



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:** WEDNESDAY, 24 APRIL  
2013

**Time:** 5.30 PM

**Venue:** COMMITTEE ROOM 4 -  
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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## **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 26 March 2013 1 - 6
- 5 Review 2: A Review of Local Pest Control Services and the Impact of Waste Management Processes on these - Agree Recommendations 7 - 26
- 6 School Travel Plan Update 27 - 30
- 7 Forward Plan 31 - 36
- 8 Work Programme 2012/13 37 - 38



HILLINGDON  
LONDON

**Minutes**

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

**26 March 2013**

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

	<p><b>Committee Members Present:</b> Councillors Susan O'Brien (Chairman) Mary O'Connor (Vice-Chairman) Lynne Allen Kuldeep Lakhmana Carol Melvin David Payne Michael White David Yarrow</p> <p><b>Witnesses Present:</b> Councillor Janet Gardner, Dawley Housing Group David Brough, Hayes Town Partnership Les Drussel, Ruislip Manor Chamber of Commerce Sinead Lee, Paradigm Housing Group</p> <p><b>LBH Officers Present:</b> Nigel Dicker, Deputy Director, Residents Services James Rodger, Head of Planning, Sports and Green Spaces Ed Shaylor, Community Safety and ASB Service Manager Nadia Williams, Democratic Services Officer</p>	
68.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>There were no apologies notified for this meeting.</p>	
69.	<p><b>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interests notified.</p>	
70.	<p><b>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items on the agenda marked as Part 1 would be considered in public.</p>	
71.	<p><b>TO AGREE THE MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2013</b> (<i>Agenda Item 4</i>)</p> <p>The minutes of the meeting held on 13 February 2013 were agreed as an accurate record.</p>	

72.	<p><b>REVIEW 2: A REVIEW OF LOCAL PEST CONTROL SERVICES AND THE IMPACT OF WASTE MANAGEMENT PROCESSES ON THESE - WITNESS SESSION 3</b> (<i>Agenda Item 5</i>)</p> <p>The Chairman welcomed David Brough – Chairman of Hayes Town Partnership, Les Drussel – Chairman of Ruislip Manor Chamber of Commerce, Councillor Janet Gardner – Chairman of Dawley Housing Co-operative and Sinead Lee – Paradigm Housing Group to the final witness session on the review of Local Pest Control Services and the Impact of Waste Management Processes on these.</p> <p>Cllr Gardner suggested that there should be a condition requiring developers to address pest control issues arising as a result of new developments. Currently, residents had to pay to address problems of rats going into their gardens that had been disturbed as a result of the new developments. In addition, residents living close to canals were finding the rat problem further exacerbated by rats living in the canal and constantly having to pay to address infestation in their back gardens.</p> <p>David Brough added that residents questioned why they should have to pay for the burden of developers who were causing the problem in their locality.</p> <p>Also highlighted was the problems caused by the storage of rubbish in houses of multiple occupation, where rubbish was left outside, well before collection day; this tended to attract foxes and thus, opened rubbish bags encouraged rats.</p> <p>Mr Brough welcomed that the Committee was taking a broader view by looking a pest control, waste management and anti-social behaviour. Commenting on the figures circulated on pest control jobs, he highlighted that looking at the figures for Hayes Town; Botwell appeared to have increased from 40 in 2005/2006 to 100 in 2009/2010. Once charges for pest control were introduced, demand was drastically reduced, as people stopped using Council services and anecdotal evidence suggested that the problem of pest infestation was real. Members were informed that Hayes Town was working towards dealing with the issue by encouraging prevention through education, while accepting the important role of enforcement.</p> <p>Work in Hayes was said to be around raising the profile of a cleaner and greener Hayes, through the Hayes Project in collaboration with the Hayes Community Engagement Group. The project involved working with Botwell House, Dr Triplets school and Minet Junior School in raising awareness by getting the children to conduct surveys of bags and litter left in the streets, as well as producing a poster showing the children and the slogan “Hayes school children say make Hayes Town cleaner and greener – Help keep our Town clean”. A litter collection was also undertaken with the 3 schools. These initiatives impacted on the traders, as well as members of the public. Shop keepers were asked to put the posters in their shops. Mr Brough stated that there was clear evidence that these initiatives changed the attitudes of traders and the children became the advocates to the adults.</p>	Action by
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It was suggested to the Committee that the problem was about changing behaviour and not about the collection of rubbish, because the Council collected rubbish bags quite quickly. Members were advised that the focus must be on giving people clear messages in plain language and pictorially. An example was given where a trader had placed a poster of a drawing showing a black bag of rubbish and a large cross in red and £80 fine written on the poster. The problem of dumped rubbish in that particular area stopped.

Another approach suggested was the workshop approach, which had been used in Hayes to improve poor food hygiene and encourage compliance with regulations. This was done by staff from public health talking face-to-face with traders; particularly some of the traders with poor "scores on doors" rating and critically having a Somali speaking and Asian speaking gentleman present to assist with interpretation. Included in the presentation were issues about rats and mice, as well as a short brief on the management of trade waste.

Mr Brough added that Hayes Town Business Forum would be happy to work with the Council to set up similar workshops to get the message through.

The Committee's attention was drawn to the challenging problem of people living above shops and the high turnover of renting in the area; meriting the need to have some leaflets to ensure that people were made aware of which day refuse was collected. It was suggested to Members that more pictures should be used to get the message across and the Council could get a sponsor to produce a calendar that could be placed in kitchens, giving information about waste and recycling.

Sinead Lee added that Paradigm Housing as landlord would remedy breaches on tenancy agreements and highlighted that, as with many other organisations, Paradigm Housing also had to deal with issues of stretched resources.

With regard to what the Council would expect of Social Landlords in tackling the issue of pest control, the following was suggested:

- The provision of refuse containers for better waste management.
- A more rigorous approach to enforcing tenancy agreements.
- When designing buildings to take account of refuse storage.
- Planting schemes that did not encourage harbourage for rodents.
- Provision of locking refuse bins, which would assist in easier identification of residents living in flats in regard to anti-social behaviour.
- Undertake inspections and enforcement against tenants who did not manage their waste properly.

- Where there was a high turnover of tenants, provide a welcome pack to include information about refuse, Council Services and public health issues; tenants should be required to sign to confirm their responsibilities prior to being given the keys to their homes.

Les Drussel expressed concerns about the health implications of rats going down drain pipes and some businesses in Ruislip Manor repeatedly leaving rubbish outside before collection days, with bins frequently seen full and overflowing. These incidents were said to be constantly reported to the Council.

Members commented that:

- Developers should ensure that where land was contaminated with rats, they should ensure that the land was cleared of vermin before commencing building work.
- Residents should not be required to pay to address the problem of rats coming from the canal.
- From April 2013, Public Health issues would be the responsibility of the Council and it would then be a case of making the developer aware.
- Raised concerns about the management of rats around demolished buildings and how derelict lands were being cared for to prevent fly tipping and dumping of large items such as mattresses.
- Highlighted that there should be a clear procedure for when issues were reported.

Officers responded that:

- The most appropriate way of tackling development issues would be through the Building Act (1984) rather than through planning conditions, as the legislation enables quicker resolutions (for example in dealing with defective drainage) or Prevention of Damage by Pest Act (1949).
- The onus rested with the owner or occupier to engage pest control services, if the rats were coming from another property, enforcement action could be taken against that property.
- The Building Act could enable quick remedies where appropriate.
- With regard to putting rubbish out on the wrong day and causing infestation, the Committee was advised that legislation could be amended, so that private landlords were regarded as businesses; this could then be used to encourage them to ensure that their tenants properly managed waste.



	<ul style="list-style-type: none"> <li>• Whist the land was the responsibility of the Canals Trust, it was not realistic to rid a canal of rats, and therefore, properties near a canal would need to take precautions by not leaving food waste out doors.</li> <li>• Pictoral signs had recently been produced by the Council and were displayed in Hayes Town Centre.</li> <li>• Since summer 2012, the Hayes area had been subject to prolonged inspection and enforcement by Council officers which had resulted in some improvements.</li> </ul> <p>The Committee considered that pictoral posters would be an effective way of getting the message across, particularly in areas which experienced repeated dumping and where residents threw their rubbish from the top floor. Members considered that successful prosecution could be publicised as a way of sending out the message.</p> <p>On behalf of the Committee, the Chairman thanked the witnesses for providing invaluable information for their review.</p>	
73.	<p><b>'BEDS IN SHEDS' CABINET REPORT - 21 MARCH 2013 CABINET MEETING</b> (<i>Agenda Item 6</i>)</p> <p>James Rodgers, Head of Planning, Sport and Green Spaces informed the Committee that the 'Beds in Sheds' in Hillingdon: Progress report was reported to the Cabinet meeting on 21 March 2013. The report set out the robust approach that the Council was taking to deal with this issue. The main objective was that Hillingdon should be seen as an authority which took the issue of beds in sheds very seriously and would take enforcement proceedings against perpetrators.</p> <p>Members were informed that Hillingdon was one of 4 Councils that had been successful (out of 9 other local authorities that were allowed to place a bid from the £790k Government Funding) in their bid to the Department for Communities and Local Government. Hillingdon had secured the £183,141, which would help to focus resources to deal with issue of beds in sheds.</p> <p>The Council was noted to have a dedicated prosecution lawyer who was supported by 2 other officers in Planning, as well as a dedicated housing officer and a Proceeds of Crime Investigator. There was now more joined-up action between Housing and Planning teams, together with the use of council tax legislation to tackle the problem. The proceeds of crime cases would also be used to help resource the work in this area. In addition, a meeting was held fortnightly with all relevant officers to progress the issue.</p> <p>Acknowledging the point raised about the growing issue of 'beds in sheds' being aggravated by the shortage of affordable homes, Members were informed that work was being done to link with immigration to stem the increase of this issue. Regular meetings were arranged with government agencies and other local authorities to share information and assess how best to deal with the issue. Furthermore,</p>	<b>Action by</b>

	<p>regular checks were made by officers on alley ways on a random basis to check back gardens for 'beds in sheds' developments.</p> <p>With regard to a query raised about the number of prosecutions to date, the Committee requested officers to report back to the meeting in September 2013, to give an update on this issue. The Committee also requested an update on the pilot scheme operated by Slough where landlords were repeatedly fined for not having a valid Energy Performance Certificate, which was required by law for places where people lived. This information would be circulated to Members outside of the meeting.</p> <p>The Committee commended Mr Rodger on the successful funding bid.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. Requested officers to give an update at the meeting in September 2013 on the number of beds in sheds prosecutions.</b></li> <li><b>2. Requested officers to provide an updated on the progress of the pilot scheme operated in Slough. This information to be circulated to Members outside of the meeting.</b></li> </ol>	James Rodger
74.	<p><b>FORWARD PLAN</b> (<i>Agenda Item 7</i>)</p> <p>Having reviewed the Forward Plan, Members noted the Road Safety Programme, Traffic Congestion Mitigation Programme and School Travel Plan Programme listed on the Cabinet Member Decisions, to be taken by Keith Burrows, Cabinet Member for Planning, Transportation and Recycling in June 2013. Officers were asked to provide details of the number of schools that had taken up the scheme in the Borough.</p> <p><b>Resolved</b></p> <p><b>Requested officers to provide details of the number of schools that had taken up the School Travel Plan Scheme in the Borough.</b></p>	<b>Action by</b> David Knowles, Transport and Projects Section
75.	<p><b>WORK PROGRAMME 2012/13</b> (<i>Agenda Item 8</i>)</p> <p>Comments in respect of the summary of recommendations regarding the Committee's first Review of Regulations and Byelaws relating to Cemeteries and Burial Grounds within Hillingdon were agreed to be received by Tuesday 2 April 2013.</p> <p><b>Resolved</b></p> <p><b>The Committee agreed the work programme for 2012/13.</b></p>	<b>Action by</b>
<p>The meeting, which commenced at 5.30 pm, closed at 7.24 pm.</p>		

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

## **REVIEW 2 – REVIEW OF LOCAL PEST CONTROL SERVICES AND THE IMPACT OF WASTE MANAGEMENT PROCESSES ON THESE**

**Contact Officer: Nadia Williams**  
**Telephone: 01895 277655**

### **REASON FOR ITEM**

This item is for Members of the Committee to agree recommendations for this review.

### **OPTIONS OPEN TO THE COMMITTEE**

1. To consider the scoping report (appendix 1) and to make amendments if necessary.
2. To note additional figures relating to rats and mice investigations by ward from 2008 to 2012/13 (attached to the end of Appendix 1).
3. To agree recommendations for the review.

### **INFORMATION**

1. At the first witness session held on 22 January 2013, Members heard from the Council's ASB & Investigations Service Manager, Green Spaces, Sport and Leisure Senior Manger, Public Protection Services Manager and the Waste Division Manager. This provided Members with background information on the roles and responsibilities in this area. It also enabled Members to examine the current and planned service provision for both domestic and commercial pest control and its relationship to waste management and anti-social behaviour.
2. The second witness session held on 13 February 2013 helped the Committee to understand health issues relating to the topic and examine the problems pests can cause to individuals, local neighbourhoods and commercial businesses.
3. At the final witness session held on 26 March 2013, the Committee heard from the Chairman of the Hayes Town Partnership (Membership includes the Business Forum, the Council, the Police, the main developers, Brunel University and Uxbridge College). Members also heard from the Chairman of Dawley Housing Co-operative, the Chairman of Ruislip Manor Chamber of Commerce, as well as representative of the Paradigm Housing Group. Details of the information provided by the witnesses are included in the

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

Residents' and Environmental Services Policy Overview Committee  
24 April 2013

Minutes of the last meeting of the Committee which is included on this agenda.

**PAPERS WITH THE REPORT**

Scoping report (with additional information at the end of Appendix 1)

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PART I – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee  
24 April 2013



# HILLINGDON

LONDON

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

### **OBJECTIVE**

#### **Title and aim of review**

**A REVIEW OF LOCAL PEST CONTROL SERVICES AND THE IMPACT OF WASTE MANAGEMENT PROCESSES ON THESE**

#### **Terms of Reference**

1. To understand the Council's roles and responsibilities in this area;
2. To examine the current and planned service provision for pest control (domestic and commercial) and its relationship to waste management and anti-social behaviour;
3. To understand the different types of pests, populations and likely infestation trends, including how this may impact public health and social stigma;
4. To examine the problems pests cause to individuals, local neighbourhoods, commercial businesses and the wider environment;
5. To review the effect of temperature, climate, urban development and underground infrastructure (and any other factors) on pest populations;
6. To explore how waste management processes and practices in Hillingdon (by residents, businesses, contractors and the Council) can help to mitigate any pest infestations;
7. In particular, to explore how food waste generated by residents and businesses is managed prior to, during and after the collection process;
8. To review any existing policies in this area and best practice elsewhere;
9. To consider the importance, relevancy and adequacy of public information available to residents and businesses;
10. To examine opportunities for improved partnership working to ensure pest problems are addressed as efficiently and swiftly as possible;
11. To bring forward considered (and costed, where applicable) proposals to Cabinet for consideration.

### **Reasons for the review**

It is estimated the number of rodents has rocketed by over 40 per cent in the last decade due to a variety of factors. Housefly populations are predicted to more than double by 2080. Members will also be aware of the recent stories around the increase in bed bug infestations. Nationally, this is a significant issue impacting on all local authority, particularly those in urban areas.

Trends and patterns in population, development, cleanliness standards, waste processes, funding for pest control services and even the weather (amongst many others factors) all impact upon pest populations. Pest infestations can affect individuals, their health and have knock on consequences for others and the local environment.

The Committee is keen to ensure that the services Hillingdon Council provides aim to tackle this problem in a proactive and joined-up way.

### **Types of Pests**

The dictionary definition of “pests” is that it is a general term for organisms which cause a nuisance, but more specifically may cause illness, damage or consume food crops and other material important to humans. Environmental Health Practitioners consider the following pests to be the ones which are of Public Health significance – Rats/Mice; Cockroaches; Pigeons, Bedbugs; Fleas; Lice. Other key pests include Foxes and Pigeons.

Prevention of Damage by Pest Act 1949 defines “infestation” as the presence of rats, mice, insects or mites in numbers which involve an immediate or potential risk of substantial loss or damage to food.

### **Responsibilities for Local Authorities**

Local Authorities are not legally required to provide a pest control service, but the Prevention of Damage by Pests Act 1949 (PDPA) imposes a duty on a local authority to “take such steps as may be necessary to secure as far as practicable that their district is kept free from rats and mice” and in particular to keep the local authority’s own land and land the local authority occupies free from rats and mice. The PDPA also imposes a duty on local authorities to enforce the same duty on other owners and occupiers of land. It is worth noting that occupiers of land (except agricultural land) are required to give written notice to the local authority if it comes to their knowledge that rats or mice are present on the land in substantial numbers.

### **Current Service Provision**

Pest control, waste collection and enforcement of waste management in food and non-food premises are covered by different teams and there is a need for the different units to work as a team to solve problems.

It is suggested that the approach had been fragmented in dealing with issues relating to Commercial waste and issues relating to residents putting rubbish out at the wrong time for collection.

The issue of how waste was presented for collection need to be explored, as residents would need to be made aware of how they contained waste and how best to present them for collection days.

### **Current Service Provision (Open Spaces)**

In Green Spaces and Golf Courses, the Council uses Rentokil to undertake surveys and provide control measures for rats in parks and mice in buildings.

The Council has also been using a local pest controller to assist with moles in fine turf. There is also an issue with foxes on the golf courses as both numbers and damage is increasing.

### **Current Service Provision (Domestic Premises)**

London Borough of Hillingdon Residents Services Directorate provides a pest control service for rats (and mice internal to properties only). The Council has landlord responsibility for Hillingdon Housing Services tenants and a free service is provided to them. In April 2011, however, fees were introduced for non-council tenants and owner occupiers resulting in a reduction in demand for the service. Consequently, the in-house pest control service has assumed pest control work around the Civic Centre and the Council tenant service from Hillingdon Housing Services.

Callers can book appointments and make payment either by telephone or on-line on the Council website. Information and advice on the website for Pest control was up-dated in the summer of 2012.

The charges for the service can be categorised as follows:

1. Resident Owner Occupiers were no concessions apply - £60 for x 3 visits
2. Resident Owner Occupiers were concessions apply, i.e. in receipt of benefits - £15 for x 3 visits
3. Any additional visit or initial visit £36 or £15 were concessions apply
4. Private Landlords (rented houses) £93.60 for x 3 visits
5. Hillingdon Housing Services tenant's request – no charge
6. Council Buildings – Civic Centre requirements, Green spaces and any council buildings – internally re-charged at cost.

### **Current Service Provision (Commercial Premises)**

The Residents Services Directorate's Food Safety Team carries out an inspection programme of food business, dealing with structural, operational and hygiene requirements. The inspection considers the layout and design of the food business concerned to ensure good food hygiene practices including protection against contamination and in particular pest control. Inspections cover provisions for storage and disposal of food waste, non-edible by-products and other refuse. The officer will consider the design and management of refuse stores so as to ensure that they may be kept clean and free from animals and pests. Hygiene Improvement Notices may be served on the food business operator where there is a record of continued non-compliance.

Other provisions in relation to the cleanliness of the work place and facilities for rest and eating meals etc extend to non-food business. These controls may be applied through the Health and Safety at Work Act and associated workplace health, safety and welfare regulations.

The Hygiene Improvement Notice does not deal with accumulations of rubbish or harbourage of pests in non food related locations. Non-food establishments are inspected in response to reports by the Residents Services Directorate's Anti Social Behaviour Investigations Team.

On the first inspection, advice will be given by the officer to the trader to make sure they are aware of their responsibilities, with particular effort made to assist small traders to be aware of the steps they must take to manage waste.

If advice is not effective in resolving the problem, consideration will be given to serving a Legal Notice (see above) on the person responsible and or the owner of the land. With regard to commercial waste the following additional provisions apply:

- Environmental Protection Act 1990
  - S.47 requirement to store trade refuse in a suitable container
  - S.34 duty of care for persons responsible for waste to take all measures applicable to prevent any contravention by any other person of law and to ensure that transfer of waste is only to a person authorised for transport purposes
  - Regulations under s.34 relating to the requirement to have in place a waste management plan and if necessary a contract with a provider of waste removal and transfer services

### **Current Service Provision (Mixed Premises)**

There are often occasions where more than one type of premises or land is affected by rodent activity. An example might be:

- A parade of trading premises



- Private flats above
- Yards that form part of those premises to the rear
- The yards abut an un-adopted service road and
- The service road backs onto public open space
- The flats gain access via staircase from the service road to balconies.

Due to poor waste management by traders and residents, accumulations of both trade and domestic waste build up giving a food source for rodents that are seen to have habitat in the public open space.

In such situations officers break down the various elements that have combined; these being:

- Pest control action (ie baiting and poisoning) in the public open space. There are no enforcement actions to be taken as the open space is owned by the Council
- Investigation of whether the trading premises are meeting their waste management and property ownership duties. Officers will conduct inspections of trading premises where waste must be securely contained, normally using bulk waste bins that have secure lockable lids. These bins should be regularly emptied by a registered waste collection company who will ensure correct disposal. This process must be recorded and audited. Should the officer find any failing in this duty enforcement action will be instigated under Environmental Protection Act 1990 s34. Owners or occupiers have a requirement to keep land clean, tidy and sanitary, or formal actions will be taken to enforce clearance of accumulations and treatment for any rodents upon land under Prevention of Damage by Pests Act 1949 s4). In cases where an un-adopted service road is not kept clear of waste, occupiers of premises that directly abut the service road will be served a notice to clear it under Public Health Act 1936 s78.
- Whether the residents of the flats have sufficient knowledge about how their waste should be stored prior to collection and when and where their waste should be presented for collection. Residents of flats will be visited to ensure that they are fully aware where domestic waste should be stored and that residents are aware of the collection day. Each flat will be given a guidance leaflet confirming the correct practice. Should there be continuing failure to store or present domestic waste in the agreed manner, notice can be served to formalise storage and presentation for collection under Environmental Protection Act 1990 s46.

### Costs to the Council of providing the Pest Control Service

<b>Cost</b>	2011/2012	£113,000
<b>Income</b>	2011/2012	£76,000 (£36,000 external income and £40,000 recharges from other Council departments)
<b>Net Cost</b>	2011/2012	£37,000

### Proposed changes to the pest control service from April 2013

Following a BID review, it is proposed that the delivery of the Pest Control Service will be outsourced to local contractors to cover the following services within one maintenance service:

- Hillingdon Housing Services tenants - free service
- Owner Occupiers where concessions apply – charge £15
- Residents in receipt of state pension (over age of 65 years) - free service
- Council Buildings, Civic Centre, Green spaces

The offer of Pest Control Service to owner occupiers or private tenants who do not qualify for concessions will be discontinued - they will be directed to private sector local contractors.

Concessions and Over 65 requests will be directed to Hillingdon Housing Service to action and monitor alongside their own requests from tenants - this will allow a simplified billing system for the Council and contractor.

Hillingdon Housing Service will identify eligibility for those that qualify for concessions by asking for National Insurance Number or using Council Tax records. Older people will be classed as those in receipt of state pension.

### Enforcement of the duties of occupiers of land

Properties are inspected by the Residents Services Directorate's Anti Social Behaviour Investigations Team in response to reports, as it is deemed that not dealing properly, either deliberately or negligently, with waste accumulations, or build up of undergrowth providing food or shelter for rodents is anti-social by nature as it is likely to cause nuisance for other people or a health risk.

On the first inspection, advice will be given by the officer to the occupier to make sure they are aware of their responsibilities, with particular effort made to assist older or vulnerable residents to be aware of the steps they must take to manage their property, or how to seek assistance if they cannot manage it themselves.

If advice is not effective in resolving the problem, consideration will be given to serving a Legal Notice on the occupier and / or owner under one of the following provisions:

- Environmental Protection Act 1990
  - S.46 requirement to present refuse in a prescribed manner
  - S.59 requirement to remove waste stored or deposited on land not licensed for such
  - S.80 requirement to abate a statutory nuisance connected to land in such a state as to be prejudicial to health or a nuisance
  - S.92 requirement to remove litter from land where it is detrimental to the amenity of the area
- Prevention of Damage by Pest Act 1949
  - S.4 requirement to remove or prevent conditions which provide harbourage for rodents
- Public Health Act 1961
  - S.34 requirement to remove waste from land which is seriously detrimental to the amenities of the neighbourhood
- Public Health Act 1936
  - S.78 requirement to sweep or cleanse passages or yards
  - S.79 requirement to remove noxious matter from land
  - S.83 requirement to cleanse filthy and verminous premises
- Town and Country Planning Act 1990
  - S.215 requirement to remedy the condition of land which is seriously adverse to the amenities of an area

If these notices are not complied with there are various penalties set out in legislation and in most cases, the Council will carry out the necessary work (“work in default”) and charge the cost to the person responsible.

### **Hillingdon’s Waste Management Services**

Hillingdon operates three separate collection services to households across the Borough:

- Residual waste collection (black bags to landfill)
- Co-mingled recycling (paper, card, glass, plastic, tins,)
- Garden waste – including vegetables peelings etc.

Residual waste and co-mingled recycling are collected weekly. Garden waste is collected fortnightly.

Schedules are designed to ensure that the fortnightly collection of green waste co-insides with the collection of other waste collections.

In all circumstances, residents are required to:

- Place bags out for collection in their front garden, drive or path, but not on the pavement or grass verge
- Not to place bags out for collection earlier than 17:30 on the evening before
- If collection is via rear service road, waste to be placed at a regular and convenient collection point
- At no time during the week should refuse/recycling be stored anywhere other than within the property boundary.

Waste Services also collect trade waste under contract from commercial premises and rent to them waste collection bins. This is a chargeable service with the Authority duty bound to recover its costs.

The Street cleaning Service will collect dumped rubbish from roads and pavements, green and open spaces where these are the duty of the local authority to maintain. There are a number of locations in the Borough where private land; such as rear access roads, attract fly-tipped rubbish and often pests. In some areas, Council adds private roads like this to street cleansing regimes, but this does set a precedent and could expose the Council to a permanent arrangement and a considerable increase in costs. Unless the circumstances are unique, householders and fly-tippers become aware and may leave even more waste in the knowledge that it will be taken away at regular intervals.

### **Public health considerations**

Public health problems arising from pests are not limited to diseases. Quality of life for people can be affected by infestations of pests such as mice, fleas, cockroaches and bedbugs, in particular among vulnerable people.

It is said the presence of rats and mice in a home could “trigger psycho/social stresses on people of all ages and backgrounds”, and mental anxiety could be caused by embarrassment from lice and flea bites. The report by the World Health Organization said demonstrated “a clear association between pest-infested premises, depression, migraines, allergies and asthma”. These ailments could result from anxiety, lack of sleep and allergic reactions.

### **Supporting the Cabinet & Council’s policies and objectives**

Hillingdon Cabinet’s decision not to reduce the frequency of waste collection will have assisted in tackling this problem. This is in stark comparison to a large number of Councils (almost half) who have stopped collecting bins on a weekly basis, resulting in more fly-tipping and more refuse being piled up outside properties and consequential pest infestation problems.

## **INFORMATION AND ANALYSIS**

### **Key Issues**

- A clear definition of what the Council classes as pests
- Clarification of what the Council is responsible for dealing with and who is responsible for the cost occurred
- Establish whether there are policies in place for dealing with rats and mice and see whether these need to be reviewed
- Consider the legislation relating to public health issues and environmental laws and explore the issue of enforcement
- To find out what the trend is in Hillingdon
- Concern about issues relating to people living in social housing, particularly about who is responsible for dealing with pest control and the issue of finance
- Recurring problems of pest infestation arising from commercial premises
- Action to be taking against persistent occurrences after a warning has been given

### **Remit - who / what is this review covering?**

The review covers the remit of the following Council services:

- Public Protection / Consumer Protection
- Community Safety (Anti-social behaviour)
- Housing Services (tenants)
- Waste Services
- Public Health (from April 2013)

The review covers the following Cabinet portfolios:

- Cabinet Member for Finance, Property and Business Services (Public protection)
- Cabinet Member for Social Services, Health and Housing (Housing / Public Health)
- Cabinet Member for Planning, Transportation and Recycling (Waste)
- Cabinet Member for Community, Commerce and Regeneration (Anti-social behaviour)

**Connected work** (recently completed, planned or ongoing)

The Committee will need to be mindful of the BID review recently completed on this service area (as indicated earlier in the report) with any recommendations proposed to Cabinet having regard to this and compatibility with other BID review outcomes.

This will enable any issues identified by the Committee to be tackled in the most comprehensive, cost effective and efficient way possible.

**EVIDENCE & ENQUIRY**

**Possible Witnesses (tbc)**

- ASB & Investigations Service Manager - LBH
- Green Spaces, Sport and Leisure Senior Manger – LBH
- Public Protection Services Manager – LBH
- Waste Division Manager – LBH
- Service users, e.g. lettings agencies / management companies, private leaseholders and restaurant owners
- Public health professional
- Housing Associations

**Key information required / intelligence**

- Current Council Policy in place for dealing with rats and mice
- Legislation in place for dealing with public health issues in relation to enforcement
- Information provided on the Council website regarding pest control
- Data on the number of cases by type and trend
- The impact on drain clearance services by water companies in rat populations.
- Statistical information on the numbers of pest infestations and pest types.
- Performance indicators and budget information etc...
- Local Government Association studies
- Press articles
- Government guidance and regulations
- Practices in other local authorities

**Useful Websites**

*Hillingdon website:*

<http://www.hillingdon.gov.uk/pestcontrol>

*Chartered Institute of Environmental Health*

<http://www.cieh.org/advresult.aspx?SearchBox=pest%20control>

British Pest Control Association (BPCA)  
<http://www.bpca.org.uk/pages/index.cfm>

### **Consultation and Communications**

To be considered and, if appropriate, aligned with any planned service consultations.

### **Lines of enquiry**

To be confirmed at a later stage.

### **PROPOSALS**

To be confirmed at the review report development stage.

### **LOGISTICS**

#### **Proposed timeframe & milestones**

<b>Meeting Date *</b>	<b>Action</b>	<b>Purpose / Outcome</b>
22 January 2013	Agree Draft Scoping Report Witness Session 1	Information and analysis Evidence & enquiry
13 February 2013	Witness Session 2	Evidence & enquiry
26 March 2013	Witness session 3	Evidence & enquiry
24 April 2013	Draft Final Report	Proposals – agree recommendations and final draft report

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

### **Risk assessment**

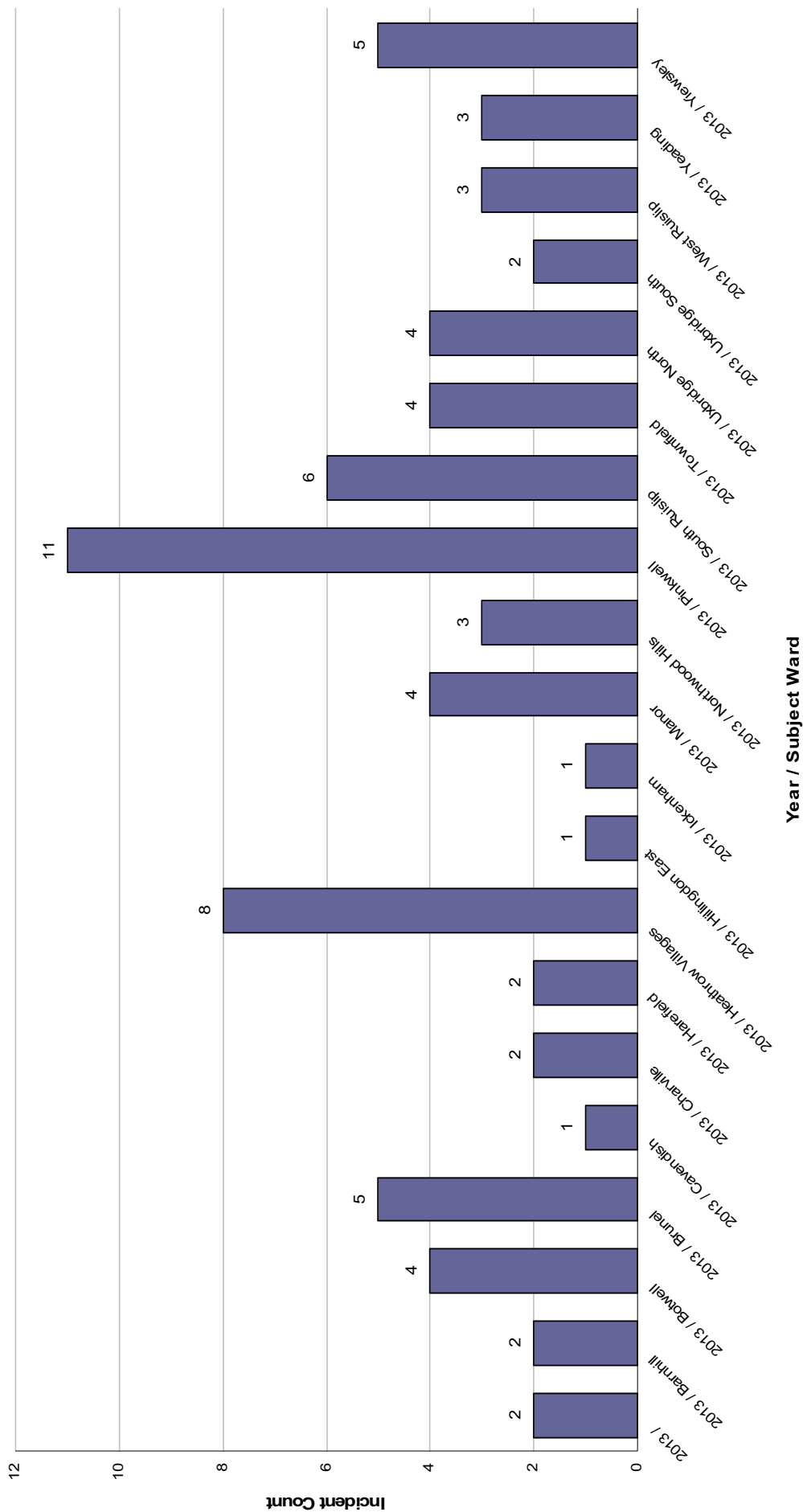
The review needs to be resourced and to stay focused on its terms of reference in order to meet this deadline. The impact of the review may be reduced if the scope of the review is too broad.

**Equalities Implication**

The Council has a public duty to eliminate discrimination, advance equality of opportunity and foster good relations across protected characteristics according to the Equality Act 2010. Our aim is to improve and enrich the quality of life of those living and working within this diverse Borough. Where it is relevant, an impact assessment will be carried out as part of this review to ensure we consider all of our residents' needs.



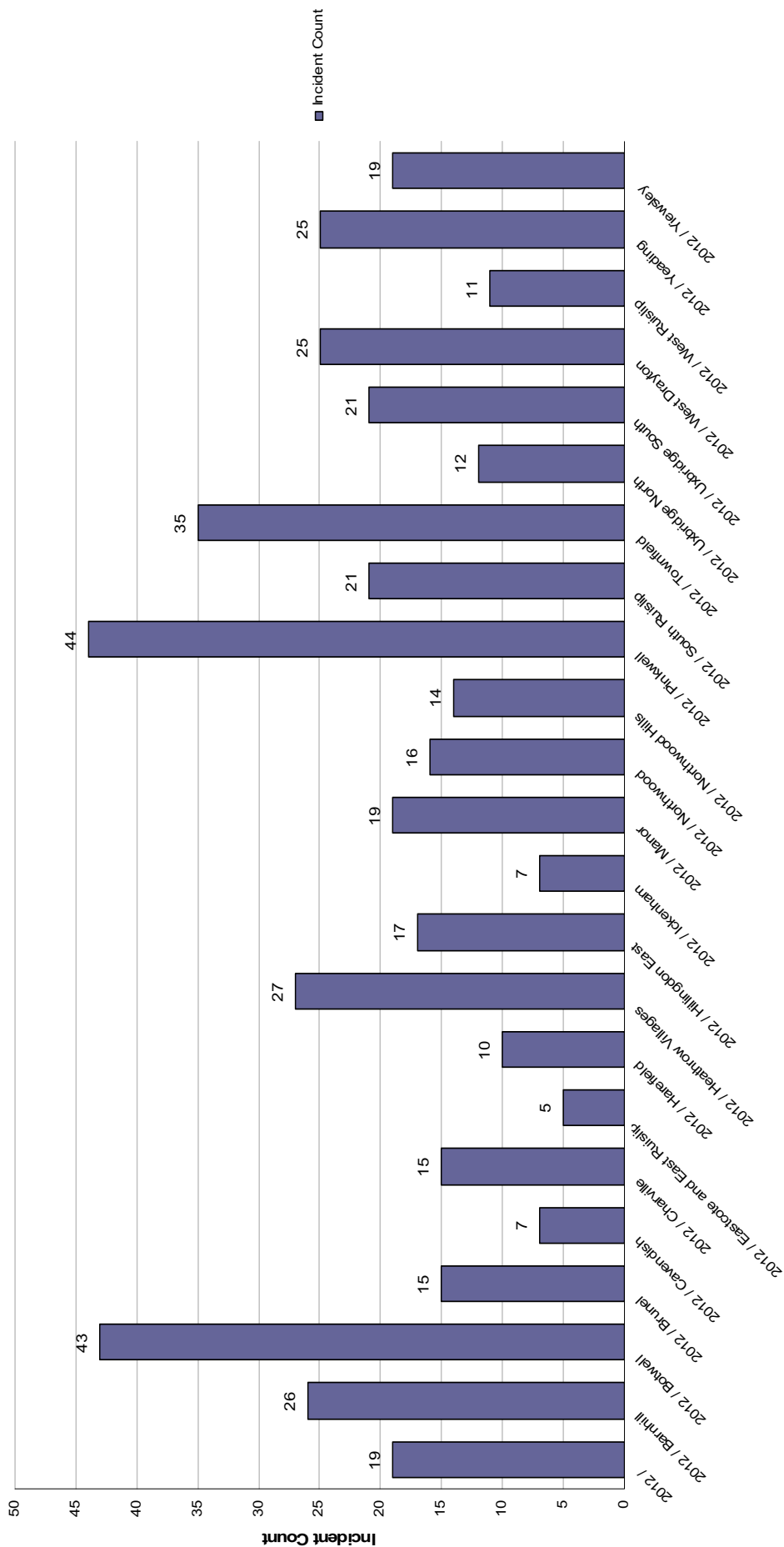
**RAT AND MICE INVESTIGATIONS BY WARD 2008 TO 2013  
LONDON BOROUGH OF HILLINGDON**



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**RAT AND MICE INVESTIGATIONS BY WARD 2008 TO 2013  
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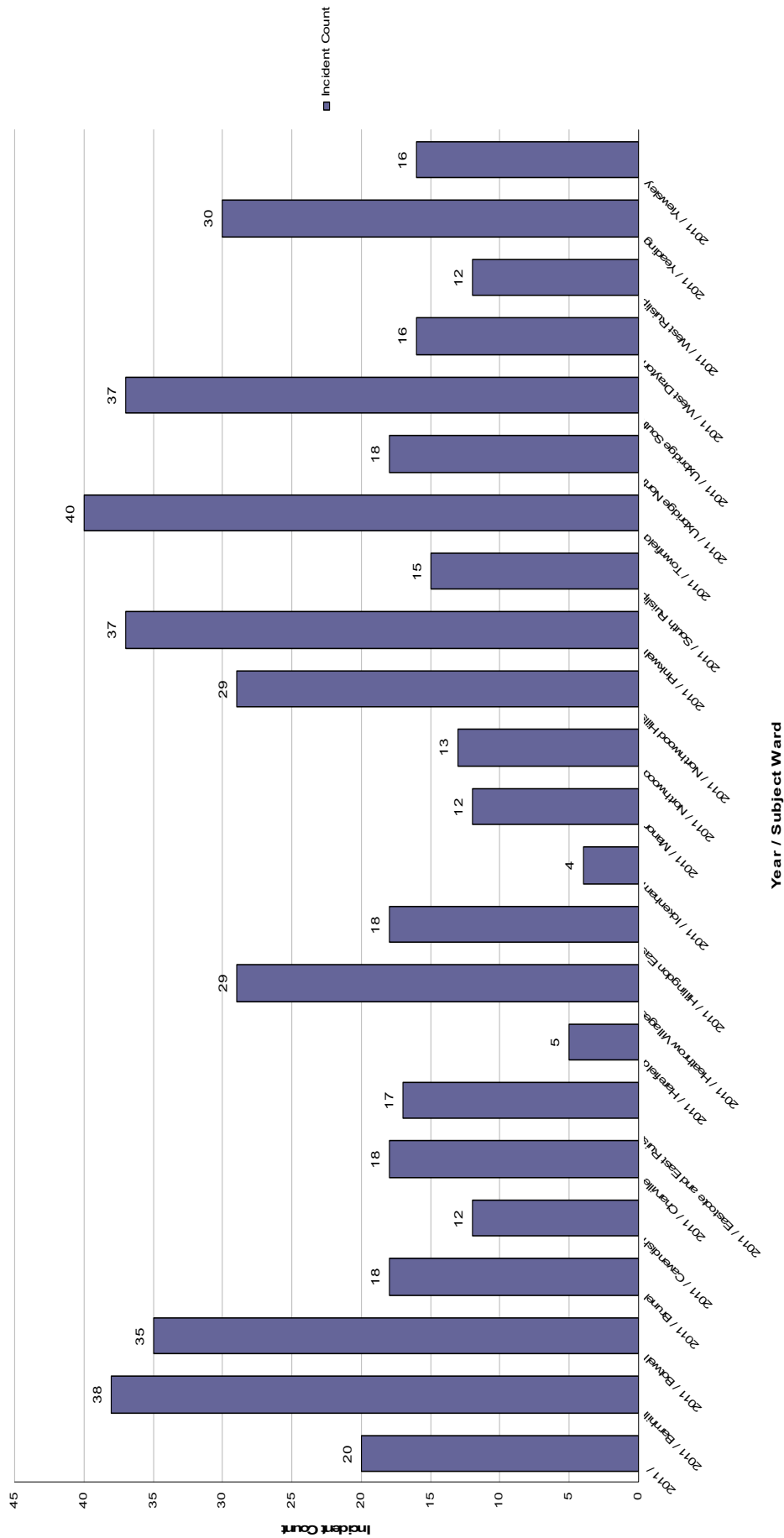


Year / Subject Ward

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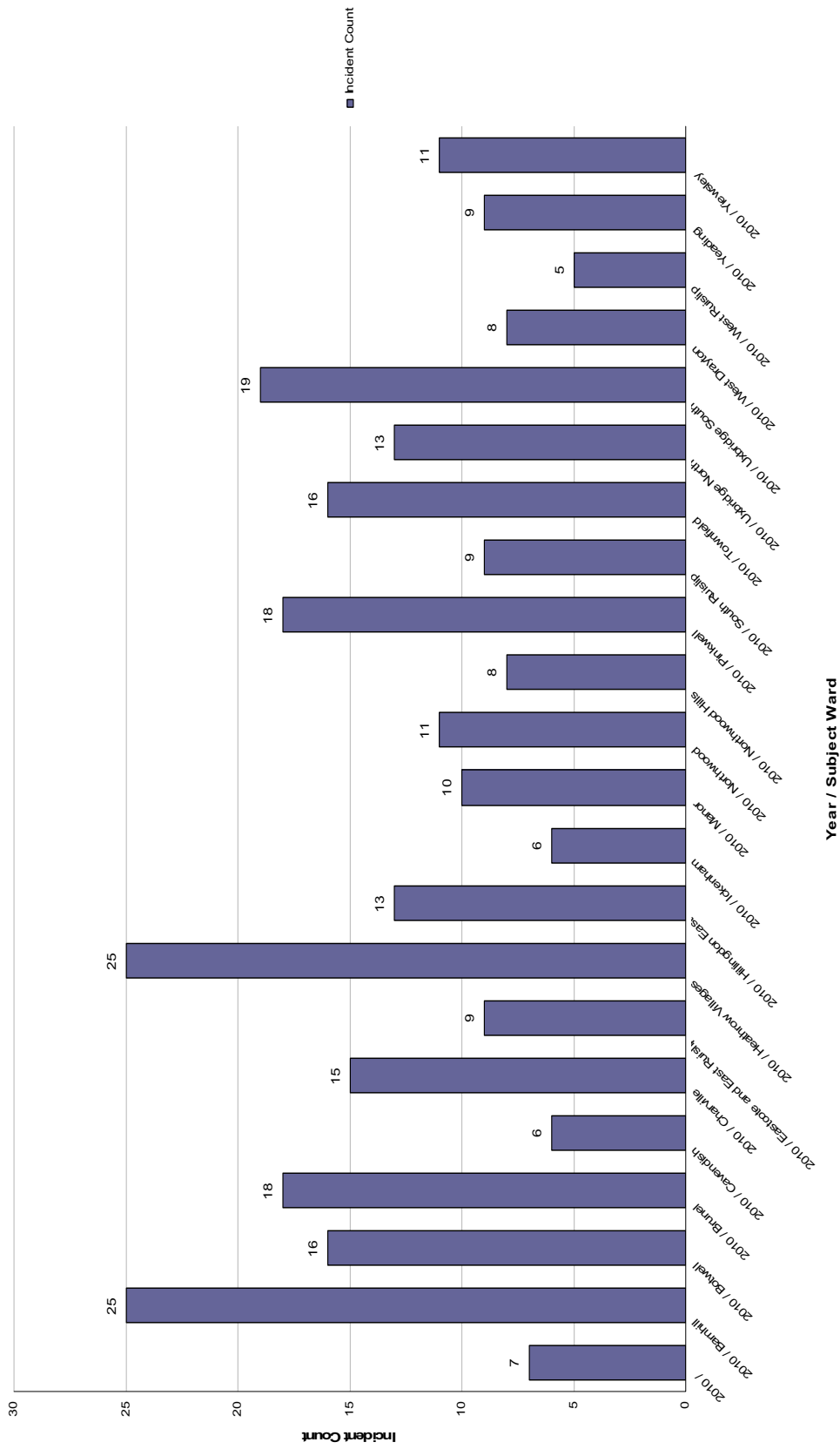
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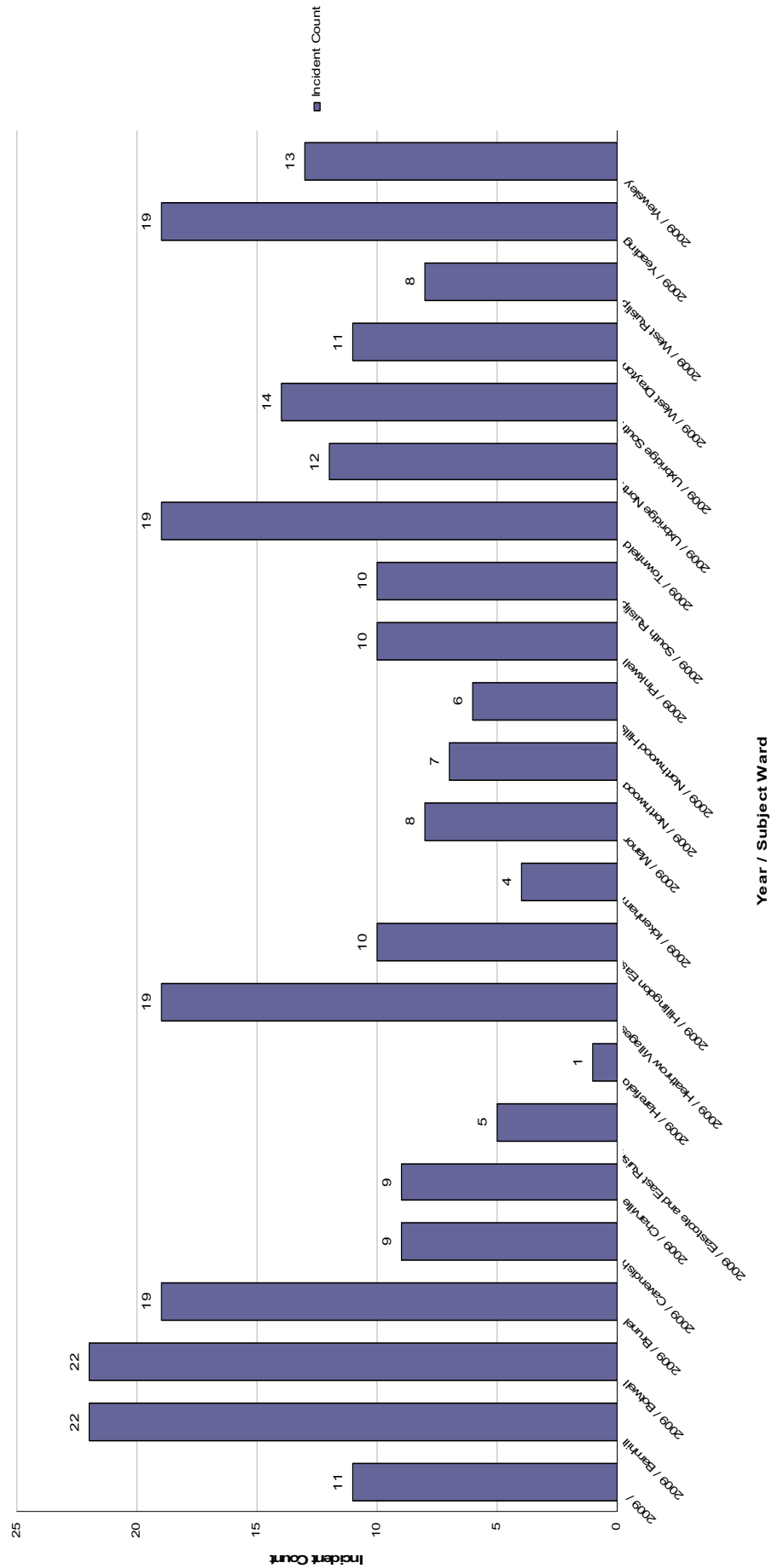
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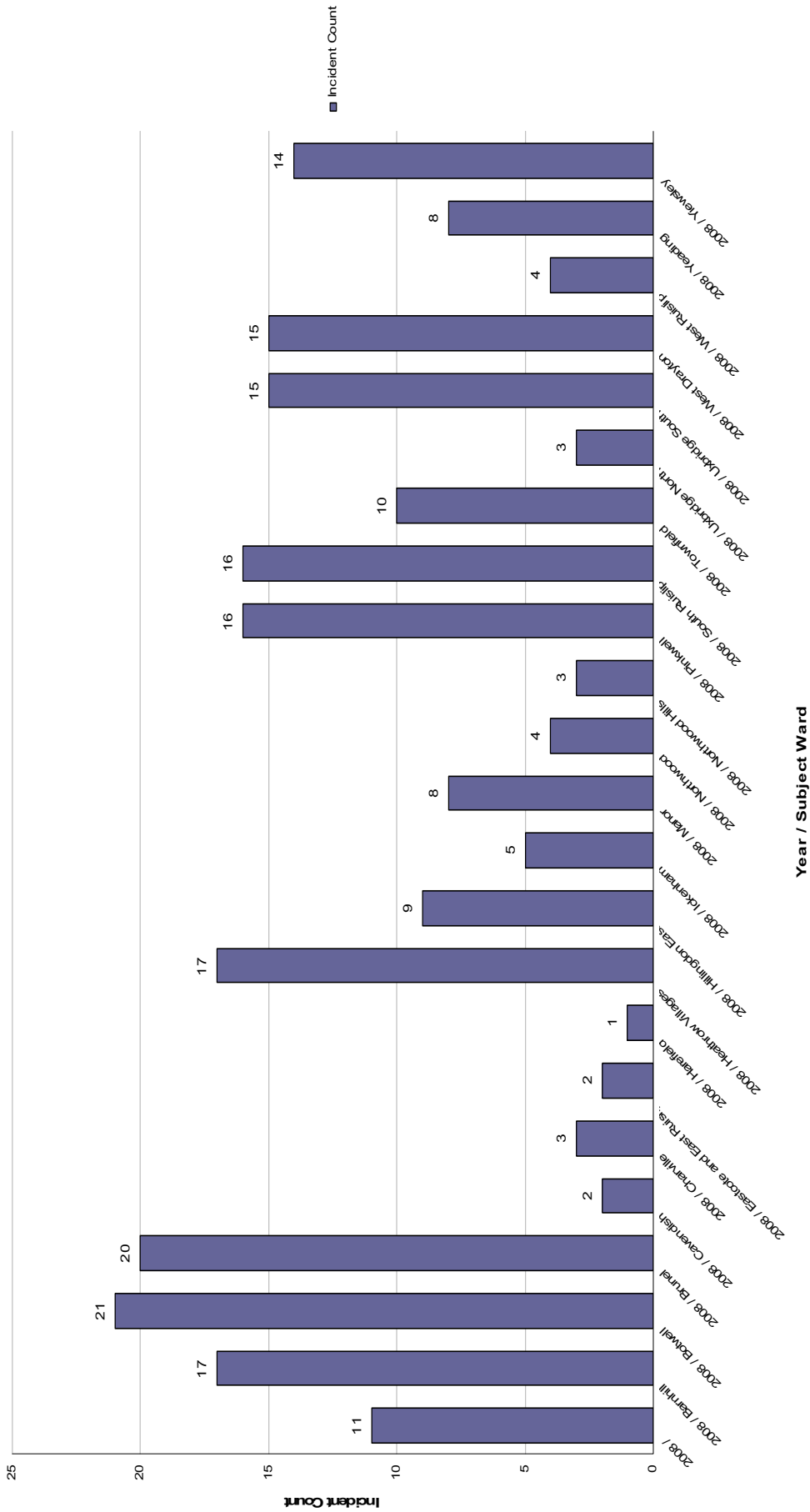
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## SCHOOL TRAVEL PLAN UPDATE ROAD SAFETY AND SCHOOL TRAVEL PLAN TEAM

Out of the 100 Schools in the Borough the Road Safety and School Travel team are currently working actively with 71 and have contacted the remaining schools with a view to working with them in the near future.

Below is a list of schools that are actively working with the team to deliver a range of Road Safety and School Travel activities to help them achieve the Transport for London set accreditation levels which are;

### **'Bronze Accreditation' – Sustainable Level**

Schools at this level are actively working towards completing their school travel plan each year and introducing projects or activities that promote more sustainable modes of transport to pupils and parents.

### **'Silver Accreditation' – Higher Level**

At this level schools are becoming more involved in their travel plan with pupils taking an active lead on some of the projects as well as working with the council to deliver mutually set targets to reduce the number of car related journeys associated with the school.

### **'Gold Accreditation' – Outstanding Level**

At this level schools are taking on more responsibility for not only engaging with the school pupils but also the wider school community. Working with governors, parents and local residents to set targets to reduce the number of car related journeys associated with the school and work actively towards them

### **School Travel Website:**

The team are working with an external provider to develop a new Website to help improve the School Travel Plan writing and reviewing process. This website will help schools review their STP data through out the year and make the process less time consuming for them. It will also be a way to help the whole school community come together to set and reach targets. This will also enable officer to work more effectively with the school to deliver projects moving away from the time consuming admin processes currently used.

**SCHOOL TRAVEL PLAN UPDATE  
ROAD SAFETY AND SCHOOL TRAVEL PLAN TEAM**

		<b>Actively working with the team</b>	<b>Original STP</b>	<b>Accreditation Level</b>
<b>Secondary Schools</b>				
1	Abbotsfield School	NO	YES	BRONZE
2	Bishop Ramsey CofE School	YES	YES	BRONZE
3	Haydon School	NO	YES	BRONZE
4	Northwood School	NO	YES	BRONZE
5	Queensmead School	YES	YES	BRONZE
6	Ruislip High School	YES	YES	SILVER
7	Swakeleys School	NO	YES	BRONZE
8	The Douay Martyrs School	NO	YES	BRONZE
9	The Harefield Academy	NO	YES	BRONZE
10	Vyners School	YES	YES	BRONZE
11	Barnhill Community	NO	YES	NONE
12	Bishopshalt	YES	YES	BRONZE
13	Guru Nanak Academy	YES	YES	NONE
14	Harlington Community	YES	YES	BRONZE
15	Hewens College	NO	YES	NONE
16	Rosedale College	YES	YES	BRONZE
17	Stockley Academy	NO	YES	NONE
18	Uxbridge High	YES	YES	BRONZE

<b>Primary Schools</b>				
19	Bishop Winnington Ingram CE School	YES	YES	BRONZE
20	Bourne Primary School	YES	YES	BRONZE
21	Deanesfield Primary School	NO	YES	BRONZE
22	Frithwood Primary School	YES	YES	BRONZE
23	Glebe Primary School	YES	YES	BRONZE
24	Harlyn Primary School	YES	YES	SILVER
25	Hermitage Primary School	YES	YES	BRONZE
26	Highfield Primary School	YES	YES	BRONZE
27	Holy Trinity CE School	YES	YES	BRONZE
28	Ruislip Gardens Primary School	YES	YES	BRONZE
29	Ryefield Primary School	YES	YES	BRONZE
30	Sacred Heart RC Primary School	NO	YES	BRONZE
31	St Bernadette's RC Primary School	YES	YES	BRONZE
32	St Swithun Wells RC Primary School	YES	YES	SILVER
33	Warrender Primary School	YES	YES	GOLD

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**SCHOOL TRAVEL PLAN UPDATE  
ROAD SAFETY AND SCHOOL TRAVEL PLAN TEAM**

34	Belmore Primary	YES	YES	SILVER
35	Botwell House RC Primary	YES	YES	BRONZE
36	Brookside Primary	YES	YES	NONE
37	Charville Primary	YES	YES	GOLD
38	Cherry Lane Primary	YES	YES	SILVER
39	Colham Manor Primary	YES	YES	BRONZE
40	Cowley St Laurence CE Primary	NO	YES	NONE
41	Cranford Park Primary	YES	YES	NONE
42	Dr Triplett's CE Primary	YES	YES	GOLD
43	Guru Nanak Sikh Primary	YES	YES	NONE
44	Harmondsworth Primary	YES	YES	GOLD
45	Hayes Park Primary	YES	YES	SILVER
46	Heathrow Primary	YES	YES	SILVER
47	Hillingdon Primary	YES	YES	SILVER
48	Laurel Lane Primary	YES	YES	BRONZE
49	Pinkwell Primary	YES	YES	NONE
50	Rabbsfarm Primary	YES	YES	SILVER
51	St Andrews' CE Primary	YES	YES	GOLD
52	St Catherines' RC Primary	NO	YES	NONE
53	St Marys' RC Primary	YES	YES	SILVER
54	St Matthew's CE Primary	NO	YES	NONE
55	West Drayton Primary	YES	YES	BRONZE
56	William Byrd Primary	YES	YES	GOLD
57	Wood End Park Primary	YES	YES	GOLD

**Junior Schools**

58	Breakspears Junior School	NO	YES	BRONZE
59	Field End Junior School	YES	YES	GOLD
60	Coteford Junior School	NO	YES	BRONZE
61	Harefield Junior School	YES	YES	GOLD
62	Hillside Junior School	NO	YES	BRONZE
63	Lady Bankes Junior School	YES	YES	BRONZE
64	Newnham Junior School	YES	YES	BRONZE
65	Oak Farm Junior School	YES	YES	SILVER
66	Whiteheath Junior School	YES	YES	BRONZE
67	Grange Park Junior	YES	YES	SILVER
68	Minet Junior	NO	YES	NONE
69	Whitehall Junior	YES	YES	BRONZE
70	Yeading Junior	NO	YES	BRONZE

**Infant Schools**

71	Breakspears Infant School	YES	YES	BRONZE
72	Coteford Infant School	YES	YES	BRONZE

**SCHOOL TRAVEL PLAN UPDATE  
ROAD SAFETY AND SCHOOL TRAVEL PLAN TEAM**

73	Field End Infant School	YES	YES	BRONZE
74	Harefield Infant School	YES	YES	BRONZE
75	Hillside Infant School	YES	YES	BRONZE
76	Lady Bankes Infant School	YES	YES	BRONZE
77	Newnham Infant School	YES	YES	BRONZE
78	Oak Farm Infant School	YES	YES	SILVER
79	Whiteheath Infant & Nursery School	YES	YES	BRONZE
80	Grange Park Infant	NO	YES	BRONZE
81	Minet Infant	YES	YES	NONE
82	Whitehall Infant	YES	YES	NONE
83	Yeading Infant	YES	YES	SILVER

**Independent Schools**

84	ACS Hillingdon International	NO	NO	NONE
85	Northwood College	YES	YES	BRONZE
86	RNIB Sunshine House	NO	NO	NONE
87	St Helens College	YES	YES	BRONZE
88	St Helens School	YES	YES	BRONZE
89	St Martins School	YES	YES	BRONZE
90	St Johns School	YES	YES	BRONZE

**SEN Schools**

91	Grangewood Special School	NO	YES	NONE
92	Chantry	NO	YES	NONE
93	Hedgewood	YES	NO	NONE
94	Hillingdon Manor Primary	NO	YES	NONE
95	Hillingdon Manor Secondary	NO	YES	NONE
96	Meadow High	YES	YES	NONE
97	Moorcroft	YES	YES	SILVER
98	Field Heath House	YES	YES	SILVER
99	Hillingdon Tuition Centre	NO	YES	NONE
100	The Willows	NO	YES	BRONZE

## **FORWARD PLAN APRIL – JULY 2013**

**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)

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD = Finance Directorate

### Cabinet meeting - 25 April 2013

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?
887	Local List of Buildings of Architectural or Historic Importance	Cabinet will receive an update on the Local List, which was authorised by Cabinet in 2010. Buildings will be recommended for inclusion following consultation and nomination from officers and local residents.	Various		Cllr Keith Burrows	RS - Charmian Baker			
891	Draft Interim Planning Policy on Houses in Multiple Occupation - <b>POLICY FRAMEWORK</b>	Cabinet in December 2012 agreed to consult on a new interim planning policy on HMOs, which would be used to determine planning applications in the two wards affected by the Article 4 Direction, which was implemented in March 2013. Cabinet will be asked to agree the interim policy and recommend to Council for approval.	Brunel & Uxbridge South	09-May-13	Cllr Keith Burrows	RS - James Rodger	External consultation		
901	Parking Enforcement Services	In November 2012, Cabinet gave approval to proceed with the re-tendering of the Parking Services contract. This report to Cabinet will present the outcomes of that for determination.	All		Cllr Keith Burrows	RS - Roy Clarke	Corporate Teams		Private (3)
833b	Accessible Hillingdon - Supplementary Planning Document - <b>POLICY FRAMEWORK</b>	Cabinet will be asked to approve the planning document following consultation and recommend to Council for adoption. The document will update 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.	All	09-May-13	Cllr Keith Burrows	RS - Ali Kashmiri / Charmian Baker	Various stakeholders		

<b>Ref</b>	<b>Decision</b>	<b>Further information</b>	<b>Ward(s)</b>	<b>Report to Full Council</b>	<b>Cabinet Member(s) Responsible</b>	<b>Officer Contact for further information</b>	<b>Consultation on the decision</b>	<b>NEW ITEM</b>	<b>Private decision?</b>
Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD = Finance Directorate									
906	<b>Collection &amp; treatment of co-mingled dry recyclables</b>	Cabinet will be asked to make decisions in respect of the collection and treatment of co-mingled dry recyclables.	All		Cllr Keith Burrows	RS - Colin Russell			
SI	<b>Gift Funding for Planning Functions</b>	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			Private (3)

**Ref Decision Further information**

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

**Cabinet meeting - 23 May 2013**

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	<b>Gift Funding for Planning Functions</b>	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			

**Ref Decision Further information Ward(s)**

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

**Cabinet meeting - 20 June 2013**

SI	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		<b>Quarterly Planning Obligations Monitoring report</b>	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Vanessa Scott			
SI		<b>Gift Funding for Planning Functions</b>	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			

**Ref Decision Further information**

Council Departments: RS = Residents Services SC&H = Social Care & Health AD = Administration Directorate FD= Finance Directorate

**Cabinet meeting - 25 July 2013**

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	<b>Gift Funding for Planning Functions</b>	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger		<b>New</b>	



# 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

<b>30 May 2012</b>	Review Discussion – to discuss and agree potential review topics for 2012/13
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>30 July 2012</b>	Review Discussion – consideration of scoping report
	Consideration of Budget Planning Report for Planning, Environment & Community Services 2013/14
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>20 September 2012</b>	Review 1 Discussion – first witness session.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>18 October 2012</b>	Review 1 Discussion - second witness session.
	Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and beyond - Review Update.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>15 November 2012</b>	Review 1 Discussion – third witness session.
	Consider topics for 2 <sup>nd</sup> Review.
	Statement OF Gambling Principles Review – consultation.

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Residents' and Environmental Services Policy Overview Committee – 24 April 2013

	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.
<b>6 December 2012</b>	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.
<b>22 January 2013</b>	Second Review – draft scoping report.
	Second Review - witness Session 1.
	Budget Report for consideration.
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>13 February 2013</b>	Second Review – draft scoping report.
	Second Review – witness session 2.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>26 March 2013</b>	Second Review – witness session 3.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
<b>24 April 2013</b>	Second Review - Agee recommendations.
	Work Programme – review the annual work programme.
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

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