



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: THURSDAY, 17 OCTOBER
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:
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INVESTOR IN PEOPLE

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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 25 September 2013	1 - 4
5 Major Review on water conservation - first witness session	5 - 8
6 Forward Plan	9 - 16
7 Work Programme 2013	17 - 20

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

25 September 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), Patricia Jackson, Carol Melvin, David Payne, Kuldeep Lakhmana (Labour Lead) and Lynne Allen</p> <p>LBH Officers Present: Nigel Dicker (Deputy Director of Public Safety & Environment), Steven Maiden (Democratic Services Officer) and Paul Richards (Green Spaces and Leisure Services Manager)</p>
18.	<p>TO AGREE THE MINUTES OF THE MEETING HELD ON 31 JULY 2013 (<i>Agenda Item 4</i>)</p> <p>RESOLVED: That the minutes of the meeting dated 31 July 2013 were agreed as an accurate record.</p>
19.	<p>SCOPING REPORT - USING OUR WATER: IMPROVING EFFICIENCY AND DEVELOPING LONG-TERM STRATEGIES (<i>Agenda Item 5</i>)</p> <p>Officers provided a brief presentation on the proposed review into water conservation within Hillingdon in which they noted that three key areas would be explored:</p> <ul style="list-style-type: none"> ▪ Water and the Borough's Green Spaces; ▪ Water and the Council's Corporate Estate; and ▪ Developing the Council's Water Strategy. <p>These topics would be mirrored by three themed witness sessions.</p> <p>Following discussion, it was agreed that officers would explore the viability of inviting the following witnesses in addition to those already set out on the scoping report:</p> <ul style="list-style-type: none"> ▪ A representative from the Environment Agency ▪ A representative from the Colne Valley Regional Park ▪ Representatives from local conservation groups ▪ A representative from Affinity Water (formerly Veola) ▪ A Brunel University academic with expertise in water conservation ▪ A representative from Thames Water ▪ A representative from Heathrow Airport <p>Members raised concerns that some of the changes recommended by the review could have detrimental and unforeseen impacts on the Borough's water levels.</p> <p>Officers confirmed that the Environment Agency was responsible for ensuring the sustainability of water supply within the Borough and that they would not permit initiatives that threatened the environment or the condition of the Borough's waterways.</p>

It was agreed that site visits would be arranged later in the review once Members had identified the main areas that they wished to explore.

RESOLVED: That:

- 1. the Scoping Report be agreed;**
- 2. officers explore the viability of inviting representatives from:**
 - a. Heathrow Airport**
 - b. The Environment Agency**
 - c. Thames Water**
 - d. Affinity Water**
 - e. Colne Valley Regional Park**
 - f. Local Conservation Groups**
 - g. Brunel University**

20. **FORWARD PLAN** (*Agenda Item 6*)

Following discussion, Members requested further information on a number of items on the Forward Plan.

A Member requested an update on what s106 agreements were in place in the Borough and what funds were being spent on. It was noted that this information would only be requested by the Committee if it was not provided on a future Cabinet agenda.

RESOLVED: That:

- 1. the Forward Plan be noted**
- 2. further information be provided on the following:**
 - 1. the Council's road depots including information on the status of Harlington Road Depot;**
 - 2. the arrangements surrounding the sale and conversion of loft spaces to leaseholders; and**
 - 3. how many new pedestrian crossing wardens the Council had, whether they had been put in place and the reasons for any wardens not being put in place.**

21. **WORK PROGRAMME 2013** (*Agenda Item 7*)

Officers advised that the issues of enforcing Khat and spitting offences, previously considered by the Committee, were being progressed by officers.

Members congratulated officers on their work in these areas.

Officers further advised that a letter would be drafted to be put on roadside memorials as a reminder of the Council's policy of removing memorials after a year. This would be considered by the Cabinet Member for Planning, Transportation & Recycling and, subject to approval, would be considered by the Committee in due course.

It was agreed that the meeting scheduled for 14 November 2013 would be rescheduled to 12 November 2013.

RESOLVED: That:

- 1. subject to the approval of the Cabinet Member for Planning, Transportation & Recycling, officers provide a draft reminder letter on roadside memorials to the Committee in due course; and**
- 2. the meeting of 14 November 2013 be rescheduled to 12 November 2013.**

	The meeting, which commenced at 5.30 pm, closed at 6.30 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.

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MAJOR REVIEW – USING OUR WATER: IMPROVING EFFICIENCY AND DEVELOPING LONG-TERM STRATEGIES – WITNESS SESSION 1

Contact Officer: Steven Maiden
Telephone: 01895 250692

REASON FOR ITEM

To enable the Committee to gather evidence as part of their Major Review into water conservation within the Borough.

OPTIONS AVAILABLE TO THE COMMITTEE

1. Question the witnesses
2. Highlight issues for further investigation
3. To make a note of possible recommendations for the review

INFORMATION

On 25 September 2013 Members agreed that the first Major Review of this Committee should focus on the issue of water conservation within the Borough.

For this **first witness session** Members will hear evidence from:

Name	Position
Paul Richards	Green Spaces and Leisure Services Manager
Alastair Wilson	Environment Agency

PAPERS WITH THE REPORT

Water Conservation Review – Terms of Reference
Information on this aspect of the review

SUGGESTED COMMITTEE ACTIVITY

- (1) Members are asked to question the witnesses to enable them to gather evidence as part of the review.
- (2) To identify any areas or other lines of enquiry which will be required to help Members in their review.

USING OUR WATER: IMPROVING EFFICIENCY AND DEVELOPING LONG-TERM STRATEGIES

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.

Information on this aspect of the Review:

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.

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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).

At the meeting of 25 September 2013 the Committee requested clarification on the standard item, "Sale, and Conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act".

Occasionally, Cabinet Members are asked by officers to approve the grant of an extension to the leasehold interests of flats, where the Council is freeholder. Formal applications are made by the leaseholders under the Leasehold Reform, Housing and Urban Development Act 1993 and the Council has to respond by means of a Counter Notice and then to agree a premium for the extended term in each case.

Similarly, Cabinet Members may also be asked to approve the extensions of leasehold interests on loft-spaces. Additionally, a small number of residents also put in occasional requests to purchase the loft space from the Council above their flat to increase the size of their home.

Updates on other areas of the Forward Plan requested at this meeting will be provided to the Committee in due course.

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)

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

Cabinet meeting - 24 October 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?
956	Cleaning and Waste contract	Cabinet will be asked to award a contract for cleaning & All 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			Private (3)
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			

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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

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?
968a	The Council's Budget - Medium Term Financial Forecast 2014/15 - 2017/18 BUDGET & POLICY FRAMEWORK	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2014/15 for consultation, along with indicative projections for the following three years.	All	20-Feb-14	Cllr Jonathan Bianco & Cllr Ray Puddifoot	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
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 - 23 January 2014

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?
982	Civic Centre Air Handling Units Replacement	The office accommodation of the Civic Centre is currently air-conditioned by four air handling units (AHUs). The existing original units are now in a poor condition, suffering high levels of corrosion, seized valves and controls having to be regularly overridden. These units are also outmoded and un-economical in operation and therefore a comprehensive replacement and overhaul is required to provide the Civic Centre a modern, effective and efficient air conditioning system.	Uxbridge South		Cllr Jonathan Bianco	RS - Nish Parmar / Anthony Payne	Corporate consultees	NEW	Private (3)
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		NEW	
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		NEW	
SI	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger		NEW	

Cabinet meeting - 13 February 2014

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									
968b	The Council's Budget - Medium Term Financial Forecast 2014/15 - 2017/18 BUDGET & POLICY FRAMEWORK	Following consultation, this report will set out the Cabinet's budget proposals to Council, including the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2014/15 and Housing Revenue Account proposals.	All	20-Feb-14	Cllr Jonathan Bianco & Cllr Ray Puddifoot	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers	NEW	
983 16 14	Vehicle Maintenance Programme	Cabinet will be asked to approve a recommendation to award a contract for vehicle repair and maintenance of Council vehicles following a procurement exercise.	N/A		Cllr Jonathan Bianco	RS - David Fisher	Corporate consultees	NEW	Private (3)
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		NEW	
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		NEW	
SI	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger		NEW	

CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH

Ref Decision Further information

Ward(s)

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	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	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			

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	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			

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

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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