



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, 25
SEPTEMBER 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

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

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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 31 July 2013	1 - 4
5	Scoping Report - Using Our Water: Improving Efficiency and Developing Long-term Strategies	5 - 14
6	Forward Plan	15 - 22
7	Work Programme 2010	23 - 26

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE



HILLINGDON
LONDON

31 July 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), Lynne Allen, Shirley Harper-O'Neill, Patricia Jackson, Kuldeep Lakhmana (Labour Lead), Carol Melvin and Josephine Barrett (In place of David Payne)</p> <p>LBH Officers Present: Nigel Dicker (Deputy Director of Public Safety & Environment), Andy Evans (Senior Service Manager Residents Services), Steven Maiden (Democratic Services Officer), James Rodger (Head of Planning, Sport and Green Spaces) and Colin Russell (Waste Division Manager)</p>
10.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Payne with Councillor Barrett substituting.</p>
11.	<p>TO AGREE THE MINUTES OF THE MEETING HELD ON 29 MAY 2013 (<i>Agenda Item 4</i>)</p> <p>The minutes of the meeting dated 29 May 2013 were agreed as an accurate record.</p>
12.	<p>TOPICS FOR THE FIRST MAJOR REVIEW OF THE 2013/14 MUNICIPAL YEAR (<i>Agenda Item 5</i>)</p> <p>The Committee were provided with updates on the possible review topics that had been suggested at the meeting dated 29 May 2013. It was noted that, following officer investigation, none of the five topics were considered to be appropriate for a review at this time. During discussions the following issues arose:</p> <ul style="list-style-type: none"> ▪ It was noted that there were thousands of alleyways and bridleways in the Borough and that only a small proportion of them were on a regular cleaning schedule. Those that were not on the schedule were cleaned when problems were reported. ▪ Waste Services did not have the exact data of how many alleys and bridleways there were in the Borough and how often they were cleaned. Members asked that this data be collected to ascertain whether there were wider issues that needed to be addressed. ▪ Officers advised that the issues of air and noise quality in the Heathrow area were already being dealt with adequately through existing monitoring processes. Members asked that a briefing paper on what the Council was doing to monitor these issues be circulated. ▪ It was noted that Building Regulations would be a difficult area to review because they were controlled by national rather than local policies. Officers advised that residents of the Borough could choose various agencies to undertake checks including other local authorities or private companies. This

would make a review highly complex and difficult to explore at the Committee level.

A number of further review topics were suggested including the quality of parks in the Borough, S106 Agreements and spitting. During discussions it was agreed that officers would provide Members with the number of people that had been fined for spitting in the Borough.

Following discussion, the Committee agreed that the first major review of the municipal year would explore the topic of Water Conservation in the Borough's green spaces and facilities. Officers noted that the Council used significant amounts of water in its operations and that work could be done to improve management practices. The Council did not have a clear strategy on water conservation nor did it feature significantly in the Local Plan. A review could contribute to the development of strategies and policies that, in turn, could lead to long-term savings for the Council.

It was agreed that a scoping report on water conservation in Hillingdon be produced for the next meeting.

Resolved: That:

1. **Steven Maiden circulate a briefing paper on air and noise quality in the Heathrow area to Committee Members.**
2. **Nigel Dicker provide figures on the number of people fined for spitting in the Borough. Steven Maiden to circulate to Members.**
3. **Steven Maiden ask officers to produce a scoping report on water conservation in the Borough for the consideration at the next meeting of the Committee.**

13. **BUDGET PLANNING REPORT FOR RESIDENTS SERVICES 2014/15** (*Agenda Item 6*)

Officers introduced the report and informed Members that it set out the main financial issues facing the Council and the Residents Services Directorate and the work being undertaken to address these issues. Officer highlighted that:

- The Government's March budget had introduced a further 1% cut to Local Government funding in addition to the cuts already announced in the Comprehensive Spending Review 2010. However, it was noted that details of the savings required would only be known fully in December 2013.
- The Budget report to Council in February 2013 had identified a savings requirement of £17m for the Borough in 2014-15.
- The Council was relatively well placed financially to deal with this challenge as it held balances of £30m.
- Residents Services was required to produce roughly £7m of savings of which £3m had already been banked or achieved.

Members noted that there was not enough time in the current schedule for the Committee to discuss and influence the budget prior to it being agreed by Full Council. It was agreed that the Committee would have sight of the budget as early as possible within the existing schedule to allow time for consideration and comment. It was also agreed that officers would circulate a breakdown of what proportion of the £30m balances were made up by savings from Residents Services including a more detailed breakdown of where savings had been achieved.

Resolved: That:

	<ol style="list-style-type: none"> 1. The January 2014 Budget report be provided as early as possible within the existing schedule. 2. Andy Evans provide the breakdown of the £30m balances that the Council held and what proportion of this was made up of savings from Residents Services. 3. The Committee noted the 2014/15 Budget Planning Report.
14.	<p>UPDATE ON FLY TIPPING IN THE BOROUGH (<i>Agenda Item 7</i>)</p> <p>Officers provided an update on fly tipping in the Borough in which it was noted that crews dealt with roughly 3 and 4 large-scale, traditional fly tips a day and somewhere between 30 and 40 smaller tips a day. Fly tipping was a daily event in some parts of the Borough and the issue had been getting worse over recent years. Officers advised that they would drive home to the crews that, within reason, they should pick up both reported and unreported tips when they visited a site. It was emphasised that it would not be realistic to expect crews to deal all unreported fly tips as this could jeopardise the removal of tips that had been reported elsewhere in the Borough.</p> <p>Resolved: That the Committee noted the update on fly tipping in the Borough.</p>
15.	<p>UPDATE ON ROADSIDE MEMORIALS IN THE BOROUGH (<i>Agenda Item 8</i>)</p> <p>Officers provided an update on the current practice and guidance surrounding roadside memorials within the Borough. It was noted that this was a difficult and sensitive issue that could cause distractions to motorists and be considered as a public nuisance. The Council's approach was to leave roadside memorials if they were not dangerous or causing a nuisance. The Council also undertook work to liaise with the families of the deceased to work with them to reduce the size and scale of memorials over time. It was noted that the problem had been getting worse over recent years.</p> <p>The Chairman raised his concerns that the Council's guidance on roadside memorials was not adequately communicated to families and that this led to it not being applied. He suggested that a notice should be left at a memorial to inform those grieving of the Council's guidance.</p> <p>Officers emphasised that roadside memorials were often associated with violent and sudden deaths and that the situations were often emotionally charged. This could make it difficult to approach those grieving and communicate the guidance to them. However, officers agreed that it would be appropriate for a sensitively worded notice to be left at a memorial asking those grieving to contact the Council for more information on the guidance.</p> <p>Resolved: That:</p> <ol style="list-style-type: none"> 1. Nigel Dicker investigate the possibility of putting notices on roadside memorials with contact details for the Council and report findings back to the Committee. 2. The Committee noted the update on roadside memorials in the Borough.
16.	<p>FORWARD PLAN (<i>Agenda Item 9</i>)</p> <p>Resolved: That the Committee noted the Forward Plan and decided not to comment.</p>

17.	<p>WORK PROGRAMME (<i>Agenda Item 10</i>)</p> <p>At the Chairman's request, it was agreed that alternative dates for the meeting scheduled for 25 September 2013 would be circulated to Committee Members.</p> <p>Resolved: That:</p> <ol style="list-style-type: none"> 1. Steven Maiden to circulate alternative meeting dates for the meeting scheduled for 25 September 2013. 2. The Committee noted the Work Programme 2013/14.
	<p>The meeting, which commenced at 5.30 pm, closed at 7.04 pm.</p>

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.

FIRST MAJOR REVIEW 2013/14: USING OUR WATER: IMPROVING EFFICIENCY AND DEVELOPING LONG-TERM STRATEGIES

Contact Officer: Steven Maiden
Telephone: 01895 250692

REASON FOR ITEM

To consider the draft scoping report on a major review into water conservation that was put forward as a topic at the last meeting of the Committee.

Officers will provide Members with a brief presentation on the topic of water conservation within Hillingdon which will give an overview of some of the key issues facing the Council with regards to current water usage and existing policies / strategies.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To give consideration to the detail contained in the draft scoping report and to make comments and suggestions on the detail contained within.
2. To request clarification and further information from officers.
3. To agree the scoping report and the witnesses that will be required for the Committee to conduct its review.

INFORMATION

1. At its meeting of 31 July 2013 this Committee identified the Borough's water conservation as the first major review of the 2013/14 Municipal Year. Following this meeting the attached scoping report has been produced to provide the Committee with draft terms of reference for the review and information on possible lines of enquiry.
2. Officers have suggested that the Committee could profitably review three main areas of the Council's current approach to water usage:
 - a. Water and our green spaces;
 - b. Water and our corporate estate; and
 - c. Developing our water strategy.More information on each these areas and how a review could produce savings, efficiencies and clearer strategies is set out in detail in the scoping report itself.
3. To ensure that each of these key areas is addressed as comprehensively as possible, it has been suggested that the witness sessions follow the three sub-headings set out above. In agreeing to this structure the Committee should be advised that there will be three witness sessions in total meaning that a draft final report would be considered at the meeting of 21 January 2014.

4. It should be noted that the suggested timeframe would have implications on whether the Committee would have sufficient time to undertake a minor review prior to the end of the municipal year.
5. The review will identify areas for improvement and future development and, if needed, will bring forward positive and practical policy recommendations.

PAPERS WITH THE REPORT

Draft Scoping Report (Appendix A)



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Policy Overview Committee Review Scoping Report 2013/14

Using Our Water: Improving Efficiency and Developing Long-term Strategies

Aim of review

The aim of this review is to contribute to the following three areas of the Council's current water usage practices:

1. The use of water in the Borough's green spaces;
2. The current use of water across the Council's corporate estate; and
3. The Council's existing water conservation strategies and policies.

In investigating these areas, it is hoped that the Committee will be able to make recommendations that propose savings for the Council in the short-, medium-, and long- terms, address Hillingdon's above-London-average water usage and reduce the Council's impact on the environment.

To meet these aims the following Terms of Reference are proposed:

Terms of Reference

General

1. To gather evidence in order to develop a broad understanding of:
 - a. The Council's current water usage practices in both its green spaces and across the corporate estate,
 - b. The scope of the Council's existing policies regarding its own water usage,
 - c. The planning requirements that the Council places on developers building in the Borough.

Water and Our Green Spaces

2. To explore possible ways in which the Council could make short-, medium- and long- term improvements to its water usage in award-winning green spaces;

3. To explore alternative water supply options and determine where the Council can get best value for money and have the best possible impact on the environment;
4. To make recommendations that produce financial savings, increased efficiency and add to the Council's reputation as an authority with an innovative and leading approach to green spaces;

Water and Our Corporate Estate

5. To explore how the Council could make cost-effective changes to its water usage practices across the corporate estate;
6. To make recommendations that improve how the Council uses water within its own buildings with a view to reducing usage and producing positive financial and environmental impacts;

Developing Our Water Strategy

7. To contribute to the development of future water requirements set out in the Local Plan Part 2;
8. In conjunction with the Environment Agency and water companies, to contribute to future plans for conserving and reducing water usage in the Borough; and
9. To make recommendations that put measures in place to ensure that the Borough's water usage is brought in line with the London average as determined by the London State of the Environment Report.

Reasons for the review

The issue of water conservation has never been explored by the Committee and officers were of the opinion that there was significant scope for improvements to be made in this area. The Committee felt that it would be timely to conduct a review that could have a number of wide ranging benefits to the Council, residents and the environment.

Supporting the Cabinet & Council's policies and objectives

The review aims to contribute to the following areas:

1. The development of the Local Plan Part 2 and the strategies that it sets down for the future of water usage in the Borough;
2. The Council's existing policies on water usage and conservation; namely:
 - a. The Built Environment Policy, Code for Sustainable Homes Level 4; and
 - b. Environmental Improvement - Water Resources subsection.
3. The Cabinet's ongoing commitment to producing savings and efficiencies for residents across service areas; and
4. The Cabinet's commitment to reducing the Council's environmental impact and improving the Borough's environment.

In addition to the above, the review will also seek to contribute to the Council's ongoing commitment to improving its green spaces and attaining Green Flag statuses wherever possible. For a park to be awarded a Green Flag Hillingdon

must address eight key criteria which include providing evidence on a commitment to environmental sustainability and a clear management strategy. The review will seek to contribute significantly to both of these areas and thereby strengthen and increase the Council's innovative and leading approach to its green spaces.

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INFORMATION AND ANALYSIS

For ease of reference, this section has been broken down to mirror the intended structure of the review and the proposed witness sessions.

Water and Our Green Spaces

Maintaining the Council's award-winning green spaces involves significant water use which comes at both a financial and environmental cost to the Council. Despite the costs associated with the use of water, the issue has never been explored strategically at the Committee level and officers are of the opinion that improvements could be made to our operations following a comprehensive review.

There are two areas that officers believe could be productively reviewed:

1. Exploring water supply options: It has been advised that the Council could explore the use of bore holes throughout the Borough as a cheaper and more sustainable alternative to its current water supply. Introducing bore holes would reduce the Council's dependency on external water companies which, in turn, could lead to savings on water expenditure. The Committee would explore whether or not this would be a viable spend-to-save scheme and make appropriate recommendations in the light of the financial challenges currently facing the Council.
2. Exploring efficiencies within the current system: Irrespective of whether the Council can achieve savings through changes to its water supply, there is scope to review the use of water within our green spaces more generally. This could include exploring what vegetation is used, how vegetation is watered, whether new techniques could be used to reduce the amount of watering that is required etc.

Impact: Until a review is undertaken it will not be possible to assess what impact could be made on the use of water in our green spaces. However, officers are confident that there is scope for savings and efficiencies to be made at some level and that this would have a positive impact on the environmental and financial costs associated with this area of operations. The review would also make a contribution in assisting the Council to maintain and improve its Green Flag record and demonstrate a commitment to having a positive impact on the environment as well as an innovative approach to its parks.

Water and Our Corporate Estate

Similarly to the above, the issues of water supply and water usage on the Council's corporate estate have not been explored by a Policy Overview Committee to date. The Council owns and maintains a significant estate including the Civic Centre, numerous satellite buildings and social housing and there is large-scale water use throughout this estate. Officers have advised that there is scope for improvements to how water is managed on the estate and how recycled water is used throughout the Borough.

It is suggested that this aspect of the review explore the following three areas:

1. The findings of the green spaces aspect of the review could be applied to similar operations on the Council's estate. This could look at how water is used to maintain open spaces on the estate (flowerbeds, gardens, etc.) and explore how efficiencies and savings could be achieved.
2. The use of grey (waste water excluding that from toilets) and rain water could be explored to ascertain whether this could be collected and reused at our sites to reduce water usage and the associated costs. If this proved not to be possible or too expensive to implement, there would still be scope to assess whether efficiencies could be made in how water is used on the estate, e.g. through the use of "Hippos" to reduce the amount of water used in flushing the toilet.
3. The use of rainwater, grey water and water from bore holes could, if viable, be used further afield than the estate in other areas of the Council's operations. Officers have suggested that there may be scope to use this water in street cleaning operations for instance.

Impact: Depending on the findings and the evidence presented to the Committee, recommendations could lead to significant financial savings in the short-, medium- and long- terms. An additional impact could be that the reduction of water entering the Borough's sewerage systems could have a positive impact on water levels and flooding in the area and the costs associated with this.

Developing our Water Strategy

Officers have advised that there is guidance on what the planning department ask external developers to do regarding water conservation, although it has also been noted that further work could be undertaken to clarify the Council's position. Such clarification would help to bring the area in line with comparable areas (such as renewable energy) which already have more comprehensive policies and strategies in place.

Currently the London State of the Environment report flags up the usage of LBH as higher than the London average. Using this evidence, policy has been produced in the Local Plan Part 1 Strategic Policies which ensure the requirement of water reuse in all new developments as they apply through planning. The Built Environment Policy also states that all new homes should be built to Code for Sustainable Homes Level 4 and has requirements for Sustainable Drainage to be used which incorporates water reuse. Additionally, the Environmental Improvement - Water Resources subsection all new development must meet the London Plan Policy 5.15 for grey water reuse.

Given the policies and guidance already in place, this aspect of the review will focus on two main areas:

1. Officers are currently working on how water conservation will be included in the Local Plan Part 2 and it has been suggested that the

Committee could gather evidence on, and make a valuable contribution to, external water conservation requirements.

2. Officer have also suggested that the Committee could look at how the Council works with the Environment Agency and water companies to help manage and plan for future uses. Understanding what water companies are doing in the Borough to encourage uptake (a requirement of the 5 year water resources plans) would be a profitable area for review as it would help make the Borough more resilient and promote conservation with residents.

Impact: The development of more clear guidelines on water conservation in the Borough could lead to significant savings and efficiencies in the future. This would be achieved through internal and external developments being required to adhere to good water conservation practices. As above, this could have a positive impact on water levels and flooding in the Borough, produce savings on water costs in the short-, medium- and long- terms and have a positive impact on the local environment.

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EVIDENCE & ENQUIRY

The primary way in which the Committee will gather evidence for this review will be through the three formal witness sessions set out below. However, should the Committee feel it necessary, there is also scope for conducting site visits to some of the Borough's green spaces and / or some of the properties within the corporate estate.

Witnesses and timeframes

It is expected that this review will draw from a wide range of witnesses both from within and outside of the Council. It is for this reason that it is suggested that there are three witness sessions which will address the three key areas set out above.

The suggested witnesses for these sessions and the suggested dates are set out below:

Session Information	Suggested Witnesses
Agree Scoping Report <i>(25 September 2013)</i>	The Green Spaces and Leisure Services Manager will be present at the meeting to present the scoping report
Water and Our Green Spaces <i>(17 October 2013)</i>	<ul style="list-style-type: none">▪ Representatives from the Grounds Maintenance Service (including officers responsible for a cross section of the Council's open spaces)▪ Officers from Green Spaces
Water and Our Corporate Estate <i>(14 November 2013)</i>	<ul style="list-style-type: none">▪ Representative from facilities management (Mitie)
Developing Our Water Strategy <i>(04 December 2013)</i>	<ul style="list-style-type: none">▪ The Council's Flood and Water Management Specialist▪ The Head of Planning, Green Spaces and Culture
Consideration of Draft Final Report <i>(21 January 2014)</i>	The draft final report will be presented by the Democratic Services Officer.

Risk Assessment

This proposed timeframe has been drafted in order that the review can make the maximum impact on the Council's water usage by gathering witnesses from a wide range of stakeholders. These sessions can be extended or shortened should the Committee deem it necessary.

Relevant officers have been advised that this review is proposed and are aware of the possible implications on their workload.

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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 that 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?
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Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance

Cabinet meeting - 26 September 2013

976	Long Drive Car park (18 spaces), Long Drive, South Ruislip	Cabinet is asked to declare the land surplus to requirements and agree a sale on terms to be set out in the report.	South Ruislip		Cllr Jonathan Bianco	RS - Marcia Gillings		NEW	Private (3)
977	Bourne Lodge, Bourne Court and Sites 1 & 2 Acol Crescent, South Ruislip	To seek Cabinet authority to declare the sites surplus to requirements, submit the necessary planning applications.	South Ruislip		Cllr Jonathan Bianco	RS - Marcia Gillings		NEW	Private (3)
970	Harlington Road Depot refurbishment	Cabinet approval is sought for the upgrading and refurbishment of the Harlington Road Depot including making the necessary tenders and budget decisions, so that additional services can be accommodated there and make optimum use of the depot's capacity. This will involve declaring the Fasnidge depot, Willow Tree and Bessingby Depots surplus to requirements.	Brunel		Cllr Jonathan Bianco	RS - Marcia Gillings		NEW	Private (3)
945	Former Yiewsley Pool, Ottersfield Road, Yiewsley	The report seeks Cabinet authority to proceed to enter into legal agreements with the NHS and the Tae Kwon Doe Association, submit a planning application, appoint consultants, carry out surveys, undertake the tender process and construction and to delegate all future decisions in respect of the matter.	Yiewsley		Councillor Jonathan Bianco	RS - Marcia Gillings & Richard Carden		Def	Private (3)

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?
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 timetable as specified in guidance issued by Transport for London in May 2013.	All Wards		Cllr Keith Burrows	RS - Alan Tilly			
961	Eastcote House Gardens scheme	Cabinet will be requested to accept a grant from the Heritage Lottery Fund of £1.2m for Eastcote House Gardens and make any necessary decisions in respect of the scheme.	Eastcote & East Ruislip		Cllr Jonathan Bianco	RS - Charmian Baker			
962	Carbon Reduction Committee (CRC) Energy Efficiency Scheme - Purchase of Carbon Allowances	Cabinet will be asked to approve the purchase of allowances to cover carbon emissions regulated by the CRC Energy Efficiency Scheme. An earlier purchase was made at the June 2013 Cabinet. This is the final purchase for the current financial year.	N/A		Cllr Jonathan Bianco	RS - Richard Coomber			
SI	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
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			

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
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Cabinet Member Decisions - September 2013

971	Land and garages to rear of 15 Orchard Waye, Hillingdon	The Cabinet Member will be asked to declare the garages and land surplus to requirements and agree an offer on the site.	Brunel		Cllr Jonathan Bianco	RS - Richard Carden		NEW	Private (3)
902	Large animals policy	The Cabinet Members will be asked to approve a new Council policy regarding the illegal occupation of Council owned land by unauthorised large animals, including horses.	Various		Cllr Ray Puddifoot / Cllr Jonathan Bianco	RS - Hannah Pivonka		Def	
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 - 24 October 2013

973	Tender for the provision of Pesticide Residue Testing	Following a tendering exercise, this report will make a recommendation to Cabinet that an accredited supplier is appointed to provide safe collection, transport, handling, processing and testing of imported food arriving at Heathrow Airport for the presence of pesticide residues. The proposed duration of the contract is 3 years and is required by Commission Regulation (EC) No 669/2009 (as amended).	N/A		Cllr Jonathan Bianco	RS - Nicholas Green		NEW	Private (3)
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		Def	Private (3)

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	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
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 meeting - 21 November 2013									
SI	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
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 meeting - 19 December 2013									
967	Tender for Council Leaseholder Buildings Insurance	The Council has an obligation under lease to provide Buildings Insurance for Right to Buy Leasehold; Equity Share and a diminishing number of Council mortgaged properties. The costs are recharged to the Leaseholder / Mortgagee. Cabinet approval is requested to award the necessary tender.	All		Cllr Jonathan Bianco	FD - Simone Batchelor	Corporate Teams	New	Private (3)

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	Reports from Policy Overview & Scrutiny Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
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 - December 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	NEW	
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CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH

SI	Business, shops and commercial rents, leases and renewals	To approve various rents, leases and lease renewals for a variety of businesses.	Various		Cllr Ray Puddifoot / Cllr Jonathan Bianco	RS - Corporate Property & Construction			
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		

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 CYP5 =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
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	Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.			Cllr Jonathan Bianco and Cllr Philip Corthorne	RS - Mike Paterson / David Ollendorf		NEW	Private (1,2,3)
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			

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Agenda Item 7

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 5.30pm 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

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	Review Discussion – consideration of scoping report for Major Review into Water Conservation
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
17 October 2013	Major Review into Water Conservation – first witness session
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
14 November 2013	Major Review into Water Conservation – second witness session
	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	Major Review into Water Conservation – third witness session
	Work Programme – review the annual work programme

	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
21 January 2014	Major Review into Water Conservation – consideration of draft final report
	Budget Report for consideration
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
26 February 2014	Consideration of topics for Single Meeting Review
	Update on implementation of Pest Control Review recommendations
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
26 March 2014	Single Meeting Review
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
30 April 2014	Consideration of draft final report for Single Meeting Review
	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

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