



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Susan O'Brien (Chairman)
Mary O'Connor (Vice-Chairman)
Kuldeep Lakhmana (Labour Lead)
Lynne Allen
Carol Melvin
David Payne
Michael White
David Yarrow

Date: MONDAY, 30 JULY 2012

Time: 5.30 PM

Venue: COMMITTEE ROOM 3A -
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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information.**

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=114&MId=1307&Ver=4>

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Useful information

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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 30 May 2012 1 - 4
- 5 2012/13 Review Topic Discussion - Scoping Report on the Review of Regulations and Byelaws relating to Cemeteries & Burial Grounds within Hillingdon 5 - 30
- 6 Consideration of 2013/14 Budget Planning Report 31 - 34
- 7 Work Programme 2012/13 35 - 36
- 8 Forward Plan 37 - 50

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Minutes

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

30 May 2012



**Meeting held at Committee Room 3a - Civic
Centre, High Street, Uxbridge UB8 1UW**

	<p>Committee Members Present: Councillors Susan O'Brien (Chairman) Mary O'Connor (Vice-Chairman) Carol Melvin Michael White Kuldeep Lakhmana</p> <p>LBH Officers Present: Jean Palmer - Deputy Chief Executive, Corporate Director Nadia Williams – Democratic Services</p>	
2.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies had been received from Councillors June Nelson and David Yarrow. Councillor Anita MacDonald attended in Councillor June Nelson's place.</p>	
3.	<p>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interests notified.</p>	
4.	<p>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 (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items on the agenda marked as Part 1 would be considered in public.</p>	
5.	<p>TO AGREE THE MINUTES OF THE MEETINGS HELD ON 27 MARCH 2012 AND 10 MAY 2012 (<i>Agenda Item 4</i>)</p> <p>The minutes of the meeting held on 27 March 2012 and 10 May 2012 were agreed as an accurate record of the meeting and signed by the Chairman.</p>	
6.	<p>UPDATE ON PAST REVIEW TOPICS (<i>Agenda Item</i>)</p> <p>Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and Beyond – 2011/2012</p> <p>The meeting was informed that following a press release on the</p>	<p>Action by</p>

	<p>Committee's recent review on the Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and Beyond, a number of queries had been raised. It was also noted that the press release had generated particular interest from residents.</p> <p>Khat – 2010/2011</p> <p>Members were informed that the review on Khat had resulted in raising interest from a number of non-profitable organisations that were working with users of Khat and their families. These organisations had indicated that they intended to work together to produce a 'Khat Awareness' leaflet for residents.</p>	
7.	<p>REVIEW TOPICS DISCUSSION - 2012/13 (<i>Agenda Item 5</i>)</p> <p>The Chairman welcomed Jean Palmer, Deputy Chief Executive and Corporate Director who had attended the meeting to assist with queries that Committee members may have during the discussion of their possible review topics for 2012/2013.</p> <p>The Chairman advised that following a recent press release on cemeteries, Councillor Jonathan Bianco, Cabinet Member for Finance, Property and Business Services had suggested that perhaps the Committee could consider the possibility of undertaking a review on cemeteries and Bereavement. Members indicated that should the Committee agree to carry out a review of this topic, particular attention should be focussed on the areas of policies/ guidance/ byelaws/rules/and security currently in place. These areas should be looked at in order to ascertain how their operation was supported and how they ensured that the Council provided a quality service for all its residents. In addition, the Committee indicated that the capacity of cemeteries should also be investigated, as there had been concerns raised about the issue of cemeteries reaching their capacities.</p> <p>During discussion it was noted that Cemeteries and Bereavement were two large areas and these should be reviewed separately.</p> <p>Pest infestation/waste management was suggested as a second topic for a possible review. The Committee agreed that this issue had gained increasing coverage on the news recently and acknowledged that all residents in the Borough were likely to be affected by this issue in some way.</p> <p>Officers advised that with regard to the topic of pest infestation, there was currently a review being undertaken of the service that provided support in this area. It was noted that many of the services that were previously provided by the Council were no longer being provided. Therefore, in light of the on-going service review in this area, the Committee indicated that it would consider carrying out a review on pest infestation/waste management later on in the year.</p> <p>Following discussion, the Committee agreed to conduct its first review on the topic of Cemeteries. Officers were requested to submit a draft</p>	Action by

	scoping report to the next Committee meeting for discussion. Resolved The Committee agreed to consider a scoping report at its next meeting on its first review on cemeteries with the second possible review topic being on pest infestation/waste management.	Nadia Williams Democratic Services Officer
8.	WORK PROGRAMME (<i>Agenda Item 6</i>) Resolved The Committee agreed the Work Programme for 2012/13.	Action by Nadia Williams Democratic Services Officer
9.	FORWARD PLAN (<i>Agenda Item 7</i>) Resolved The Committee agreed the Forward Plan.	Action by Nadia Williams Democratic Services Officer
The meeting, which commenced at 5.30 pm, closed at 6.50 pm.		

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

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RESPOC Review Topics 2012/13

REASON FOR ITEM

To enable the Committee to agree the review it wishes to undertake in the 2012/13 Council year.

OPTIONS OPEN TO THE COMMITTEE

1. Agree a topic for in-depth review in 2012/13

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the services provided by the Planning, Environment, Education and Community Services Group (*The Education Services aspects are in the remit of the Education & Children's Services Policy Overview Committee*). 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 these initial meetings of the year to set a work programme for the next 12 months and select one or two topics for major review.

4. In selecting topics, Members are reminded of the Committee's work from 2006 to 2011, 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
Cleanliness of the environment

2008/9

CCTV Strategy
Heritage in Hillingdon

2009/10

Street Lighting

Illegal Imported Cosmetics and Food
Planning Enforcement – construction and use of back buildings (homes in
back gardens).

2010/11

Khat

Town Twinning

2011/12

Mitigating the environmental effects of the telecommunications masts and
cabinets in the London Borough of Hillingdon and beyond



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Residents' and Environmental Services Policy Overview Committee Review Scoping Report 2012/13

OBJECTIVE

**A REVIEW OF THE REGULATIONS AND BYELAWS RELATING TO
CEMETERIES AND BURIAL GROUNDS WITHIN HILLINGDON**

Aim of review

To examine the Regulations and Byelaws which relate to the Council's 8 cemeteries and burial grounds and to look at modernising and updating them to reflect the differing cultural and religious requirements of residents of the Borough.

Terms of Reference

1. To look at the cemeteries and burial grounds within the Borough, and to examine how they are maintained to ensure they are at a good standard.
2. To review the existing Council policies, rules, regulations and byelaws as they relate to cemeteries and to look at their application and enforcement.
3. To look at the different religious and cultural requirements for burials and memorials within the Borough and how the Bereavement Service provides this.
4. To investigate best practice and experiences of other local authorities in relation to their cemeteries and burial grounds.
5. To examine the long term capacity and space which will be required at the Borough's cemeteries and burial grounds.
6. To make recommendations to Cabinet on the outcome of this review.

PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee – 30 July 2012

Reasons for the review

The current regulations which relate to the Council's cemeteries and burial grounds were produced in 1994 (see attached **Appendix 1**) and they are in need of modernising and updating to reflect the changing needs and requirements of the different cultural and religious groups within the Borough.

The regulations will need to strike a balance in relation to the requirements of different cultures and religions. There are differences in terms of burials, memorials and the different manner in which people pay respect to their loved ones at their grave sides.

Supporting the Cabinet & Council's policies and objectives

The Council's Cemetery Regulations will be updated, together with policies and byelaws which relate to cemeteries.

INFORMATION AND ANALYSIS

Key Issues

1. Rules on mementos, furniture and memorials (including size, types, materials, permissions etc)
2. Rules on purchase of grave spaces
3. The use of authorised installers for memorials and maintenance of safe condition of memorials
4. Revision of the Council's byelaws
5. Maintenance and upkeep of the Council's cemeteries
6. Rules on behaviour?
7. Application of policies and byelaws

Remit - who / what is this review covering?

The review will look at the following Council owned and maintained cemeteries and burial grounds and look at the issue of modernising and updating the Council's regulations and byelaws which relate to them.

Cherry Lane Cemetery
Harlington Burial Ground
Harmondsworth Burial Ground
Hillingdon & Uxbridge Cemeteries
Northwood Cemetery
Victoria Lane Burial Ground
West Drayton Cemetery
Woodland Burial Ground (to the rear of West Drayton Cemetery)

Connected work (recently completed, planned or ongoing)

There is no other current work in this area at Hillingdon Council. However, similar reviews recently took place in Harrow and Slough (albeit with slightly varying objectives).

Key information required

- Cemetery Regulations 1994
- Summary of existing bylaws and policies which apply to cemeteries and burial grounds
- Views of service users
- Examples of current noncompliance of byelaws and inconsistency of application

EVIDENCE & ENQUIRY

Witnesses

- Bereavement Services – London Borough of Hillingdon
- Funeral directors
- Services users/stakeholders
- Legal Services_Officers
- Officers from neighbouring boroughs
- Site visits if appropriate

Intelligence

- The Council's Cemetery Regulations (drafted in 1994)

Consultation and Communications

- Consultation with funeral directors?
- Neighbouring boroughs (that are seen as exemplars in this field)

Potential Lines of enquiry

- What policies are currently in place?
- What byelaws currently exist?
- What is the guidance to the size of memorials?
- Who is responsible for the maintenance of individual burial plots?
- Are there any sanctions for not maintaining individual burial plots?
- What steps are taken to promote dignity and respect for when visitors visit cemeteries?
- What maintenance arrangements are currently in place?
- What regulations are there on what is acceptable and unacceptable in terms of memorials?

PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee – 30 July 2012

- Are there currently any policies in place with regards to authorised memorials?
- What processes are there in place for applying byelaws in terms of restrictions?
- Is equalities suitably covered by the policies?
- Are there restrictions to acquiring plot sizes and what plot sizes are currently available?
- By whom and how are decisions made on what can and cannot be installed around graves and where are the records of these decisions?
- What is seen as good practice across London (in terms of byelaws, weekend enforcement/monitoring of application of byelaws, etc)?

PROPOSALS

- 1) To create a 5 year strategy and implementation plan for the Council's cemeteries.
- 2) To develop a proper (and ongoing) survey of all graves for structural integrity.
- 3) To create a fair and consistent process for approving applications for graveside memorials.
- 4) To propose standards for the design and layout of future cemeteries.

LOGISTICS

Proposed timeframe & milestones

Meeting Date *	Action	Purpose / Outcome
30 July 2012	Agree Scoping Report	Information and analysis
20 September 2012	Witness Session 1	Evidence & enquiry
18 October 2012	Witness session 2	Evidence & enquiry
15 November 2012	Witness session 3	Evidence & enquiry
6 December 2012-06-28	Draft Final Report	Proposals – agree recommendations and final draft report

** Specific meetings can be shortened or extended to suit the review topic and needs of the Committee*

PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee – 30 July 2012

Risk assessment

Risks include:

- continuing complaints about grounds maintenance, with knock-on income implications and costs to council budgets to cover shortfall;
- damage to Council's reputation;
- impact to arrangement with Harrow Council;
- byelaws remain out of date, leading to complaints;
- application of byelaws remains inconsistent leading to further noncompliance and subsequent complaints;
- benefits from appropriately and consistently applied byelaws not realised.



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CEMETERY REGULATIONS **1994**

*LONDON BOROUGH OF HILLINGDON
CEMETERY REGULATIONS*

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CEMETERIES MANAGER & REGISTRAR (ALL ENQUIRIES)

*Breakspear Crematorium
Breakspear Road
Ruislip
Middlesex HA4 7SJ*

Telephone: Uxbridge (01895) 250650

Planning, Environment, Education
& Community Services
Bereavement Services (Cemeteries)
T.01895 556376 F.01895 624 209
jpurcell@hillington.gov.uk
London Borough of Hillingdon,
Cemeteries Office, Breakspear Crematorium,
Breakspear Road, Ruislip, Middlesex. HA4 7SJ





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HILLINGDON AND UXBRIDGE CEMETERY

*Hillingdon Hill
Hillingdon
Middlesex*

NORTHWOOD CEMETERY

*Chestnut Avenue
Northwood
Middlesex*

HARMONDSWORTH CEMETERY

*Harmondsworth Village
Harmondsworth
Middlesex*

CHERRY LANE CEMETERY

*Shepiston Lane
Harlington
Middlesex*

HARLINGTON BURIAL GROUND

*St. Peter's Way
Harlington
Middlesex*

WEST DRAYTON CEMETERY

*Harmondsworth Road
West Drayton
Middlesex*

VICTORIA LANE CEMETERY

*Victoria Lane
Harlington
Middlesex*





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LONDON BOROUGH OF HILLINGDON REGULATIONS FOR THE MANAGEMENT OF CEMETERIES

INTERPRETATIONS

THROUGHOUT THESE REGULATIONS THE FOLLOWING WORDS AND EXPRESSIONS SHALL HAVE THE MEANINGS STATED

“THE COUNCIL”

- Means the Council of the London Borough of Hillingdon

“THE CEMETERY”

- Means the Cemetery of Burial Ground as the case may be

“CEMETERIES MANAGER” OR “THE MANAGER”

- Means the Council’s Manager of Cemeteries and Burial Grounds

“THE 1977 ORDER”

- Means the Local Authorities Cemeteries Order 1977

“OFFICIAL RECEIPT”

- Means the official London Borough of Hillingdon receipt

“GRAVE”

- Means a burial place formed in the ground by excavation

“PRIVATE GRAVE”

- Means a grave in which the Exclusive Right of Burial has been purchased

“LAWN SECTION”

- Means a section of the cemetery that is grassed and maintained as a lawn





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1). MANAGEMENT OF CEMETERIES

The Council reserves the right to make any charges to these regulations as may from time to time be necessary.

The Council's cemeteries are managed under the terms of the 1977 Order, which forms these regulations. Your attention is drawn in particular to the following Articles of the 1977 Order:

Offences in Cemeteries

Article 18(1)

No Person shall:

- A] Wilfully create any disturbance in a cemetery
- B] Commit any nuisance
- C] Interfere with any burial taking place in a cemetery
- D] Interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any such matter; or
- E] Play any game or sport

Article 18(2)

No authorised person shall enter or remain in a cemetery at any time when it is closed to the public.

Penalties

Article 19

Any person who contravenes –

- A] Any prohibition under Article 5(6) (Cremated Remains) b] Article 10(6) (see item 19[c] of this booklet) c] Article 18(1) and 18(2) d] Part 1 of Schedule 2 (exercise of Burial Rights – available on request)





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shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which he offence continues after conviction.

2). CONTROL

a) Subject to these regulations and any changes made by the Council, the general management and control of the cemeteries shall be exercised by The Manager.

b) All enquires dealing with any of the Council's cemeteries should be made to the Cemeteries Manager & Registrar whose address and telephone number appears on page 2 of this booklet. Any complaints/comments should be made to The Manager in writing without delay.

c) All persons admitted to the cemeteries shall conform to these regulations. Every purchaser of the Exclusive Right of Burial in any earthen gravespace or vault, and every person who may acquire such right by assignment of transfer shall be subject to these regulations.

3). UNAUTHORISED GATHERINGS

It is prohibited for people to gather in any cemetery other than for purposes of remembrance or a funeral service

4). VEHICLES

a) Cycling is not allowed in the cemeteries

b) All vehicles entering the cemetery shall not drive faster than 10mph and only on approved routes. They must wait at places directed by The Manager

c) Unauthorised vehicles shall not be allowed on any grass area of the cemetery

5). ANIMALS

Dogs and horses (other than guide dogs for the blind or deaf and horses used in or as part of a funeral cortege) are prohibited in the cemeteries.





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6). MUSIC

Music shall not be played or broadcast in the cemetery without the prior written consent of The Manager

7). GLASS CONTAINERS, VASES ETC.

Glass jars, vessels or other unsightly articles will not be allowed, unless sunk in the ground up to the rim and in a manner preserving the tidy appearance of the grave. Any receptacle placed on a grave in contravention of this regulation will be removed.

8). FENCES / BRICK SURROUNDS

The placing of fences or brick surrounds on or around gravespaces is not allowed unless forming part of the design of an approved memorial.

9). FLORAL TRIBUTES

Floral tributes may be put on a grave on the day of burial and stay there until they become unsightly, when they will be removed.

Wreaths put on graves during the Christmas period will be removed in February.

10). RUBBISH

Dead flowers and other rubbish must be put in the bins provided for this purpose.

11). SALE OF GOODS AND SOLICITATION OF ORDERS

a) The sale of goods, services, plants or articles, the soliciting of orders for the erection or repair of monuments or memorials or for the work connected with the graves is strictly prohibited within the cemetery, unless as part of our Approved Scheme.

b) Monumental Masons and other people shall not distribute business cards, or ask of, or attempt to obtain from an employee, information concerning grave owners.





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12). FIREARMS / BANNERS

Firearms shall not be discharged or banners displayed within the Cemetery without the prior written consent of The Manager.

13). COUNCIL EMPLOYEES

Council employees or persons contracted to carry out works on the Council's behalf are not allowed to undertake any private work in time when employed by the Council. Neither should they be offered or accept any tips or gratuities.

14). PHOTOGRAPHS / FILMS

Written permission from The Manager must be obtained to undertake any filming, videoing or photography, other than that for personal use.

15). RESPONSIBILITY FOR LOSS OR DAMAGE

- a) The Council will not be responsible for the safe keeping of, or accept any liability in respect of any accident or damage to, monuments or memorials however so caused. The owner of the monument or memorial shall keep it in good condition and repair, failing which the Council reserves the right to remove any broken or damaged portions of monuments or memorials, or any other items which have become unsafe, unsightly or otherwise objectionable.
- b) The Council shall not be responsible or accept any liability for orders or documents sent by post. Neither will responsibility be accepted for errors following telephone instructions.
- c) The Council has the right when necessary to gain access across any grave, mound soil on any grave and remove or replace any monument/memorial without notice or compensation to the owner.

16). OPENING TIMES

- a) Cemeteries shall be open as sated below but the Council has the right to close or limit entry to them at any time:





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November, December, January & February	from 9am to 4pm
March and October	from 9am to 5pm
April	from 9am to 6pm
September	from 9am to 7pm
May, June, July and August	from 9am to 8pm
Sunday, Good Friday, Bank Holidays and Christmas Day	from 10am to the usual time

b) The Council may vary the above times without notice

17). REGULATIONS CONCERNING INTERMENTS AND PURCHASE OF EXCLUSIVE RIGHT OF BURIAL

a) All 'Notices of Interment' must be in writing on the printed forms supplied by the Council and obtainable from the Cemeteries Manager. They must be delivered between the hours of 9am and 4pm from Monday to Friday inclusive.

b) 'Notices of Interment' shall be delivered to the Cemeteries Manager at least two clear working days before the interment (excluding Saturday, Sunday, Christmas Day, Good Friday or other Public or Bank Holidays, or other holidays granted by the Council). This period is reduced to 24 hours when infectious diseases or other urgent cases are involved. (Failure to do so may result in the funeral being delayed).

c) Funeral Directors must give notice to the Cemeteries Manager whenever they have to conduct a funeral where the number of mourners is likely to exceed FIFTY.

d) To avoid inconvenience and delay at the graveside the NET outside dimensions of the coffin or casket shall be supplied in writing to the Council when the 'Notice of Interment' is given.





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18). FEES AND CHARGES

- a) All fees must be paid when the 'Notice of Interment' is given unless other arrangements have been agreed with the Cemeteries Manager. Official receipts will be given for fees paid.
- b) The charges set out in the Scale of Charges apply where the deceased was, and the purchaser is living in The London Borough of Hillingdon at the time of death or purchase. In the case of a stillborn child, at least one parent should be living in The London Borough of Hillingdon at the time of death. In all other cases the fees will be doubled.

19). RESTRICTION OF INTERMENTS

- a) All burials are subject to the statutory provisions in accordance with Schedule 2, Part 1 or the 1977 Order.
- b) Burials cannot take place on Sundays, Good Friday, Christmas Day or other public holidays or other general Council approved holidays.
- c) No body shall be buried, or cremated remains interred or scattered, in or over any grave or vault in which the Exclusive Right of Burial exists unless the owner has given approval in writing (or the deceased is the owner).
- d) In the case of a Grant of Exclusive Right of Burial not surrendered to the Cemeteries Manager with the 'Notice of Interment' the necessary 'Form of Indemnity' must be completed and signed.

20). REGISTRAR'S CERTIFICATE FOR DISPOSAL / CORONER'S ORDER FOR BURIAL

- a) A Registrars Certificate for Disposal or Coroners Order for Burial, or a declaration in the form prescribed by the Births and Deaths Registration Act 1926 and any amendment or re-inactment thereof must be produced at the Cemetery before the interment can take place.
- b) A Certificate of Cremation must be produced before a burial or the scattering of cremated remains can take place.





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c) Failure to produce the relevant certificate or order will result in the postponement or cancellation of the funeral.

21). TIMES OF BURIAL

a) The Cemetery will be open for interments as follows:

MONDAY to THURSDAY	9am to 3pm
FRIDAY	9am to 2.30pm

Interments at other times may be made at the discretion of the Cemeteries Manager and upon payment of the appropriate additional fee.

b) Applications for the scattering of cremated remains should be made in writing to the Cemeteries Manager at least 48 hours before the scattering is wanted. Ashes may only be scattered in the designated areas.

c) It is the responsibility of the funeral director / organiser to ensure that the funeral cortege arrives at the cemetery at the appointed time. Failure to do so may result in the funeral being held at the cemetery gates or in cases of late arrival fees being incurred or even the cancellation of the funeral.

22). POSTPONEMENT OR CANCELLATION OF INTERMENT

The prescribed fee will still be charged when an interment has been booked but is subsequently postponed or cancelled. Additional expenses in connection with the preparation of a private grave will also be payable.

23). PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984

The body of a person who has died from an infectious or contagious disease under the Public Health (Control of Disease) Act 1984 must not be taken into a chapel but may remain outside during the first part of the service for the burial of the dead. Otherwise the body must be taken directly to the grave.





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24). COFFINS (WHEN USED)

- a) The funeral director or other person(s) responsible for the burial shall provide sufficient bearers to lower the coffin into the grave or arrange for the hire of bearers with The Manager prior to the interment (at cost).
- b) For the interment of cremated remains in a grave or cremation plot, the ashes shall be contained within a sealed container.
- c) Where a coffin is not used, the body must be taken to the grave in a hearse or funeral director's removal shell.
- d) The body of a person who died from a notifiable disease must be enclosed in a sealed coffin before burial. A list of notifiable diseases is enclosed as appendix 'A'.

25). DIGGING AND OPENING OF GRAVES

- a) Without exception, all graves must be dug by people employed or contracted by the Council.
- b) All work in connection with the construction, re-opening and/or reinstatement of vault or walled graves must be undertaken by a monumental mason or other qualified person and at the expense of the registered owner of the Exclusive Right of Burial.
- c) The removal of a memorial to facilitate an interment, shall be the sole responsibility of the funeral director or responsible person(s). The memorial must be restored to its original position.

26). PUBLIC GRAVES

If a grave has not been purchased, an interment must be in a common grave to which no Exclusive Right of Burial exists.

Memorials must not be erected on a common grave unless it is to the memory of all those buried in the grave. Prior written consent from the Cemeteries Manager will also be necessary.





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27). PURCHASE OF GRAVES

- a) An Exclusive Right of Burial is granted for a maximum of 100 years
- b) The disposal of gravespaces is under the control of the Cemeteries Manager and granted serially.
- c) Grave may be purchased in advance of a burial taking place. The date of purchase will be the date of the commencement of the Grant of Exclusive Right of Burial.
- d) A maximum of 5 graves may be purchased by any one person on any one occasion.
- e) The Cemeteries Manager will try to meet the wishes of the relatives in the purchase of a gravespace at a particular cemetery but it may be necessary for burials to take place elsewhere in other borough cemeteries depending on the circumstances at the time.
- f) A grave will not be registered in the name of a funeral director or firm of funeral directors, or a partner, director or employee of such firms or monumental masons, unless evidence satisfactory to the Cemeteries Manager is given that the grave is required of use by the applicant as a private individual and not for purposes of business.

28). TRANSFER OF GRANT OF EXCLUSIVE RIGHT OF BURIAL

- a) After the interment of the registered owner of the Exclusive Right of Burial to any vault or earthen gravespace, the legal personal representative shall produce to the Council, Probate of the Will of the deceased or Letters of Administration to his or her Estate, or such evidence as the Council shall require so that the change of ownership may be duly established and registered after payment of the prescribed fee.

Until satisfactory proof of ownership is given, a vault or earthen gravespace shall not be opened or otherwise dealt with as per Article 10(6) of the 1977 Order.

- b) An assignee of an Exclusive Right of Burial is not entitled to hold or exercise the right in any vault or earthen gravespace unless the Deed of Assignment has been produced and duly registered by the Council.





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29). ATTENDANCE OF MINISTERS OF RELIGION

The Council will not make arrangements for any ministers of religion to officiate at a funeral. Persons shall make their own arrangements for attendance and for their expenses incurred.

30). DURATION OF SERVICE IN THE CHAPEL

A service or ceremony in the chapel shall not last longer than 30 minutes without the prior permission of the Cemeteries Manager

31). MONUMENTS AND MEMORIALS

a) Memorials may only be placed upon graves in which the Exclusive Right of Burial has been made

b) All monuments, memorials or vases to be put on a gravespace are subject to the approval of the Cemeteries Manager. A drawing showing the form and dimensions of the proposed memorial and its foundations with particulars of the materials to be used, and a copy of every inscription to be engraved on it must be submitted for approval before erection. Details should be shown using Council Form CEM5, which is obtainable from the Cemeteries Manager.

All applications must be signed by the registered owner of the Exclusive Right of Burial.

c) Memorials shall not be altered or interfered with once erected unless permitted using Form CEM5 and paying the prescribed fee.

d) Monuments and memorials must be prepared ready for fixing before being taken into the cemetery. Masons, etc. must provide their own tools and equipment for the work.

e) Work on memorials shall not be carried out at the cemetery until a permit has been issued and all fees paid to the Cemeteries Manager.

f) All work must be carried out in accordance with the National Association of Monumental Masons' Code of Working Practice and to the satisfaction of the Cemeteries Manager. People working on memorials must produce the permit for the works they are carrying out





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on request as otherwise the works may be suspended until a permit is produced. Surplus materials and debris must be removed from the cemetery and the gravespace and surrounding area left clean and tidy.

g) All works shall be carried out at the sole risk and liability of the person employed or engaged in the work of whatever nature. Any damage caused shall be made good to the satisfaction of the Cemeteries Manager and/or the owner of the damaged property.

h) No works, other than by the Council's employees or persons contracted to carry out works on the Council's behalf, shall carry out works within cemeteries on Saturdays, Sundays, Christmas Day, Good Friday, or other Public Holidays, or on other holidays granted by the Council.

i) All works persons employed in the cemetery on whatever manner of work must conform to the hours worked by the cemetery staff.

j) The Council may refuse permission for any memorial (of any type) or inscription of which it does not approve.

32). DIMENSIONS AND CONSTRUCTION OF MEMORIALS

Full Memorials

a) The area enclosed on a single gravespace shall not be more than 1950mm by 750mm (6'6" by 2'6") and on a double gravespace by more than 1950mm by 1950mm (6'6" by 6'6"). Memorials are permitted at the discretion of the Cemeteries Manager.

Lawn Memorials

b) Memorials in the lawned sections shall not exceed 750mm (2'6") in width and 300mm (12") in depth on a single gravespace. On a double gravespace the maximum dimensions are or 1,800mm (6 feet) in width or 300mm (12") in depth. The base shall be secured centrally to the memorial beam, where provided, or to a suitable foundation stone provided by the monumental mason where no rafters are present.





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Cremated Remains Section Memorials

c) Memorials placed on a cremation plot shall not exceed 450mm (1'6") in height, 600mm (2 feet) in width, 600mm (2 feet) in depth, nor be less than 50mm (2 inches) in thickness.

CHILDRENS SECTION MEMORIALS

d) Hillingdon & Northwood Cemeteries

The area enclosed by a memorial shall not exceed 450mm (1'6") in width, 450mm (1'6") in length, nor shall it exceed 380mm (15") in height or be less than 50mm (2") in thickness

Cherry Lane Cemetery

The area enclosed by a memorial shall not exceed 900mm (3 feet) in length, 450mm (1'6") in width nor shall it exceed 600mm (2 feet) in height.

e) Only one memorial stone will be allowed on any one gravespace.

f) No part of the soil of any gravespace shall be raised above the level of the surrounding soil, and no part of any gravespace shall be enclosed with fencing of any kind.

g) The Council will maintain the whole of the grassed area between each row and nothing will be placed or planted on that grassed area.

h) The correct section, plot and number of the gravespace must be clearly cut in some prominent position on all monuments and memorials in characters of not less than one inch.

i) Baths, Caens, soft artificial stones or materials of any description, will not be allowed in the construction of any memorial erected in the cemetery.

j) Where glass or natural stone chippings are used, they must be laid upon a slate or concrete bed.

k) Any items placed on graves that contravene these regulations will be removed and stored for collection by the owner. Items removed will be only stored for a period of 4 weeks, at which time they will be disposed of.





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l) The Manager has the power to rectify or remove anything, which does not comply with these regulations.

33). PLANTING OF GRAVESPACES – TRADITIONAL SECTIONS ONLY

a) If within one year after an interment in which the Exclusive Right of Burial has been granted, a memorial has not been erected, the surface of the gravespace shall be laid to grass.

b) Suitable shrubs, plants or flowers may be planted over any gravespace in which the Exclusive Right of Burial has been granted but the Council reserves the right to prune, cut down or dig up and remove any such shrubs, plants or flowers which are of an objectionable character or when they have become unsightly, overgrown or impede grave excavations.

34). REGULATIONS CONCERNING LAWN SECTIONS ONLY

a) The regulations for the management of other sections of the cemetery shall also apply to 'Lawn Sections' in addition to the following:

b) The Exclusive Right of Burial in gravespaces will only be granted serially.

c) As soon as practicable after an interment in the Lawn Section the Council will sow with grass seed or lay turf over the whole of the gravespace with the exception of a bed of 600mm by 1,200mm (2 feet by 4 feet) at the end of the gravespace as determined by the Council. Thereafter no one other than a Council authorised officer shall interfere or alter the gravespace.

The Council will maintain the whole of the grassed part of the Lawn Section and nothing must be planted or placed on the area.

d) The planting of large growing trees and shrubs is not allowed.





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e) The Council has the right to prune, cut down or dig up and remove any such shrubs, plants or flowers, which are of an objectionable character or when they have become unsightly, overgrown or impede grave excavations.

f) The Cemeteries Manager is authorised to rectify/remove anything which does not comply with these regulations.

35). REGULATIONS CONCERNING CREMATION SECTION ONLY

a) The area allocated to a cremation section grave is 2 feet (600mm) x 2 feet (600mm). This area may be covered in full or in part by a memorial or suitably planted. (Please refer to regulation 33b)

b) A cremation section grave will not contain more than 2 interments of cremated remains.

c) Cremated remains must be interred in a suitable container.

d) It is the responsibility of the person arranging the interment to produce the cremated remains for interment at the cemetery.

36). MUSLIM SECTION BURIALS

a) Graves may be mounded to a maximum height of 6 inches above normal ground level after settlement has occurred except in lawned areas where mounding is not permitted.

b) Graves will be orientated so that they face Mecca

c) Bodies to be buried without a coffin must be wrapped in a shroud or suitable cloth so that the body is hidden from public view during the burial service.

d) Bodies must be transported to the graveside in a removal shell, solid box, closed van or other means deemed suitable by the Cemeteries Manager.





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- e) The burial of a person who died from a notifiable disease will not be permitted unless wholly contained in a sealed coffin. See Appendix for notifiable diseases.
- f) The notice period for an interment is 24 hours. (This period may be shortened subject to availability and payment of the prescribed fee)
- g) Completed applications forms and full payment must be delivered to the Cemeteries Manager at least 4 working hours before the start of the funeral.
- h) Whilst every effort will be made to arrange a funeral for the precise time required, it may be necessary to arrange the funeral for an alternative time dependant on circumstances.
- i) The appropriate disposal certificate or burial order must be produced at the cemetery (see regulation 19)
- j) Any open grave is a potential danger, even those where shoring has been installed. No one should therefore enter an open grave, should they do so it is entirely at their own risk.
- k) If a green branch is required to mark the gravespace, it must be brought from outside the cemetery. Removal of foliage from plants within the cemetery is strictly forbidden.
- l) Lowering and covering boards can be supplied at cost if required. Alternatively, they may be supplied by the person arranging the funeral.





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APPENDIX (A) SAMPLE LIST OF NOTIFIABLE DISEASES

List of Notifiable Diseases

Anthrax	Malaria	Scarlet Fever
Cholera	Marbug Fever	Smallpox
Diphtheria	Measles	Tetanus
Dysentery	Meningitis	Acute Tuberculosis (all forms)
Encephalitis, Acute	Ophthalmia Neonatorum	Typhoid Fever
Food Poisoning	Parabphoid Fever	Typhus
Infective Jaundice	Plague	Viral Haemorrhagic Fever
Leprosy	Poliomyelitis	Acute Whooping Cough
Lassa Fever	Relapsing Fever	Yellow Fever
Leptospirosis	Rabies	



BUDGET PLANNING REPORT FOR PLANNING ENVIRONMENT & COMMUNITY SERVICES 2013/14

Contact Officer: Andy Evans
Telephone: 01895 250994

REASON FOR ITEM

This is the first opportunity for the Policy Overview Committee to discuss the current stage of development of budget planning work with regard to Planning Environment & Community services. Within the context of the Council's overall financial position, this paper sets out the main financial issues facing the Group's services and the work being undertaken to respond to them. This paper gives a strategic context in which the detailed proposals to be discussed at Policy Overview Committee meetings in January 2013 will need to be considered. *(Please note the budget proposals for the Education service are reported through the Education & Children's Services Policy Overview Committee and are therefore excluded from any figures or commentary in this report).*

OPTIONS AVAILABLE TO THE COMMITTEE

It is recommended that the Committee notes the development of the financial planning process undertaken to date, and comments as appropriate on the response to the issues being developed by the Group.

INFORMATION

- 1 This is the first of two opportunities within the planning cycle for the Policy Overview Committee to consider issues relating to budget planning for 2013/14. The focus of this report is the major issues that have been identified through the service and financial planning process for Planning Environment & Community services Services. The report to be considered in January 2013 will set out the detailed budget proposals for the Group, those proposals having been included in the report to Cabinet on the Medium Term Financial Forecast (MTFF) on 20 December 2012.

Corporate Summary

- 2 While the focus of the discussion for the Policy Overview Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position.
- 3 The Comprehensive Spending Review 2010 set out the financial challenge facing local government over the following four year period and cuts were heavily front loaded in the first two years. However, it has since become apparent that the

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estimates on which the CSR was based were over optimistic and it is now highly likely that the period of austerity will continue for a significantly longer period. The budget report to Council in February 2012 identified the savings requirement for 2013/14 as £12.1m and work is currently underway to refresh this figure. However, the new two year local government settlement is not due to be published until late autumn and so the final funding position will not be clarified until then.

- 4 In addition, there is significant other uncertainty within the budget for next year:
- the responsibility of public health is being transferred to local government on 1 April 2013;
 - council tax benefit is being abolished from 1 April 2013 and is being replaced with a new local support scheme with an immediate 10% cut in funding;
 - a reform of education funding is also in progress due to be implemented from 1 April 2013; and
 - the allocation of local government funding is being reformed through the business rates retention scheme.
- 5 Alongside this, any emerging pressures which arise throughout this financial year which will have to be provided for in next year's budget. The budget gap will be monitored throughout the year and the budget strategy adjusted accordingly to ensure that a balanced budget for 2012/13 can be set.

Strategy to deal with the budget gap

- 6 The Council is strongly placed to deal with the challenges ahead. We have a good track record of coming in or under budget each year and have accumulated balances of £23.3m by the end of 2011/12. We have a well established HIP programme that has helped steer the Council from a position of having low balances to one of having healthy balances at the same time as dealing with significant external challenges. This has been enhanced by the development of the BID programme as the main vehicle for delivering the fundamental changes required to the Council's structure and ways of working in order to address the reductions in funding going forward.

MTFF process update

- 7 The timetable for the budget process was refreshed earlier this year. The first MTFF sessions with Groups took place during late June and early July to review the detailed budget proposals developed by each group. Progress on the development and delivery of these proposals will be monitored monthly by CMT and the Leader of the Council throughout the remainder of the year.

Timetable for 2012/13 Budget

8 The broad timetable is as follows:

Process	Timetable
Monthly BTB updates (March 12 to Feb 13)	Monthly
Monthly Leader MTFE updates (March 12 to Feb 13)	Monthly
MTFE Reviews (1) Initial Scoping sessions with Heads of Finance and Transformation Manager	March
Initial Scoping meeting with Leader	May/June
MTFE BID Proposals – Firm up plans on cross cutting BID Initiatives	May/June
MTFE Review (2) – 1st Challenge Session	June / July
Initial Draft MTFE Report to Leader	End July
POC Reviews – Context of 2013/14 Budgets	July
MTFE Review (3) – 2 nd Challenge Session	September
Second Draft MTFE Report to Leader	Early October
Joint CMT and Cabinet Awayday	October
Draft Local Government Finance Settlement	November/December
Draft MTFE reported to Cabinet	December
POC review of draft Group Plans and budget proposals	January
Council Tax setting	February

Budget Planning in Planning Environment & Community Services

Summary of Key Financial Issues

- 9 Planning Environment & Community Services have identified significant budget savings for 2012/13 totalling £3.487 million (out of a total of £7.653 million for the combined Planning Environment Education & Community Services (PEECS) Directorate). These include efficiency savings from reviews of Technical Admin & Business Support, ICT, Applications Processing and Risk Based Assessments across the Group. A number of proposals concern additional income; these include the New Homes Bonus grant, Highways London Permit scheme and Trade Waste charges.
- 10 The 2013/14 MTFE proposals will focus on developing a number of existing workstreams, and identifying any new opportunities for savings and efficiencies that are emerging from the work undertaken through the Council's now well established HIP and BID processes. Examples of these include the 2nd phase of the Technical Support review, ICT modernisation and Group-wide contract review. The emphasis continues to be on generating savings through service improvement based on process efficiency, use of technology and consolidation of provision.

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- 11 It is anticipated that there will be limited opportunities for significant further income generation from fee-based services within the Group given the challenging economic climate and that any increases would fall upon residents and businesses. However, where applicable the level of non-residential charges will be kept under review and any opportunities for additional grant income will be pursued, where these are aligned to council objectives.
- 12 Alongside the development of further savings proposals the Group continues to review all contract-related and discretionary spend, within a robust process for controlling and challenging expenditure decisions.

Next Steps

- 13 The Medium Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet on 20 December 2012 and issued for consultation during the remainder of December 2012 and January 2013. This will include detailed consideration by each of the Policy Overview Committees of the proposals relating to their respective services.

SUGGESTED COMMITTEE ACTIVITY

To be written by the O&S Team

BACKGROUND PAPERS

The Council's Budget: General Fund Revenue Budget and Capital Programme 2012/13 – reports to Cabinet 16 February 2012 and Council 23 February 2012.

Agenda Item 7

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2012/13

Contact Officer: Nadia Williams
Telephone: 01895 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 2012/13 as set out below:

WORK PROGRAMME

30 May 2012	Review Discussion – to discuss and agree potential review topics for 2012/13
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
30 July 2012	Review Discussion – consideration of scoping report
	Consideration of Budget Planning Report for Planning, Environment & Community Services 2013/14
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
20 September 2012	Review 1 Discussion – first witness session.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
18 October 2012	Review 1 Discussion - second witness session.
	Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and beyond - Review Update Report.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

15 November 2012	Review 1 Discussion – third witness session.
	Consider topics for 2 nd Review
	Statement Policy for Gambling - consultation update.
	Annual Safety at Sports Ground Report – Committee update.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
6 December 2012	First Review – conclusions and recommendations.
	Second Review – Scoping report.
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
22 January 2013	First Review – agree final report.
	Second Review – Witness Session 1.
	Budget Reports for consideration.
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
13 February 2013	Second Review – witness session 2.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
26 March 2013	Second Review – witness session 3.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
24 April 2013	Second Review - final report.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

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FORWARD PLAN AUGUST – NOVEMBER 2012

Contact officer: Nadia Williams
Telephone: 01895 277655

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: August to November 2012

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
August									
No Cabinet meeting scheduled									
Cabinet Member Decisions - August 2012									
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	Democratic Services	Various	Various	

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services

Cabinet - 27 September 2012

783	Mobile Solutions	Cabinet will be asked to award a contract for mobile solutions (mobile phones and mobile data) for 3 years with an optional 1 year extension, subject to Cabinet Member approval.	N/A		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Steve Palmer	Corporate consultees		NEW
800	Tender for the removal of graffiti	Cabinet will receive a report in respect of the procurement of services to remove graffiti in the Borough, which are up for renewal.			Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Nigel Dicker	Corporate consultees		NEW
785	Review of the Local List of Buildings of Architectural or Historic Importance	Cabinet will receive its annual update on the Local List, which was authorised by Cabinet in 2010. Buildings will be recommended for inclusion following nomination from officers and local residents.	Various		Cllr Keith Burrows	PEECS - Charmian Baker			NEW
786	Review of Civic Centre Mail and Printing Services	The report propose to Cabinet a requirement for the Council to integrate postal services across the Borough into one contract and combine with Printing services in order to achieve efficiencies and implement new ways of working.	N/A		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Janice Abbs	Corporate teams and other internal and external stakeholders.		NEW

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Residents' and Environmental Services Policy Overview Committee - 30 July 2012

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
789	Towards a Community Infrastructure Levy for Hillingdon	To provide information to Cabinet on the outcome of the first round of consultation for Hillingdon's Community Infrastructure Levy (CIL) and draft Planning Obligations Supplementary Planning Document (SPD). Approval will be sought to undertake further consultation on the draft CIL Charging Schedule and to proceed with the adoption of the Planning Obligations SPD.	All		Cllr Keith Burrows	PEECS - Jales Tippell			NEW
790	Hillingdon Local Plan - Progress Report / Next Steps	To inform the Cabinet of the outcome of the Core Strategy Examination in Public and the recommendations in the subsequent Inspector's Report. Officers are seeking agreement (1) to recommend to Council adoption of the Core Strategy; (2) that further to the publication of the National Planning Policy Framework the Council will continue to use a set of saved policies from the Unitary Development Plan set out in an annex to the Core Strategy for development control purposes; and (3) to agree the next steps in the preparation of the Hillingdon Local Plan.		08-Nov-12	Cllr Keith Burrows	PEECS - Jales Tippell			NEW

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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
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
772	Supply and Maintenance of Bulk Waste & Recycling Bins	Hillingdon Council has prepared and let a three year contract for the supply and maintenance of bulk waste & recycling bins. A one year extension is available if the work proves satisfactory. The recommendations regarding the contractor(s) are put forward to the Cabinet for approval.	All		Cllr Keith Burrows / Cllr Scott Seaman-Digby	PEECS - Robert Williams	Corporate consultees		
767	Review of the Litter Enforcement Pilot Scheme	Cabinet will receive a report which reviews the outcomes of the Council's recent litter enforcement pilot scheme and be asked to consider procurement options for continuing this activity.	All, primarily Uxbridge & Hayes Wards		Cllr Jonathan Bianco	PEECS - Nigel Dicker			
768	Carbon Reduction Committee (CRC) Energy Efficiency Scheme - Purchase of Carbon Allowances	Cabinet will be asked to approve the purchase of allowances to cover carbon emissions regulated by the CRC Energy Efficiency Scheme. An earlier purchase was made at the June 2012 Cabinet. This is the final purchase for the current financial year.	Various		Cllr Jonathan Bianco	PEECS - Steve Smith			
SI	Quarterly Planning Obligations Monitoring report	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	
SI	Monthly Council Budget - monitoring report, PART 1 - MEMBERS PUBLIC AND PRESS	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position	All		Cllr Jonathan Bianco	CS - Paul Whaymand			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	PEECS - Michael Patterson			
SI	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	PEECS - James Rodger			

Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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Ward(s)

Advance information

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

Cabinet Member Decisions - September 2012

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

Cabinet - 25 October 2012

787	Hillingdon Landscape Character Assessment	Cabinet will be asked to approve a landscape character assessment, which provides place-based evidence about the character, function and quality of the landscape within the Borough, which can be used to influence and inform policy, planning and management actions. It considers a range of aspects, including natural, cultural / social and aesthetic / perceptual relationships to provide an understanding of the evolution, diversity, character and sensitivities of the landscape of the Borough. It will be particularly useful when assessing proposals affecting the Green Belt.	All		Cllr Keith Burrows	PEECS - Jales Tippell			NEW
799	Anti-Social Behaviour White Paper	Cabinet will be asked to consider the implications of forthcoming legislation surrounding anti-social behaviour, the implications for Hillingdon and agree the Council's response.	All		Cllr Douglas Mills	PEECS - Ed Shaylor			NEW
765	Designation of Rockingham Road, Uxbridge Conservation Area and Raisins Hill, Eastcote Area of Special Local Character	Pending approval of public consultation by Cabinet in June on these proposed designations, Cabinet will consider the responses received and make decisions on the two areas.	Uxbridge South / Northwood Hills		Cllr Keith Burrows	PEECS - Nairita Chakraborty			

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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
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
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	CS - Paul Whaymand			
SI	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	PEECS - James Rodger			
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			

Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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Ref Report Title Advance information Ward(s)

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Cabinet Member Decisions - October 2012

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	Democratic Services	Various	Various
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Cabinet - 22 November 2012

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	CS - Paul Whaymand			
SI	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	PEECS - James Rodger			
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			

Cabinet Member Decisions - November 2012

SI 47	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	Democratic Services	Various	Various	
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PART 1 - MEMBERS PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee - 30 July 2012

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH

SI	Ward Budget Initiative	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 - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors	Ward Budget Initiative Cabinet Report & Protocol - 18 December 2008	
SI	New allocation of S106 contributions	To approve allocation of planning obligation funds for use locally.			Cllr Ray Puddifoot & Cllr Jonathan Bianco	PEECS - Nikki Wyatt			
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group	LAAU Accident Statistics	
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Cllr Keith Burrows	PEECS David Knowles			
SI	To consider parking management schemes & Traffic Regulation Orders	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			

PART 1 - MEMBERS PUBLIC AND PRESS

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SI	Road Safety Programme, Traffic Congestion Mitigation Programme and School Travel Plan Programme	To approve any schemes in the programmes			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group, Motorists' Forum, Ward Councillors		
SI	London Cycle Network Schemes and Cycling Initiative Schemes	To approve any schemes that are part of the London Cycle Network or are cycling initiative schemes			Cllr Keith Burrows	PEECS David Knowles			
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member(s) will be asked to consider the approval of projects.	Various		Cllr Douglas Mills & Cllr Jonathan Bianco	PEECS Helena Webster			
SI	External funding bids	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	Response to key consultations that may impact upon the Borough	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			

Ref Report Title Advance information Ward(s) Report to Full Council Cabinet Member(s) Responsible Officer Contact Consultation Background Documents NEW ITEM

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Residents' and Environmental Services Policy Overview Committee - 30 July 2012

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