other sports grounds. It governs the issue of safety certificates in respect of "designated sports grounds". It is for the Secretary of State to set the criteria for designation and in the case of football grounds the trigger spectator capacity for designation is 5,000. For other sports stadia it is 10,000. The Act also empowers a local authority to issue a Prohibition Notice in respect of all or part of any sports ground, irrespective as to whether or not it is a "designated" ground, where it feels that spectators cannot be accommodated safely. The legislation also requires the local authority to consult the police and fire authorities in respect of safety at sports grounds within their boundaries. It also places a duty on the Council to conduct periodic inspections of any "designated" sports ground and at any sports ground at which there is a regulated spectator stand which is subject to a Safety Certificate.
5. None of the sports grounds listed in Appendix A are 'designated' and are therefore not subject to a safety certificate. However, if the Council or a member of the Safety Advisory Group were of the opinion that the unrestricted admission of spectators to a ground for a particular game or event could present a significant safety risk, then the Council would have a duty to use its powers under Section 10 of the Safety of Sports Grounds Act 1975 to serve a 'Prohibition Notice'. The Prohibition Notice would stipulate the number of people that the Council has determined that could be safely accommodated within the sports ground.
6. The Guide to Safety at Sports Grounds advises the managers/owners of sports grounds to consult with the Local Authority, the Fire Brigade, the Ambulance Service and the

Metropolitan Police in regard to safety issues. In order to ensure good liaison between all the responsible authorities, the Council required the Licensing Service to organise the Safety Advisory Group inspections and to co-ordinate the input, observations and advice from each authority, which is then to be transmitted in a single communication to the managers/owners of the sports grounds. The Licensing Service Manager acts on behalf of the Council as the Senior Liaison Officer for the Safety Advisory Group.

7. Whenever the Licensing Service, or any member of the Safety Advisory Group, becomes aware of a particular game or event that may attract large numbers of spectators (normally in excess of 1,000), the Licensing Service Manager contacts the club's officials to request that they submit their risk assessments, emergency contingency plans etc for consideration and approval prior to the proposed event. If time permits, the Licensing Service will convene a meeting of the Safety Advisory Group at the ground to discuss the club's proposed safety plans/arrangements. The Licensing Service then, on behalf of the S.A.G, advises the Club's management team of any additional safety precautions that they require to be implemented to ensure the safety of the spectators. In addition the S.A.G inform the club's management team of the maximum number of persons who may be admitted into the stadium/ ground.
8. If the Safety Advisory Group were concerned that the Club's management were not going to follow their advice, the Licensing Service Manager would be requested to issue a 'Prohibition Notice' on behalf of the Council. The Licensing Service Manager would report back to the Deputy Director of Public Safety to seek his instruction as to whether or not a notice under section 10 of the Sports Grounds Act 1975 should be issued.
9. The Licensing Service Manager has consulted with the Council's Health & Safety team in respect of each Sports Ground and a number of inspections have been conducted with Officers of that team present. The Health & Safety team can use their own powers to enforce any findings of the SAG.
10. The procedures and inspections detailed in this report and as set out in Appendix A are considered as reasonable and correct in discharging the Council's responsibilities under the afore-mentioned legislation. These procedures and inspections were implemented in 2011.
11. The Cabinet Member for Finance, Property & Business Services will be asked to decide whether to maintain these procedures and inspections in 2012. Alternatively, the level of inspections can be increased, or decreased.

## **Conclusion**

The Cabinet Member for Finance, Property & Business Services will be advised that the inspection and reporting regimes as detailed in Appendix A would appear to comply with the recommendations and guidelines issued by the Department of Culture, Media and Sport.

## **Financial Implications**

The recommendation to approve the report and action taken has no direct financial implications beyond the existing budget allocations, given that previous levels of inspections are being maintained.

## **Legal Implications**

Members will note from the contents of the report that the Council is responsible for regulating the safety of sports grounds. There are two pieces of legislation which govern this area. Both Acts impose a duty on the Council to carry out periodic inspections of the grounds to ensure that they are complying with the requirements of the legislation.

As indicated in the report, officers are required to advise Members of the inspections they carry out. This requirement stems from guidance which was issued following inquiries into the Bradford Stadium fire and the Hillsborough Stadium disaster.

If the Council failed to carry out inspections of the relevant sports grounds it would be in breach of its statutory duties under these two pieces of legislation covering this area.

## **EXTERNAL CONSULTATIONS CARRIED OUT**

When required (as set out in Appendix A, see item 3) the following authorities are consulted:-

The Metropolitan Police Service  
The London Fire and Emergency Planning Authority  
The London Ambulance Service

## **BACKGROUND DOCUMENTS**

### **Published**

Safety of Sports Grounds Act 1975  
Interim Report on Hillsborough Stadium Disaster  
Final Report on Hillsborough Stadium Disaster  
The Fire Safety and Safety of Places of Sport Act 1987  
The Safety of Places of Sport Regulations 1988 (SI 1988/1807)  
Home Office Circular 11/1990  
The Guide to Safety at Sports Grounds (5<sup>th</sup> edition issued by the Department of Culture Media and Sport)

### **Not published**

The annual committee reports on this subject to the relevant committees from June 1987.

## **APPENDIX A**

### **Standard Procedures Currently In Place under The Safety of Sports Grounds Act 1975 and The Fire Safety And Safety Of Places Of Sports Act 1987**

1. The following enclosed sports grounds are inspected once a year and recommendations are made to the management of each club on measures that they should implement to improve safety. Brief details of each club are set out in Appendix B.
  - AFC Hayes (formally know as Brook House) Football Club
  - Gaelic Athletic Association sports ground
  - Harefield Football Club
  - Hillingdon Athletics Stadium
  - Hillingdon Borough Football Club
  - Northwood Football Club
  - Uxbridge Football Club
  - Wealdstone (formally Ruislip Manor) Football Club
2. The Hayes FC site is being redeveloped for housing after the merger of Hayes and Yeading Football Clubs in 2009 to Hayes & Yeading United FC. The ground at Beaconsfield Road, Hayes is currently being redeveloped to be the new home for Hayes & Yeading United, due for completion late 2012. Meanwhile, the team have relocated to a ground in Surrey.
3. Whenever it becomes known that a larger than average number of spectator (normally over 1,000) may be attracted to a special game/event, then the Licensing Service Manager contacts the S.A.G. representatives from the Fire Brigade, the Metropolitan Police Service and the Ambulance Service to seek their requirements. The S.A.G.'s requirements/recommendations are then communicated to the club's management committee. If necessary, enforcement action is instigated to ensure the safety of the spectators who may be attracted to that particular game/event. This procedure is also implemented whenever Uxbridge Cricket Club is used for "special" matches that attract large numbers of spectators e.g. when Middlesex County Cricket Club stage 20:20 games at the ground.
4. Whenever possible, an officer from the Licensing Service attends the special game/event to ensure that the Safety Advisory Group's requirements/recommendations are being implemented.
5. In addition, when considered necessary, an officer from the Licensing Service inspects any temporary electrical installation, spectator stands and/or marquees that have been erected in respect of such a "special" sporting event, to ensure that they are safe and will not put the public at risk.

### **Reporting Procedures**

- a) The Council's Licensing Services Manager is responsible for ensuring the matters detailed above are implemented and she reports directly to the Deputy Director of Public Safety.

- b) An annual report is prepared by the Licensing Service Manager and it is then submitted to the Deputy Director of Public Safety for approval.
- c) Once approved by the Deputy Director, the report is submitted to the Residents Policy Overview Committee, for consideration and approval.
- d) Following scrutiny by RESPOC, the report is passed to the Cabinet Member for Environment for formal approval on behalf of the Council.



## **APPENDIX B**

Guidance in regard to the safety of spectators at sports grounds is detailed in the publication **Guide to Safety at Sports Grounds** (Green Guide). This publication has 20 chapters and contains 223 pages of very detailed specific safety requirements. The following is just a very brief resume of each ground. If required, full detailed information on each ground can be obtained from the Licensing Service.

### **AFC Hayes Football Ground**

This ground is not suitable for large numbers of spectators in that it does not have:-

- a) An emergency lighting system.
- b) A public address system with a secondary source of power.
- c) A suitable alternative means of escape route
- d) Crush barriers.

### **Gaelic Athletic Association's Sports Ground**

This ground does not have:-

- a) An emergency lighting system.
- b) A public address system.
- c) A suitable purpose made alternative means of escape route.
- d) Crush barriers.

In addition to its normal weekly games the ground is usually used once a year for a "special" game between two professional Gaelic Football Clubs. Such games normally attract approximately 3,000 to 4,000 spectators. Prior to this "special" match, the club notifies the Licensing Service's Manager who the consults members of the Safety Advisory Group.

Following consideration of the club's safety proposals by the SAG, the Licensing Service's Manager notifies the club of any additional safety measures that may be required in order to safe guard the large numbers of spectators that are to be accommodated within the ground.

Whenever possible, a Licensing Officer attends the match to monitor the number of spectators present and to check that the S.A.G.'s safety requirements are being implemented.

### **Harefield Football Club**

This ground could accommodate about 1,000 spectators. However, additional safety measures should be implemented in the event of a game that would attract that number of people.

- a) The public address system is not to the required standard.
- b) The installed emergency lighting system is limited and does not cover all the public areas
- c) Crush barriers have not been installed.

### **Hillingdon Athletics Stadium**

The stadium's public address system does not have a secondary source of power.

The stadium does not have a designated alternative means of escape route for spectators and participants should the main/exit route not be available (e.g. a suspect package in a car parked immediately in front of the main entrance to the stadium).

Note:- Whenever the stadium is used for an event that attracts a large number of participants and spectators, such as a combined schools sports meeting, then the Sports and Leisure Team and Fusion (the stadium managers) inform the Licensing Service who then meet to agree the maximum accommodation number and the additional safety provisions.

### **Hillingdon Borough Football Club**

Exit A and Exit B are located immediately adjacent to the main social club-house building, consequently a fire or suspect package would effectively take out those two exit routes.

Exit C is remote from the social club-house, however this alternative means of escape pathway is routed up to, and adjacent to, the social club-house.

The installed public address system does not have a secondary source of power.

The ground has not been provided with crush barriers.

The ground is in a general state of disrepair.

### **Northwood Football Club**

This ground is not suitable for large numbers of spectators in that it does not have:-

- a) An emergency lighting system.
- b) A public address system with a secondary source of power.
- c) The main entrance/exit to the ground, and the alternative means of escape from the grounds are not clearly identified..
- d) Crush barriers have not been installed.

Occasionally this ground is used for a "special" game that attracts many more spectators than the normal league games, for example, Northwood sometimes play a pre-season friendly match against a Championship side and such games attract large numbers of spectators. On being notified that such a match is to be played, the Licensing Service Manager will contact the other members of the Safety Advisory Group in regard to what additional safety measures should be implemented and then those requirements are passed onto the club's management committee.

### **Wealdstone (formally Ruislip Manor) Football Club**

This ground is not suitable for large numbers of spectators in that it:-

- a) Does not have an emergency lighting system
- b) Does not have public address system with a secondary source of power.
- c) Crush barriers have not been installed.

In addition the changing rooms, the refreshment hut and all the outbuildings are constructed from wood which poses a potential fire risk.

A number of pre-season friendly matches are normally played at the ground and these are sometimes Championship teams. When this occurs and in accordance with the agreed procedure between the club and the Licensing Service, the Licensing Service's Manager is notified and (if time permits) he will convene a meeting of the SAG to obtain their requirements/recommendations.

If possible a Licensing Officer will attend the match to monitor the number of spectators admitted into the ground and to check to see if the S.A.G's recommendations are implemented.

### **Uxbridge Football Club**

This ground is not suitable for large numbers of spectators as it does not have:-

- a) A comprehensive emergency lighting system
- b) The public address system does not have a secondary source of supply.
- c) Crush barriers have not been installed.

### **Notes:-**

The safe accommodation of spectators depends on all the factors, set out in the **Guide to Safety at Sports Grounds** document. Particular consideration must be to be given to each individual ground's infrastructure such as the pitch perimeter fence, the structural stability of walls and fences, the disposition and size of exits and the experience, competency and training of the management team and stewards.

All the above clubs are advised to consult with the Licensing Service's Manager/Safety Advisory Group before they stage any match that will attract more than the normal match day numbers.

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## **FORWARD PLAN: November 2011 – March 2012**

**Contact officer: Natasha Dogra/Nadia Williams  
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. The Forward Plan for the following months 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.
2. 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.

# The Cabinet Forward Plan

Period of Plan: November 2011 to early 2012

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<p><b>SCH&amp;H = Social Care, Health &amp; Housing; CS = Central Services; PEECS = Planning, Environment, Education &amp; Community Services</b></p> <p><b>Cabinet - 24 November 2011</b></p>									
684	<b>High Speed Rail Update</b>	Cabinet will receive an update report on developments following the end of the Government's consultation on HS2.			Cllr Ray Puddifoot & Cllr Keith Burrows	PEECS - Jales Tippell			<b>NEW</b>
687	<b>Gift Funding for Planning Functions</b>	This report to Cabinet considers any gift funding from developers to meet the Council's reasonable and justifiable costs associated with the discharging its planning function.	TBC		Cllr Keith Burrows	PEECS - James Rodger			<b>NEW</b>
608	<b>Community Infrastructure Levy</b>	Following approval to develop a scheme in April, Cabinet will be asked to adopt Hillingdon's Community Infrastructure Levy and Charging Schedule.	All		Cllr Keith Burrows	PEECS - Jales Tippell			
583	<b>Town Twinning Arrangements</b>	Following the Residents' & Environmental Services review on the matter, Cabinet requested a further report back from the Member/Officer Working Group with proposals for the future of Town Twinning.	All		Cllr Henry Higgins	PEECS - Lyn Summers / Glenda Greenfield	Member/Officer Working Group and consultation undertaken with twin towns and other stakeholders		

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
679	<b>Armed Services Community Covenant</b>	The Armed Forces Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces. Cabinet will be asked to formally adopt the Community Covenant, the purpose of which will be to encourage support for the Armed Forces Community working and residing in Hillingdon and to recognise and remember the sacrifices made by members of this Armed Forces Community, particularly those who have given the most.	All		Cllr Ray Puddifoot / Cllr Douglas Mills	PEECS - Glenda Greenfield / Lyn Summers	Armed Services	Armed Forces Covenant	
564	<b>West London Waste Plan: Proposed Sites and Policies</b>	Following consultation by the six West London boroughs - Hillingdon, Brent, Ealing, Harrow, Hounslow and Richmond-upon-Thames, Cabinet will be asked to approve an up-to-date policy framework to assess planning applications for waste management facilities - also forming part of the Local Development Framework for each Borough.	All		Cllr Keith Burrows	PEECS - Jales Tippell			
	Residents' and Environmental Services Policy Overview Committee								

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SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services

### Cabinet Member Decisions - November 2011

682	<b>Ruislip Lido Catering Provision</b>	The Cabinet Members will be asked to award a license to provide catering in both the existing and new facility at Ruislip Lido.			Cllr Ray Puddifoot / Cllr Jonathan Bianco	PEECS - Lyn Summer	Corporate Procurement		<b>NEW</b>
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### Cabinet - 15 December 2011

612	<b>Highgrove Pool Refurbishment - Second Stage Tender</b>	The report will highlight the outcome of the second stage of a two stage tender process for the Council's Construction partner for the refurbishment of Highgrove Pool.	Eastcote & East Ruislip		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Mohamed Bhimani	Corporate Procurement		
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643	<b>The Council's Budget - Medium Term Financial Forecast 2012/13 - 2015/16</b>	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2012/13 for consultation, along with indicative projections for the following three years.	All		Cllr Jonathan Bianco	CS- Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
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### Cabinet Member Decisions - December 2011



Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
675	<b>Safety at Sports Grounds</b>	This is the annual report to inform the Cabinet Members of action taken by officers in respect of the Council's responsibilities under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987. The Cabinet Members will be asked to approve action taken by officers to ensure the safety of the public (as spectators) at sports grounds within the Borough during 2011 and to determine the level of safety inspections which should be implemented in 2012.	All		Cllr Jonathan Bianco & Cllr Henry Higgins	PEECS - Stephanie Waterford	Residents' & Environmental Services POC. Other members of the Safety Advisory Group (Metropolitan Police, London Fire and Emergency Planning Authority, London Ambulance Service).	Safety of Sports Grounds Act 1975, Fire Safety and Safety of Places of Sport Act 1987, Guide to Safety of Sports Grounds.	
<b>Cabinet - 26 January 2012</b>									
617	<b>Hillingdon Khat Review</b>	An update from the Committee on progress so far on implementing its recommendations to tackle the legal high, Khat.	Various		Cllr Douglas Mills	Democratic Services			
<b>Cabinet - 16 February 2012</b>									
584	<b>Responsible Retailer Pilot</b>	Cabinet requested a further report back following the implementation of the pilot scheme and to consider any roll-out across the Borough.	All		Cllr Douglas Mills	PEECS - Peggy Law / Sue Pollitt	Feedback from pilot		

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647b	<b>The Council's Budget - Medium Term Financial Forecast 2012/13 - 2015/16</b>	This report will set out the Medium Term Financial Forecast (MTFF), which includes the proposed General Fund reserve budget and capital programme for 2012/13, along with indicative projections for the following three years.	All	#####	Cllr Jonathan Bianco	CS- Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
<b>Cabinet - 29 March 2012</b>									
SI 2	<b>Quarterly Planning Obligations Monitoring report</b>	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	PEECS - Jales Tippell / Vanessa Scott		Previous Cabinet Reports	
<b>CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH</b>									
SI	<b>Ward Budget Initiative</b>	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Ray Puddifoot	PEECS - Maggie Allen	Local consultation within the Ward undertaken by Ward Councillors	Ward Budget Initiative Cabinet Report & Protocol - 18 December 2008	<b>NEW</b>

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SI	<b>New allocation of S106 contributions</b>	To approve allocation of planning obligation funds for use locally.			Cllr Ray Puddifoot & Cllr Jonathan Bianco	PEECS - Nikki Wyatt			
SI	<b>Constitutions of School Governing Bodies and appointment of LA Governors</b>	To approve appointments and reappointments of local authority governors and to approve any changes to school governing body constitutions			Cllr David Simmonds	Democratic Services		Requests from School Governing Bodies	
SI	<b>Appointment of Consultants &amp; agency staff</b>	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management posts. To also accept the appointment of any consultants delegated by Cabinet.			as appropriate	various			
SI	<b>Release of Capital Funds</b>	Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members			Cllr Ray Puddifoot and Cllr Jonathan Bianco	various	Corporate Finance		
SI	<b>Petitions about matters under the control of the Cabinet</b>	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings. Residents' and Environmental Services Policy Overview Committee			as appropriate	Democratic Services		Petitions to the Council	

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SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
SI	<b>Local Safety Schemes and Parking Revenue Account funded schemes</b>	To consider petitions received and decide on future action			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group	LAAU Accident Statistics	
SI	<b>Pedestrian Crossings</b>	To approve schemes to provide crossing facilities			Cllr Keith Burrows	PEECS David Knowles			
SI	<b>To approve write offs, write offs of arrears and compensation payments</b>	To consider write offs that are in excess of £5000 and compensation payments in excess of £1000.			as appropriate	various			
SI	<b>To consider rent reviews</b>	To consider rent reviews of commercial and other premises.			Cllr Ray Puddifoot and Cllr Jonathan Bianco	PEECS - Mike Patterson			
SI	<b>To consider parking management schemes &amp; Traffic Regulation Orders</b>	To consider and decide on the form of parking management schemes including stop and shop schemes at shopping centres. To also consider objections to traffic regulation orders and to decide whether to approve the orders in the light of objections			Cllr Keith Burrows	PEECS David Knowles			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SI	<b>Road Safety Programme, Traffic Congestion Mitigation Programme and School Travel Plan Programme</b>	To approve any schemes in the programmes			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group, Motorists' Forum, Ward Councillors		
SI	<b>London Cycle Network Schemes and Cycling Initiative Schemes</b>	To approve any schemes that are part of the London Cycle Network or are cycling initiative schemes			Cllr Keith Burrows	PEECS David Knowles			
SI	<b>Acceptance of Tenders</b>	To accept tenders for contracts of between £50k and £250k in their Portfolio Area where funding is previously included in Council budgets and to accept any tenders delegated by Cabinet.			as appropriate	various			
SI	<b>Extension of Leasehold Interests of flats under the 1993 Act</b>	To consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.			Cllr Jonathan Bianco and Cllr Philip Corthorne	SCH&H Mike Paterson / David Ollendorf			

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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
SI	<b>Chrysalis Programme of Environmental Improvements</b>	The Cabinet Member(s) will be asked to consider the approval of projects.	Various		Cllr Douglas Mills & Cllr Jonathan Bianco	PEECS Maggie Allen			
SI	<b>External funding bids</b>	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.			as appropriate	various			
SI	<b>Social Care, Health and Housing Commissioning Quarterly update</b>	Regular report to the Cabinet Member on what the Council is doing in respect of social care commissioning and any necessary decisions that are required within the Cabinet Member's remit.			Cllr Philip Corthorne	SCH&H Gary Collier			
SI	<b>Erection and Renewal of Street Furniture</b>	Following Cabinet's decision on 24th September, final sign-off of any expenditure against this term contract must be made by the Leader of the Council and Cabinet Member for Finance and Business Services.	All		Cllr Ray Puddifoot and Cllr Jonathan Bianco	PEECS - Jamie Birch			

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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
SI	<b>Response to key consultations that may impact upon the Borough</b>	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		as appropriate	Democratic Services			

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# Agenda Item 8

## RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2011/12

**Contact Officer:** Natasha Dogra/Nadia Williams  
**Telephone:** 01895 277488/277655

### REASON FOR ITEM

**All Committee meetings will begin at 5.30 p.m.** That the Committee consider revisions to the scheduling of existing meetings based upon review topics during 2011/12 as set out below:

### WORK PROGRAMME

<b>9 June 2011</b>	Work Programme – review the annual work programme
	Review Discuss – to discuss potential review topics for 2011/12
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>26 July 2011</b>	Work Programme – review the annual work programme
	Review Discussion – consideration of scoping report
	Budget Reports for consideration
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>13 September 2011</b>	Work Programme – review the annual work programme
	Review 1 Discussion – first witness session
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>6 October 2011</b>	Work Programme – review the annual work programme
	Review Discussion -second witness session
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>15 November 2011</b>	Work Programme – review the annual work programme

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Residents' and Environmental Services Policy Overview Committee – 15 November 2011

PART 1 – MEMBERS, PUBLIC AND PRESS

	Annual Safety at Sports Ground Report – Committee update.
	Review Discussion – third witness session
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>7 December 2011</b>	Work Programme – review the annual work programme
	Review Discussion – fourth witness session
	Khat Review Update
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>17 January 2012</b>	Work Programme – review the annual work programme
	Review Discussion – fifth witness session
	Budget Reports for consideration
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>15 February 2012</b>	Work Programme – review the annual work programme
	Review Discussion – conclusions and recommendations
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>7 March 2012</b>	Work Programme – review the annual work programme
	Review Discussion – draft final report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>10 April 2012</b>	Work Programme – review the annual work programme
	Agree final report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

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Residents' and Environmental Services Policy Overview Committee – 15 November 2011

PART 1 – MEMBERS, PUBLIC AND PRESS