



Residents' and Environmental Services Policy Overview Committee

Date: THURSDAY, 6 DECEMBER 2012

Time: 5.30 PM

- Venue: COMMITTEE ROOM 3A -CIVIC CENTRE, HIGH STREET, UXBRIDGE UB8 1UW
- MeetingMembers of the Public andDetails:Press are welcome to attendthis meeting

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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

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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
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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 15 November 2012	1 - 6
5	Review 1: Review of Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon	7 - 32
	Discussion on possible conclusions and recommendations.	
6	Selection of Second Review Topic - Briefing note/Verbal Presentation	33 - 38
7	2011/2012 Review: Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and beyond - Verbal Update.	
8	Work Programme 2012/13	39 - 40
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Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE



15 November 2012

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

	Committee Members Present: Councillors Susan O'Brien (Chairman) Mary O'Connor (Vice-Chairman)		
	Lynne Allen Kuldeep Lakhmana Carol Melvin		
	David Payne Michael White David Yarrow		
	Witnesses Present: Raj Alagh		
	Ed Shaylor Bob Morrow, HC Grimstead Funeral Directors		
	Nigel Murray, A Cain Funeral Directors, Hayes Simon Murray, A Cain Funeral Directors PC Ashley Webber, Metropolitan Police, Safer Neighbourhood Team - West Drayton		
	LBH Officers Present: John Purcell, Bereavement Services Manager and Registrar Mike Price, Civil Protection Manager Nadia Williams, Democratic Services		
34.	APOLOGIES FOR ABSENCE (Agenda Item 1)		
	None.		
35.	DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (Agenda Item 2)		
	There were no declarations of interests notified.		
36.	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 (Agenda Item 3)		
	It was confirmed that all items on the agenda marked as Part 1 would be considered in public.		
37.	TO AGREE THE MINUTES OF THE MEETING HELD ON 18 OCTOBER 2012 (TO FOLLOW) (Agenda Item 4)		
	The minutes of the meeting held on 18 October 2012 were agreed as		
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	an accurate record.	
38.	REVIEW 1: WITNESS SESSION 3 - REVIEW OF REGULATIONS AND BYELAWS RELATING TO CEMETERIES AND BURIAL GROUNDS WITHIN HILLINGDON (Agenda Item 5)	Action by
	The Chairman welcomed Raj Alagh - Borough Solicitor & Monitoring Officer, Ed Shaylor - Service Manager for Anti-Social Behaviour & Investigations, Mr Robert Morrow - HC Grimstead Funeral Directors, Hayes, Mr Simon and Nigel Murray - A Cain Funeral Directors and PC Ashley Webber - Safer Neighbourhood Team, West Drayton, for attending the meeting as witnesses to enable the Committee to gather evidence for their Review of Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon.	Raj Alagh Mike Price John Purcell
	The following points were raised in relation to the Cemetery Regulations:	
	 The 1994 Cemetery Regulations had been reviewed as they were no longer fit for purpose The current revised draft was 20 pages long but an easy to read summary would be produced A few changes had been made around the issue of penalties that may be imposed for breach of regulations, such as people entering cemeteries after closing hours could now be prosecuted and having to pay a maximum of £100 fine - this would show that the Council was taking the issue seriously There would be a £10 daily fine if such offence continued after the day of order Exclusive rights was now set at a maximum period of 70 years – now commonly set by other local authorities The regulation was compliant with the Local Authorities' Cemeteries Order 1977 and Local Authorities' Cemeteries (Amended) Order 1986 and were satisfied that they were within the spirit of the order The revised version was now much more fit for purpose There had been no known prosecution (one of the failings of the previous system) – the revised rules and regulations would be more enforceable 	
	 There was now a need to raise awareness of the regulation – the full document would be used as a background document Highlighted that enforcement necessitated the provision of names and addresses and therefore, the Council would need to work in conjunction with the Police, as they held the power to make arrests Stressed that in order to achieve successful enforcement there was a need for the best evidence to be attained Only Police Officers had the power to demand names and addresses The draft revised Rules and Regulations would be circulated to Committee Members for comments. 	

behaviour (ASB):

- The Police were usually present at large traveller funerals to assist with traffic flow
- That SNTs were recruited for each specific area
- That there were traveller liaison officers at West Drayton who had developed a very good rapour with families and were a familiar face to those families
- That Policing was prioritised and SNTs would generally try to be on hand to deal with local on-going issues and would give back up when called upon to do so where ever possible
- That the Police did not usually receive many calls regarding issues relating to cemeteries
- Patrolled West Drayton Cemetery every couple of shifts and had arrested a few people and forcibly removed one or two people on two occasions
- Suggested that the rules and regulations could be publicised in the SNT six monthly news letter, Neighbourhood Watch magazines, through residents' associations as well as in all the libraries
- Did not consider that ASB occurred any more at cemeteries than elsewhere
- That there were three categories of anti-social behaviour at cemeteries;
 - i) Issues relating to owners of grave plots (the ASB Team liaised with the Police this summer and last summer in respect of incidents involving one family); or issues relating to the building/erection of unsuitable stuctures, such as a recent incident involving the removal of an unsafe bench. In this category, the owners of the graves would need to be established and highlighted that there may be difficulties in establishing ownership if the person who initially purchased the grave had either passed the grave on, or was deceased. Likewise, the removal of stuctures such as benches would require the serving a notice first to the family (if known) to give them the opportunity to remove the structure themselves.
 - ii) Unknown people who might vandalise or commit an offence even if a member of staff was present when the vandalism occurred they would have no powers to establish the names and addresses of the perpetrators. It was pointed out that the Leader and the Cabinet was currently investigating the possibility of employing staff to conduct parks patrols, including cemeteries. Patrols would be undertaken in areas where there were likely to be problems.
 - iii) Public order The ASB Team would usually ask the Police for assistant in this instance through their established partnership arrangement
- Issues of ASB would usually be jointly discussed and planned with the Police, although it was usually more difficult to plan.

The following points were raised by the Funeral Directors:

- Vandalism usually occurred at the weekends
- Received very few queries in respect of the purchase of lawn graves but there were issues with turning down requests for the purchase of traditional graves (The Council needed to be mindful of the inadvertently discriminating against other groups in the Community)
- That families were usually shown photographs of lawn and traditional graves but questions were then raised by families after visiting Cherry Lane cemeteries to find mainly lawn section
- Concerned about preference being given to certain groups to purchase traditional graves where others were not
- Preparation of the paperwork relating to the burial for certain sections of the community could be processed within 24/48hours, whereas preparation for other graves could take a week
- That the Council should be mindful there were people from other sections of the community who also preferred a full memorial
- Regulations for memorial was needed to be consistent for all sections of the Community
- That any new regulations would require firm and strict control and breaches should swiftly be responded to
- Confirmed that not many people were aware of the rules and regulations
- The Council had provided leaflets with extracts of the rules and regulations in the past to hand to families but the Council stopped providing the leaflets in 2000
- Suggested that lawn graves were ideal as they were easy to maintain and commented that Cherry Lane cemetery was predominantly lawn
- Advised that there was a need for toilet facilities at cemeteries
- Stated that the provision of a chapel at Cherry Lane would be much welcomed
- Concerned about elderly people being charged a higher fee to be buried in the Borough, after they had lived all their lives in the Borough, and for what ever reason being forced to live with relatives living outside the Borough
- That it should be made very clear to residents who they should raise queries with, as too many queries (particularly relating to maintenance) were being raised with funeral directors
- Would also like to the opportunity to comment on the draft revised rules and regulations.

During discussion, the Committee acknowledged that it was imperative to raise awareness of the rules and regulations through various mediums such as the internet and re-establish the provision of leaflets for funeral directors, as well as placing extracts of the rules and regulations on all the gates of the Council's cemeteries and burial grounds.

In response to a query about managing and policing, Members were informed that if names and addresses could not be established, the Council could seek an injunction, using the powers that were available,

	so long as the right evidence was established.	
	John Purcell advised that as far as he was aware, the Council decided in 1990 to move into the provision of mainly lawn section burials in line with most other local authorities. Currently, of the four cemeteries in use, only one (Harmondsworth) was actually officially available for full traditional graves. Members were informed that the only other areas for traditional graves, was within the Muslim section in Cherry Lane cemetery. It was suggested that lawn graves should be sectioned off from traditional graves in order to keep a balance, and recommended that the issue of moving to lawn sections only would need to be revisited.	
	Mike Price added that the variation between lawn and traditional graves was being looked at in relation to equalities and announced that the 24/48 hours rule would now be included in the equalities impact assessment. With regard to the size of memorials, the maximum dimension would be stated in the rules and regulations and families would be notified of any breach and asked to conform. Families would also be informed that refusal to comply with regulations would result in the Council rectifying the breach.	
	With regard to issues raised about funeral charges for residents who have had to move or live outside the Borough, in certain circumstances, there could be some flexibility built in to the rules and regulations in respect of the charges that were applied. It was suggested that each case would have to be taken on its merit.	
	Raj Alagh highlighted that the aim of the revision of the rules and regulation was to modernise those that were already in place. The Committee was informed that these would be circulated to all Members via email in due course.	
	Mike Price advised that with regard to the equalities impact assessment, there were also plans to consult with Hillingdon Inter-Faith Network to ensure that the rules and regulations were as fair and equal as possible.	
	The Chairman thanked all the witnesses on behalf of the Committee for attending the meeting and for making their valued contribution at this witness session.	
39.	CONSIDER TOPIC FOR SECOND REVIEW (Agenda Item 6)	Action by
	Members discussed the possible topics for their second review and put forward the following topics:	Nadia Williams
	 Pest infestation Control and Enforcement of Noise/Nuisance and; Licensing of Shisha Lounges/cafe 	
	It was agreed that the topic relating to the Licensing of Shisha Lounges/café would need to be undertaken over a longer period of time than was currently available and should therefore be looked at in Page 5	

	2013/2014.	
	Members requested officers to make a presentation/provide a short briefing on the topics of Pest Infestation and Control and Enforcement of Noise Nuisance at the meeting on 6 December 2012, to assist them in selecting a second review topic	
	Resolved	
	That officers should to provide a briefing/make a presentation on the topics of Pest Infestation and Control and Enforcement of Noise Nuisance at the meeting on 6 December 2012.	
40.	STATEMENT OF GAMBLING PRINCIPLES REVIEW - CONSULTATION (Agenda Item 7)	Action by
	Resolved – That the Statement of Gambling Principles Review – Consultation be noted with no comments to add.	
41.	ANNUAL SAFETY AT SPORTS GROUNDS REPORT (Agenda Item 8)	Action by
	Members commented that whilst the report was welcomed, it would be useful for officers to provide a brief statement highlighting any problems that may have been received with actions taken relating to individual sports grounds.	Nadia Williams
	Resolved – That the Annual Safety at Sports Grounds report be noted.	
42.	WORK PROGRAMME 2012/13 (Agenda Item 9)	Action by
	The Committee agreed the Work Programme for 2012/13.	
43.	FORWARD PLAN (Agenda Item 10)	Action by
	The Committee agreed the Forward Plan.	
	The meeting, which commenced at 5.30 pm, closed at 7.12 pm.	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Nadia Williams on 01895 277 655. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

Agenda Item 5

REVIEW 1 – REVIEW OF REGULATIONS AND BYELAWS RELATING TO CEMETERIES & BURIAL GROUNDS WITHIN HILLINGDON – DRAFT CONCLUSIONS AND RECOMMENDATIONS

Contact Officer: Nadia Williams Telephone: 01895 277655

REASON FOR ITEM

For the Committee to discuss possible conclusions and recommendations arising from their review on the Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon.

OPTIONS OPEN TO THE COMMITTEE

- 1. To re-consider the aims and objectives of the review as set out in the scoping report.
- 2. To make a note of possible conclusions and recommendations for the review.

INFORMATION

- 1. This meeting will discuss possible conclusions and recommendations arising from the Committee's review of the Regulations and Byelaws relating to Cemeteries & Burial Grounds within Hillingdon. The review has considered the current regulations which require modernising and updating, to address the changing needs and requirements of the different cultural and religious groups in the Borough.
- 2. At the first witness session held on 20 September 2012, Members heard from the Council's Green Spaces, Sports and Leisure Senior Manager and from the Green Spaces Cemeteries Manager at London Borough of Harrow. This provided information on the maintenance aspects of cemeteries and burial grounds and investigated instances of best practice and highlighted the experiences of a neighbouring borough.
- 3. The second witness session on 18 October 2012 provided the Committee with an understanding of the issues and concerns of service users and stake holders.
- 4. On 4 September 2012, Members made a site visit to a number of the Council's cemeteries and burial grounds as part of their fact finding, evidence and enquiry.

PART I – MEMBERS, PUBLIC AND PRESS

5. The final witness session on 15 November 2012 heard from the Borough Solicitor & Monitoring Officer, the Anti-Social Behaviour and Investigations Manager, representative from the Metropolitan Police Service, as well as representatives from Funeral Directors about their reviews relating to anti-social behaviour at cemeteries. This meeting also centered at the issue of disseminating the rules and regulations to service users. Details of the information provided by the witnesses are included in the Minutes of this meeting which are attached to the agenda to inform the Committee's discussions.

PAPERS WITH THE REPORT

Scoping Report.

PART I – MEMBERS, PUBLIC AND PRESS



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.

PART 1 – MEMBERS, PUBLIC AND PRESS

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

PART 1 – MEMBERS, PUBLIC AND PRESS

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

- 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

* 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.

PART 1 – MEMBERS, PUBLIC AND PRESS



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





HILLINGDON AND UXBRIDGE CEMETERY

Hillingdon Hill Hillingdon Middlesex

NORTHWOOD CEMETERY

HARMONDSWORTH CEMETERY

HARLINGTON BURIAL GROUND

Chestnut Avenue Northwood Middlesex Harmondsworth Village Harmondsworth Middlesex

CHERRY LANE CEMETERY

Shepiston Lane Harlington Middlesex *St. Peter's Way Harlington Middlesex*

WEST DRAYTON CEMETERY

Harmondsworth Road West Drayton Middlesex

VICTORIA LANE CEMETERY

Victoria Lane Harlington Middlesex





Appendix 1

LONDON BOROUGH OF HILLINGDON REGULATIONS FOR THE MANAGEMENT OF CEMTERIES

INTERPRETATIONS

THROUGHOUT THESE REGUALTIONS THE FOLLOWING WORDS AND EXPESSIONS 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 la





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)





Appendix 1

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 Managerc) 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.





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.





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:





November, December, January & February March and October April September May, June, July and August

from 9am to 4pm from 9am to 5pm from 9am to 6pm from 9am to 7pm

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.





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 if 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 Corners 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.





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 if 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 cased 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.





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 gualified 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.





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 of earthen gravespace unless the Deed of Assignment has been produced and duly registered by the Council.

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, Page 25 Breakspear Road, Ruislip, Middlesex. HA4 7SJ



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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 engraves 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





Appendix 1

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 CONSTRUTION 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.





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.

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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I) 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.





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.

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



Agenda Item 6

SECOND REVIEW IN 2012/13 – POSSIBLE REVIEW TOPICS

Contact Officers: Nadia Williams Telephone: 01895 277655

SUMMARY

To enable the Committee to consider a briefing note on 'Control and Enforcement of Noise Nuisance' (see Annex A) and a verbal presentation from officers on Pest Infestation' in order for the Committee to decide on a second review topic and agree the issues Members wish to include in their second review.

INFORMATION

At the Committee meeting on 15 November 2012, Members discussed two potential review topics for their second review. These were:

- Pest Infestation/ Waste Management
- Control and Enforcement of Noise Nuisance

The Committee requested officers to prepare a briefing note/make a presentation in order to provide further information which would assist Members to decide on their second review topic.

BRIEFING NOTE/VERBAL PRESENTATION

- A briefing note in respect of the topic on the Control and Enforcement of Noise Nuisance is attached (see Annex A) and;
- A verbal presentation will be provided by officers at the meeting in respect of Pest Infestation/ Waste Management for Members' consideration.

SUGGESTED COMMITTEE ACTIVITY

- 1. To consider the briefing note and verbal presentation and ask any further questions of officers
- 2. To agree the second review topic
- 3. Subsequently, to agree the programme and the scheduling of witness sessions and amend or update the work programme accordingly.

PART 1 – MEMBERS, PUBLIC AND PRESS

SECOND POSSIBLE REVIEW TOPIC 2012/13 – BRIEFING NOTE

Contact Officer: Ed Shaylor, Residents Services Telephone: 01895 277532

CONTROL AND ENFORCEMENT OF NOISE NUISANCE

The current arrangements for dealing with noise nuisance are broadly divided between:

- noise arising from premises such as factories, construction sites, railways, licensed premises and other commercial undertakings, which are dealt with by the Environmental Protection Unit and
- noise arising from domestic premises which is dealt with by the Anti-Social Behaviour Investigations Team

The reason for this allocation is that whilst both teams use Noise Abatement provisions under the Environmental Protection Act 1990 section 79 ("noise emanating from a premises so as to be prejudicial to health or a nuisance"), noise from commercial enterprises may also require action under the Control of Pollution Act 1974 and the remedial measures necessary to abate the nuisance may require the specialist intervention of Environmental Health Officers.

Noise nuisance which occurs during office hours on weekdays will be responded to on an as needed basis by EPU or ASBIT officers. The normal procedure is for an initial report to be taken by the Customer Contact Centre, taking full details and assessing whether the nuisance is part of a pattern of persistent nuisance or a single event. Persistent nuisance will be determined by asking the reporter to complete record sheets of when the nuisance occurred and what is the effect on the reporter. Single events of noise nuisance may be investigated immediately but it is more likely that a pattern of persistent nuisance will need to be established before Council officers attempt to witness the noise in person.

The concept of statutory noise nuisance is that enforcement action in the form of a Noise Abatement Notice would only be taken if the noise is penetrating and intrusive and would need to make normal activities such as sleeping, reading or watching television very difficult or impossible.

The normal approach if a statutory noise nuisance is identified is for Council officers to serve a Noise Abatement Notice. A Noise Abatement Notice may also be served if the nuisance was witnessed by a reliable witness who is capable of making an accurate judgement about whether the nuisance met the statutory nuisance level and is willing to appear if court if necessary to substantiate this (ie if the Notice is appealed). The existence of the Notice will then be logged for priority response if there is a report of a

PART 1 – MEMBERS, PUBLIC & PRESS

breach of the Notice. If a breach is witnessed a case will be prepared for prosecution in the Magistrate's Court under Environmental Protection Act 1990 s.80.

Other types of noise which are a nuisance to residents but do not reach this statutory threshold, would be dealt with in other ways. Advice will be given to the householders about sound proofing or design improvements which may be possible. Encouragement will be given to make behaviour changes which may resolve the situation (for example not using the washing machine at night). Advice will be given that ultimately these are matters for the households concerned to resolve between them and there is no legal action the Council can take to force landlords, tenants or home owners to install sound proofing or change their domestic behaviour.

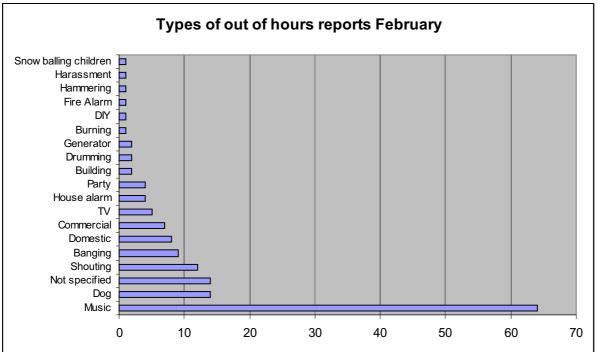
Many nuisances occur in the evenings or at weekends. The Council's current arrangement is to provide an out of hours service through the Anti-Social Behaviour Investigations Team who will carry out initial inspections of noise from commercial as well as domestic premises out of hours. Two officers work four evenings per week from Thursday to Sunday. The hours of work are:

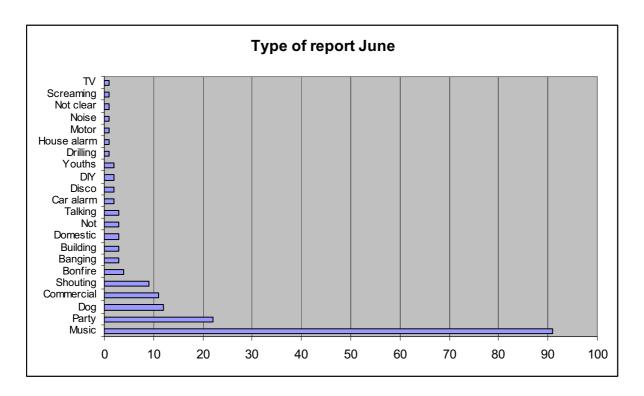
- Thursday 5pm to 2am (responding to calls from 8pm)
- Friday and Saturday 6pm to 3am (responding to calls from 9pm)
- Sunday 4pm to 1am (responding to calls from 7pm)

Over two four week periods in February and June this year the volume of calls varied from 180 in the summer to 153 in the winter, but the trend is towards the daytime in the winter and evening in the summer. Of the 180 summer time calls, 122 were within the times the out of hours team were available to respond and out of the 153 winter calls, 78 were within the active time period.

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PART 1 – MEMBERS, PUBLIC & PRESS

The benefits of this arrangement are:

• The Council can provide a response to night time noise from parties or other antisocial behaviour involving noise. The usual response is to prioritise the calls received via the out of hours call centre and visit the most urgent addresses. If noise nuisance is witnessed, warnings are given with requests to turn the volume down, or noise abatement notices are served. Patrols may be undertaken to attempt to witness previously reported noise nuisance from hi-fi or barking dogs.

The weakness of the arrangement is:

 Only a partial service is provided leading to residents' dissatisfaction – there is no service Monday to Wednesday or after the officers' shift finishes. The officers ability to prevent noise during a night shift is limited in the sense that first they need to witness a noise nuisance and serve a noise abatement notice on the person responsible, wait to witness a breach of the notice, obtain a warrant from magistrate to seize the equipment, arrange police support to enter the premises, seize the equipment and bring the party to a halt. The opportunities to do the latter are rarely in place. In most cases where a breach of a previously served abatement notice is witnessed, a court summons is arranged during office hours (ie after the event).

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Agenda Item 8

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

15 November 2012	Review 1 Discussion – third witness session.
	Consider topics for 2 nd Review.
	Statement OF Gambling Principles Review – consultation.
	Annual Safety at Sports Grounds 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 Draft Review – conclusions and recommendations.
	Selection of Second Review topic – Briefing note/Verbal presentation.
	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.

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

Agenda Item 9

FORWARD PLAN DECEMBER 2012 – MARCH 2013

Contact officer: Nadia Williams Telephone: 01895 277655

REASON FOR ITEM

To review the Cabinet Forward Plan of forthcoming executive decisions to be made and any items on a published Cabinet agenda (if applicable).

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

The Committee's terms of reference enable it to monitor the Cabinet's Forward Plan and comment, if required, to the relevant decision-maker (Cabinet or Cabinet Member) on future decisions within the Committee's remit before they are made. Comments made by the Committee, depending upon publication timings, can be included within forthcoming reports to the Cabinet or Cabinet Member.

The current edition of the published Forward Plan is attached showing those items that are within this Committee's remit. The Forward Plan is published around the middle of each month (at least 28 clear days before the next Cabinet meeting) to comply with regulations around giving advance notice of future executive decisions.

Committee Members can ask questions they have about a particular Forward Plan item in advance and if necessary, through the agreement of the Chairman, request an officer to be present at the Committee meeting to give advice.

The Cabinet agenda

If the Cabinet agenda has been published and the Committee meets before the date of the Cabinet meeting, the Committee is entitled to provide comments on a report under their remit to Cabinet. This is normally added to an addendum sheet tabled on the night.

SUGGESTED COMMITTEE ACTIVITY

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

PART 1 – MEMBERS, PUBLIC AND PRESS

Private decision?		Private (3)	Private (3)
NEW ITEM	New	New	New
Consultation on the decision	External consultation		
Officer Contact for further information	RS - James Rodger	RS - David Fisher	RS - Mohamed Bhimani
Cabinet Member(s) Responsible	28-Feb-13 Cllr Keith Burrows	Cllr Jonathan Bianco	Cllr Jonathan Bianco
Report to Full Council	28-Feb-1		
Ward(s)	Brunel & Uxbridge South	AII	West Ruislip
Further information	sc&H=social Care & Health CS = Central Services GCEMDER 2012 h March 2012 a 12 month statutory notice commenced for creating an Article 4 Area for & Uxbridge South Wards. Subject to nent from Full Council that the Article 4 on should be adopted) from 24 March 2013 the il will receive planning applications for any sion of a house into an HMO in Uxbridge South unel Wards. This Cabinet report will set out a ed policy and criteria for the Council to use to line the planning applications for HMOs in the index and for HMO'S in general.	Continuation of the Vehicle Replacement Following a competitive tender exercise, Cabinet is Vehicle Replacement requested to make procurement decisions in respect Program 2012/13 of the Vehicle replacement programme - Batch E (Special Collections and Breakspear Crematorium vehicles) and Batch F (Refuse collection vehicle).	Cabinet will receive the landscaping proposals for the Woody Bay enhancement and the installation of a new I toilet block alongside the Railway Station and make any necessary decisions.
Decision	council Departments: RS = Residents Services Cabinet meeting - 20 D 849 Draft Interim On 24t Planning Policy on Period Houses in Multiple agreen Occupation Directi Counc conver and Br propos determ	Continuation of the Vehicle Replacement Program 2012/13	Ruislip Lido Enhancement Programme: Woody Bay Landscaping and Toilet Block
Ref	Cab 849 849	2age 42	846

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ers All All	801a	The Council's Budget	This report will set out the Medium Term Financial	AII	28-Feb-13	CIIr	CS - Paul	Public		
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Gift Funding for I o report to Cabinet any gift funding from developers Planning Functions to meet the Council's reasonable and justifiable costs associated with discharging its planning function.										
	S	Gift Funding for	To report to Cabinet any gift funding from developers to meet the Council's reasonable and instituable costs	TBC		Cllr Keith Burrows	RS - James Podoer			
			associated with discharging its planning function.							

Private decision?		
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Consultation on the decision		Local Tenants Forum, Housing Management
Officer Contact for further information	RS - Shabeg Nagra	RS - Ed Shaylor
Cabinet Member(s) Responsible	Cllr Ray Puddifoot	Cllr Douglas Mills, Cllr Philip & Cllr Ray & Cllr Ray Puddifoot
Report to Full Council		
Ward(s)	All	AII
Further information	sc&H=social Care & Health Cs = Central Services Ons - December 2012 It Members will be asked to agree an updated ement policy consolidating previous ones a number of regulatory services across public ion services. rovide clear and concise guidance to ement officers and ensure a consistent ch to enforcement.	Following Hillingdon Homes' return to the Council, a revised policy is being recommended for approval.
Decision	I Departments: RS = Residents (inet Member D Enforcement Policy for Public Protection Services	Anti-Social Behaviour Policy for Tenants and Leaseholders
Ref	Cab 855	Page 44

Private decision?		
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Consultation on the decision	Residents' & Environmental Services POC Other members of the Safety Advisory Group (Metropolitan Police, Londor Fire and	Emergency Planning Authority, London Ambulance Service).
Officer Contact for further information	RS - Stephanie Waterford	
Cabinet Member(s) Responsible	Cllr Jonathan Bianco & Cllr Mills Mills	
Report to Full Council		
Ward(s)	AII	
Further information	IT is services Scatl = Social Care & Health CS = Central Services 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.	
Decision	Council Departments: RS = Residents Services 803 Safety at Sports This is 6rounds Counci Grounds 6rounds Places be asket 7 his sister Be asket Be asket 7 his sister Be asket Be asket 8 his sister Bround Bround 9 his sister Bround Bround	
Ref	803 803	Page 45

Private decision?		Private (3)			
NEW ITEM		New			
Consultation on the decision			Various stakeholders		
Officer Contact for further information		RS - Mohamed Bhimani	RS - Ali Kashmiri	RS - Jales Tippell	RS - James Rodger
Cabinet Member(s) Responsible		Cllr Jonathan Bianco	Cllr Keith Burrows	Cllr Keith Burrows	CIIr Keith Burrows
Report to Full Council					
Ward(s)		Hillingdon East	AII	Various, in particular & East Ruislip	TBC
Further information	services SC&H=Social Care & Health CS= Central Services 24 January 2013	This report to Cabinet will present proposals for the refurbishment of Oak Farm library and the procurement to undertake the associated works.	This report will seek Cabinet approval to consult on updated supplementary planning guidance to developers and planning applicants on accessible housing, access to public buildings and inclusive environments in light of the Hillingdon Local Plan (i.e. both Part 1 and the saved policies which now constitute Part 2) and the 2011 London Plan.	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.	Bift Funding for To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.
Decision	Council Departments: RS = Residents Services	Oak Farm Library	Accessible Hillingdon - Supplementary Planning Document	Community Heritage Initiative Project: Draft Conservation Appraisals for consultation	Gift Funding for Planning Functions
Ref	council Cab	847	re Pa		<u>N</u>

PART 1 - MEMBERS, PUBLIC PRESS

Private decision?		
NEW ITEM		New
Consultation on the decision		
Officer Contact for further information		RS - Oliver Darius
Cabinet Member(s) Responsible		Cllr Jonathan Bianco & Cllr Ray Puddifoot
Report to Full Council		
Ward(s)		AII
Further information	Council Departments: RS = Residents Services SC&H = Social Care & Health CS = Central Services Cabinet Member Decisions - January 2013	The Cabinet Member will be asked to agree the Council's Food Service Plan as a reference point against which to measure service development and improvements to local businesses and residents. It is a requirement of the Food Standards Agency (FSA), the body that monitors and audits local authority's activities on food enforcement.
Ref Decision	binet Member	857 Food Service Plan 2012 - 2015
Ref	Cal	857

NEW ITEM Private decision?	no se se se se se se se se se se se se se	
Consultation on the decision	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers	
Officer Contact for further information	CS - Paul Whaymand	RS - James Rodger
Cabinet Member(s) Responsible	13 Cllr Jonathan Bianco & Cllr Ray Puddifoot	Cllr Keith Burrows
Report to Full Council	28-Feb-13 Cllr Jon Blar Cllr Pud	
Ward(s)	AI	TBC
Further information	Council Departments: R5 = Residents Services SC&H = Social Care & Health C5 = Central Services Cabinet meeting - A February 2013 B01b The Council's Budget This report will set out the Medium Term Financial Forecast (MTFF), which includes the proposed General Fund reserve budget and capital programme for 2013/14 - 2016/17 BUDGET & POLICY BUDGET & POLICY Frame Forecast (MTFF), which includes the proposed General Fund reserve budget and capital programme for 2013/14 - 2016/17 following three years.	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.
Decision	Departments: RS = Residents inct mecting - The Council's Budget - Medium Term Financial Forecast 2013/14 - 2016/17 BUDGET & POLICY FRAMEWORK	Gift Funding for Planning Functions
Ref	Cab 801b 801b	age 48 ທັ

Further information Ward(s)
SC&H =Social Care & Health CS = Central Services
Cabinet meeting - 21 March 2013
The report will set out the issues relating to 'Beds in Various
Sheds' in Hillingdon and explain what progress has been made to date in dealing with this. The report will seek Cabinet approval for the approach to be taken in the future.
Regular monitoring report with information about All
speriuling on section 100 (developer contribution) monies.
To report to Cabinet any gift funding from developers TBC to meet the Council's reasonable and justifiable costs associated with discharging its planning function.

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	Snoisioab
	Council Departments: RS = Residents Services CABINET MEMBER DEC	Services SC&H = Social Care & Health CS = Central Services DECISIONS - LIST OF STANDARD	ITEMS CONSIDERED EACH MONTH	DERED	ACH N	ONTH			
	Ward Budget	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done	AII		selo Selo	RS - Helena Webster	Local		
		on a monthly or regular cycle.		Mills	giuo / Cllr		within the		
				Ρn	Puddifoot		undertaken by Ward		
							Councillors		
	New allocation of S106 contributions	To approve allocation of planning obligation funds for use locally.		CIIr Pud CIIr	Ray difoot &	RS - Nikki Wyatt			
D				Jor Bia	Jonathan Bianco				
age ਨ	Petitions about	Cabinet Members will consider a number of petitions		as	010	CS -			
	matters under the control of the	decide on future action. These will be arranged as				Services			
	Cabinet	Petition Hearings.					- - - - -		
	Local Safety Schemes and	To consider petitions received and decide on future action		Bu Bu	Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group		
	Parking Revenue Account funded								
	<u>schemes</u> Pedestrian	To approve schemes to provide crossing facilities		5		RS - David			
	Crossings			Bu		Knowles			
	To consider parking management schemes & Traffic Regulation Orders	To consider and decide on the form of parking management schemes including stop and shop schemes at shopping centres. To also consider objections to traffic regulation orders and to decide whether to approve the orders in the light of objections		Bu CII	Burrows H	RS - David Knowles			

PART 1 - MEMBERS, PUBLIC PRESS

Private decision?		
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Consultation on the decision	Traffic Liaison Group, Motorists' Forum, Ward Councillors	
Officer Contact for further information	RS - David Knowles RS - David	
Cabinet Member(s) Responsible	Cllr Keith Burrows Cllr Keith	Burrows Cllr Douglas Mills & Cllr Jonathan Bianco
Report to Full Council		
Ward(s)		Various
r information	To approve any schemes in the programmes To approve any schemes that are part of the London	Cycle Network or are cycling initiative schemes The Cabinet Member(s) will be asked to consider the approval of projects.
Decision	Council Departments: RS = Residents Services SI Road Safety To appr Programme, Traffic To appr Congestion Mitigation Mitigation Programme and School Travel Plan Programme Programme To appr	Network Schemes and Cycling Initiative Schemes Schemes Chrysalis Programme of Environmental Improvements
Ref	N N N	Page 51

Private decision?			
МЭТІ МЭИ			
Consultation on the noision			
Officer Contact for further information	various	RS - John Fern	as CS - appropriate Democratic Services
Cabinet Member(s) Responsible	as appropriate	Cllr Ray Puddifoot and Cllr Jonathan Bianco	as appropriate
Report to Full Council			
Ward(s)		AII	TBC
Further information	Departments: RS = Residents Services SC&H =Social Care & Health CS = Central Services External funding bids To authorise the making of bids for external funding Where there is no requirement for a financial Commitment from the Council.	Following Cabinet's decision on 24th September, final A sign-off of any expenditure against this term contract must be made by the Leader of the Council and Cabinet Member for Finance and Business Services.	Response to keyA standard item to capture any emerging consultationsTconsultations thatfrom Government, the GLA or other public bodies andmay impact upon theinstitutions that will impact upon the Borough. WhereBoroughthe deadline to respond cannot be met by the date ofthe Cabinet meeting, the Constitution allows theCabinet Member to sign-off the response.
Decision	Council Departments: RS = Residents Services SI External funding bids To authwhere Where 1 Where 1 Commit	Erection and Renewal of Street Furniture	Response to key consultations that may impact upon the Borough
Ref	Sl	- N	Page