



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Michael White (Chairman)
David Yarrow (Vice-Chairman)
Lynne Allen
Teji Barnes
Mohinder Birah
Peter Davis
Patricia Jackson
Kuldeep Lakhmana (Labour Lead)
Carol Melvin

Date: THURSDAY, 26 JUNE 2014

Time: 6.30 PM

Venue: COMMITTEE ROOM 5 -
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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INVESTOR IN PEOPLE

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Terms of Reference

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

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

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

Agenda

Chairman's Announcements

	Title of Report	Page
1	Apologies for Absence	
2	Declaration of Interest in matters coming before this meeting	
3	To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private	
4	To agree the Minutes of the meeting held on 26 March 2014 and 6 June 2014	1 - 6
5	Consideration of topics for the first major review of the municipal year	7 - 8
6	Forward Plan	9 - 12
7	Work Programme	13 - 16

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

26 March 2014



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

	<p>Committee Members Present: Councillors Michael White (Chairman), David Yarrow (Vice-Chairman), Lynne Allen, Shirley Harper-O'Neill, Patricia Jackson, Kuldeep Lakhmana (Labour Lead), Carol Melvin and David Payne</p> <p>LBH Officers Present: Nigel Dicker (Deputy Director of Public Safety & Environment), Steven Maiden (Democratic Services Officer), James Rodger (Head of Planning, Green Spaces and Culture), John Fern, Ed Shaylor (Residents Services - ASB & Investigations Team), John Purcell (Bereavement Services Manager) and Stuart Coleman (Deputy Bereavement Services Manager)</p>
49.	<p>TO AGREE THE MINUTES OF THE MEETING HELD ON 26 FEBRUARY 2014 <i>(Agenda Item 4)</i></p> <p>RESOLVED: That the minutes of the meeting dated 26 February 2014 were agreed as an accurate record.</p>
50.	<p>REPORT ON THE CLEARING OF GULLIES AND DITCHES IN THE BOROUGH <i>(Agenda Item 5)</i></p> <p>Officers provided a presentation on the cleaning and drainage of the Borough's ditches and gullies and the related flooding problems. It was noted that the Borough had roughly 37,000 road gullies across the road network which were designed to take surface water away from the carriageway. Maintenance of the gullies was undertaken by 2 machines on an annual cleaning cycle of all highways and Council Housing land.</p> <p>With regard to the recent national floods, officers advised that the Borough had not been badly affected with the minor flooding problems that had occurred being largely due to the rising water table. This had led to problems with the soakaways to which gullies were connected not being able to release water into the ground at a quick enough rate. It was noted that most flooding problems had been in the south of the Borough due to the fact that it was slightly lower than the north.</p> <p>Officers advised that some of the issues with flooding in the Borough were the responsibility of Thames Water rather than the Council itself. Work was currently being progressed to resolve these issues.</p> <p>Responding to Members' questions, it was clarified that the issue of which agency had responsibility for flooding was complex and unclear. In short, each agency was responsible only for water that drained from its own land irrespective of where flooding took place. Officers were currently reviewing the Council's and other bodies' responses to flooding and would be producing a report to clarify the issue. This would be</p>

	<p>circulated to officers and Members and considered by this Committee in due course.</p> <p>With regards to the identification of the Borough's ditches, it was noted that inspections would take place alongside use of the Geographical Information System (GIS). Members suggested that residents' associations be approached to offer their knowledge on where ditches were in their local areas.</p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> 1. An update on the review into the Council's and other bodies' responses to flooding be considered by the Committee in due course; 2. The possibility of consulting residents' associations in the review be passed to the Council's Flood & Water Management Specialist; and 3. The report be noted.
51.	<p>UPDATE ON THE ENFORCEMENT OF CEMETERY REGULATIONS (<i>Agenda Item 6</i>)</p> <p>Officers provided a presentation on the enforcement of the Borough's new Cemetery Regulations in which it was noted that there had been no major issues at the cemeteries since implementation. Where there had been problems, they had been due to a small number of persistent offenders who had now moved from the Borough. However, it was noted that summer tended to be a more problematic time due to barbeques and parties that were sometimes held in memory of those who had passed away.</p> <p>Officers had also reviewed the funeral procedure and, as a result of this, had produced a plain-English booklet to be provided to the bereaved. Booklets would be given to funeral directors to circulate and the bereaved would be asked to sign them to confirm that they have understood and will adhere to the regulations.</p> <p>It was noted that the new system of informing the bereaved as early as possible and the stronger enforcement of regulations appeared to be a success. Members suggested that one of the reasons that roadside memorials were a persistent problem in the Borough was that such early information on policies was not provided. Members proposed that a paragraph on the roadside memorial policy be included in the funeral procedures booklet with a view to informing those who might be maintaining such memorials of the policy.</p> <p>Officers advised that this suggestion would be investigated and considered in conjunction with the Cabinet Member for Planning, Transportation & Recycling.</p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> 1. Officers, in conjunction with the Cabinet Member for Planning, Transportation & Recycling, investigate and consider the inclusion of a paragraph on roadside memorials in the funeral procedures booklet; and 2. The report be noted.
52.	<p>UPDATE ON THE IMPLEMENTATION OF RECOMMENDATIONS FROM PAST REVIEWS (<i>Agenda Item 7</i>)</p> <p>Updates on two of the Committee's reviews were updated as below:</p> <p><u>Review of Regulations and Byelaws Relating to Cemeteries and Burial Grounds in Hillingdon</u></p>

Officers advised that much of this update had been provided in the above item.

Members asked that an update be provided on the investigation into the use of machinery as a more cost effective way of breaking down clay soil used for graves.

Local Pest Control Services and the Impact of Waste Management Processes on these

Officers advised that many of the recommendations from this review had been progressed. With regard to communication, Contact Centre staff had been well briefed on pest control information and Waste Services had been putting up signs advising residents of when collection days were.

Officers noted that more robust action was now been taken against traders who persistently left waste but that there was significant resistance to this. Traders often refused to clear waste that surrounded their sites and argued that it would be too expensive for them to undertake.

It was noted that social landlords had generally been willing to pass on information to tenants about how to deal with domestic waste in order to prevent pests. However, private sector landlords had been more difficult to engage.

Members raised concerns that waste only seemed to be removed when there was a threat of fines. It was suggested that a more robust approach be taken, especially with repeat offenders.

Responding to Members' questions, officers advised that it would not be practical to pass information on pest control through estate agents due to the significant number of them operating within the Borough.

RESOLVED: That:

- 1. Information on the investigation into the use of machinery as a more cost effective way of breaking down clay soil at cemeteries be provided to the Committee in due course; and**
- 2. The report be noted.**

53. **CONSIDERATION OF TOPICS FOR MAJOR REVIEWS FOR THE NEXT MUNICIPAL YEAR** (*Agenda Item 8*)

Following discussion, Members put forward the below as possible major reviews topics for next year's Committee:

- Street cleaning
- General waste
- The sale of counterfeit products within the Borough. This could either focus specifically on the sale of counterfeit alcohol and cigarettes or more widely on all counterfeit products.
- The Council's enforcement policy and how rapidly enforcement action was taken. The effectiveness and extent of the current policies were suggested as possible areas to explore.

RESOLVED: That officers relay the following suggestions for review to the Committee in the next Municipal Year:

- **Street cleaning;**
- **General waste;**

	<ul style="list-style-type: none"> • Sale of counterfeit products; and • Enforcement policies.
54.	<p>FORWARD PLAN (<i>Agenda Item 9</i>)</p> <p>RESOLVED: That the Forward Plan be noted.</p>
55.	<p>WORK PROGRAMME (<i>Agenda Item 10</i>)</p> <p>RESOLVED: That the Work Programme be noted.</p>
	<p>The meeting, which commenced at 5.30 pm, closed at 6.35 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.

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

5 June 2014

Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW



	Committee Members Present: Councillors Michael White (Chairman), David Yarrow (Vice-Chairman), Teji Barnes, Peter Davis, Patricia Jackson, Carol Melvin, Kuldeep Lakhmana (Labour Lead), Lynne Allen and Mohinder Birah
1.	ELECTION OF CHAIRMAN (<i>Agenda Item 1</i>) RESOLVED: That Councillor Michael White be elected Chairman of the Residents' and Environmental Services Policy Overview Committee for the 2014/2015 municipal year.
2.	ELECTION OF VICE-CHAIRMAN (<i>Agenda Item 2</i>) RESOLVED: That Councillor David Yarrow be elected Vice-Chairman of the Residents' and Environmental Services Policy Overview Committee for the 2014/2015 municipal year.
	The meeting, which commenced at 8.51 pm, closed at 8.52 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steven Maiden on 01895 250692. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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Agenda Item 5

RESIDENTS' & ENVIRONMENTAL SERVICES POC - REVIEW TOPICS FOR FIRST MAJOR REVIEW OF 2014/15

Contact Officers: Steven Maiden
Telephone: 01895 250692

REASON FOR ITEM

To enable the Committee to agree a topic to be developed into a full scoping report to be considered at the meeting on 30 July 2014.

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to select a single area within its remit to be developed into a scoping report. This will require the Committee to provide specific rather than broad areas to focus on. By so doing, officers will be able to produce a scoping report that addresses Members' main concerns and put forward an effective plan for the review.

INFORMATION

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.

In selecting topics for further investigation by officers, 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
2013/14
§ Using Our Water: Improving Efficiency and Developing Long-Term Strategies

At the Committee's last meeting of the 2013/14 Municipal Year, several possible review topics were suggested. It is at the Committee's discretion as to whether or not these topics

are pursued but they are a useful point of reference for determining the next major review. The suggested topics were as follows:

- § Street cleaning - specific topics will have to be selected within this broad theme.
- § General waste - specific topics will have to be selected within this broad theme.
- § The sale of counterfeit products within the Borough. It was suggested that this could either focus specifically on the sale of counterfeit alcohol and cigarettes or more widely on all counterfeit products. As can be seen above, a similar review was completed in 2009-10 which could be developed upon.
- § The Council's enforcement policy and how enforcement action was taken. The current policies have recently been renewed and so it should be advised that this review should not focus on the policies themselves and instead could look at how they were applied and followed up.

It is at the Committee's discretion as to what areas it wishes to review and Members are encouraged to consider the whole range of topics under their purview. It should also be noted that officers will also be developing proposals for possible reviews that will be circulated to the Committee prior to, or at, this meeting.

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)	Final decision by 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 Cabinet - 24 July 2014 AD = Administration FD= Finance									
015	Purchase of Carbon Allowances	Phase I of the Carbon Reduction Committee Energy Efficiency Scheme ended on 31st March 2014. Approval is sought for the purchase of Carbon Allowances for the final compliance year of the phase 2013-14.	N/A		Cllr Jonathan Bianco	RS - Richard Coomber		NEW	
016	Provision of recycling and refuse bags to residents	Cabinet will be asked to approve a contract extension with the current provider of recycling and refuse bags. This will ensure the continuation of a key front line resident service. Provision exists within the current contract to extend.	All		Cllr Keith Burrows	RS / FD - Colin Russell / Allison Mayo	Corporate Consultees	NEW	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.	N/A		Cllr Jonathan Bianco	FD - Paul Whaymand			
> August 2014									
No Cabinet is currently scheduled during August 2014									
SI	Interim Cabinet-level decisions	During the intervening summer period where there is no Cabinet meeting scheduled, the Leader of the Council may be granted delegated authority to make a wide variety of key and non-key financial, policy, contractual decisions, which would otherwise be reserved constitutionally to the Cabinet. This will provide for continuity of executive decision-making, if and when required. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. A fuller notice period for any key decisions to be taken will be given, where practicably possible.	Various		Cllr Ray Puddifoot MBE	AD - Democratic Services	Various		Possibly Private (1,2,3)
Cabinet meeting - 25 September 2014									
014	Byelaws for Parks	Cabinet will be asked to consider recommending to Council the adoption of byelaws for Parks and Open Spaces, to bring the laws up to date and using current terminology.	All	06-Nov-14	Cllr Jonathan Bianco	RS - Paul Richards	Legal Services, Secretary of State		
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		TBC	AD - Democratic Services			

Ref Decision		Further information		Ward(s)		Final decision by 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	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 MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH											
SI	New allocation of S106 contributions	To approve allocation of planning obligation funds for use locally.					Cllr Ray Puddifoot MBE & 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	Delegated Tender and Property decisions	Only where previously delegated by Cabinet, to accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.					Cllr Jonathan Bianco & Cllr Ray Puddifoot MBE	various			Private (1,2,3)
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member(s) will be asked to consider the approval of projects.		Various			Cllr Douglas Mills & Cllr Jonathan Bianco	RS - Helena Webster			
SI	Erection and Renewal of Street Furniture	Following Cabinet's decision on 24th September, final sign-off of any expenditure against this term contract must be made by the Leader of the Council and Cabinet Member for Finance and Business Services.		All			Cllr Ray Puddifoot MBE and Cllr Jonathan Bianco	RS - John Fern			

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Agenda Item 7

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2014/15

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.

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
26 June 2014	CR5
30 July 2014	CR6
24 September 2014	CR5
16 October 2014	CR5
13 November 2014	CR6
20 January 2015	CR5
25 February 2015	CR5
25 March 2015	CR5
29 April 2015	CR4

WORK PROGRAMME

26 June 2014	Major Review 1 – agree potential review topic for first major review
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
30 July 2014	Major Review 1 – consideration of scoping report
	Consideration of Budget Planning Report for Residents Services 2015/16
	Update on the Council's and other bodies' responses to flooding in the Borough
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
24 September 2014	Major Review 1 – First witness session
	Update on the investigation into the use of machinery as a more cost effective way of breaking down clay soil at cemeteries
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
16 October 2014	Major Review 1 – Second witness session
	Major Review 2 – agree potential review topic for second major review
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
13 November 2014	Major Review 1 – consideration of draft final report
	Major Review 2 - consideration of scoping report
	Annual Safety at Sports Grounds Report
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
20 January 2015	Major Review 2 - First witness session
	Budget Report for consideration
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
25 February 2015	Major Review 2 - Second witness session
	Update on the enforcement on Cemetery Regulations
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate

PART 1 – MEMBERS, PUBLIC AND PRESS

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Residents' and Environmental Services Policy Overview Committee – 26 June 2014

25 March 2015	Update on implementation of recommendations from past reviews
	Major Review 2 - consideration of draft final report
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and comment if appropriate
29 April 2015	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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