



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:** TUESDAY, 12 NOVEMBER  
2013

**Time:** 5.30 PM

**Venue:** COMMITTEE ROOM 4 -  
CIVIC CENTRE, HIGH  
STREET, UXBRIDGE UB8  
1UW

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

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Published: Monday, 4 November 2013

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[www.hillingdon.gov.uk](http://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

	<b>Title of Report</b>	<b>Page</b>
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 17 October 2013	1 - 4
5	Major Review on water conservation - second witness session	5 - 8
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## Minutes

### RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

17 October 2013

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



HILLINGDON  
LONDON

	<p><b>Committee Members Present:</b> Councillors Michael White (Chairman), David Yarrow (Vice-Chairman), Lynne Allen, Shirley Harper-O'Neill, Kuldeep Lakhmana (Labour Lead) and David Payne</p> <p><b>Also Present:</b> Jane Wilkin (Planning Adviser, Environment Agency) and Alastair Wilson (Senior Environment Planning Specialist (Water Resources))</p> <p><b>LBH Officers Present:</b> Nigel Dicker (Deputy Director of Public Safety &amp; Environment), Steven Maiden (Democratic Services Officer) and Paul Richards (Green Spaces and Leisure Services Manager)</p>
22.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillors Jackson and Melvin.</p>
23.	<p><b>TO AGREE THE MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2013</b> (<i>Agenda Item 4</i>)</p> <p><b>RESOLVED:</b> That, subject to the addition of "It was agreed that Members would be provided with a breakdown of the Council's water usage during the course of the review", the minutes were agreed as an accurate record.</p>
24.	<p><b>MAJOR REVIEW ON WATER CONSERVATION - FIRST WITNESS SESSION</b> (<i>Agenda Item 5</i>)</p> <p><b>Witnesses</b></p> <p>To assist Members with the review Paul Richards, Green Spaces and Leisure Services Manager; Jane Wilkin, Planning Advisor at the Environment Agency; and Alastair Wilson, Senior Environment Planning Specialist (Water Resources) were present to provide evidence.</p> <p>A summary of the evidence provided to the Committee is set out below:</p> <p><b>Current Water Use in Green Spaces</b></p> <p>Witnesses noted that the Green Spaces Team had responsibility for managing and maintaining a diverse range of open spaces throughout the Borough, including:</p> <ul style="list-style-type: none"> <li>▪ Parks</li> <li>▪ Sports fields</li> <li>▪ Bowling greens</li> <li>▪ Golf courses</li> <li>▪ Allotments</li> <li>▪ Floral displays</li> </ul>

- Cemeteries
- Street trees
- Rural Activities Garden Centre
- Water play features

All of the above users consumed water and it was noted that the primary users were the bowling greens, golf courses and the Rural Activities Garden Centre. However, allotments, floral displays, street trees and water play features also used a significant amount of water.

The water needs of these spaces were largely met by mains water supply with only one borehole currently being used at Ruislip Golf Course. Witnesses advised that the Council was charged both for the use of water and sewerage costs but, because water was primarily used for irrigation, it received a rebate on sewerage. In addition to the basic cost of mains water, the Council also paid for a licence from the water company to use fire hydrants for the watering of floral displays. Green Spaces' spend on water (excluding the licence for use of fire hydrants) for 2012/13 and the expected expenditure during 2013/14 was set out. It was noted that, due to increased usage during the warm summer, the spend in 2013/14 was expected to be higher.

To increase the Council's water efficiency and thereby reduce the associated costs, the team:

- was careful with how it used water by being selective about what and how green spaces were watered. For example, only small parts of the Borough's parks and golf courses were actually watered;
- had put measures in place at allotments to ensure that users could not use hose pipes and would instead have to use watering cans;
- were selective about what plants and baskets were used to ensure that they required as little water as possible;
- were using new science and technology including efficient sprinkler designs, tree watering bags and wetting agents;
- reduced thatch and spiked the Borough's grassed areas in order to increase the level of water uptake; and
- used mulch to increase water retention.

With regard to possible areas for improvement, witnesses advised that the Committee could choose to investigate whether the water butt that collected rain water (grey water) beneath the Civic Centre could be used as a water source. This water could be used for things such as flushing toilets, watering plants and street cleaning subject to the satisfactory resolution of hygiene and extraction issues. There was also work currently underway to investigate whether a borehole could be drilled at the Rural Activities Garden Centre but further work had to be undertaken to assess how financially viable this would be.

It was noted that the use of flood or drainage water was possible but that it would be extremely expensive and cost prohibitive.

### **Background issues to water usage**

Witnesses advised that a licence to abstract water issued by the Environment Agency (EA) is required where water is abstracted from a watercourse and/or underground strata (e.g. via borehole), where the volume sought is greater than 20 cubic metres per day. Following discussion, it was clarified that even abstraction from the Ruislip Lido, despite it being owned by the Borough, would still have to be licensed by the EA.

The following key points were raised about the Borough's water supply and usage:

- Affinity Water supplied mains water in the Borough. The company operated local groundwater sources in the Borough but much of the water supplied was imported from sources outside of the Borough.
- There were presently 24 abstraction licences within the Borough. 20 from groundwater sources and 4 from either a local river or the canal system.
- Domestic use was the biggest percentage of the water used in the Borough.
- The current domestic use was 170 litres per person per day.
- The London Plan stipulates that new residential developments should be designed to achieve 105 litres per person per day.
- Domestic usage had been steadily increasing since the 1970s largely due to improvements in living standards and greater use of white goods (e.g. washing machines, dishwashers, power showers etc.)
- Reducing domestic water usage required water efficiency improvements in new and existing homes and behavioural change by customers in how they used water.

Members asked whether the EA provided advice on water efficiency for developments of housing within the Borough including the division of single dwellings into houses of multiple-occupancy. It was suggested that changes to housing and increasing density of population would have a significant impact on water usage in the Borough.

Witnesses confirmed that the EA would only provide advice on water efficiency for developments on which it was a statutory consultee. This advice was usually only provided when consulted on large-scale residential developments.

However, each water company was required to produce a water resource management plan on a 5 year cycle. These plans considered both existing usage and projected (i.e. new housing/population numbers) usage and how the water company would meet these requirements over a 25 year period. The EA reviewed each plan and discussed any technical / environmental / regulatory implications highlighted by the plan individually with water companies.

Witnesses advised that the Council would be allowed to abstract water but only if granted a licence to do so by the EA. There were considerable costs associated with holding a licence to abstract water including administrative costs associated with applying for a licence and yearly charges linked to retaining a licence. There were further costs associated with the infrastructure to facilitate the abstraction of water, for example, the cost of drilling a borehole and purchasing the equipment (e.g. pumps, pipes, storage tanks etc). It was noted that there was no guarantee that by drilling a borehole the yield sought would be obtained. Heathrow Airport faced this issue when they drilled a borehole that did not yield the volumes required. This does had obvious cost implications.

Witnesses suggested that some of the best ways to increase the Council's water efficiency would be through exploring roof capture to gather water and changing how and where water was used by using different watering methods. Further work to investigate the viability of using boreholes could also be done with guidance from Kensington & Chelsea and Camden Councils both of which had recently drilled boreholes.

During discussions it was agreed that officers would seek to organise site visits both to a nearby borehole and to Heathrow Airport. These visits would need to take place prior to the final witness session on 04 December 2013.

	<p><b>RESOLVED: That:</b></p> <ol style="list-style-type: none"> <li><b>1. The Deputy Director, Public Safety &amp; Environment make arrangements for a site visit to a local borehole to take place prior to 04 December 2013; and</b></li> <li><b>2. The Democratic Services Officer make arrangements for a site visit to Heathrow Airport to take place prior to 04 December 2013.</b></li> </ol>
25.	<p><b>FORWARD PLAN</b> (<i>Agenda Item 6</i>)</p> <p>Members noted the updates provided on School Crossing Patrol Officers and the leasing of loft spaces in the Borough and advised that they did not require additional information on these issues.</p> <p>Officers advised that an update on the Borough's road depots would be provided in due course.</p> <p><b>RESOLVED: That the Forward Plan be noted.</b></p>
26.	<p><b>WORK PROGRAMME 2013</b> (<i>Agenda Item 7</i>)</p> <p>Following discussion, it was agreed that officers investigate and address the issue of private users of the Winston Churchill Hall bringing their own radio microphones that interfered with sound systems in other events.</p> <p><b>RESOLVED: That:</b></p> <ol style="list-style-type: none"> <li><b>1. the Work Programme be noted;</b></li> <li><b>2. the Deputy Director, Public Safety &amp; Environment investigate and address the issue of frequency interference at the Winston Churchill Hall; and</b></li> <li><b>3. the Deputy Director, Public Safety &amp; Environment draft a letter for roadside memorials, agree this with the Cabinet Member for Planning, Transportation &amp; Recycling and report back to the Committee on 12 November 2013.</b></li> </ol>
	<p>The meeting, which commenced at 5.30 pm, closed at 7.15 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.



# Agenda Item 5

## MAJOR REVIEW – USING OUR WATER: IMPROVING EFFICIENCY AND DEVELOPING LONG-TERM STRATEGIES – WITNESS SESSION 2

**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. This session will particularly focus on the water usage on the Corporate Estate both at the Civic Centre and the Council's other buildings throughout 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 **second witness session** Members will hear evidence from:

Name	Position
David Haygarth	Energy Manager
Emma Grigson	Head of Corporate Affairs, Affinity Water
Nic Gilbert	Water Efficiency, Affinity Water

### PAPERS WITH THE REPORT

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

### KEY LINES OF ENQUIRY

The focus of this session is on water conservation on the Council's Corporate Estate. As can be seen from the attached Terms of Reference, Members have agreed that the aim of this area of the review is to provide recommendations on how the Council could make changes to its water usage practices within its own buildings with a view to increasing efficiency and reducing water costs.

To achieve this, Members may wish to explore the following key lines of enquiry:

1. What is the current status with water metering across the corporate estate?

2. Could water usage be reduced across the estate with the introduction of technologies such as toilet “Hippos”, flow-restricting tap heads / urinal controls, etc.
3. Could the Council use greywater and rainwater collected from the corporate estate to reduce the need for mains water?
4. What is the viability of using existing water butts on the estate? Questions may include:
  - a. Are there contamination issues associated with using these butts?
  - b. Could water be treated so as to be suitable for use on the corporate estate?
  - c. What other uses could there be for harvested water in the Council’s operations?
5. Are there any issues with leakages on the estate that lead to inefficiencies and additional costs? How might these be resolved?

Additionally, Members will be able to ask questions to representatives from Affinity Water who will be able to provide context for the review and expertise on water use / conservation.

## **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 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.

# Agenda Item 6

## Safety at Sports Grounds

**Report Author: Stephanie Waterford, Licensing Service Manager, Residents Services**

### **SUMMARY**

This is the annual report to inform the Committee of the action taken by officers in respect of the Council's responsibilities under the Safety at Sports Grounds Act 1975 and the Fire and Safety at Places of Sport Act 1987. The Committee is asked to provide comments before submission to the Cabinet Member for Finance Property and Business Services, for approval.

### **RECOMMENDATION**

**That the Committee notes the report and provides comments, which can be included in the final report to the Cabinet Member for Finance, Property and Business Services.**

*(The Committee may wish to particularly note Appendices A & B. Following any comments from RESPOC, a recommendation will be made to the Cabinet Member to maintain the previous year's inspection levels at sports grounds, during 2014)*

### **REASONS FOR OFFICER RECOMMENDATION**

The Council is the enforcing authority under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987. Following the publication of Lord Chief Justice Taylor's final report in January 1990 in respect of Hillsborough disaster (The Taylor Report), the Council decided to review its inspection and reporting regimes for enclosed sports grounds in the borough.

A Safety Advisory Group (SAG) was set up, with the Metropolitan Police Service, the London Fire and Emergency Planning Authority and the London Ambulance Service. S.A.G. identified the enclosed sports grounds detailed in Appendix A as premises that should be inspected at least annually.

### **Alternative options considered**

For 2014, to increase, decrease, or maintain the levels of safety inspections, compared to 2013.

### **Information**

1. Following the Taylor report, local authorities were advised to review their arrangements for discharging their responsibilities under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987. In addition, local authorities were advised to ensure that an accountable structure was in place, whereby the enforcing department/personnel were regularly and effectively supervised by senior officers who would then report direct to elected Members on actions instigated. The object was to ensure that senior officers and elected Members were fully aware of the actions being instigated on their behalf in the discharge of the Authority's duties.
2. The enforcement framework for the safety of spectators at sporting events comes from:
  - a) Safety of Sports Grounds Act 1975
  - b) The Fire Safety and Safety of Places of Sport Act 1987

- c) The Guide to Safety at Sports Grounds (5<sup>th</sup> edition Department of Culture, Media and Sport).
3. The Fire Safety and Safety of Places of Sport Act 1987 makes provision for the safety of stands at sports grounds. It requires the local authority to issue a safety certificate in respect of covered spectator stands which accommodate 500 or more people. There are currently no spectator stands which fall into this category within the Borough.
  4. The Safety of Sports Grounds Act 1975 makes provision for safety at sports stadia and other sports grounds. It governs the issue of safety certificates in respect of “designated sports grounds”. It is for the Secretary of State to set the criteria for designation and in the case of football grounds the trigger spectator capacity for designation is 5,000. For other sports stadia it is 10,000. The act also empowers a local authority to issue a Prohibition Notice in respect of all or part of any sports ground, irrespective as to whether or not it is a “designated” ground, where it feels that spectators cannot be accommodated safely. The legislation also requires the local authority to consult the police and fire authorities in respect of safety at sports grounds within their boundaries. It also places a duty on the Council to conduct periodic inspections of any “designated” sports ground and at any sports ground at which there is a regulated spectator stand which is subject to a safety certificate.
  5. None of the sports grounds listed in Appendix A are ‘designated’ and are therefore not subject to a safety certificate. However, if the Council or a member of the Safety Advisory Group were of the opinion that the unrestricted admission of spectators to a ground for a particular game or event could present a significant safety risk, then the Council would have a duty to use its powers under Section 10 of the Safety of Sports Grounds Act 1975 to serve a ‘Prohibition Notice’. The Prohibition Notice would stipulate the number of people that the Council has determined that could be safely accommodated within the sports ground.
  6. The Guide to Safety at Sports Grounds advises the managers/owners of sports grounds to consult with the Local Authority, the Fire Brigade, the Ambulance Service and the Metropolitan Police in regard to safety issues. In order to ensure good liaison between all the responsible authorities, the Council required the Licensing Service to organise the Safety Advisory Group inspections and to co-ordinate the input, observations and advice from each authority, which is then to be transmitted in a single communication to the managers/owners of the sports grounds. The Licensing Service Manager acts on behalf of the Council as the Senior Liaison Officer for the Safety Advisory Group.
  7. Whenever the Licensing Service, or any member of the Safety Advisory Group, becomes aware of a particular game or event that may attract large numbers of spectators (normally in excess of 1,000), the Licensing Service Manager contacts the club’s officials to request that they submit their risk assessments, emergency contingency plans etc. for consideration and approval prior to the proposed event. If time permits, Licensing will convene a meeting of the Safety Advisory Group at the ground to discuss the club’s proposed safety plans/arrangements. Licensing then, on behalf of the S.A.G, advises the Club’s management team of any additional safety precautions that they require to be implemented to ensure the safety of the spectators. In addition, S.A.G informs the club’s management team of the maximum number of persons that may be admitted into the stadium / ground.
  8. If the Safety Advisory Group was concerned that the Club’s management were not going to follow their advice, Licensing may issue a ‘Prohibition Notice’ on behalf of the Council.

The Licensing Service Manager would report back to the Deputy Director of Public Safety to seek an instruction as to whether or not a notice under section 10 of the Sports Grounds Act 1975 should be issued.

9. The procedures and inspections detailed in this report and as set out in Appendix A are considered as reasonable and correct in discharging the Council's responsibilities under the legislation. These procedures and inspections were implemented in 2013.
10. The Cabinet Member for Finance Property & Business Services can decide whether to maintain these procedures and inspections in 2014. Alternatively, the level of inspections can be increased, or decreased.

## **Conclusion**

The Cabinet Member for Finance Property & Business Services is advised by the Licensing Services Manager that the inspection and reporting regimes as detailed in Appendix A comply with the recommendations and guidelines issued by the Department of Culture, Media and Sport.

## **Financial Implications**

The recommendation to approve the report and action taken has no direct financial implications beyond the existing budget allocations, if the previous levels of inspections are maintained.

## **Legal Implications**

Members will note that the Council is responsible for regulating the safety of sports grounds. The legislation imposes a duty on the Council to carry out periodic inspections of grounds to ensure compliance with legal requirements.

As indicated in the report, officers are required to advise Members of the inspections they carry out. This requirement stems from guidance which was issued following inquiries into the Bradford Stadium fire and the Hillsborough Stadium disaster.

If the Council failed to carry out regular inspections of the relevant sports grounds, it would be in breach of its statutory duty.

## **EXTERNAL CONSULTATIONS CARRIED OUT**

When required (as set out in Appendix A, see item 3) the following authorities are consulted:-

The Metropolitan Police Service  
The London Fire and Emergency Planning Authority  
The London Ambulance Service

## **BACKGROUND DOCUMENTS**

Safety of Sports Grounds Act 1975  
Interim Report on Hillsborough Stadium Disaster  
Final Report on Hillsborough Stadium Disaster  
The Fire Safety and Safety of Places of Sport Act 1987  
The Safety of Places of Sport Regulations 1988 (SI 1988/1807)  
Home Office Circular 11/1990





## **APPENDIX A**

### **Standard Procedures In Place under The Safety of Sports Grounds Act 1975 and The Fire Safety And Safety Of Places Of Sports Act 1987**

1. The Safety of Sports Grounds Act 1975 defines Sports Grounds as; 'A place where sports or other competitive activities take place in the open air and where accommodation has been provided for spectators, consisting of artificial structures or of natural structures artificially modified for the purpose.'
2. The following enclosed sports grounds meet the above definition and are inspected once a year and recommendations are made to the management of each club on measures that they should implement to improve safety. Brief details of each club are set out in Appendix B.
  - AFC Hayes Football Club
  - Gaelic Athletic Stadium
  - Harefield Football Club
  - Hillingdon Athletics Stadium
  - Hillingdon Borough Football Club
  - Northwood Football Club
  - Uxbridge Football Club
  - Wealdstone Football Club
3. The Hayes FC site is being redeveloped for housing after the merger of Hayes and Yeading Football Clubs in 2009 to form Hayes & Yeading United FC. The ground at Beaconsfield Road, Hayes is being redeveloped, due for completion in early 2014. Meanwhile, the team has relocated to a ground in Surrey.
4. Whenever it becomes known that a larger than average number of spectator (normally over 1,000) may be attracted to a special game/event, Licensing consults the S.A.G. to seek any requirements. S.A.G requirements/recommendations are then communicated to the club's management committee. If necessary, enforcement action is instigated to ensure the safety of the spectators who may be attracted to that particular game/event. This procedure is also implemented whenever Uxbridge Cricket Club is used for "special" matches that attract large numbers of spectators e.g when Middlesex County Cricket Club stage 20:20 games at the ground, and the annual Gaelic Football matches at the Gaelic Athletic Club.
5. Whenever possible, a licensing officer attends the special game/event to ensure that the Safety Advisory Group's requirements/recommendations are being implemented.

### **Reporting Procedures**

- a) The Council's Licensing Services Manager is primarily responsible for ensuring the matters detailed above are implemented. This manager reports to the Public Protection Service Manager.
- b) An annual report is prepared by the Licensing Service Manager which is submitted to the Deputy Director of Public Safety for approval.
- c) Once approved by the Deputy Director, the report is submitted to the Residents & Environmental Services Policy Overview Committee (RESPOC), for consideration and approval.

- d) Following scrutiny by RESPOC, the report is submitted to the Cabinet Member for Finance, Property & Business Services for consideration.

## **APPENDIX B**

Guidance on safety of spectators at sports grounds is detailed in the publication "Guide to Safety at Sports Grounds" (The Green Guide). The guide contains very detailed specific safety requirements. The following is just a very brief resume for each ground. If required, full detailed information on each ground can be obtained from the Licensing Service.

### **AFC Hayes Football Ground**

This ground is not suitable for large numbers of spectators in that it does not have:-

- a) An emergency lighting system.
- b) A public address system with a secondary source of power.
- c) A suitable alternative means of escape route
- d) Crush barriers.

### **Gaelic Athletic Association Sports Ground**

This ground does not have:-

- a) An emergency lighting system.
- b) A public address system.
- c) A suitable purpose made alternative means of escape route.
- d) Crush barriers.

In addition to its normal weekly games the ground is usually used once a year for a "special" game between two professional Gaelic Football Clubs. Such games normally attract approximately 3,000 to 4,000 spectators. Prior to this "special" match, the club notifies Licensing, and members of the Safety Advisory Group are consulted.

Following consideration of the club's safety proposals by the SAG, Licensing notifies the club of any additional safety measures that may be required in order to safe guard the large numbers of spectators that are to be accommodated within the ground.

Whenever possible, a licensing officer attends the match to monitor the number of spectators present and to check that the S.A.G.'s safety requirements are being implemented.

### **Harefield Football Club**

This ground could accommodate about 1,000 spectators. However, additional safety measures should be implemented in the event of a game that would attract that number of people.

- a) The installed emergency lighting system is limited and does not cover all the public areas
- b) A public address system with a secondary source of power
- c) Crush barriers have not been installed.

### **Hillingdon Athletics Stadium**

The stadium's public address system does not have a secondary source of power.

The stadium does not have a designated alternative means of escape route for spectators and participants should the main/exit route not be available (e.g. a suspect package in a car parked immediately in front of the main entrance to the stadium).

Note:- Whenever the stadium is used for an event that attracts a large number of participants and spectators, such as a combined schools sports meeting, the Sports and Leisure Team and

Fusion (the stadium managers) inform Licensing and an agreement is made on the maximum accommodation number and the additional safety provisions.

### **Hillingdon Borough Football Club**

This ground is not suitable for large numbers of spectators because;

- a) Exit A and Exit B are located immediately adjacent to the main social club-house building, consequently a fire or suspect package would effectively remove these two exit routes.
- b) Exit C is remote from the social club-house, however this alternative means of escape pathway is routed up to, and adjacent to, the social club-house.
- c) The installed public address system does not have a secondary source of power.
- d) The ground has not been provided with crush barriers.
- e) The ground is in a general state of disrepair.

Spectator capacity has been reduced to 250, due to the state of the ground as above, and the lack of emergency procedures.

### **Northwood Football Club**

This ground is not suitable for large numbers of spectators in that it does not have:-

- a) An emergency lighting system.
- b) A public address system with a secondary source of power.
- c) Adequate identification and signage for the main and alternative entrances / exits to the ground.
- d) Crush barriers.

Occasionally this ground is used for a "special" game that attracts many more spectators than the normal league games, for example, Northwood sometimes play a pre-season friendly match against a Championship side and such games attract large numbers of spectators. When notified of these occasions, SAG is consulted on additional safety measures and these are passed onto the club's management committee.

### **Wealdstone (formally Ruislip Manor) Football Club**

Overall, this ground could not permanently accommodate large numbers of spectators as it does not have;

- a) Emergency lighting systems;
- b) Crush barriers.

Annually, a number of large games are played at this ground. On these occasions a SAG meeting is convened (if time permits) to obtain SAG requirements / recommendations. At this meeting, a spectator capacity is set, usually around 2000.

If possible, a licensing officer will attend the match to monitor the number of spectators admitted into the ground and to check to see if the S.A.G's recommendations are implemented.

### **Uxbridge Football Club**

This ground is not suitable for large numbers of spectators as it does not have;-

- a) A comprehensive emergency lighting system
- b) A secondary power supply for the public address system.
- c) Crush barriers.

**Notes:-**

The safe accommodation of spectators depends on all the factors, set out in the Guide to Safety at Sports Grounds document. Particular consideration must be given to each individual ground's infrastructure, such as the pitch perimeter fence, the structural stability of walls and fences, the disposition and size of exits and the experience, competency and training of the management team and stewards.

All the above clubs are advised to consult with the Council and the Safety Advisory Group before any matches are staged that could attract more than the normal match day numbers.

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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.

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## 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 - 21 November 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?
991	Fassnidge Road North Depot, Fassnidge Road, Uxbridge	Cabinet will be asked to declare the property and site surplus to requirements, submit a planning application and sell the property.	Uxbridge South		Cllr Jonathan Bianco	RS - Marcia Gillings		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			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 12	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 - November 2013

<b>Ref</b>	<b>Decision</b>	<b>Further information</b>	<b>Ward(s)</b>	<b>Report to Full Council</b>	<b>Cabinet Member(s) Responsible</b>	<b>Officer Contact for further information</b>	<b>Consultation on the decision</b>	<b>NEW ITEM</b>	<b>Private decision?</b>
990	<b>Surface Water Management Plan for Hillingdon</b>	The Cabinet Member will be asked to approve the adoption of the Surface Water Management Plan Part 2 - Options and Action Plan and authorise publication of the Plan on the Council's web site and notify all interested parties.	All		Cllr Jonathan Bianco	RS - Victoria Boorman	Various	<b>NEW</b>	

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## Ref Decision Further information

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## 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?
988	Hillingdon Local Plan Part 2	This report to Cabinet will provide a update to Members of the main findings of the key evidence base studies together with the full results of the initial consultations held on Part 2 of the Plan during April-May. Cabinet will also consider a set of Development Management Policies and determine whether to carry out public consultations on a full "Proposed Submission Draft" of Part 2.	Various	TBC	Cllr Keith Burrows	RS - Jales Tippell / Brian Whiteley			
968a	The Council's Budget - Medium Term Financial Forecast 2014/15 - 2017/18 <b>BUDGET &amp; POLICY FRAMEWORK</b>	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	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	FD - Paul Whaymand			
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			

## 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 CYPs = Children and Young People's Services ASCS = Adult Social Care Services AD = Administration FD = Finance									
SI	<b>Quarterly Planning Obligations Monitoring report</b>	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Vanessa Scott			
SI	<b>Gift Funding for Planning Functions</b>	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			
<b>Cabinet Member Decisions - December 2013</b>									
989	<b>Residents Services Enforcement Policy</b>	The report seeks approval for the adoption of a Residents Services Enforcement Policy.	All		Cllr Ray Puddifoot & Cllr Jonathan Bianco	RS - Shabeg Nagra		<b>NEW</b>	

## 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 - 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	<b>Civic Centre Air Handling Units Replacement</b>	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		Private (3)
Page 25	<b>Reports from Policy Overview &amp; Scrutiny Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
SI	<b>Quarterly Planning Obligations Monitoring report</b>	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Vanessa Scott			
SI	<b>Gift Funding for Planning Functions</b>	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	RS - James Rodger			

## Ref Decision Further information

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 - 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?
968b	The Council's Budget - Medium Term Financial Forecast 2014/15 - 2017/18 <b>BUDGET &amp; POLICY FRAMEWORK</b>	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		
SI 26	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			

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## Ref Decision Further information Ward(s)

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### CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH

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	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			

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# Agenda Item 9

## 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***

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

## WORK PROGRAMME

<b>29 May 2013</b>	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
<b>31 July 2013</b>	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
<b>25 September 2013</b>	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
<b>17 October 2013</b>	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
<b>12 November 2013</b>	Major Review into Water Conservation – second witness session
	Update on letter for Roadside Memorials
	Annual Safety at Sports Grounds Report
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
<b>4 December 2013</b>	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
<b>21 January 2014</b>	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
<b>26 February 2014</b>	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
<b>26 March 2014</b>	Single Meeting Review
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
<b>30 April 2014</b>	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
<b>28 May 2014</b>	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate

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