



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Michael White (Chairman)
David Yarrow (Vice-Chairman)
Lynne Allen
Shirley Harper-O'Neill
Patricia Jackson
Kuldeep Lakhmana (Labour Lead)
Carol Melvin
David Payne

Date: WEDNESDAY, 31 JULY
2013

Time: 5.30 PM

Venue: COMMITTEE ROOM 3 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

**This agenda and associated
reports can be made available
in other languages, in Braille,
large print or on audio tape on
request. Please contact us for
further information.**

Published: Tuesday, 23 July 2013

Contact: Steven Maiden
Tel: 01895 250692
Fax: 01895 277373
Email: smaiden@hillington.gov.uk

This Agenda is available online at:
www.hillingdon.gov.uk

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
www.hillingdon.gov.uk



INVESTOR IN PEOPLE

Useful information for residents and visitors

Travel and parking

Bus routes 427, U1, U3, U4 and U7 all stop at the Civic Centre. Uxbridge underground station, with the Piccadilly and Metropolitan lines, is a short walk away. Limited parking is available at the Civic Centre. For details on availability and how to book a parking space, please contact Democratic Services

Please enter from the Council's main reception where you will be directed to the Committee Room.

Accessibility

An Induction Loop System is available for use in the various meeting rooms. Please contact us for further information.

Electronic devices

Please switch off any mobile devices before the meeting. Any recording of the meeting is not allowed, either using electronic, mobile or visual devices.

Emergency procedures

If there is a FIRE, you will hear a continuous alarm. Please follow the signs to the nearest FIRE EXIT and assemble on the Civic Centre forecourt. Lifts must not be used unless instructed by a Fire Marshal or Security Officer.

In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.



Terms of Reference

A central role of a Policy Overview Committees is to undertake in-depth policy reviews on specific issues. Reviews provide the opportunity to hear from members of the public and expert witnesses, including people from a wide range of external organisations. Reviews usually make recommendations to the Cabinet on how the Council could improve its work. They therefore perform an important role in opening up the policy-making process to a wider audience, including people who would not normally have the opportunity to participate.

This Committee undertakes the policy overview role in relation to the following matters:

- Highways, traffic, parking & street environment
- Local transport, including rail, cycling & London Underground
- Footpaths and Bridleways
- Road safety and education
- Planning & Building Control
- Libraries
- The Borough's heritage and history
- Sport & Leisure services
- Waste management & recycling
- Green spaces, allotments, woodlands, conservation and sustainable development
- Consumer Protection, Trading Standards & Licensing
- Registrars & Bereavement Services
- Local watercourses, drainage and flooding
- Environmental Health, Air & Noise Quality
- Local impacts of Heathrow expansion
- Local impacts of High Speed Rail

Agenda

Chairman's Announcements

	Title of Report	Page
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 29 May 2013	1 - 4
5	Topics for the First Major Review of the 2013/14 Municipal Year	5 - 8
6	Budget Planning Report for Residents Services 2014/15	9 - 12
7	Update on fly tipping in the Borough	13 - 14
8	Update on Roadside Memorials in the Borough	15 - 20
9	Forward Plan	21 - 24
10	Work Programme	25 - 28



Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

29 May 2013

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

	<p>Committee Members Present: Councillors Michael White (Chairman) David Yarrow (Vice-Chairman) Shirley Harper-O'Neill Carol Melvin Kuldeep Lakhmana Lynne Allen</p> <p>LBH Officers Present: Nigel Dicker, John Fern and Steven Maiden</p>	
2.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor David Payne.</p>	Action by
3.	<p>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>	Action by
4.	<p>TO CONFIRM THAT ALL ITEMS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items on the agenda would be heard in Part 1.</p>	Action by
5.	<p>TO AGREE THE MINUTES OF THE MEETINGS HELD ON 24 APRIL 2013 AND 09 MAY 2013 (<i>Agenda Item 4</i>)</p> <p>The minutes of the meetings held on 24 April 2013 and 09 May 2013 were agreed as accurate records.</p>	Action by
6.	<p>REVIEW TOPICS FOR THE FIRST MAJOR REVIEW OF 2013/14 (<i>Agenda Item 5</i>)</p> <p>Following discussion, the Committee agreed the following 5 areas to be further investigated by officers as possible topics for the first major review of the Municipal Year:</p> <ol style="list-style-type: none"> 1. Street cleaning and the inclusion of footpaths and bridleways within cleaning programmes; 2. Environmental Health issues in the south of the Borough with a focus on air and noise quality near Heathrow airport; 3. The raising of water levels in the Borough and any challenges 	Action by

	<p>caused by this;</p> <ol style="list-style-type: none"> 4. The heritage and history of the Borough with a focus on what is historically important and of value to residents; and 5. Building Regulations and what the Council does to ensure that they are enforced across the Borough. <p>Members raised concerns that there was a problem with fly tipping in the Borough and with crews not collecting all waste when they came to clear an area.</p> <p>It was agreed that officers would provide a briefing paper on fly tipping in the Borough at a future meeting.</p> <p>Resolved: That:</p> <ol style="list-style-type: none"> 1. Officers be asked to investigate the possible review topics identified and provide a report to the next meeting; and 2. Officers be asked to provide a briefing paper on fly tipping in the Borough to a future meeting. 	<p>Steven Maiden / Nigel Dicker</p>
7.	<p>UPDATE ON DROPPED KERB SCHEME / DOMESTIC VEHICLE CROSSOVER (<i>Agenda Item 6</i>)</p> <p>Officers provided a presentation on the dropped kerbs scheme. It was noted that residents could register their dropped kerbs with the Council in order to have Civil Enforcement Officers visit the area to undertake enforcement action. Officers advised that the parking of vehicles in front of dropped kerbs was not a major problem in the Borough.</p> <p>A Member asked whether the Council monitored the number of cases in which residents were unable to exit their properties due to vehicles being parked across dropped kerbs.</p> <p>Officers advised that these issues would be monitored if a complaint was made and that enforcement action would be undertaken.</p> <p>A Member noted that vehicles parked across dropped kerbs regularly outside of the Borough's schools during drop-off and pick-up times.</p> <p>Officers advised that this was a national problem and that Civil Enforcement Officers patrolled school areas during peak times.</p> <p>A Member raised concerns that there was no mention in the report of the provision of dropped kerbs for disabled users.</p> <p>Officers advised that residents who were registered disabled were provided for in the scheme and that they could receive additional funding for the installation of a dropped kerb.</p> <p>Resolved: That the report be noted.</p>	<p>Action by</p>
8.	<p>FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>Resolved: That the Committee noted the Forward Plan and decided not to comment.</p>	<p>Action by</p>

9.	WORK PROGRAMME 2010 (<i>Agenda Item 8</i>) Resolved: That the Committee noted the Work Programme 2013/14.	Action by
The meeting, which commenced at 5.30 pm, closed at 6.06 pm.		

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steven Maiden on 01895 250692. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

This page is intentionally left blank

TOPICS FOR THE FIRST MAJOR REVIEW OF THE 2013/14 MUNICIPAL YEAR

Contact Officer: Steven Maiden
Telephone: 01895 250692

REASON FOR ITEM

At the meeting of 29 May 2013 Members asked that officers investigate a number of possible topics for the first major review of the municipal year. Following this meeting, officers from Democratic Services and Residents Services met to discuss the viability of these topics to provide updates and recommendations on how to progress. Updates on each suggested area are set out below.

Despite extensive exploration of all of the suggested topics, none of the areas were seen to be appropriate for a major review at this stage. Consequently, further guidance from the Committee is being sought to determine the topic of the first major review.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To note the update provided below and seek clarification from officers where required.
2. To consider possible topics for the first major review of the 2013/14 Municipal Year.

INFORMATION

Background

At the first RESPOC meeting of 2013/14 Members asked that officers investigate the following areas as possible topics for their first major review of the municipal year:

1. Street cleaning and the inclusion of footpaths and bridleways within cleaning programmes;
2. Environmental Health issues in the south of the Borough with a focus on air and noise quality near Heathrow airport;
3. The raising of water levels in the Borough and any challenges caused by this;
4. The heritage and history of the Borough with a focus on what is historically important and of value to residents; and
5. Building Regulations and what the Council does to ensure that they are enforced across the Borough.

Alleyway / Bridleway cleaning

Officers advised that there were no strategic issues with the cleaning of bridleways that would warrant a major review. As noted at the meeting itself, officers acknowledge that there may be some localised problems with such littering but it was confirmed that the problem was not Borough-wide.

However, it was suggested that the Council's response to some of these localised problems might be a suitable topic to investigate in a single meeting review later in the year. Should Members decide to undertake such a review, a scoping report can be produced for a later meeting.

Environmental Health in the Heathrow Area

Officers advised that the issues of air and noise quality in and around Heathrow Airport were being adequately dealt with by existing monitoring processes. There are currently a range of international, European and national standards for air quality and the Council's Environmental Protection Unit (EPU) work closely with Heathrow airport staff to monitor the situation to ensure that the airport is compliant with these standards and that air quality is improving in the area. Officers will be able to provide a briefing paper on noise and air pollution in the Heathrow area for consideration at a later meeting should Members require further information.

The Chairman, in consultation with colleagues, has determined that the review into low-level environmental issues is not an appropriate topic at this juncture.

Water levels

Officers advised that the areas of river, tidal and coastal flooding were the responsibility of the Environment Agency and not the Local Authority. A review into these areas was, therefore, considered to be difficult to influence in a major way.

It should be noted that the Council does have responsibility for the management of other sources of flooding such as surface water, groundwater and flooding from ordinary watercourses. This means that it undertakes the following:

- Recording information from flood events
- Registering assets (e.g. a pumping station) that have been identified as having a role to play in flood management
- Flood risk mapping and information gathering
- Emergency planning
- Sustainable urban drainage

Although it appears that this is a broad area that might profit from a review, officers advised that a significant amount of work has recently been undertaken by the Council on flooding. Work was undertaken in the light of the Flood and Water Management Act 2010 and led to the Council producing the Preliminary Flood Risk Assessment, the Strategic Flood Risk Assessment and the Surface Water Management Plan. Further planning and mapping documents are in the process of being developed to deal with flooding and officers noted that there would be little that the Committee could contribute to this ongoing work through a review.

Heritage and History of the Borough

Officers noted that the Borough's heritage was a Hillingdon Improvement Project (HIP) Worksteam that focused on heritage / civic pride projects, building a historic legacy and promoting Local Arts and Culture. Officers emphasised that the Council is already actively working in this area and, moreover, has a successful track record in promoting the Borough's

heritage and celebrating its successes. Consequently, it was felt that there was no scope for a review in this area that did not duplicate work already being undertaken elsewhere in the Council.

It should also be noted that the Committee undertook a review into Heritage in Hillingdon in 2008 which focused on “how those living in the Borough can enjoy heritage and how the history of Hillingdon can be promoted.” Undertaking a similar review could be a further duplication of work already undertaken.

Borough-wide Building Regulations

Officers noted that there were no significant issues with Building Regulations in the Borough that would warrant a major review. The following reasons were provided:

- The Committee had undertaken a major review in 2009/10 into Planning Enforcement and the issue of ‘homes’ in back gardens. Although this review did not focus broadly on building regulations, it was felt that there may be significant overlap if this review was undertaken.
- Officers also advised that many of the issues relating to building regulations and enforcement issues were extremely complex and detailed. It was felt that these issues may be difficult to explore strategically at Committee level. However, a briefing paper could be prepared for a future meeting.

SUGGESTED COMMITTEE ACTIVITY

1. Members are asked to suggest review topics for the first major review of the year.

This page is intentionally left blank

BUDGET PLANNING REPORT FOR RESIDENTS SERVICES 2014/15

Contact Officer: Andy Evans
Telephone: 01895 250994

REASON FOR ITEM

This is the first opportunity for the Policy Overview Committee to discuss the current stage of development of budget planning work with regard to Residents Services (excluding Housing & Education). Within the context of the Council's overall financial position, this paper sets out the main financial issues facing the Group's services and the work being undertaken to respond to them. This paper gives a strategic context in which the detailed proposals to be discussed at Policy Overview Committee meetings in January 2014 will need to be considered.

OPTIONS AVAILABLE TO THE COMMITTEE

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

INFORMATION

- 1 This is the first of two opportunities within the planning cycle for the Policy Overview Committee to consider issues relating to budget planning for 2014/15. The focus of this report is the major issues that have been identified through the service and financial planning process for Residents Services. The report to be considered in January 2014 will set out the detailed budget proposals for the Group, those proposals having been included in the report to Cabinet on the Medium Term Financial Forecast (MTFF) on 19 December 2013.

Corporate Summary

- 2 While the focus of the discussion for the Policy Overview Committee should be the specific services within its remit, it is important that this discussion is conducted in the context of the overall corporate financial position.
- 3 The Comprehensive Spending Review 2010 set out the financial challenge facing local government over the following four year period, the last of which is 2014/15. Whilst the initial assessment of the CSR suggested that the cuts were heavily front loaded in the first two years, it has since become apparent that the estimates on which the CSR was based were over optimistic and the period of austerity will continue for a significantly longer period, potentially until 2018 or later. The budget report to Council in February 2013 identified the savings requirement for 2014/15 as £17.0m and work is currently underway to refresh this figure. Whilst the finance settlement announced in December 2012 was for a two year period, the figures for 2014/15 were indicative rather than confirmed at that time. The budget in March introduced a further 1% cut for 2014/15, however, until the final settlement is

announced towards the end of the year the final funding position will not be clarified.

- 4 In addition, there is significant other uncertainty within the budget for next year both from changes introduced in 2013 and from the ongoing welfare reforms:
 - The responsibility of public health transferred to local government on 1 April 2013 and significant work remains outstanding in the allocation of that funding.
 - Council Tax benefit was abolished on 1 April 2013 and replaced with a local Council Tax Reduction scheme with a 10% cut in funding. The new scheme has only been in operation for just over 3 months and so the impact on Council Tax revenue is unclear.
 - The retention of business rates commenced in April 2013 giving local authorities a stake in the generation of additional business rates income. However, the system is sensitive to changes in the rateable value of the Borough and at this early stage of the year it is not easy to predict the impact on next year's funding.
 - Central Government are introducing significant Welfare Reforms including Universal Credit, under occupancy and the Benefit Cap all of which are forecast to impact significantly on Council services and on budgets. Early indications of budget pressures are starting to emerge in Month 2 monitoring.
 - A reform of education funding is also expected, but details on this scheme are not yet available.
- 5 Alongside this, any other emerging pressures which arise throughout this financial year will have to be provided for in next year's budget. The budget gap will be monitored throughout the year and the budget strategy adjusted accordingly to ensure that a balanced budget for 2014/15 can be set.

Strategy to deal with the budget gap

- 6 The Council remains strongly placed to deal with the challenges ahead. We have a good track record of coming in or under budget each year and have accumulated balances of £30.2m by the end of 2012/13. We have a well established HIP programme that has helped steer the Council from a position of having low balances to one of having healthy balances at the same time as dealing with significant external challenges. This has been enhanced by the development of the BID programme as the main vehicle for delivering the fundamental changes required to the Council's structure and ways of working in order to address the reductions in funding going forward.

MTFF process update

- 7 The timetable for the budget process was refreshed in February 2013 and the first MTFF sessions with Groups took place during late June and early July to review the detailed budget proposals developed by each group. Progress on the

development and delivery of these proposals will be monitored monthly by CMT and the Leader of the Council throughout the remainder of the year.

Timetable for 2014/15 Budget

8 The broad timetable is as follows:

Process	Timetable
Monthly BTB updates (March 13 to Feb 14)	Monthly
Monthly Leader MTFF updates (March 13 to Feb 14)	Monthly
Special Budget CMT to address opening 14/15 gap	Late February
MTFF BID Proposals – Firm up plans on cross cutting BID Initiatives	March
MTFF strategy report to Leader	May
MTFF Review – 1st Challenge Sessions	June/July
Initial MTFF 2014/15 Report to Leader	End July
POC Reviews – Context for 2014/15 Budgets	July
MTFF Review (2) – 2 nd Challenge Session	Sept/Early October
Updated MTFF Report to Leader	November
Joint CMT and Cabinet Awayday	November
Draft Local Government Finance Settlement	December
Draft MTFF reported to Cabinet	December
POC review of draft Group Plans and budget proposals	January
Council Tax setting	February

Budget Planning in Residents Services

Summary of Key Financial Issues

- 9 Residents Services (excluding Housing & Education) have identified significant budget savings for 2013/14 totalling £4.7 million. These include efficiency savings from reviews of Technical Admin & Business Support, ICT, Facilities & Maintenance support services and an ongoing review of discretionary spend. In addition further income has been received through the New Homes Bonus grant, and recycling income has been increased through the implementation of a new dry recycling contract.
- 10 The 2014/15 MTFF proposals are continuing to develop a number of existing workstreams, and identifying any new opportunities for savings and efficiencies emerging from the work undertaken through the Council's now well established HIP and BID processes. Examples of these include a widening of Technical Support review, ICT modernisation, and a number of restructures following on from a review of the Senior Management team to integrate Housing services. The emphasis continues to be on generating savings through service improvement based on process efficiency, use of technology and consolidation of provision. This work will be supported by the detailed budget monitoring process, alongside the established and rigorous processes for challenging expenditure and recruitment decisions.

- 11 It is anticipated that there will be limited opportunities for significant further income generation from fee-based services within Residents Services given the economic climate and that any increases would fall upon residents and businesses. Where applicable the levels of non-residential charges will be kept under review, in the context of usage and capacity levels. The Group will also continue to vigorously pursue any opportunities for additional grant income, where these are aligned to Council objectives.

Next Steps

- 12 The Medium Term Financial Forecast setting out the draft revenue budget and capital programme will be considered by Cabinet on 19 December 2013 and issued for consultation during the remainder of December 2013 and January 2014. This will include detailed consideration by each of the Policy Overview Committees of the proposals relating to their respective services.

SUGGESTED COMMITTEE ACTIVITY

Consider whether there are comments or suggestions that the Committee wishes to make.

BACKGROUND PAPERS

The Council's Budget: General Fund Revenue Budget and Capital Programme 2013/14 – reports to Cabinet 14 February 2013 and Council 28 February 2013.

Update on Fly Tipping in the Borough

Contact officer: Steven Maiden
Telephone: 01895 250692

REASON FOR ITEM

At the meeting of 29 May 2013, Members requested a brief update on the issue of fly tipping. It was requested that the update address their concerns that crews were not clearing all waste from an area following a fly tip being reported to Waste Services.

OPTIONS OPEN TO THE COMMITTEE

- To seek clarification from officers on any of the information in this report.
- To note the update on fly tipping.

INFORMATION

On receiving a report of fly tipping officers within Waste Services require the following information.

1. The exact location.
2. The nature of waste.
3. The volume/quantity of waste.

It must be stressed that, if the above information is not available, a supervisor or the team are always sent to the site to undertake the work. The benefit of advance knowledge assists in deciding response times, vehicle type and manpower to be dispatched.

If the fly tip is on Highway land it is always removed and officers are unaware of any occasions where this has not been the case.

In discussion with other departments, often Housing or Green Spaces, Waste Service will undertake removal of all waste from Council owned land.

Waste is not removed from private land without prior consultation with officers in ASBIT, as removal of such waste may contravene enforcement action already undertaken.

Where fly tipping is of a hazardous nature, or is a danger to pedestrians or road users, Waste Services will utilise the emergency call out team, which operates 365 days a year, 24 hours a day. Response time to an emergency is 1 hour and Waste Services always respond inside this timescale.

Although not always recorded as fly tipping, the only occasions when "selected" waste is removed would relate to the mis-use of recycling bags or black bags containing garden

waste. Refuse crews will not check the contents of the recycling bag and in turn recycling crews will leave bags containing contaminated waste in order for the recycling to be accepted at its end destination. In these circumstances it often falls on street cleansing to remove the bags at a later date.

Update on Roadside Memorials in the Borough

Contact officer: Steven Maiden
Telephone: 01895 250692

REASON FOR ITEM

At the request of the Chairman, this item provides information on the Council's current approach to roadside memorials in the Borough and the related guidance document.

OPTIONS OPEN TO THE COMMITTEE

- To seek clarification from officers on any of the information in this report.
- To note the update on roadside memorials and the accompanying guidance document.

INFORMATION

Reports of unsightly memorials (or those that are tended for an excessive period of time) are referred to the Residents Services Investigations Team which deals with street environment issues. Each case is assessed on its merits, and appropriate liaison takes place with local residents as to their feelings about the memorial which can range from sympathy with the bereaved family to annoyance with its presence as a reminder of a tragedy and / or as an untidy nuisance. Where appropriate, the family are contacted to discuss their plans, although, in many cases, the identity of the bereaved family is not known. However, in some cases, the police traffic division's family liaison officer will be able to make contact with the bereaved family on the Council's behalf.

Families are always encouraged to regard roadside memorial not as permanent but as temporary tributes to remain in place and be tended for a reasonable period as part of the grieving process. The aim is to ensure that, so long as a memorial does not give rise to any hazard or nuisance, it can be allowed to remain for a period of 13 months (to allow the marking of the first anniversary of the accident), after which time Council officers can contact the relatives or friends of the bereaved and discuss the removal of the items.

Where a memorial provides additional distress to members of the public, a more robust approach may be adopted.

This page is intentionally left blank

Guidance for Roadside Memorials & Other Memorials on Council Controlled Land

Introduction

- 1.0 This document gives the Council's view on roadside memorials and other memorialisation on Council controlled land, following sudden accidental road deaths. It provides guidance to the bereaved, nearby residents and Police or Council officers.
- 2.0 Roadside memorials can be difficult to manage. There are many ways to permanently memorialise an individual in a dignified manner, without the use of a roadside memorial, and the Council offers a range of options to residents through Breakspear Crematorium, which has extensive grounds and gardens of remembrance. Options include memorial rosebushes with name plaques, benches and ornamental shrubs and trees. Memorials in the grounds of the crematorium are easier to look after and visit, and are in a more pleasant environment that allows quiet reflection and contemplation.
- 3.0 However, the Council accepts that there may be a need to acknowledge a sudden death caused by a traffic accident, by marking an area of highway verge with an informal memorial, eg flowers, small decorative items, or a plaque placed on highway verge. This practice has grown considerably in recent years. Usually, tributes are placed for a short period of time, immediately following an accident, but this may not always be the case.
- 4.0 As the grieving process is intensely private and emotionally charged, the Council has no wish to unduly interfere or intrude, especially in the very difficult days or weeks immediately after an accident.
- 5.0 This guidance is not meant to bring about the immediate removal of small temporary memorials that cause no distraction, hazard or distress to others, but to control the establishment of large memorials that could present such difficulties for other road users. The aim is to ensure that so long as a memorial does not give rise to any hazard or nuisance, it can be allowed to remain for a period of 13 months (to allow the marking of the first anniversary of the accident), after which time, Council officers can contact the relatives or friends of the bereaved and arrange for any items that are still wanted to be temporarily stored at Breakspear Crematorium, or returned.

Time allowed for a memorial to remain

- 6.0 The Council cannot authorise long term or permanent roadside memorials. Laying of floral, or other tributes will be allowed on the understanding that they will be removed within 13 months of the accident and that they do not block sight lines, or otherwise present a danger through obstruction or distraction to motorists. This assessment will be made by a Council Highways Inspector. After the 13 months, remaining floral items will be disposed of. Non floral items will be taken to Breakspear Crematorium, stored for 3 months and then disposed of, but known family or friends will be informed of this beforehand, where possible.

- 7.0 In some instances, and after the 13 months have elapsed, the memorial site may become established as a place to revisit on anniversaries etc. This situation might not arise if a permanent memorial has been arranged elsewhere and the need may eventually fade with the passage of time. However, the Council will not intervene at this point unless a hazard or nuisance is being caused as described above. On anniversaries such as this, an officer (Police or Council) will liaise with the family to remove any new personal items from the roadside, 7 days later.

Suitability of memorials and sites

- 8.0 Where a memorial site is close to properties, residents' views may be taken into account in determining where personal memorials and tributes should be placed.
- 9.0 Assessments of highway memorial sites may be carried out by the Police and / or by a Council Highways Inspector. Items must not be placed at locations that are hazardous or difficult to access, such as the central reservation of dual carriageways, on busy roundabouts or very close to the carriageway of any road. Items that are considered to have an effect on road safety may be removed at any time, but will be retained if possible, as above.
- 10.0 Personal memorials and tributes should not include materials that might physically deteriorate rapidly, detracting from the immediate area, and indeed, the temporary memorial itself. There should be no moving objects such as toy windmills or wind chimes, no lights of any sort and decorations such as tinsel that could distract road users should be avoided. Small temporary areas (up to 3 ft x 3 ft) marked out by decorative kerbing or fencing may be allowable by agreement, so long as this does not present a hazard or a visual distraction to road users.

Alternative long term memorials

- 11.0 Aside from the possibility of using memorial services provided at Breakspear Crematorium, after the roadside memorial has finally gone, friends or relatives may wish to request that a memorial bench or tree be placed on Council controlled land, such as a green space or at a suitable point along a footpath. Consideration will be given to such requests, but it may not always be possible to accommodate them.
- 12.0 If a bench or tree is requested, Green Spaces Officers will assess the preferred location for suitability. If the preferred location is not acceptable, efforts will be made to find a mutually acceptable alternative. Those requesting benches or trees will be liable for all costs incurred by the Council.
- 13.0 Benches must be to a specification used by the Council, appropriate to the location, and will be installed by the Council's contractor. Tree species must be appropriate to a location and be in line with any existing tree planting policies. Planting will be carried out by the Council's contractor but initial watering will be the responsibility of those requesting it.

- 14.0 Factors that will be considered by the Green Spaces Officers when siting a memorial bench or tree include impact on the visual amenity of an area, the potential for antisocial behaviour, the need to ensure access for highway maintenance general highway access requirements. If it is not possible to agree a site it may still be possible for friends or relatives of the deceased to arrange for a memorial at Breakspear Crematorium as per paragraph 2.0.
- 15.0 The Council does not accept responsibility for the maintenance of any personal memorials and tributes, or the loss, damage, removal or relocation of temporary roadside memorials that may occur through vandalism, or due to road maintenance or construction activities. The Council and others must continue to perform all construction and maintenance works required on the public highway, and this may include areas where there are personal memorials and tributes.

Contact Details for Breakspear Crematorium

Breakspear Road, Ruislip, Middlesex , HA4 7SJ

Telephone: 01895 556560

Email: bcrematorium@hillingdon.gov.uk

Web: www.breakspearcrematorium.com

This page is intentionally left blank

FORWARD PLAN

Contact officer: Steven Maiden
Telephone: 01895 250692

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

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 and comment on these items.
2. Committee Members are requested to send in any questions they have regarding the attached Forward Plan or on any reports going to the next meeting of Cabinet, and to notify any officers that they would like to attend 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)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services CYPs =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
No Cabinet meeting in August									
Cabinet Member Decisions - August 2013									
SI	Standard items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		
Cabinet meeting - 26 September 2013									
954	Local Implementation Plan (LIP) 2014/15 to 2016/17	The LIP was drafted and approved in 2011 with objectives which extend through the life of the Mayor's Transport Strategy (MTS) to 2031. It provides a clear framework for improving transport in Hillingdon. The LIP included a three-year delivery plan for the period 2011-14. This report presents a delivery plan to Cabinet for 2014/15, 2015/16 and 2016/17 with projects and a timetables as specified in guidance issued by Transport for London in May 2013.	All Wards		Cllr Keith Burrows	RS - Alan Tilly		NEW	
956	Cleaning and Waste contract	Cabinet will be asked to award a contract for cleaning & locking of public toilets, collection and disposal of household clinical waste & disposal of the contents of dog fouling bins.	All		Cllr Jonathan Bianco	RS - Nigel Dicker		NEW	Private (3)
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Vanessa Scott			
SI	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			
Cabinet Member Decisions - September 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?
Council Departments: RS = Residents Services CYPs =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	AD - Democratic Services	Various		
CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH									
SI	New allocation of S106 contributions	To approve allocation of planning obligation funds for use locally.			Cllr Ray Puddifoot & Cllr Jonathan Bianco	RS - Nikki Wyatt			
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action			Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group		
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Cllr Keith Burrows	RS - David Knowles			
SI	Transport - Local Implementation Programme	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.			Cllr Keith Burrows	RS - David Knowles			
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member(s) will be asked to consider the approval of projects.	Various		Cllr Douglas Mills & Cllr Jonathan Bianco	RS - Helena Webster			
SI	Erection and Renewal of Street Furniture	Following Cabinet's decision on 24th September, final 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.	All		Cllr Ray Puddifoot and Cllr Jonathan Bianco	RS - John Fern			

This page is intentionally left blank

Agenda Item 10

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2013/14

Contact Officer: Steven Maiden
Telephone: 01895 250692

All Committee meetings will begin at 5.30 p.m.

REASON FOR REPORT

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of each agenda.

OPTIONS OPEN TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and reviews.

INFORMATION

Meeting Dates and Rooms - *Meetings start at 7pm unless indicated below*

Meetings	Room
29 May 2013	CR3
31 July 2013	CR3
25 September 2013	CR3
17 October 2013	CR3
14 November 2013	CR3
4 December 2013	CR3A
21 January 2014	CR3A
26 February 2014	CR6
26 March 2014	CR3
30 April 2014	CR3
28 May 2014	CR3

PART 1 – MEMBERS, PUBLIC AND PRESS

Residents' and Environmental Services Policy Overview Committee – 31 July 2013

WORK PROGRAMME

29 May 2013	Review Discussion – to discuss and agree potential review topics for 2013/14
	Update on the Dropped Kerb Scheme
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
31 July 2013	Review Discussion – consideration of scoping report for Major Review
	Consideration of Budget Planning Report for Residents Services 2014/15
	Briefing note on fly tipping in the Borough
	Update on the Borough’s roadside memorials
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
25 September 2013	Major Review – first witness session
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
17 October 2013	Major Review – second witness session
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
14 November 2013	Major Review – consideration of draft final report
	Consideration of topics for single meeting review
	Annual Safety at Sports Grounds Report
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
4 December 2013	Single Meeting Review
	Work Programme – review the annual work programme

PART 1 – MEMBERS, PUBLIC AND PRESS

Residents’ and Environmental Services Policy Overview Committee – 31 July 2013

	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
21 January 2014	Consideration of draft Final Report for Single Meeting Review
	Budget Report for consideration
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
26 February 2014	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
26 March 2014	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
30 April 2014	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
28 May 2014	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate

PART 1 – MEMBERS, PUBLIC AND PRESS

This page is intentionally left blank