



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, 18 OCTOBER
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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Lloyd White

Head of Democratic Services

London Borough of Hillingdon,

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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 20 September 2012 1 - 8
- 5 Review 1: Witness Session 2 - Review of Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon
Service users/stakeholders 9 - 14
- 6 Forward Plan 15 - 24
- 7 Work Programme 2012 25 - 26



Minutes

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

20 September 2012

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

	<p>Committee Members Present: Councillors Susan O'Brien (Chairman) Lynne Allen Kuldeep Lakhmana Carol Melvin David Payne David Yarrow Judy Kelly</p> <p>Witnesses Dave, Corby, Green Spaces & Cemeteries Manager, LB Harrow Paul Richards, Green Spaces, Sports & Leisure Senior Manager, LB Hillingdon</p> <p>LBH Officers Present: Nigel Dicker, Deputy Director, Public Safety & Environment John Purcell, Bereavement Services Manager and Registrar Mike Price, Civil Protection Manager Nadia Williams, Democratic Services</p>
18.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies had been received from Councillors Mary O'Connor and Michael White. Councillor Judy Kelly attended in place of Councillor White.</p>
19.	<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>
20.	<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>
21.	<p>TO AGREE THE MINUTES OF THE MEETING HELD ON 30 JULY 2012 (<i>Agenda Item 4</i>)</p> <p>The minutes of the meeting held on 30 July 2012 were agreed as an accurate record and signed by the Chairman.</p>

22.	<p>REVIEW 1: WITNESS SESSION 1 - REVIEW OF REGULATIONS AND BYELAWS RELATING TO CEMETERIES AND BURIAL GROUNDS WITHIN HILLINGDON (<i>Agenda Item 5</i>)</p> <p>The Chairman welcomed Paul Richards, the Council's Green Spaces, Sports & Leisure Senior Manager and Dave Corby, Green Spaces & Cemeteries Manager from Harrow Council to the Committee's first witness session.</p> <p>Officers advised that maintenance of the Council's cemeteries and burial grounds were carried out by ground maintenance contractors.</p> <p>In the North of the Borough this work was noted to be undertaken by Enterprise PLC and Connaught originally performed this task in the South of the Borough. However, due to financial difficulties, Connaught re-emerged as Fountain until January 2012 when it went into administration. Office Cleaning Company (OCS) now assisted with maintenance on an interim basis. It was explained that OCS struggled with their assistance and consequently standards were not as would be expected.</p> <p>The Committee was informed that Green Spaces provided grave digging for burying and maintained cemeteries on behalf of Bereavement Service. However, as it was found that this way of working was not working out successfully, changes had now been made so that Green Spaces managed anything that was green and growing and Bereavements Services now looked after the administrative aspects and Cemetery infrastructure.</p> <p>Members were advised that Green Spaces provided maintenance services to the four Council owned cemeteries which included Cherry Lane, Shepiston Lane, Harlington, Hayes; Hillingdon & Uxbridge, Hillingdon Hill, Hillingdon; Northwood, Chesnut Avenue, Northwood and West Drayton, Harmondsworth, West Drayton.</p> <p>Green spaces also provided maintenance services to the Councils four burial grounds at Harlington, St Peter's way, Harlington; Harmondsworth, Harmondsworth Village; Victoria lane, Harlington and Woodland, rear of West Drayton Cemetery.</p> <p>In addition, officers advised that the ground maintenance of St. Mary's Churchyard, Hayes was also carried out by the Council's ground maintenance contractors.</p> <p>Could the contract not have been taken away when OCS went into difficulties?</p> <p>Officers advised that it was imperative at the time to ensure business continuity and as cemetery maintenance was a 'business critical' function it was therefore important to keep the service running in the short term, giving time to look at the long term options.</p> <p>It was explained that when the company re-emerged as Enterprise, the service provided was acceptable and it only became an issue when</p>	<p>Action by</p> <p>John Purcell Paul Richards</p>
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OCS took over, compounded by the very wet summer. Members were advised that the service provision had started to improve.

The Committee indicated that the same level of service provision that had been observed in the North of the Borough during the site visit should be provided also in the South of the Borough.

Who oversees/checks the work that had been completed by contractors?

Officers explained that the process that had been inherited was that Green Spaces provided a service for the Bereavement Service, as this was clearly not working; this process had now been reviewed and addressed. A winter work programme was now in place with the aim of working systematically area by area to clear off overgrown ivy and thick bushes.

It was reported that OCS had taken on the work and was currently being paid at cost basis.

There appeared to be 3 Contract areas for the North, Central (Uxbridge) and Hayes & Harlington – is this an indication that there is a shortage of contractors?

Officers advised that there were a number of Contractors providing this type of service and highlighted that the tender process was long winded and could take up to 9 months.

Could the tender process not have been started during the arrangement with OCS?

Members heard that there was currently a three months' rolling arrangement in place while consideration was being given to the options available. Dialogue had taken place with the Managing Director of OCS about various issues and OCS had provided additional resources to try and cope with the issues. New ways of working had been introduced to make things simpler for residents to be able to contact the Green Spaces.

It was reported that the Grounds maintenance was now within the remit of Green Spaces.

It appeared as though more effort was being given to parks than to cemeteries.

Officers acknowledged that cemeteries appeared to have been poorly maintained compared to parks in the past, but this was now being addressed by looking at ways of making improvements. Green Spaces would focus on looking at the 'greener' issues in the cemeteries. Officers suggested that some guidance on maintaining ivy bushes would be useful to get an idea of the desired standard required.

Has any savings that there may have been made between January 2012 and June 2012 been re-invested in improving the standard of

maintenance?

Officers advised that there had not been any savings and the contract with OCS was very limited, where only the basic maintenance was being undertaken. Other maintenance areas were now being addressed.

What contingency plans are now in place should OCS not wish to expand on other areas of maintenance?

Officers stated that there was a contingency plan of action in place in the event of this happening.

Dave Corby, Green Spaces & Cemeteries Manager stated that he managed 8 out of the 10 cemeteries in Harrow, whilst the other two cemeteries were managed by the Diocese. He suggested that many of the issues regarding maintenance being experienced by Hillingdon were mirrored in Harrow, with the exception of the maintenance of cemeteries, which was operated in-house rather than being outsourced.

Mr Corby advised that 2012 had been a very challenging year, due to the bad weather conditions experienced and as a result, had lead to grass cutting being ceased from May 2012 through to August 2012. This action had resulted in three complaints being received.

It was explained that winter maintenance work had always been a problem, which was why it was important to schedule-in a programme of winter works to ensure continuity; otherwise there was a danger of maintenance work slipping through the net.

Mr Corby reiterated that local authorities were responsible for the health and safety of their cemeteries and burial grounds, and were therefore duty bound to ensure memorials were stable. To this end therefore it was noted that Harrow Council had recently commissioned an inspection of memorials to identify any potential problem with unsafe memorials.

It was noted that that prior to the inspection, an extensive publicity campaign was undertaken to raise awareness of the proposed inspection, and to notify families of their responsibility to repair them (as ownership of memorials remained with the family of the deceased). Publicity was done through the local news papers, posted notices, as well as a limited number of mail shots, which ran for a year in an effort to capture as many people as possible to notify them of their responsibilities, as many owned their own graves. Inspection of every memorial took 3 years and was undertaken by contractors at a cost of approximately £80,000 to £90,000.

Mr Corby advised that a contact centre was set up and most complaints that went through reduced impact on the Borough. Members were informed that the biggest issue highlighted during the inspection, was the problem regarding the quality of masonry. The outcome subsequently led to some changes being made, one of which

was that masons and memorials were now required to be approved by a recognised professional body such as the National Association of Memorial Masons, to ensure that masonry and every memorial met the correct safety standards, to ensure they were safe and erected safely. Masons and memorials found not to be approved were asked to be removed.

The Committee noted that a charge of £120 was now levied to reinstate any memorials that were removed (to ensure memorials were reinstated correctly) in order to add an additional inscription. The charge was levied also to cover the cost of removing, checking and inspecting and ensuring it met with the required safety standards.

Mr Corby concluded that in order to ensure that the rules and regulations were adhered to, there needed to be commitment from Members as well as officers by being firm in supporting the rules and regulations and by carrying out sanctions when those rules were broken.

Maintenance is provided in-house in Harrow and sub-contracted in Hillingdon – What is the difference?

Mr Corby stated that funding was global and included areas such as street cleaning where there was the flexibility for 7/8 staff to often undertake mixed duties. There was therefore, no separate cost for maintaining cemeteries.

Officers asked Members to note that Hillingdon had more square miles of burial grounds and advised that these were maintained by 10 members of staff with additional resources for the maintenance of church yards.

It was noted that the issue of cost was constantly under review to formulate the true cost against the contract cost.

Are we paying more by using contractors?

Officers advised that currently the costs were being met for the true cost of staff as well as the cost of machinery. It was reported that at some point in time, the tender process, due to procurement rules would have to be entered into.

How heavily does the Council rely on Blue Sky?

Officers explained that the maintenance was undertaken by Blue Sky at the two cemeteries, namely, St Mary's, Hayes and St Lawrence, Cowley/Harmondsworth. St Lawrence maintained its own cemetery and its allocated budget was not embraced within the contract, as this had always been separate. It was noted however, that arrangements were made in 2011 as a variation order with Fountains.

This arrangement must be costing the Council more.

Officers confirmed that the true cost for staff was now being paid to OCS. The contractor Connaught had previously subsidised the contract

and as a result they folded.

Given that true cost is being paid, how is this reflected with customer satisfaction?

It was suggested that this may be gauged by the number of complaints received and noted that in Harrow, based on pricing, approximately 150 complaints were received per year of which, between 30 and 40 complaints were related to grounds maintenance.

With respect to Hillingdon, the figures for complaints were yet to be provided following a request by Members at the meeting. It was noted however, that general complaints received related mostly to issues regarding cutting back rose bushes planted on graves and the removal of soft toys in order to cut grass areas.

Officers announced that Cherry Lane and West Drayton cemeteries were awarded Silver Awards in the London in Bloom competition in July 2012 for being well maintained.

Are there any checking mechanism in place – How is OCS reporting back?

Officers advised that Green Spaces provided the services but did not however hold the budget and work would only be undertaken on request by Bereavement Services. It was explained that formerly, an officer from Bereavements Services used to go around checking the cemeteries but this officer had now left. The contact with Enterprise had been self monitoring, which had worked very well. However, there were issues with OCS and Green Spaces was now moving forward to improve this.

Officers acknowledged that the Council needed to look at the standard of service that was being provided against costs that were being charged. It was highlighted also that a standard was needed to be set.

It was noted that Bereavement Services inherited the budget 3 years ago with the responsibility of co-ordinating the cemeteries, but did not however include the management of contractors. Contractors were managed by Green Spaces.

Members were informed that this issue was now being addressed with Green Spaces being responsible for everything that was green and growing and Bereavement services being responsible for the co-ordination and administration of cemeteries.

How much burial spaces are there remaining?

Mr Corby advised that there were 10 to 15 years burial spaces remaining in Harrow and graves were no longer leased for 100 years. The maximum was now 50 years. Families may ask for an extension if they were concerned about keeping their graves after 10 -20 years to carry exclusive rights. Families with graves that were over 100 years would be given a further 10 years, after which they would lose the

	exclusive rights, as it would have expired.	
23.	<p>WORK PROGRAMME 2012 (<i>Agenda Item 6</i>)</p> <p>Resolved</p> <p>The Committee agreed the Work Programme for 2012/13.</p>	<p>Action by</p> <p>Nadia Williams</p>
24.	<p>FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>Resolved</p> <p>The Committee agreed the Forward Plan.</p>	<p>Action by</p> <p>Nadia Williams</p>
25.	<p>ANY OTHER BUSINESS (<i>Agenda Item</i>)</p> <p>ANY OTHER BUSINESS</p> <p>Cllr Judith Kelly, Champion for the Arts gave a brief update on recent developments related to the Committee's Review of Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and beyond. It was announced that following the closing date in July 2012 of a competition to decorated British Telecom (BT) cabinets (Green boxes), 3 designs had been chosen, in consultation with BT (Out of 50 entries) to decorate 3 BT boxes situated in Uxbridge High street.</p> <p>Cllr Kelly advised that there were intentions to liaise with Street Scene to see whether other designs could be placed on streets in other areas of the Borough.</p>	<p>Action by</p>
	The meeting, which commenced at 5.30 pm, closed at 7.20 pm.	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Nadia Williams on 01895 277655. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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HILLINGDON LONDON

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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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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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?

PART 1 – MEMBERS, PUBLIC AND PRESS

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- 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

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

PART 1 – MEMBERS, PUBLIC AND PRESS

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** 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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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

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.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

PART 1 – MEMBERS, PUBLIC AND PRESS

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15 November 2012	Review 1 Discussion – third witness session.
	Consider topics for 2 nd Review
	Statement Policy for Gambling - consultation.
	Annual Safety at Sports Ground Report
	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.

PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee – 18 October 2012

FORWARD PLAN OCTOBER – JANUARY 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.

Ref Decision Further information

Ward(s)

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

Cabinet meeting - 25 October 2012

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
765	Designation of Rockingham Road, Uxbridge Conservation Area and Raisins Hill, Eastcote Area of Special Local Character	Pending the public consultation agreed 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			
823	Enhanced household kerbside recycling scheme	This report to Cabinet will give the outcome of the grant funding bid to the Government for an enhanced household kerbside recycling scheme. Subject to the bid's outcome, the report will propose the building of recycling storage bays at New Years Green Lane Civic Amenity Site to facilitate the scheme. The report will also put forward procurement options for co-mingled recycle.			Cllr Jonathan Bianco and Cllr Scott Seaman-Digby	PEECS - Colin Russell	Corporate consultees	New	Private (3)
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	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
809	Hillingdon's response to the DfT draft Aviation Policy Framework	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		
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			
789	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			

Part 1 - MEMBERS, PUBLIC AND PRESS

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
812	Procurement of Street Cleaning Vehicles - Gaged Tippers	Cabinet will be asked to replace the existing 6 vehicles used to carry out the Street Cleaning Maintenance operation throughout the Borough.	All		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - David Fisher		New	Private (3)
799	Anti-Social Behaviour White Paper	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	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		

Ref Decision Further information Ward(s)

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

Cabinet meeting - 22 November 2012

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
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			
817	Eastcote House Gardens: Stage 2 Heritage Lottery Fund Bid	Draft proposals for the Stage 2 Submission to the Heritage Lottery Fund, for the repair and extension of the buildings, and improvement of the gardens of the former Eastcote House, for educational and community use, have been drawn up, and subject to public consultation. This report will present to Cabinet the consultation response, the proposals to be put forward and request permission to proceed with the submission of the Stage 2 Bid.	Eastcote & East Ruislip		Cllr Keith Burrows	PEECS - Charmian Baker	Public consultation	New	
822	Renewal of Parking Enforcement Contract	The existing contract is due to expire in August 2013 and this report will consider whether there are changes, such as the inclusion of other parking related service areas, that should be incorporated into the contract before it is retendered.	All		Cllr Keith Burrows and Cllr Scott Seaman-Digby	PEECS - Roy Clark	Corporate Teams	New	Private (3)
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	Gift Funding for Planning Functions Part 1 - MEMBERS, PUBLIC AND PRESS	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 for further information	Consultation on the decision	NEW ITEM	Private decision?
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Ref Decision Further information Ward(s)

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Cabinet Member Decisions - November 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		
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Ref Decision Further information

Ward(s)

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

Cabinet meeting - 20 December 2012

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
801a	The Council's Budget - Medium Term Financial Forecast 2013/14 - 2016/17 BUDGET & POLICY FRAMEWORK	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.	All	21-Feb-13	Cllr Jonathan Bianco	CS- Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
802	Financial Support to Voluntary Organisations	The report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2013/14 financial year.	All		Councillor Douglas Mills	CS - Nigel Cramb	Corporate Services & Partnerships POC		
804b	Review of Statement of Gambling Policy POLICY FRAMEWORK	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.		17-Jan-13	Cllr Jonathan Bianco	PEECS - Sharon Garner	Wide consultation, including RESPOC, Licensing Committee, relevant partners and the public		
SI	Quarterly Planning Obligations Monitoring report Part 1 - MEMBERS, PUBLIC AND PRESS	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	PEECS - Jales Tippell / Vanessa Scott			

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
826	Community Heritage Initiative Project: Draft Conservation Appraisals for consultation	The CHIP scheme for the Borough, funded by English Heritage, aims to empower local residents to write their own conservation area appraisals. Four of the five studies commenced have now progressed to draft reports. This report seeks agreement to go out to public consultation on the four documents. The proposals include changes to existing conservation area boundaries; a potential Article 4 Direction, to change permitted development rights in Morford Way Conservation Area and additions to the Local List of Buildings of Local Architectural or Historic Importance. The latter will however be taken forward separately as part of the next Local List Review.	Various, in particular Eastcote & East Ruislip		Cllr Keith Burrows	PEECS - Jales Tippell		New	
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			

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
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Cabinet Member Decisions - December 2012

803	Safety at Sports Grounds	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.	All		Cllr Jonathan Bianco & Cllr Henry Higgins	PEECS - Stephanie Waterford	Residents' & Environmental Services POC. Other members of the Safety Advisory Group (Metropolitan Police, London Fire and Emergency Planning Authority, London Ambulance Service).		
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			

Ref Decision Further information

Ward(s)

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Cabinet Member Decisions - January 2012

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
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		