



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, 26
FEBRUARY 2014

Time: 5.30 PM

Venue: COMMITTEE ROOM 6 -
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

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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 21 January 2014	1 - 4
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Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE



HILLINGDON
LONDON

21 January 2014

Meeting held at Committee Room 3a - 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, Kuldeep Lakhmana (Labour Lead), Carol Melvin and David Payne</p> <p>LBH Officers Present: Nigel Dicker (Deputy Director of Public Safety & Environment), Steven Maiden (Democratic Services Officer) and James Rodger (Head of Planning, Green Spaces and Culture)</p>
38.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Jackson.</p>
39.	<p>TO AGREE THE MINUTES OF THE MEETINGS HELD ON 12 NOVEMBER 2013 AND 04 DECEMBER 2013 (<i>Agenda Item 4</i>)</p> <p>RESOLVED: That the minutes of the meetings dated 12 November 2013 and 04 December 2013 were agreed as accurate records.</p>
40.	<p>BUDGET PROPOSALS FOR RESIDENTS SERVICES 2014/15 (<i>Agenda Item 5</i>)</p> <p>Officers provided a presentation on the budget proposals for Residents Services 2014/15 in which it was noted that:</p> <ul style="list-style-type: none"> ▪ There would be a further 1% reduction to local government funding in 2014/15 on top of the 2% reduction previously announced in the Autumn Statement 2012. ▪ Estimates indicated that the effective cut for 2015/16 would be 15%. ▪ The Budget Proposal had been designed to deliver a zero increase in Council Tax for 2014/15 whilst maintaining balances and reserves at well above the minimum recommended level. This was the sixth successive year without an increase in Council Tax. ▪ The Hillingdon Improvement Programme (HIP) was now well established and helping to deliver savings across the Council. The current HIP focus was on making efficiencies and savings in procurement and contract-related expenditure. ▪ It was proposed that most fees and charges would be frozen for 2014/15. ▪ Funds had been set aside as development and risk contingencies for the West London Waste Levy, Carbon Reduction Commitment Energy Efficiency Scheme and challenges to High Speed Rail 2 and Heathrow expansion. ▪ Priority growth would also see investment in some of the Borough's libraries and sports and leisure initiatives. ▪ Amongst other areas, savings would be achieved through middle management

	<p>restructures, efficiencies in Waste Services, a reduction in fleet management costs and procurement.</p> <ul style="list-style-type: none"> ▪ The Capital Programme would see investment in highways and pavement improvement, development and expansion at the Borough's cemeteries, a new museum and theatre and ICT upgrades. <p>Discussion</p> <p>Members welcomed the provision in the budget for renovations to the grade 2 listed Uxbridge Cemetery Gatehouse. The issues facing the Borough's cemeteries, including the gatehouse, had recently been reviewed by the Committee and Members were encouraged that the findings of this review were being taken forward.</p> <p>Members asked whether funds had been set aside for the drilling of a borehole at the Rural Activities Garden Centre.</p> <p>Officers advised that £250,000 had been set aside for improvements at the site but there were no funds set aside specifically for a borehole.</p> <p>Members congratulated officers on the budget which had kept the full range of the Council's services on track despite the considerable cuts being faced.</p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> 1. The Budget Proposals for Residents Services 2014/15 were noted; and 2. Officers draft comments on the Budget for the Committee to be circulated and agreed outside of the meeting.
41.	<p>MAJOR REVIEW INTO WATER CONSERVATION - CONSIDERATION OF DRAFT RECOMMENDATIONS (<i>Agenda Item 6</i>)</p> <p>Following discussion, it was noted that it would not be appropriate to include recommendations on the cleaning and draining issues of the Borough's gullies within the report. However, it was noted that it would be valuable for the Committee to have an officer update on these issues at a later meeting.</p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> 1. Officers be requested to provide an update on the drainage and cleaning issues affecting the Borough's gullies; and 2. The draft recommendations be accepted.
42.	<p>FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>RESOLVED: That the Forward Plan be noted.</p>
43.	<p>WORK PROGRAMME 2013/14 (<i>Agenda Item 8</i>)</p> <p>Officers noted that, due to the Local Government Elections in May 2014, Full Council had agreed to cancel all meetings within that month. This meant that the Committee's meeting scheduled for 28 May 2014 had been cancelled. Consequently, it would not be feasible for a single meeting review to be undertaken prior to the end of the Municipal Year. In the place of the review, it was agreed that updates on a number of areas within the Committee's remit would be provided.</p> <p>RESOLVED: That:</p>

	<p>1. Update reports be provided on:</p> <ul style="list-style-type: none"> a. Issues surrounding the cleaning and drainage of the Borough's gullies and related flooding problems; b. Possible review topics to be provided to the future Chairman of the Committee in the next Municipal Year; c. Progress made on the Committee's previous reviews; d. The provision of showers in the Council's housing stock; e. The measures being put in place by the Council to deal with changes to weather. <p>2. The Work Programme be noted.</p>
	<p>The meeting, which commenced at 5.30 pm, closed at 6.07 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.

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Agenda Item 5

MAJOR REVIEW – USING OUR WATER: IMPROVING EFFICIENCY AND DEVELOPING LONG-TERM STRATEGIES – DRAFT FINAL REPORT

Contact Officer: Steven Maiden
Telephone: 01895 250692

REASON FOR ITEM

Following the Committee's consideration of the recommendations for this review at its meeting of 21 January 2014, a draft final report has been produced. This needs to be agreed by the Committee prior to consideration by Cabinet at its meeting of 20 March 2014.

OPTIONS OPEN TO THE COMMITTEE

1. To consider the evidence that the Committee gathered during its review.
2. Highlight issues for further investigation.
3. To consider and agree the draft final report for the review.

INFORMATION

1. At the Committee's last meeting, Members considered draft recommendations for the current review into water conservation. These recommendations have now been supplemented by a full draft final report containing information from the 3 witness sessions and the site visit to Heathrow Terminal 2.
2. Reflecting the themes that emerged throughout the review, the report has been divided into the following three areas:
 - Change of Practice
 - Change of Technologies
 - Change of Policies
3. Officers have endeavoured to ensure that this report is as accessible as possible and, consequently, have only included information that was directly relevant to the final recommendations. However, there is a great deal of contextual information provided in the Background Reading section which should provide those reading the report with all of the evidence heard by the Committee itself. There are also links to the minutes from these sessions, should they be required.

PAPERS WITH THE REPORT

Water Conservation Review – Terms of Reference
Draft final report

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.

Report of the Residents' & Environmental Services Policy Overview Committee 2013/14

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



Members of the Committee

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

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CHAIRMAN'S FOREWORD

On inspecting the list of reviews that this Committee has undertaken over recent years, it is immediately obvious that an impressive range of topics have been explored covering the full breadth of the Council's residents-facing and environmental services. Work on areas as diverse as cemetery regulations, the environmental impact of phone masts and the use of Khat has been undertaken and has benefited residents on the local level as well as having a significant national impact. In fact, I am proud to say that almost every area of the Committee's remit has been touched upon with work currently underway across the Council as a result of our recommendations.

However, one notable exception to this impressive coverage of the Committee's responsibilities was that of the use of water both by the Council itself and by those on whom we have influence. Hillingdon is located within the most water stressed area of the country in which, despite a finite water resource, a growing population is consuming an above-average amount of water. Such a trend has obvious implications on the local environment and emphasises the importance of considering water efficiency in the Council role as a local planning authority and, more generally, as an influential organisation within the Borough.

It was with these key environmental factors in mind that the Committee decided to undertake a review that would cover a wide range of the Council's water-using operations as well as the policies that it applied through the planning function. It was hoped from the outset that exploring these themes would have a positive impact on the Borough's environment and, as a result of proposing water-saving measures, that financial efficiencies may also be delivered in the medium to long terms.

To address these concerns, the witness sessions focussed on the Council's use of water in green spaces and across the corporate estate with evidence provided from the Environment Agency, Affinity Water and Council officers. The Committee also attended a site visit to Heathrow Terminal 2 which is currently being redeveloped with an impressive approach to reducing water consumption and energy efficiency. Both the sessions and site visit were invaluable in informing the Committee of the key issues surrounding water use and some of the technologies used to address these issues.

I would like to place on record both my own and the Committee's appreciation to all of the witnesses who generously gave us their time and expertise. This has enabled us to produce a comprehensive and, I believe, valuable report which I am proud to commend to Cabinet.

Councillor Michael White
Chairman of the Residents' & Environmental Services Policy Overview Committee

RECOMMENDATIONS

The Residents' & Environmental Services Policy Overview Committee recommends:

Change of Practice

- 1. That the Cabinet Member for Finance, Property & Business Services considers asking officers to facilitate regular meetings with Affinity Water, Council leisure centre operators and the Greater London Authority to share best practice, foster stronger partnerships and develop a strategic approach to reducing the water usage of the Council and its partners;**
- 2. That the Cabinet Member for Finance, Property & Business Services requests officers to liaise with schools to pass on information regarding water-saving measures and encourage small-scale initiatives to reduce usage;**

Change of Technologies

- 3. That Cabinet commend the work already undertaken by officers to receive detailed billing data from Affinity Water and commit to pursuing this until it is agreed as a long-term measure;**
- 4. That the Cabinet Member for Finance, Property & Business Services considers that, once data is provided, officers undertake a comprehensive audit of the Council's water usage and produce a league table highlighting key users across the estate with a view to identifying areas for efficiencies;**
- 5. Notwithstanding the provision of detailed billing data from Affinity Water, that the Cabinet Member for Finance, Property & Business Services requests officers to investigate the viability of gradually upgrading to smart metering across the Council's estate as a means through which to monitor real-time water usage and report findings back to the relevant Cabinet Members in due course;**
- 6. As part of the budget planning process, that the Cabinet Member for Finance, Property & Business Services requests officers to investigate the use of a borehole at the Rural Activities Garden Centre as a spend-to-save project and report findings back to relevant Cabinet Members in due course;**

Change of Policies

- 7. That the Cabinet Member for Planning, Transportation & Recycling considers the inclusion of the following areas in the Local Plan Part 2:**
 - Stronger and clearer policies on sustainable drainage in the Borough including the use of at-source collection;**
 - Water conservation policies relating to a wider range of planning developments than just major developments;**
- 8. That the Cabinet Member for Planning, Transportation & Recycling considers that officers investigate the viability of amending, as an interim measure, policy EM1 point 11 to remove the word "major" thereby making it applicable to a wider range of planning developments in the Borough.**

BACKGROUND TO THIS REVIEW

Increasing population and development pressures present particular challenges for the environment in the South East. Water resources, waste water, flood risk and waste disposal are all major concerns, and climate change is increasing many of the risks that the South East faces.

Environment Agency website

To understand the importance of water conservation as a challenge facing the Council's resources and the local environment, it is important to recognise that Hillingdon is located within an area in which water is scarcer than anywhere else in England and Wales. The Environment Agency highlights that the South East has a growing population using more water than people in any other part of the country in spite of the fact that there is less water available per person than in many Mediterranean countries. Although the responsibility of addressing these challenges is primarily that of the Environment Agency and local water suppliers¹, the Council, as a significant water user and a local planning authority, has the capability of making a considerable contribution to the reduction in water use across the Borough.

Given the more direct influence that the Council has on its own operations, the main focus of the review necessarily explored what could be done to reduce water usage across the Council's green spaces and corporate estate. However, the review also sought to ensure that the influence held over planning developments within the Borough was used to promote water efficiency and conservation. Hillingdon has recently seen a minor downturn in domestic water consumption but the Borough still has an above-average household water use that has, at times, risen significantly higher than that of other London boroughs. Consequently, the Committee felt that further work could be done by the Council to achieve a reduction in water usage by ensuring that robust planning policies were in place requiring developers to implement water conservation measures.

In the light of this, the Terms of Reference for the review (set out in full at Appendix A) were founded on the key concern of putting long-term measures in place to reduce water usage throughout the Borough thereby reducing the considerable strain on the region's water resources. Furthermore, it was hoped that, by putting forward recommendations that addressed this concern, financial efficiencies for the Council might also be yielded as a result of a reduction in overall usage.

To achieve these aims the Committee heard evidence from witnesses both internal and external. Representatives from across Council departments provided information on the Council's current water-saving practices and policies whilst representatives from Affinity Water and the Environment Agency outlined some of the broader issues surrounding water conservation. The Committee also undertook a site visit to the Heathrow Terminal 2 development to investigate their approach to reducing water usage. Full details of witnesses sessions can be found at Appendix A.

Structure

Over the course of the review, three major themes were identified that were felt to encapsulate the areas of the Council's operations in which improvements to water use might be made. Consequently, the report has been produced mirroring these themes, as follows:

¹ In Hillingdon's case the water provider is Affinity Water.

1. Change of Practice
2. Change of Technologies
3. Change of Policies

It should be noted that, in order to keep this report as accessible as possible, much of the contextual information relating to the review can either be found through the external sources highlighted in the Background Reading list or within the appendices to this report.

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CHANGE OF PRACTICE

As highlighted in Appendix A, the Committee heard evidence from a number of partner agencies and experts in the field of water conservation. It was notable that each of the sessions provided information on the provision, use, and saving of water that revealed areas of the Council's practice that, once investigated further, might lead to considerable efficiencies. Although the Committee was reassured that there was significant expertise on water conservation within the Council, Members highlighted the value of fostering a better relationship with these organisations whereby expertise, information and developments were shared between providers and key water users.

An area of particular interest to the Committee was that of the Council's leisure centres, run in partnership with Fusion and Greenwich Leisure Limited (GLL), which were considered to be key water users and to have the potential for making considerable water efficiencies. At the Committee's request, officers liaised with colleagues from the leisure centres and were informed that there was currently little contact between them and Affinity Water. Colleagues further indicated that the Council organising and facilitating such meetings would be welcomed so that best practice and information could be shared and efficiencies made. Members highlighted the leisure centres as being one of the key organisations that might benefit from these meetings, however, it was noted that an invite could be extended to other major water users as they were identified.

Furthermore, planning officers advised that facilitating a meeting with colleagues at the Greater London Authority (GLA) would also be a positive step towards ensuring that the Council was kept up to date on the latest developments in the field of water conservation. Not only was it noted that the GLA had considerable expertise in water conservation that could be exploited, it was also noted that they had high-quality and robust policies that could be learnt from and utilized by the Council on a local level. Although neither of these meetings might produce immediately measurable reductions in water usage, it was felt that putting processes in place for the sharing of best practice would ultimately produce efficiencies and savings for the Council and other organisations in the longer term.

With a view to ensuring that these relationships were as effective as possible, the Committee recommends:

1

That the Cabinet Member for Finance, Property & Business Services considers asking officers to facilitate regular meetings with Affinity Water, Council leisure centre operators and the Greater London Authority to share best practice, foster stronger partnerships and develop a strategic approach to reducing the water usage of the Council and its partners.

Appreciating the benefit of sharing information and best practice between the organisations above, the Committee felt that it was important that the Council also endeavours to pass on its own expertise where appropriate. The possibility of officers liaising with the Borough's schools to pass on information relating to water conservation (particularly small-scale initiatives that could be easily replicated on a school's estate) was considered to be a simple and effective way of promoting the importance of water conservation. Consequently, the Committee recommends:

2

That the Cabinet Member for Finance, Property & Business Services requests officers to liaise with schools to pass on information regarding water-saving measures and encourage small-scale initiatives to reduce usage.

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CHANGE OF TECHNOLOGIES

Billing

As might be expected, during the course of the review the Committee wished to receive data on the Council's annual water usage and expenditure. These figures were duly provided at approximately 225,000 cubic metres and £367,000 respectively (exclusive of schools and Housing Revenue Account). It is important to note that administering and paying for water was undertaken individually by a wide range of officers across the Council. In 2012/13, for instance, 70 officers raised 420 purchase orders to pay the £367,000 bill noted above. Such a complex administration process was costly and time consuming both for the Council and Affinity Water. However, despite the complexities of administration, it was highlighted that the bill provided to the Council did not provide a comprehensive breakdown that included individual building usage and so could not be used to highlight areas of concern across the estate.

Witnesses highlighted that work was currently being progressed with Affinity to address this issue and reduce the admin and process costs through the consolidation of bills. This would involve the Council being provided with detailed data – including historic data – on water usage across all of its properties. This could be input into a computer programme that would enable individual building's water performance to be monitored and allow officers to set targets for reduction. This would allow the highest water users to be identified and be invaluable in the earlier detection of leaks and could lead to a reduction in the administration costs associated with billing. To achieve this, the Committee proposed the following recommendations:

3

That Cabinet commend the work already undertaken by officers to receive detailed billing data from Affinity Water and commit to pursuing this until it is agreed as a long-term measure.

4

That the Cabinet Member for Finance, Property & Business Services considers that, once data is provided, officers undertake a comprehensive audit of the Council's water usage and produce a league table highlighting key users across the estate with a view to identifying areas for efficiencies.

Smart Metering & Boreholes

To find out more about the use of new, water-efficient technologies, the Committee undertook a site visit to Heathrow Terminal 2 which is currently being redeveloped with a focus on sustainable design. The Committee was extremely impressed with the work undertaken by the airport both to reduce dependency on mains water through the introduction of boreholes and the use of smart metering to allow for real-time monitoring of water use and possible leaks via wireless telemetry. The system meant that a leak could be detected almost immediately whereas, without it, there could be a delay of weeks before it was located. Such delays have an obvious resource implications and any reduction to this would present considerable potential for financial efficiencies to be made.

Evidently there are cross-over between the provision of detailed bills by Affinity Water and implementing a smart metering upgrade. The benefits of smart meters are that they provide updates on the amount of water used every 15 minutes in an easily understood

format. This would allow the Council to monitor leakages in real time and also highlight the use of water across green spaces and the corporate estate to inform a strategic approach to reducing water consumption. It is important to note that smart meters are a relatively expensive solution and that a comprehensive business case would have to be put forward to make an informed decision on their introduction. Consequently, the Committee wished to recommend that officers investigate how viable such a project would be. As such, the Committee recommends:

5

Notwithstanding the provision of detailed billing data from Affinity Water, that the Cabinet Member for Finance, Property & Business Services requests officers to investigate the viability of gradually upgrading to smart metering across the Council's estate as a means through which to monitor real-time water usage and report findings back to the relevant Cabinet Members in due course.

Colleagues from Heathrow, Affinity and the Environment Agency all provided useful information on the viability of using boreholes to extract ground water directly. It was highlighted that there were a number of issues associated with the use of this technology. Namely, that boreholes needed to be licenced by the Environment Agency, they cost up to £500,000 to drill and, in the worst case scenario, could yield no or very little water. However, witnesses also noted that successful boreholes could deliver positive impacts on the environment and medium- to long- term financial savings.

The Committee heard that officers had begun investigating the viability of introducing a borehole at the Council's Rural Activities Garden Centre with the possibility of reducing the amount of mains water used at the site. The possibility of using the water from the borehole for other areas of the Council's activities was also being explored. At the time of this review, there were a number of issues to be explored further by officers such as the financial viability of the project, the level of treatment that would be required on abstracted water, how water would be stored, etc. Given the range issues that needed to be resolved to determine the efficacy of such a project, the Committee wished only to make a recommendation for further investigation to be undertaken. As such the Committee recommends:

6

As part of the budget planning process, that the Cabinet Member for Finance, Property & Business Services requests officers to investigate the use of a borehole at the Rural Activities Garden Centre as a spend-to-save project and report findings back to relevant Cabinet Members in due course.

CHANGE OF POLICIES

As well as focusing on what the Council could do to reduce water usage across its own estate, the Committee wished to explore what could be done to encourage or require other organisations in the Borough to become more water efficient. As has been noted above, there is considerable scope to develop how best practice is shared between providers, policy makers and key water users but the Committee also felt that the Council's role as a local planning authority could be enhanced to promote the importance of water conservation in as many of the Borough's developments as possible.

Although the Council currently has a wide range of local policies in place, witnesses informed the Committee that there was no single, comprehensive document that brought such policies together. The Local Plan Part 2 was in the process of being developed and would, in due course, provide this resource. However, the Committee felt that this provided them with two opportunities; firstly, to influence the Local Plan Part 2 as it was being developed by encouraging the inclusion of water conservation policies and, secondly, to propose a simple revision to existing policies and to ensure that they were fit-for-purpose during the interim period.

Witnesses noted that the policies currently in use relating to water conservation, particularly policy EM1, required major developments (10 units or more) to consider the full water cycle including consideration of water consumption. However, the fact that this was limited to major applications meant that current policy technically only applied to 5-10% of new developments in the Borough, even though officers were trying to apply it more widely through conditions (coded RES15/COM15 and RES16) that required developers to undertake water conservation works as part of their planning approval.²

These standard conditions required various water conservation measures but, crucially, these could be challenged at appeal due to the Council's existing policies only covering major developments. RES16, for instance, required developments to achieve Level 4 of the Code for Sustainable Homes. However, due to being insufficiently backed by policy, decisions had been challenged in the past and led to the Council backing down on water conservation requirements placed on developers.

The Committee strongly believed that requiring planning developments within the Borough to implement water conservation measures should be fully supported by policy and should cover as wide a range of developments as possible. The following two recommendations were felt to address these concerns both in the long-term by inclusion in the Local Plan Part 2 and for the interim period prior to its introduction.

7

The Cabinet Member for Planning, Transportation & Recycling considers the inclusion of the following areas in the Local Plan Part 2:

- **Stronger and clearer policies on sustainable drainage in the Borough including the use of at-source collection;**
- **Water conservation policies relating to a wider range of planning developments than just major developments**

8

That the Cabinet Member for Planning, Transportation & Recycling considers that officers investigate the viability of amending, as an interim measure, policy EM1 point 11 to remove the word "major" thereby making it applicable to a wider range of planning developments in the Borough.

² Policy EM1 and RES15/COM15 and RES16 are provided in full at Appendix B

BACKGROUND READING

The following information is provided in order to signpost readers to useful contextual information to this review.

- Information on water resources, abstraction, managing resources and other areas can be found on the Environment Agency website at the following address:
<http://www.environment-agency.gov.uk/business/topics/water/>
- Details of what Affinity Water are doing to reduce the consumption of natural resources are provided on their website at:
<https://www.affinitywater.co.uk/environment.aspx>
- Information on the Smart Metering initiative being undertaken by Thames Water and Anglian Water can be found here: <http://www.anglianwater.co.uk/business/business-services/smart-metering/> <http://www.thameswater.co.uk/media/press-releases/17391.htm>
- The London State of the Environment Report (section 4 covering Water Resources in London) can be found here:
<http://data.london.gov.uk/datastore/package/state-environment-report-london>
- Environmental Fact Sheets for all of the London boroughs can be found at the below link. These provide a “snap shot” of the environment in each borough. Note that the graph relating to water conservation is inaccurate due to an Environment Agency error. The Borough’s water consumption has not seen a significant downturn in domestic water use in the past year. The text accompanying the graph is, however, correct.
<http://www.environment-agency.gov.uk/research/library/publications/103321.aspx>
- More information from the witness sessions can be found in the minutes to the meetings. These can be found here:
Session 1:
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=114&MId=1679&Ver=4>
Session 2:
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=114&MId=1681&Ver=4>
Session 3:
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=114&MId=1683&Ver=4>

APPENDIX A - TERMS OF REFERENCE AND WITNESSES

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.

WITNESSES

SESSION 1 – 17 OCTOBER 2013

Paul Richards, Green Spaces and Leisure Services Manager
Alastair Wilson, Senior Environment Planning Specialist (Water Resources)
Jane Wilkin, Planning Advisor at the Environment Agency

SESSION 2 – 12 NOVEMBER 2013

Emma Grigson, Head of Corporate Affairs, Affinity Water
Nick Gilbert, Environment and Education Services Manager, Affinity Water
David Haygarth, Energy Manager

SESSION 3 – 04 DECEMBER 2013

Vicky Boorman, Flood and Water Management Specialist
James Rodger, Head of Planning, Green Spaces and Culture

APPENDIX B – PLANNING POLICIES AND CONDITIONS

Policy EM1: Climate Change Adaptation and Mitigation

The Council will ensure that climate change mitigation is addressed at every stage of the development process by:

1. Prioritising higher density development in urban and town centres that are well served by sustainable forms of transport.
2. Promoting a modal shift away from private car use and requiring new development to include innovative initiatives to reduce car dependency.
3. Ensuring development meets the highest possible design standards whilst still retaining competitiveness within the market.
4. Working with developers of major schemes to identify the opportunities to help provide efficiency initiatives that can benefit the existing building stock.
5. Promoting the use of decentralised energy within large scale development whilst improving local air quality levels.
6. Targeting areas with high carbon emissions for additional reductions through low carbon strategies. These strategies will also have an objective to minimise other pollutants that impact on local air quality. Targeting areas of poor air quality for additional emissions reductions.
7. Encouraging sustainable techniques to land remediation to reduce the need to transport waste to landfill. In particular developers should consider (bioremediation) as part of their proposals.
8. Encouraging the installation of renewable energy for all new development in meeting the carbon reduction targets savings set out in the London Plan. Identify opportunities for new sources of electricity generation including anaerobic digestion, hydroelectricity and a greater use of waste as a resource.
9. Promoting new development to contribute to the upgrading of existing housing stock where appropriate.
1. The Borough will ensure that climate change adaptation is addressed at every stage of the development process by:
10. Locating and designing development to minimise the probability and impacts of flooding.
11. Requiring major development proposals to consider the whole water cycle impact which includes flood risk management, foul and surface water drainage and water consumption.
12. Giving preference to development of previously developed land to avoid the loss of further green areas.
13. Promoting the use of living walls and roofs, alongside sustainable forms of drainage to manage surface water run-off and increase the amount of carbon sinks.
14. Promoting the inclusion of passive design measures to reduce the impacts of urban heat effects.

RES15/COM15: Sustainable Water Management

No development approved by this permission shall be commenced until a scheme for the provision of sustainable water management has been submitted to and approved in writing by the Local Planning Authority. The scheme shall clearly demonstrate that sustainable drainage systems (SUDS) have been incorporated into the designs of the development in accordance with the hierarchy set out in accordance with Policy 5.15 of the London Plan and will:

- i. provide information about the design storm period and intensity, the method employed to delay and control the surface water discharged from the site and

APPENDIX B – PLANNING POLICIES AND CONDITIONS

- the measures taken to prevent pollution of the receiving groundwater and/or surface waters;
- ii. include a timetable for its implementation; and
 - iii. provide a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime.

The scheme shall also demonstrate the use of methods to minimise the use of potable water through water collection, reuse and recycling and will:

- iv. provide details of water collection facilities to capture excess rainwater;
- v. provide details of how rain and grey water will be recycled and reused in the development.

Thereafter the development shall be implemented and retained/maintained in accordance with these details for as long as the development remains in existence.

RES16 – Code for Sustainable Homes

The dwellings shall achieve Level 4 of the Code for Sustainable Homes. No development shall commence until a signed design stage certificate confirming this level has been received. The design stage certificate shall be retained and made available for inspection by the Local Planning Authority on request.

The development must be completed in accordance with the principles of the design stage certificate and the applicant shall ensure that completion stage certificate has been attained prior to occupancy of each dwelling.

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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)

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

Cabinet - 20 March 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?
025	CRC Energy Efficiency Scheme Phase II - Purchase of Carbon Allowances	Phase II of the Carbon Reduction Committee's Energy Efficiency Scheme commences in April 2014. Cabinet approval will be sought on the strategy for the purchase of carbon allowances.	All		Cllr Jonathan Bianco	RS - Richard Coomber	Corporate consultees	NEW	
028	Community Infrastructure Levy	Cabinet will receive an update and make any necessary decisions on Hillingdon's Community Infrastructure Levy following consideration by the Planning Inspectorate.	All	10-Jul-14	Cllr Keith Burrows	RS - Jales Tippell		NEW	
983	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		Private (3)
984	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		Private (3)
007	Tree Maintenance Contract	Cabinet will be asked to award a contract for tree maintenance across the Borough.	All		Cllr Jonathan Bianco	RS - Stuart Hunt / Ashley Bautier	Corporate consultees		Private (3)
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			

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									
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			

Cabinet - 24 April 2014

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			

Cabinet Member Decisions - April 2014

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		
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> May 2014

No Cabinet is scheduled in May 2014

Cabinet - 19 June 2014

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		NEW	
SI	Budget 2013/14 Outturn	The Cabinet will receive the details of the budget outturn for 2013/14.	All		Cllr Jonathan Bianco	FD - Paul Whaymand		NEW	

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?
Council Departments: RS = Residents Services CYPs = 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	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			

Agenda Item 8

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
12 November 2013	CR3
4 December 2013	CR3A
21 January 2014	CR3A
26 February 2014	CR6
26 March 2014	CR3
30 April 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
12 November 2013	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
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 recommendations
	Budget Report for consideration
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
26 February 2014	Major Review into Water Conservation – consideration of draft final report
	Update on the enforcement on Cemetery Regulations
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
26 March 2014	Update on implementation of recommendations from past reviews
	Update on the cleaning and drainage of the Borough's gullies and related flood problems
	Update on the measure being put in place by the Council to deal with changes to the climate / weather
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
30 April 2014	Consideration of potential review topics for the next Municipal Year
	Update on the provision of showers in the Council's housing stock
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate

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