



HILLINGDON  
LONDON



# Residents' and Environmental Services Policy Overview Committee

## Councillors on the Committee

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

**Date:** THURSDAY, 20  
SEPTEMBER 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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**Published:** Wednesday, 12 September  
2012

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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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INVESTOR IN PEOPLE

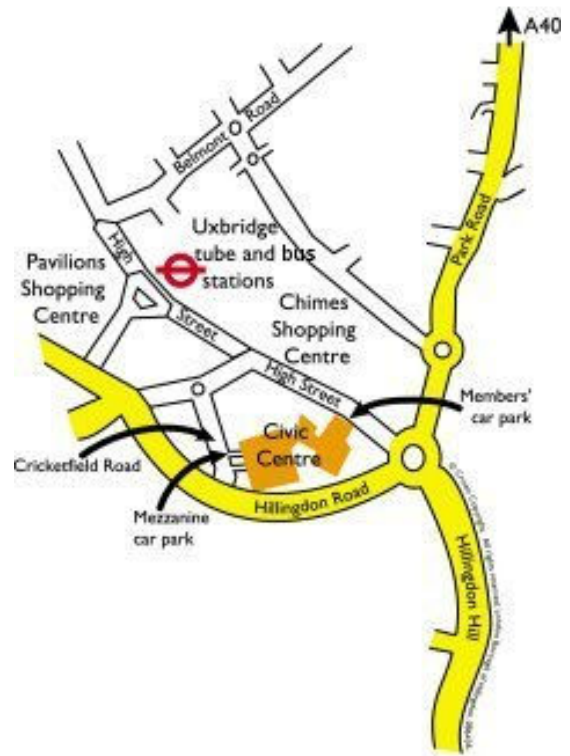
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## **Residents' & Environmental Services Policy Overview Committee**

### **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 July 2012 1 - 6
- 5 Review 1: Witness Session 1 - Review of Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon 7 - 30
  - Paul Richards – Green Spaces, Sports and Leisure Senior Manager, London Borough of Hillingdon
  - Dave Corby – Green Spaces & Cemeteries Manager, London Borough of Harrow
- 6 Work Programme 2010 31 - 32
- 7 Forward Plan 33 - 46

**Minutes**

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

**30 July 2012**



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

	<p><b>Committee Members Present:</b> Councillors Susan O'Brien (Chairman) Mary O'Connor (Vice-Chairman) Kuldeep Lakhmana Carol Melvin David Payne Michael White David Yarrow Jazz Dhillon</p> <p><b>LBH Officers Present:</b> John Purcell, Bereavement Services Manager and Registrar Mike Price, Civil Protection Manager Andy Evans, Head of Finance Nadia Williams, Democratic Services</p>	
10.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies had been received from Councillor Lynne Allen. Councillor Jazz Dhillon attended in her place.</p>	
11.	<p><b>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interests notified.</p>	
12.	<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 marked as Part 1 would be considered in public.</p>	
13.	<p><b>TO AGREE THE MINUTES OF THE MEETING HELD ON 30 MAY 2012</b> (<i>Agenda Item 4</i>)</p> <p>The minutes of the meeting held on 30 May 2012 were agreed as an accurate record and signed by the Chairman; subject to it being amended to note that Councillor David Payne had tendered his apologies.</p>	<p><b>Action by</b></p>

14.	<p><b>2012/13 REVIEW TOPIC DISCUSSION - SCOPING REPORT ON THE REVIEW OF REGULATIONS AND BYELAWS RELATING TO CEMETERIES &amp; BURIAL GROUNDS WITHIN HILLINGDON</b> (Agenda Item 5)</p> <p>The Chairman invited John Purcell and Mike Price to present the scoping report on 'A Review of the Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon'.</p> <p>John Purcell advised that the review was timely, as this area had not been reviewed for some time. The current rules allowed for families to pre-purchase graves in block and families could purchase up to 5 plots at a time. Revision of this policy, with a view to limiting the number of plots that could be purchased in block would be encouraged. This could now be limited to 2 plots, as each plot could have up to 3 internments in each plot. The Committee was informed that this rule had been in place prior to 1994 when at that time, the aim was to encourage the generation of income.</p> <p>It was highlighted that in the last three years, there had been an increase of plots being purchased by people living outside of Hillingdon at very little extra cost than that to a resident of the Borough. The Committee heard that other local authorities levied a much higher charge for the purchase of plots by people living outside their boroughs.</p> <p>Mr Purcell advised that Hillingdon currently had a burial capacity for approximately 15 to 20 years. The Council owned 7 cemeteries within the borough, 3 of which were full to capacity and only available for reopening of existing graves, subject to the availability of space. The remaining 4 cemeteries, namely, Northwood, Cherry Lane, West Drayton and Harmondsworth had available grave spaces. It was noted that there remained a large capacity in Cherry Lane cemetery with various dedicated religious areas, which generated income and he indicated that non-Hillingdon residents should be required to pay a higher fee for burial grounds.</p> <p>It was highlighted that the issue of the way people grieved needed to be considered, as this area had changed considerably since the cemetery rules and byelaws were last updated. Clear rules and regulations were required to be better disseminated and made more easily available in order to raise awareness to families.</p> <p>Mr Purcell explained that officers did not deal directly with bereaved families, as funeral services performed this function. Funeral directors were also expected to alert bereaved families of the rules and regulations. A suggested way forward for addressing this area was to provide a simple leaflet that could be sent to bereaved families, so that they could be clear as to what was accepted and not accepted at the cemeteries. In addition, a signature should be required from the head of the bereaved family to confirm their understanding and acceptance of the rules. It should also be stated clearly in the leaflet, what actions would be taken if the rules and regulations were breached.</p>	<p><b>Action by</b></p> <p>Nadia Williams John Purcell</p>
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The meeting heard that the issue of health and safety was a further area for concern in cemeteries, particularly with regard to memorial stability testing of headstones. A survey was instigated approximately 6 years ago but was never completed. Members were advised that an officer from a neighbouring local authority (that had recently undertaken an in depth review of its own cemeteries) was asked to comment on the condition of the Council's cemeteries and found that approximately 60 to 70 per cent of the memorial headstones inspected in a small sample were unsafe. Other boroughs had tried to tackle this issue which could take a number of years to complete and include a considerable lengthy consultation period (it took 2 years in one local authority).

In answer to a question about what the plan was to make the memorial headstones safe; officers advised that ideally, a full survey should be undertaken and that there should be a 2 to 3 year plan in place to deal with the memorial headstones, which had been categorised in order of urgency; dealing firstly with those that had been deemed to be highly unsafe. A general advertising campaign should also be undertaken and should indicate that families would be notified if their memorial headstones were found to require attention.

The Committee noted that with a 100 year lease, it was highly likely that issues regarding change of ownership multi-use of graves and issues with erection of memorials, with newly inherited owners not being made aware of the rules and regulations. Officers advised that the lease would usually be transferred over the generations and there was therefore a need to revise the rules and regulations to ensure new owners were made aware. With regard to new purchases, mechanisms should be put in place to ensure that buyers were asked whether they planned to have 2 or 3 internments in the individual grave plot.

This highlighted 2 further areas that needed to be reviewed; firstly, the rule which allowed the leasing of graves for a period of 100 years to be revised. Other local authorities applied a period of between 50 to 70 years for a grave lease, and recently the issue of graves in perpetuity was set at 70 years. It was also noted that a survey of over 70 different local authorities found that most tended to lease plots in the range of 50 to 70 years. Secondly; the issue of maintenance (to make clear who was responsible for maintaining memorial headstones and where this was lacking, to have records of who to contact when necessary).

Mr Purcell advised that a 5 year strategy to thoroughly review cemeteries would allow for new income streams to be generated which could then be used to make improvements, as there had been a lack of investments in this area.

Members noted that Breakspear crematorium was one of the best in England and £6m had been spent refurbishing it over the past 5 years, therefore this area should be reviewed at a later date.

Mike Price added that the aim was to look long term and consider the cemeteries service as a whole entity making amendments to the rules

and regulations and advise a long-term strategy, especially when considering long-term capacity and availability of grave spaces. Members indicated that it would be useful to know the level of complaints received and which cemeteries the complaints related to. Officers advised that this information could be provided, as through the Council's complaints procedure, a complaints report was produced on a quarterly basis and this would be made available to Members.

Members queried why the byelaws and rules relating to the permitted sizes of memorials were not being adhered to by all, and asked what role Green Spaces played in this area. Officers advised that administration and maintenance were dealt with separately and maintenance was managed by Green Spaces.

Officers added that it would be prudent to keep administration and maintenance together, rather than have maintenance of the cemeteries and burial grounds being dealt with separately by Green Spaces. Having both aspects together would ensure that standards were maintained, as standards were currently not being met with many complaints being reported to the Bereavement services.

The Committee indicated that Bereavement Service and Green Spaces would need to work more closely.

The Chairman asked how policy issues were being managed and enforced. Officers advised that they had attended a meeting with Green Spaces to discuss the issue of roles. It was noted that Park Officers formerly policed the cemeteries but they were no longer in place. Situations needed to be risk assessed, as rules relating to memorials were not always adhered to and the dispersal of large gatherings, particularly at the weekends sometimes lead to sensitive situations. It was noted that there were gaps in security which needed to be addressed, particularly on how to clear cemeteries in order to lock up, taking into consideration; the safety/welfare of staff.

Members indicated that rules and regulations needed to be applied consistently, in order to encourage all visitors to be respectful and sensitive to each other. Officers were asked what could be done to ensure that funeral services disseminated the rules and regulations to families and to make them liable/be held to account if they did not. Officers advised that the aim now was ensure that families confirm they had received the rules and regulations by getting them to sign a form.

Members sought clarification from officers in Green Spaces as to whether the Council was under any obligation to manage cemeteries in church yards. It was agreed that officers from Green Spaces should be invited to attend the first witness session for further discussion.

Members asked whether there were any cemeteries for pets. Officers advised that there were currently none and added that having a pet cemetery could generate income.

Members suggested that a leaflet summarising the 'dos' and 'don'ts'



	<p>should be provided for funeral services to give to bereaved families. Officers advised that currently, the rules and regulations were not being provided, as printing of the document ceased 8 years ago. Therefore, the rules and regulations would not have been passed on where there had been any change in ownership of plots/graves.</p> <p>It was noted that dialogue had taken place with some grave owners to make them aware of the rules and regulations, and some had indicated that they had never been made aware of the rules and regulations.</p> <p>The Chairman commented that it was clear that this area needed to be addressed to ensure that all grave owners/members of the public were made aware of the rules and regulation and to also be made aware that action would be taken where rules were broken.</p> <p>Members raised the issue of West Drayton cemetery reaching capacity in the next year or two. Officers advised that a piece of new land had been sourced, which would hold a further 800 to 1,000 graves. It was explained that this area would be retained as a lawn burial section, which was easier to maintain.</p> <p>The Committee noted that there was an issue with communication and that there was a clear need to publicise the rules and regulations (preferably an edited version) on display in all cemeteries. Officers advised that a meeting was being arranged with sign writers regarding creating signs to display the main byelaws at the entrances of each of the Council's cemeteries and burial grounds.</p> <p>In answer to a question about demography, officers advised that any part of long term development would need to consider the demographics of the Borough.</p> <p>Members agreed to make a site visit to several cemeteries prior to the meeting on 20 September 2012.</p> <p><b>Resolved that:</b></p> <ol style="list-style-type: none"> <li><b>1. The scoping report for the review of Regulations and Byelaws relating to Cemeteries &amp; Burial Grounds within Hillingdon be agreed.</b></li> <li><b>2. Officers arrange a site visit to several Hillingdon cemeteries prior to the meeting on 20 September 2012.</b></li> <li><b>3. Officers from Green Spaces be requested to attend the first witness session.</b></li> <li><b>4. An officer from a neighbouring authority be Invited to also attend the first witness session.</b></li> </ol>	
15.	<p><b>CONSIDERATION OF 2013/14 BUDGET PLANNING REPORT</b> (Agenda Item 6)</p> <p>The Chairman invited Andy Evans, Head of Finance for Planning, Environment, Education &amp; Community Services to present the Budget Planning Report for Planning, Environment &amp; Community Services. It was explained that this report gave a brief introduction into the early</p>	Action by

	<p>stages of the budget planning cycle for 2013/14 and that the second report in January 2013 would provide more details in the corporate context.</p> <p>Mr Evans stated that the report set out the major issues that had been identified through the service and financial planning process. It was noted that the 2010 spending assumptions had not come into fruition and it was highly likely that the period of austerity would continue for a significant period. Coupled with the consequences of new legislations, such as the change in the way Government financed local government funding through the business rates retention scheme, added to the uncertainty within the budget for next year.</p> <p>It was noted however, that the Council had a good track record of being in or under budget and had accumulated balances of £23.3m by the end of 2011/2012. This had been established through the HIP programme which had steered the Council into having a healthy balance and the BID programme, which is the main vehicle for delivering the changes in the Council structure and ways of working.</p> <p>Members were directed to note the key date in the timetable as October 2012, the Joint CMT and Cabinet Away day where the budget would be finalised with the draft MTFP being reported to Cabinet in December 2012.</p> <p><b>Resolved: That the Committee noted the Budget Planning Report for Planning, Environment &amp; Community Services</b></p>	
16.	<p><b>WORK PROGRAMME 2012/13</b> (<i>Agenda Item 7</i>)</p> <p><b>Resolved</b></p> <p><b>The Committee agreed the Work Programme for 2012/13.</b></p>	<p><b>Action by</b></p> <p>Nadia Williams</p>
17.	<p><b>FORWARD PLAN</b> (<i>Agenda Item 8</i>)</p> <p><b>Resolved</b></p> <p><b>The Committee agreed the Forward Plan.</b></p>	<p><b>Action by</b></p>
<p>The meeting, which commenced at 5.30 pm, closed at 6.55 pm.</p>		

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.



**HILLINGDON**  
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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.

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PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee  
20 September 2012

6. To make recommendations to Cabinet on the outcome of this review.

### **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

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## **PART 1 – MEMBERS, PUBLIC AND PRESS**

Residents' and Environmental Services Policy Overview Committee  
20 September 2012

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?

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## PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee  
20 September 2012

- What maintenance arrangements are currently in place?
- What regulations are there on what is acceptable and unacceptable in terms of memorials?
- 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**

<b>Meeting Date *</b>	<b>Action</b>	<b>Purpose / Outcome</b>
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

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### PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee  
20 September 2012

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

## **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@hillingdon.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)





# HILLINGDON

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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	



# Agenda Item 6

## 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

<b>30 May 2012</b>	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.
<b>30 July 2012</b>	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.
<b>20 September 2012</b>	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.
<b>18 October 2012</b>	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.

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### PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee – 20 September 2012

<b>15 November 2012</b>	Review 1 Discussion – third witness session.
	Consider topics for 2 <sup>nd</sup> 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.
<b>6 December 2012</b>	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.
<b>22 January 2013</b>	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.
<b>13 February 2013</b>	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.
<b>26 March 2013</b>	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.
<b>24 April 2013</b>	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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PART 1 – MEMBERS, PUBLIC AND PRESS

## **FORWARD PLAN SEPTEMBER – DECEMBER 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: September to December 2012

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Members(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<p>SCH&amp;H = Social Care, Health &amp; Housing; CS = Central Services; PEECS = Planning, Environment, Education &amp; Community Services</p> <p><b>Cabinet - 27 September 2012</b></p>									
804a	<b>Review of Statement of Gambling Policy POLICY FRAMEWORK</b>	The Gambling Act 2005 requires the Licensing Authority to review its Statement of Gambling Policy every three years. Cabinet will be asked to agree a draft policy for consultation, before coming back to Cabinet and Council for decision.	All	17-Jan-13	Cllr Jonathan Bianco	PEECS - Sharon Garner	Wide consultation, including RESPOC, Licensing Committee, relevant partners and the public	Gambling Act 2005	<b>NEW</b>
805	<b>Hillingdon's response to the DfT draft Aviation Policy Framework</b>	The Coalition Government has published its draft policy on aviation for consultation seeking views on the overall approach and on specific proposals before it makes further decisions on any additional aviation capacity. Cabinet will be asked to agree Hillingdon's response, which will also encompass technical expertise from the 2MGGroup, SASIF and LAANC.	All		Cllr Ray Puddifoot & Cllr Keith Burrows	PEECS - Jales Tippell / Val Beale	Relevant outside organisations and technical experts		<b>NEW</b>
816	<b>Ruislip Lido Enhancement Programme</b>	Cabinet will be given an update on the enhancement programme for the Ruislip Lido and be asked to make any necessary procurement decisions in order to progress it.	West Ruislip / Northwood		Cllr Jonathan Bianco	PEECS - Mohamed Bhimani			<b>NEW</b>

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
783	<b>Mobile Solutions</b>	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		
800	<b>Tender for the removal of graffiti</b>	Cabinet will receive a report in respect of the procurement of services to remove graffiti / fly-posting in the Borough, which are up for renewal.	All		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Nigel Dicker	Corporate consultees		
788	<b>Review of Civic Centre Mail and Printing Services</b>	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.		
789	<b>Towards a Community Infrastructure Levy for Hillingdon</b>	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			

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
790	<b>Hillingdon Local Plan - Progress Report / Next Steps POLICY FRAMEWORK</b>	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 polices 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			
776	<b>Supply and Maintenance of Bulk Waste &amp; Recycling Bins</b>	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	<b>Review of the Litter Enforcement Pilot Scheme</b>	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			

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
<p>SCH&amp;H = Social Care, Health &amp; Housing; CS = Central Services; PEECS = Planning, Environment, Education &amp; Community Services</p>									
768b	<b>Carbon Reduction Committee (CRC) Energy Efficiency Scheme - Purchase of Carbon Allowances</b>	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	<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	
SI	<b>Monthly Council Budget - monitoring report</b>	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	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	PEECS - Michael Patterson			
SI	<b>Gift Funding for Planning Functions</b>	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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**Ref Report Title Advance information Ward(s)**

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

### Cabinet Member Decisions - September 2012

SI	<b>Standard Items taken each month by the Cabinet Member</b>	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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Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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**Ward(s)**

**Advance information**

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## Cabinet - 25 October 2012

785	<b>Review of the Local List of Buildings of Architectural or Historic Importance</b>	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						
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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
787	<b>Hillingdon Landscape Character Assessment</b>	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			
766	<b>Designation of Rockingham Road, Uxbridge Conservation Area and Raisins Hill, Eastcote Area of Special Local Character</b>	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			
SI	<b>Monthly Council Budget - monitoring report</b>	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	<b>Gift Funding for Planning Functions</b> Part 1- MEMBERS, PUBLIC AFFAIRS	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			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<p>SCH&amp;H = Social Care, Health &amp; Housing; CS = Central Services; PEECS = Planning, Environment, Education &amp; Community Services</p>									
SI	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
<b>Cabinet Member Decisions - October 2012</b>									
799	<b>Anti-Social Behaviour White Paper</b>	The Cabinet Member 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			
SI	<b>Standard Items taken each month by the Cabinet Member</b>	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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### Cabinet - 22 November 2012

SI	<b>Monthly Council Budget - monitoring report</b>	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	<b>Gift Funding for Planning Functions</b>	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	<b>Reports from Policy Overview Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			

### Cabinet Member Decisions - November 2012

SI 42	<b>Standard Items taken each month by the Cabinet Member</b>	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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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 - 20 December 2012

801a	<p><b>The Council's Budget - Medium Term Financial Forecast 2013/14 - 2016/17</b></p> <p style="color: red;"><b>BUDGET &amp; POLICY FRAMEWORK</b></p>	<p>All</p> <p>21-Feb-13</p> <p>Cllr Jonathan Bianco</p> <p>CS- Paul Whaymand</p> <p>Public consultation through the Policy Overview Committee process and statutory consultation with businesses &amp; ratepayers</p>	<p>This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2013/14 for consultation, along with indicative projections for the following three years.</p>		<b>NEW</b>
804b	<p><b>Review of Statement of Gambling Policy</b></p> <p style="color: red;"><b>POLICY FRAMEWORK</b></p>	<p>All</p> <p>17-Jan-13</p> <p>Cllr Jonathan Bianco</p> <p>PEECS - Sharon Garner</p> <p>Wide consultation, including RESPOC, Licensing Committee, relevant partners and the public</p>	<p>The Gambling Act 2005 requires the Licensing Authority to review its Statement of Gambling Policy every three years. Cabinet will be asked to recommend a policy to Council for decision, following consultation.</p>	<p>Gambling Act 2005</p>	<b>NEW</b>
SI	<p><b>Quarterly Planning Obligations Monitoring report</b></p>	<p>All</p> <p>Cllr Keith Burrows</p> <p>PEECS - Jales Tippell / Vanessa Scott</p> <p>Regular monitoring report with information about spending on section 106 (developer contribution) monies.</p>	<p>Regular monitoring report with information about spending on section 106 (developer contribution) monies.</p>	<p>Previous Cabinet Reports</p>	
SI	<p><b>Voluntary Sector Leases / RATES, PUBLIC</b></p>	<p>All</p> <p>Cllr Jonathan Bianco</p> <p>PEECS - Gregory Morrison</p> <p>Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community</p>	<p>Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community</p>		

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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SI	<b>Monthly Council Budget - monitoring report</b>	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	<b>Gift Funding for Planning Functions</b>	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	<b>Reports from Policy Overview Committees</b>	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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**Ward(s)**

**Advance information**

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## Cabinet Member Decisions - December 2012

803	<b>Safety at Sports Grounds</b>	<p>All</p> <p>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 2012 and to determine the level of safety inspections which should be implemented in 2013.</p>		<p>Cllr Jonathan Bianco &amp; Cllr Henry Higgins</p>	<p>PEECS - Stephanie Waterford</p>	<p>Residents' &amp; Environmental Services POC. Other members of the Safety Advisory Group (Metropolitan Police, London Fire and Emergency Planning Authority, London Ambulance Service).</p>	<p>Safety of Sports Grounds Act 1975, Fire Safety and Safety of Places of Sport Act 1987, Guide to Safety of Sports Grounds.</p>	<b>NEW</b>
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