



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 MARCH  
2014

**Time:** 5.30 PM

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

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

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further information.**

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This Agenda is available online at:  
[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

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INVESTOR IN PEOPLE

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# Terms of Reference

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

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

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

# Agenda

## Chairman's Announcements

	<b>Title of Report</b>	<b>Page</b>
<b>1</b>	Apologies for Absence	
<b>2</b>	Declaration of Interest in matters coming before this meeting	
<b>3</b>	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	
<b>4</b>	To agree the Minutes of the meeting held on 26 February 2014	1 - 2
<b>5</b>	Report on the Clearing of Gullies and Ditches in the Borough	3 - 6
<b>6</b>	Update on the Enforcement of Cemetery Regulations	7 - 8
<b>7</b>	Update on the Implementation of Recommendations from past reviews	9 - 14
<b>8</b>	Consideration of topics for major reviews for the next Municipal Year	15 - 16
<b>9</b>	Forward Plan	17 - 20
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## Minutes

### RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

26 February 2014

Meeting held at Committee Room 6 - 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, Patricia Jackson, Kuldeep Lakhmana (Labour Lead), Carol Melvin and David Payne</p> <p><b>LBH Officers Present:</b> Steven Maiden (Democratic Services Officer) and Victoria Boorman (Flood &amp; Water Management Specialist)</p>
44.	<p><b>TO AGREE THE MINUTES OF THE MEETING HELD ON 21 JANUARY 2014</b> <i>(Agenda Item 4)</i></p> <p><b>RESOLVED:</b> That the minutes from the meeting dated 21 January 2014 were agreed as an accurate record.</p>
45.	<p><b>CONSIDERATION OF THE DRAFT FINAL REPORT ON WATER CONSERVATION</b> <i>(Agenda Item 5)</i></p> <p>Consideration was given to the draft final report. It was noted that the scope of this report had not focussed only on the Borough's "award-winning" green spaces as had been stated in the scoping report. Instead, the review had explored water conservation measures for all green spaces across the Borough.</p> <p>It was agreed that the reference to the Borough's "schools" in recommendation 2 would be changed to "education establishments" to ensure that information on water-saving measures was shared as widely as possible.</p> <p>The Committee also agreed that a reference to the positive impact that these recommendations would have on flooding in the Borough would be included in the "Changes to Policy" section. It was noted that the issue of flooding and the wider effects of climate change would be a good subject for a future review.</p> <p><b>RESOLVED:</b> That, subject to the amendments set out above, the draft final report on water conservation was agreed.</p>
46.	<p><b>UPDATE ON THE ENFORCEMENT OF HILLINGDON'S CEMETERY REGULATIONS (TO BE CONFIRMED)</b> <i>(Agenda Item 6)</i></p> <p>Officers noted that an update would be provided at the next meeting of the Committee.</p> <p><b>RESOLVED:</b> That the update on the enforcement of cemetery regulations be considered at the meeting of 26 March 2014.</p>

47.	<p><b>FORWARD PLAN</b> (<i>Agenda Item 7</i>)</p> <p><b>RESOLVED: That:</b></p> <ol style="list-style-type: none"> <li>1. <b>Officers provide clarification on whether it was the Council or the Mayor of London who received funds from the Community Infrastructure Levy; and</b></li> <li>2. <b>The Forward Plan be noted.</b></li> </ol>
48.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 8</i>)</p> <p>The Committee agreed that the meeting schedule for 30 April 2014 should be cancelled and all remaining business for this Municipal Year considered at the meeting on 26 March 2014.</p> <p><b>RESOLVED: That:</b></p> <ol style="list-style-type: none"> <li>1. <b>The meeting scheduled for 30 April 2014 be cancelled and all business brought forward to the meeting on 26 March 2014; and</b></li> <li>2. <b>The Work Programme be noted.</b></li> </ol>
	<p>The meeting, which commenced at 5.30 pm, closed at 5.50 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.

## Update on Cleaning and Drainage of the Borough's Gullies and Related Flood Problems

**Contact Officer:** John Fern  
**Telephone:** x7557

### REASON FOR REPORT

This report has been produced to provide an update on the cleaning and drainage of the Borough's gullies and related flood issues. The Committee requested that this update include information on what the Council is doing to address issues of climate / weather change.

### OPTIONS OPEN TO THE COMMITTEE

1. To note the update
2. To request further clarification on the cleaning and drainage of the Borough's gullies

### INFORMATION

#### Gullies

#### Background

Hillingdon Borough has in the region of 37,000 road gullies throughout the road network all designed to take away surface water from the carriageway. To achieve the discharge of water, the gullies are connected by pipe work in one of three ways; by connection to soakaways, by connection to a nearby water course or directly into a surface water main.

The responsibility of the Council lies with the gully itself (provided that is on a Council-responsible road), the associated pipe work connection, the soakaways and some water courses. Other water courses are the responsibility of the Environment Agency or private land owners with surface water mains being the responsibility of Thames Water Ltd.

#### Resources

The Borough has two gully cleaning machines which are each manned by two operators. Both machines are in daily operation carrying out duties such as the yearly cyclic cleaning of gullies on the highway, cleaning of gullies on Council Housing land and investigating reported drainage problems.

#### Recent Flooding Issues and causes

In the main the Borough was not severely affected by the recent heavy rainfall compared to other areas of the Country, however, there were a number of isolated flooding issues that required action by the Highways Drainage Team and the Highways Standby out of hours Crews.

Some soakaways became full to capacity and were extremely slow to release water into the ground due to the high level of the water table following the constant amount of rain.

This problem prevented some gullies discharging water with ponding occurring in some isolated areas of carriageways.

Nearby water courses became swollen not only with the amount of water falling in the Borough but also as a result of run off from high-level ground upstream. Some fallen tree debris caused flow problems. These again prevented gullies from discharging the water with some back flow which resulted in isolated ponding of water in carriageways.

Surface water mains were unable to cope with the amount of water required to be discharged and backlogs occurred again causing isolated flooding issues. Thames Water responded to requests to attend locations, however, at one stage became so overwhelmed that they refused to take any further calls unless it was related to immediate flooding of property or danger to lives. There are a number of problems with the surface water mains infrastructure which suffers from silting and tree root infestation that results in capacity issues.

Debris consisting of leaves and the like was also washed into gullies causing blockages and preventing water from escaping. These issues were fairly wide spread but again only caused isolated ponding of water on some carriageways.

## **Responses**

In the main the flooding issues were confined to areas in the south of the Borough where there are lower lying areas and a number of water courses. There were areas where swollen water courses did flood some roads and also encroached into gardens. No roads were totally impassable. Highways responded to calls and provided sand bags to protect residential properties in imminent danger of flooding. They also responded to calls to flooded areas, investigated the reasons and where possible cleaned drainage systems and sucked up ponding water to prevent further flooding. Highways purchased and filled around 4000 sand bags with a further 1000 held back in reserve should they be needed. Around 1500 sand bags were deployed to areas in the Borough.

Officers worked with the Council's Flood Management Officer (FMO) who was able to monitor the various areas that were affected and liaised with the Environment Agency and Thames Water.

## **Development**

The Council's FMO is collating all information on ditches, water courses and affected areas in order to put together a Flood Management Plan. This will assist in identifying responsibilities and what preventative measures can be undertaken in the future.

## **Climate / Weather Changes**

In response to the wider issues surrounding flooding in the Borough, officers have provided the following information.

### **Civil Protection Perspective**

The Council has well developed and rehearsed civil emergency plans that enable it to respond to any emergency in an efficient and effective way, often in partnership with the wide range of local and regional professional partner agencies. In addition to the Council's



generic civil emergency plan, there are a number of specific emergency plans which include, but are not limited to, flooding and adverse weather (cold, heat and high winds).

All the plans focus on the response to an emergency once it has occurred, rather than the work completed by other officers which focuses more on pre-emergency phase of reducing the risk to the Council and our residents.

### **Sustainability perspective**

For a number of years there has been advice that Local Authorities need to be prepared for a changing climate but it has not been clear exactly what this means. Officers are aware that flooding and drought may be more common but this does not mean that the Borough will be suddenly inundated with weather that has never been seen before. The recent floods could be attributed to a changing climate, however, events like these are managed within the Council's existing plans that officers are currently working on. Similarly, with regards to drought, RESPOC recently heard how the Council is looking to save water and to reduce the pressure on water supplies. This is something that the water bodies and the Environment Agency are also required to respond to.

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## Update on the Enforcement of Cemetery Regulations

**Contact Officer:** John Purcell  
**Telephone:** x6376

### REASON FOR REPORT

This report has been produced to provide an update on the enforcement of the recently revised cemetery regulations. This was requested by the Committee at their meeting of 21 January 2014.

### OPTIONS OPEN TO THE COMMITTEE

1. To note the update
2. To request further clarification on the enforcement of cemetery regulations

### INFORMATION

Since the new Regulations were introduced last year, I am pleased to report that we have had no serious incidents of non-compliance with the regulations.

We have also now changed our process for granting permission for requests from residents for benches, trees, memorials etc. Since we introduced the new regulations any request requires the grave owner or resident to meet on site with the Deputy Manager, to ascertain the exact location required and agree if this is suitable. If permission is granted, which is in most cases, the size of trees, foundation for bases for benches are agreed and we now have a record of ownership. This has been well received and working well.

As previously advised to the Committee, we do not have any major problems within the cemeteries, except the issue at West Drayton cemetery, and in particular a section of the community who will always try to push the boundaries regarding the regulations relating to headstones, memorials and anti-social behaviour.

The area that has historically been a problem is now almost full, and a planned extension at West Drayton cemetery is now going through the planning process.

The new extension planned, will allow for both "Lawn and Traditional" plots which is in line with our new policy. We are also offering this facility at our other cemeteries wherever possible.

Having said that, we need now to be very vigilant as we approach the warmer months ahead as historically this is when illegal installation of headstones and memorials occur, and anti-social behaviour takes place, all these mainly at weekends at West Drayton Cemetery.

We still have 2 outstanding issues with families at West Drayton Cemetery that need to be resolved, which are complex in nature. These are in the process of being resolved.

A more detailed verbal report will be given to the Committee at its meeting on the 26<sup>th</sup> March should Members require this.

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Review of Regulations and Byelaws relating to Cemeteries and Burial Grounds in Hillingdon	
Recommendations	Updates
That Cabinet agree the revised set of Cemetery Regulations that have been updated to make the rules clearer and fairer for all residents and users of different religious beliefs. This includes the necessary promotion of the rules both to funeral directors and bereaved families in a suitable and sensitive manner.	Funeral Directors have been issued with a copy of the revised Cemetery Regulations and they have been well received.
Support any 'friends' groups that may wish to be established in relation to local cemeteries; additionally, that the Council continues to work closely with the Safer Neighbourhood Team (SNT) and ask officers to agree a local procedure on how to deal with anti-social behaviour, specifically within cemeteries.	<p>A bereaved families group has been established which now meets on a regular basis. This group is made up of Residents, SNT officers, Ward Councillors, and officers from both Green Spaces and Bereavement Services.</p> <p>Officers have been working with a local group called the 'Guardians' whose interests are mainly around the cemetery at West Drayton.</p> <p>Officers worked with local Residents at Northwood Cemetery, which was awarded a Green Flag Award</p>
Ask officers to investigate the reintroduction of leaflets and a pictorial booklet to summarise key elements of the regulations to be circulated to bereaved families via Funeral Directors.	A draft booklet has now been produced which will be shown to members of the Committee at the next meeting (26th March) for their consideration. Once agreed the corporate publicity team will finalise and printing will be done. Each registered owner of a new grave or where a name changes is requested, will be issued with the booklet, <b>prior</b> , to the "Exclusive Right of Burial" deed being granted. A signature will be required , to accept that they will fully comply with the cemeteries regulations.
Considers the best way for officers to inspect memorials in cemeteries and how to best achieve this in line with health and safety objectives.	<p>It is now been proposed that this aspect will be undertaken by the Green Spaces team.</p> <p>The Green Spaces Team have noted and will be part of a revised Job Description for the Cemetery Supervisor.</p>

<p>Welcome Cabinet's decision to bring cemetery grounds maintenance back 'in-house' as part of the award winning Green Spaces team.</p>	<p>Complete</p>
<p>That Cabinet agree to the creation of a long-term (5 year minimum) rolling strategy for the Council's cemeteries, which should be published on the Council's website and at the cemeteries office. This should include in particular a winter rolling programme of works to cemeteries be publicised to residents so they are clear when essential works are taking place.</p>	<p>This aspect will be undertaken by the Green Spaces team. Officers from this team have noted that they are liaising with Corporate Communications to ensure that the website is updated as and when required.</p>
<p>Having reviewed the grounds and facilities across the Borough and following evidence received from witnesses, to note three particular service improvements, which Cabinet may wish to investigate further and consider as part of the service and budget planning process:</p> <ul style="list-style-type: none"> <li>• To explore more cost effective options of using machinery to break down clay soil used for graves;</li> <li>• The lack of toilet facilities and a shelters for families to congregate at any of the Borough's cemeteries with the exception of Hillingdon, noting that there is also a lack of places of prayer;</li> <li>• The condition of the Grade I arch at the entrance of Hillingdon &amp; Uxbridge cemetery.</li> </ul>	<p>Toilets are being considered and are currently part of the proposal for the West Drayton extension.</p> <p>Remedial works have taken place at the entrance to Hillingdon &amp; Uxbridge Cemetery.</p> <p>A condition survey has now been carried out and a full report with costings is being produced for consideration by Cabinet.</p>

<b>Local Pest Control Services and the impact of Waste Management processes on these</b>	
<b>Recommendations</b>	<b>Updates</b>
<p>Ask officers to request the support of the Hillingdon Registered Social Landlords Forum to encourage a provision for:</p> <ul style="list-style-type: none"> <li>a) more uniform tenancy conditions to prevent pest infestation; and</li> <li>b) improved communications to support, educate, advise and guide their residents about handling waste through 'Welcome packs' or other introductory material.</li> </ul>	<p>The Registered Social Landlords Forum is due to be re-constituted in the new financial year.</p> <p>The next private landlords forum is on the 1st April.</p>
<p>Notes the roles of private landlords, social landlords and the Council (as a landlord) in terms of how pest infestations are dealt with effectively in tenanted properties; and work with these groups to ensure that all tenants are aware of best practice.</p>	<p>Private landlords are contacted by the Council's Private Sector Housing Team when there are problems with pest control. Tenants are advised during visits about good practice in food storage etc to prevent pests. Community Housing Team officers advise tenants about management of waste etc where there are problems.</p>
<p>Asks officers to encourage social responsibility of individual tenants and homeowners, whether in social or private sector housing, to properly manage their domestic waste to minimise pest problems through:</p> <ul style="list-style-type: none"> <li>a) educational materials and leaflets;</li> <li>b) the wider use of signage to re-enforce the necessity of effective pest control and waste management;</li> <li>c) articles in Hillingdon People twice a year to remind residents about effective ways of managing waste; and</li> <li>d) education through schools.</li> </ul>	<ul style="list-style-type: none"> <li>a) there have been no new materials and leaflets produced yet – this will be considered during the 2014/5 financial year</li> <li>b) waste services have started to display signs reminding residents what the collection day is, in problem locations. Simple and clear information stating the day of refuse collection have been placed up in numerous roads where the problem of waste being advanced onto the highway days prior to collection has been a problem. These have been well received both by residents and ward Cllr's, and the intention is to continue the practice in problematic areas. A pamphlet is sent to households around relevantly small areas where rubbish is advanced onto the highway on an ongoing basis. This has a limited impact and tends to reduce the scale of the problem but not eliminate it.</li> <li>c) the following articles have appeared in Hillingdon People: Sept/Oct 2013 - Article on the expanded services - food waste and textile recycling;</li> </ul>

	<p>Nov/Dec 2013 - Encouraging food recycling; Jan/Feb 2014 - Encouraging post-Christmas recycling, food waste recycling, paper/card recycling; March/April 2014 - Spring cleaning/clothes recycling.</p> <p>d) The Junior Environmental Teams Programme is being reviewed alongside the programme for 2014/15 with the Feel Proud Campaign.</p> <p>During the 2013/14 programme JETS visited 6 primary schools delivering an assembly at each and several litter picking sessions, and we engaged with about 1600 pupils.</p>
<p>In the case of persistent offenders and individuals or groups who have been reminded of their responsibilities, endorses the Council's enforcement methods to ensure that domestic waste is managed properly.</p>	<p>Enforcement of both domestic and trade waste continues. Additionally, the Environmental Enforcement Team provided under contract by NSL now conduct "duty of care" inspections on trade premises and have served numerous notices requiring the production of documents for waste transfer.</p>
<p>Instructs officers to send the report to the National Landlords Association and other relevant bodies, representing private sector landlords for information and to promote voluntary agreement among their members.</p>	
<p>Notes the Committee's endorsement of a new, more equitable approach to providing Pest Control Services following the BID review and the current concessions policy, which includes a free pest control service for all over 65's, disabled and those on benefits.</p>	
<p>Asks officers to ensure residents and landlords are aware of the services available from the Council to tackle pest problems, including an indication of costs. Cabinet also asks officers to encourage Registered Social Landlords to provide advice on the use of these services.</p>	<p>All information including costs is provided on the Council's web site. In addition if caller phones the contact centre information is given by them.</p>



<p>Supports the education and encouragement of businesses to take full responsibility for the cleanliness of the land they occupy, as well as to comply fully with the “Duty of Care for Waste Management”.</p>	<p>The Environmental Enforcement Team provided under contract by NSL now conduct “duty of care” inspections on trade premises and have served numerous notices requiring the production of documents for waste transfer.</p>
<p>Supports the continuation of enforcement and alley gating be considered in areas where there is a high level of illegal dumping of waste. These methods are positive solutions to areas of the Borough with high pest infestation and the benefits of alley gating to businesses have been positive in certain areas of the Borough.</p>	<p>Alley gating is being progressed in problem locations, for example the alley behind Marlborough Parade, Uxbridge Road (behind HSBC bank)</p>
<p>Instructs officers to ensure that, when leaflets and waste campaigns are refreshed, they promote a universal message.</p>	<p>All leaflets and campaigns are designed and run by the Council’s corporate communications team and waste services and the ASB investigations team work closely together on these to ensure a consistent message</p>

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## Possible Review Major Review Topics for 2014/15

**Contact Officers:** Steven Maiden  
**Telephone:** x0692

### REASON FOR ITEM

To allow the Committee to propose review topics to be undertaken in 2014/15.

### OPTIONS OPEN TO THE COMMITTEE

To put forward a number of review topics to be considered by the Committee in the next Municipal Year in line with RESPOC's terms of reference and the topics that it has recently undertaken.

### INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the services provided by Residents Services. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda.
2. It should be noted that it is the responsibility of the Members on the Committee in the next Municipal Year to determine topics for reviews. Consequently, the ideas put forward in this meeting will only be suggestions to be considered at the first meeting of 2014/15.
3. In selecting topics, Members are reminded of the Committee's work since 2009, which included reviews of:

#### **2009/10**

- Street Lighting
- Illegal Imported Cosmetics and Food
- Planning Enforcement – construction and use of back buildings (homes in back gardens)

#### **2010/11**

- Khat
- Town Twinning

#### **2011/12**

- Mitigating the environmental effects of the telecommunications masts and cabinets in the London Borough of Hillingdon and beyond

#### **2012/13**

- Review of the regulations and byelaws relating to the Cemeteries and Burial Grounds within Hillingdon
- Local Pest Control Services and the impact of Waste Management processes on these
- Using Our Water: Improving Efficiency and Developing Long-Term Strategies

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## **FORWARD PLAN**

**Contact officer:** Steven Maiden  
**Telephone:** 01895 250692

## **REASON FOR ITEM**

The Committee is required by its terms of reference to consider the Forward Plan and comment as appropriate to the decision maker on key decisions that relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

## **OPTIONS OPEN TO THE COMMITTEE**

- To comment on items going to the Cabinet or Cabinet Members for decision.
- Or to note the items and decide not to comment.

## **INFORMATION**

1. The Forward Plan for the following months has been published. Those items that are within this Committee's remit are shown on the attached version of the Forward Plan. The Committee may wish to consider and comment on these items.
2. Committee Members are requested to send in any questions they have regarding the attached Forward Plan or on any reports going to the next meeting of Cabinet, and to notify any officers that they would like to attend to give advice.

## **SUGGESTED COMMITTEE ACTIVITY**

- To consider whether there are comments or suggestions that the Committee wishes to make that will aid Cabinet's decision making.

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
<b>Cabinet - 24 April 2014</b>									
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - David Murnaghan	Corporate consultees		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			
<b>&gt; May 2014</b>									
No Cabinet is scheduled in May 2014									
<b>Cabinet - 19 June 2014</b>									
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		<b>NEW</b>	
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		<b>NEW</b>	
SI	School Capital Programme Update	This report will update Cabinet and request any necessary decisions in order to progress the School Capital Programme in order to upgrade facilities and keep on track to deliver sufficient places for children educated in the Borough.	Various		Cllr Jonathan Bianco and Cllr David Simmonds	RS - David Murnaghan	Corporate consultees		Private (3)

Ref	Decision	Further information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services CYPs = Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
<b>CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH</b>									
SI	New allocation of S106 contributions	To approve allocation of planning obligation funds for use locally.			Clr Ray Puddifoot & Clr Jonathan Bianco	RS - Nikki Wyatt			
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action			Clr Keith Burrows	RS - David Knowles	Traffic Liaison Group		
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Clr 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.			Clr 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		Clr Douglas Mills & Clr 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		Clr Ray Puddifoot and Clr Jonathan Bianco	RS - John Fern			

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# Agenda Item 10

## RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2013/14

Contact Officer: Steven Maiden  
Telephone: x0692

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.

As Members will be aware, it was agreed at the last meeting that the final meeting of this Municipal Year to be held on 30 April 2014 would be cancelled. This had been reflected below.

### 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

## **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 recommendations
	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>	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
<b>26 March 2014</b>	Update on implementation of recommendations from past reviews
	Update on flooding in the Borough to include information on the cleaning and drainage of the Borough’s gullies and related flood problems
	Update on the enforcement on Cemetery Regulations
	Consideration of topics for major reviews for the next Municipal Year
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate

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