



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:** WEDNESDAY, 25  
FEBRUARY 2015

**Time:** 5.30 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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***Putting our residents first***

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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**

- 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 20 January 2015 1 - 6
- 5 Review of the Cleaning and Maintenance Schedule for Hillingdon's Footpaths and Bridleways 7 - 16
- 6 Update on the Enforcement of Cemetery Regulations 17 - 18
- 7 Forward Plan 19 - 34
- 8 Work Programme 35 - 36

## Minutes

### RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE



HILLINGDON  
LONDON

20 January 2015

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

	<p><b>Committee Members Present:</b> Councillors Michael White (Chairman), David Yarrow (Vice-Chairman), Lynne Allen, Teji Barnes, Mohinder Birah, Peter Davis, Patricia Jackson, Kuldeep Lakhmana (Labour Lead) and Carol Melvin</p> <p><b>LBH Officers Present:</b> Nigel Dicker, Deputy Director of Public Safety and Environment Gregory Pike, Operational Finance Manager - Residents Services Paul Richards, Green Spaces and Leisure Services Manager Stephanie Waterford, Licensing Services Helena Webster, Community Engagement and Town Centres Team Leader Ed Shaylor, Senior Manager - Community Safety Nikki O'Halloran, Democratic Services</p>
32.	<p><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> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That all items of business be considered in public.</p>
33.	<p><b>BUDGET PROPOSALS REPORT FOR RESIDENTS SERVICES 2015/16</b> (<i>Agenda Item 5</i>)</p> <p>Consideration was given to the budget proposals for the Council's Residents Services. Members were advised that £10m of savings were proposed for Hillingdon in 2015/2016, approximately £3½m of which related to the services covered within this Committee's remit. Included in these proposals were savings from staffing restructures in support functions and middle management, which continued the trend from previous years. It was anticipated that £110k of savings would be achieved through reviews of the Fleet Management operation and further ICT rationalisation.</p> <p>It was noted that proposals in relation to the outcome of zero-based reviews across the group were expected to contribute £375k towards delivery of the savings target, while the budgetary impact of West London Waste Authority's closure of the Victoria Road Civic Amenity site was expected to release £406k. Members were advised that there had been no additional costs for the provision of the service in Harefield as a result of this closure and that there had been an increase in the income received from trade waste. However, there had been a slight increase in the cost of disposal from this site and more vehicles had travelled through Harefield as a result.</p> <p>In addition to preferential rates for residents, the Council had frozen almost all Fees and Charges for residents during 2013/14 and 2014/15, with modest increases proposed for a small number of charges in 2015/16. Where increases were</p>

recommended, the cost recovery principle had been considered and charges had been benchmarked against those of neighbouring authorities and shown to remain competitive.

Growth of £711k for the Residents Services Group had been included in the draft budget for consultation, based on Cabinet's known expenditure commitments. Of this £711k:

- £440k had been provided to support a continuation of the Ward Budget Scheme, providing a sum of £22,000 for investment in each ward;
- an additional £62k growth to fund the Police Tasking Team was included in the budget, representing the full year effect of monies included in the 2014/15 budget and bringing this funding to £134k per annum;
- £130k Priority Growth was included in the budget to provide increased investment in tackling Rogue Landlords and Beds in Sheds across the Borough; and
- in order to ensure that the benefits of recent investment in the Ruislip Lido site were maximised, £24k was being earmarked to fund additional staffing in the peak season.

This draft capital programme for 2015/2016 included a number of proposed new schemes totalling £15,951k:

- Battle of Britain Bunker, a Heritage Civic Pride project - A restoration project on the former RAF Uxbridge Site. Plans included the replacement of a building near the Bunker known as the ASU building with potential for it to act as a visitor centre, the overall project was estimated to cost in the region of £4,850k with a target completion date of September 2015;
- Highways Structural Works & Pavements Priority Growth - £3,000k additional investment was included in this draft budget to continue the Council's programme of activity in these areas;
- Cedars & Grainges Car Park Improvements - An extended scope had been outlined for the previously planned investment in Uxbridge Town Centre car parks, which would support economic development in the area. An increase of £2,155k, partially funded from £200k of Developer Contributions, was therefore included in this draft budget;
- Borough-wide Car Park Improvements & Rural Activities Garden Centre Car Park - An additional £500k of investment in off street car parks across the Boroughs, including an enhancement of parking facilities at the Council's Rural Activities Garden Centre;
- Ruislip Lido Boathouse - Refurbishment of the Boathouse at Ruislip Lido for service use at an estimated cost of £210k;
- Investment in Bowls Clubs - £900k provision for the refurbishment of two existing bowls clubs and construction of a third was included in this programme and intended to support the Council's broader Public Health responsibilities by encouraging activity in the Borough's older population; and
- Haste Hill Golf Club Investment - A set of two projects to refurbish the club house for use as a function room at a cost of £80k and a replacement of the irrigation system for £450k. An invest-to-save business case was in development around the updated clubhouse and improved parking provision, with financing costs associated with the project to be met from future revenue streams.

Members congratulated the officers on the format of the report and on the content therein.

With regard to cemetery charges, concern was expressed that there had been a blanket 15% increase in charges for residents whereas non-residents had only received an increase of approximately 7% across the board. Members were advised that a benchmarking exercise had been undertaken against neighbouring boroughs which highlighted that the charges were significantly less in Hillingdon. As the cemetery charges had not been increased for a couple of years, they were re-evaluated to bring them closer in line to neighbouring councils, whilst remaining on average 10% cheaper. It was suggested that consideration be given to reducing the percentage increase for residents and increasing the percentage increase for non-residents.

It was agreed that officers would draft comments on the budget on behalf of the Committee for inclusion in the Corporate Services and Partnerships Policy Overview Committee report to Cabinet. These comments would be agreed by the Chairman and the Labour Lead prior to inclusion.

**RESOLVED: That:**

- 1. the Budget Proposals for Residents Services 2014/15 be noted; and**
- 2. officers draft comments on the budget for the Committee to be circulated and agreed by the Chairman and Labour Lead outside of the meeting.**

34. **PUBLIC SPACES PROTECTION ORDERS BRIEFING** (*Agenda Item 6*)

Members were advised that the provisions in the Anti Social Behaviour Policing and Crime Act 2014 relating to Public Spaces Protection Orders (PSPOs) came into effect on 20 October 2014. PSPOs would cover all major issues contained within local byelaws and would be used instead of Controlled Drinking Zones (CDZs) which would become obsolete in October 2017. It was proposed that two PSPOs be adopted in Hillingdon: one to cover parks and open spaces and the other to cover all land to which the public had access. Following consideration of the proposals by the Committee and the Cabinet Member, consultation would be undertaken with residents.

Mr Ed Shayor, the Council's Senior Manager - Community Safety, advised that the proposed PSPOs would enable enforcement officers to issue Fixed Penalty Notices (FPNs) for things like spitting or feeding pigeons inappropriately. However, the Committee was assured that it would not prevent people from gathering in a public space for a discussion.

It was noted that the Council would advertise the existence of a PSPO in appropriate places. In addition, local Orders could be introduced following local consultation and consideration could be given to the format of the signage used to advertise those PSPOs that were put in place, e.g., pictorial. Members were advised that, although 'Controlled Drinking Zones' was the terminology used by most local authorities, this was not the wording used in the relevant legislation and had been locally adopted. As such, the existing signage could be kept where the PSPOs covering the public consumption of alcohol were implemented. It was anticipated that, as residents had become accustomed to this terminology, it would reduce any confusion that new signs might cause.

Mr Shaylor noted that the proposals for PSPOs would be publicised in Hillingdon People and on the Council's website. It was suggested that consideration be given to advertising the existence of PSPOs on the back of the "lollipop signs" used by JCDecaux in appropriate places. Mr Shaylor would liaise with the Head of

	<p>Communications to see if this suggestion could be taken forward.</p> <p><b>RESOLVED: That the report be noted.</b></p>
35.	<p><b>ANNUAL SAFETY AT SPORTS GROUNDS REPORT</b> (<i>Agenda Item 7</i>)</p> <p>Consideration was given to the Annual Safety at Sport Grounds report and to the inspection levels suggested therein. Although none of the sports grounds mentioned in the report were 'designated' (so were not subject to a Safety Certificate), Members were assured that officers would routinely visit the grounds and make public safety recommendations when large matches (2-3,000 attendees) were planned - there were usually only 2-3 of this size event held each year. It was suggested that, to make this clearer in the procedures, the wording be amended to replace "possible" with "necessary", e.g., "whenever necessary, an officer from the Licensing Service attends...". Furthermore, it was suggested that clubs be routinely asked to contact local residents well in advance of events so that these residents were able to plan their movements accordingly.</p> <p>Members were advised that each club nominated a named safety officer who would contact the Council if assistance was required. The Council would then bring the Safety Advisory Group (SAG) together with the club and make public safety recommendations as necessary. If there was any concern that a club was not putting enough measures in place to protect the public, a prohibition notice could be served.</p> <p>It was noted that events such as 20/20 cricket matches and the auto show were held at venues where there was no fixed accommodation for spectators and, as such, these venues did not fall under the legislation. However, as these events attracted a large number of spectators, the SAG assessed the safety provisions on an ad hoc basis.</p> <p><b>RESOLVED: That:</b></p> <ol style="list-style-type: none"> <li>1. the word "possible" be replaced with "necessary" in the procedures; and</li> <li>2. the report be noted.</li> </ol>
36.	<p><b>MAJOR REVIEW INTO DIVERSIFYING THE STREET CHAMPIONS INITIATIVE - CONSIDERATION OF DRAFT FINAL REPORT</b> (<i>Agenda Item 8</i>)</p> <p>Consideration was given to the draft final report in relation to the major review into diversifying the Street Champions initiative. Although in excess of 4,400 residents had engaged in the Street Champions initiative since its inception in 2006, it was acknowledged that there were currently only 137 who had made 11 or more reports in the last two years. The initiative had reached its peak between 2006 and 2008 but engagement had subsequently reduced over time. Members were advised that some Street Champions had inadvertently registered for the initiative without realising whilst others had become disillusioned by the lack of feedback received following a report that they had made.</p> <p>Concern was expressed that the inclusion of Members in all reports made by Street Champions would result in Councillors receiving emails in relation to more routine issues, for example, requests for recycling bags. As such, it was agreed that recommendation 4 in the report be deleted. As an alternative, it was suggested that a recommendation be included for the provision of a quarterly overview report tailored to each ward that showed the top 10 issues reported by Street Champions within each Ward for that quarter. This information would be summarised as the top 5 environmental issues and the top 5 other service issues. This would ensure that</p>



	<p>Members had an overarching view of the issues being reported in their Ward.</p> <p>It was suggested that, with regard to contacting Street Champions to thank them for their service and asking that they confirm that they would like to continue in this role, officers be mindful of the wording included in both the letter and the questionnaire (these could also be set up for online completion). Subject to the recommendation being agreed by Cabinet, the Committee asked officers to ensure that the letter include information about the role of Street Champions and what this would entail. It was suggested that the questionnaire should:</p> <ul style="list-style-type: none"> <li>• not duplicate the information contained within the letter (which should be succinct);</li> <li>• seek to identify the issues of most concern to Street Champions;</li> <li>• establish the availability of Street Champions for meetings and the purpose of these meetings;</li> <li>• include a question at the start to establish whether the individual wanted to remain as a Street Champion;</li> <li>• use accessible language; and</li> <li>• not put too much of a burden on the volunteers, e.g., they could have as much or as little access to their local Ward Councillors as they wanted.</li> </ul> <p>Members were advised that a follow up letter would be sent out to those Street Champions who had not responded to the first letter. This letter would advise that, if they hadn't responded by a certain date, the Council would assume that they wanted to deregister from the scheme.</p> <p><b>RESOLVED: That the Democratic Services Manager, in consultation with the Chairman and the Labour Lead, make the amendments to the final report prior to consideration by Cabinet at its meeting on 12 February 2015.</b></p>
37.	<p><b>SCOPING REPORT - REVIEW OF THE CLEANING AND MAINTENANCE SCHEDULE FOR HILLINGDON'S FOOTPATHS AND BRIDLEWAYS</b> (<i>Agenda Item 9</i>)</p> <p>Consideration was given to the draft scoping report for a review of the cleaning and maintenance schedule for Hillingdon's footpaths and bridleways. It was clarified that a footpath was a public right of way and did not include pavements outside houses. However, Members requested that the scope be extended to include alleyways.</p> <p>It was suggested that an equestrian representative be added to the list of possible invitees for the single witness session being held on 25 February 2015. Members also suggested inviting local residents from the vicinity of Frankie's Alley or Haste Hill where cleaning and maintenance issues were prevalent.</p> <p>As the review would comprise one witness session, Members were asked to ensure that they forwarded any questions to Democratic Services in advance of the meeting.</p> <p><b>RESOLVED: That the scoping report be agreed.</b></p>
38.	<p><b>FORWARD PLAN</b> (<i>Agenda Item 10</i>)</p> <p><b>RESOLVED: That the Forward Plan be noted.</b></p>

39.	<p><b>TO AGREE THE MINUTES OF THE MEETING HELD ON 20 NOVEMBER 2014</b>  <i>(Agenda Item 4)</i></p> <p><b>RESOLVED: That the minutes of the Residents' and Environmental Services Policy Overview Committee held on 13 November 2014 be agreed as a correct record.</b></p>
40.	<p><b>WORK PROGRAMME 2014/2015</b> <i>(Agenda Item 11)</i></p> <p>At a previous meeting, Mr Paul Richards had agreed to investigate the possibility of investing in machinery that would break up the thick heavy clay extracted from the ground when digging graves so that it could be mixed with other material and reused. Mr Richards advised that the machinery commercially available was not able to cope with the material being extracted and just clogged it up. As such, the cemetery would continue to purchase top soil to fill the voids and pay to dispose of the material that had been extracted.</p> <p>Members were asked to identify potential review topics for 2015/2016.</p> <p><b>RESOLVED: That the Work Programme be noted.</b></p>
	<p>The meeting, which commenced at 5.30 pm, closed at 6.50 pm.</p>

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

# Agenda Item 5

## Review of the Cleaning and Maintenance Schedule for Hillingdon's Footpaths and Bridleways – **WITNESS SESSION**

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### 1. REASON FOR ITEM

To enable the committee to gather evidence as part of their review into the cleaning and maintenance schedule for Hillingdon's footpaths, bridleways, and alleyways.

### 2. OPTIONS AVAILABLE TO THE COMMITTEE

1. Question the witnesses
2. To make a note of possible recommendations for the review

### 3. WITNESSES

On 20<sup>th</sup> January 2015 Members agreed the scope of its review into the cleaning and maintenance of footpaths and bridleways. It was decided that the review would include alleyways in urban areas, as well as more recreational rights of way.

It is noted that only a limited amount of time is available for gathering evidence. Members were therefore asked at the previous meeting, and remain welcome, to send questions to Democratic Services in advance for circulation to witnesses. Witnesses for the session are as follows:

Name	Position
Malcolm Trudgeon/ Colin Acreman	Hillingdon Ramblers
Andrew Riley	Northwood Hills Residents' Association & Bridleway User
Paul Richards	Green Spaces, Sports, and Leisure Manager
John Fern	Service Manager - Street Scene and Traffic
Colin Russell	Waste Division Manager

Unfortunately officers could not establish a current point of contact for Tidy Harefield, who were proposed as witnesses in the scoping report, and so the group were not invited to give evidence.

### 4. KEY LINES OF ENQUIRY

4.1 Members may wish to enquire about:

- The Council's responsibilities with regard to rights of way, and how these are discharged.

- Whether users are generally satisfied with the cleanliness and state of repair of footpaths.
- The means by which the public and relevant user groups can report problems with rights of way, and their knowledge of these methods.
- How the Council responds to these reports, including how long it takes for problems to be resolved.
- What strategies are used to tackle areas where problems recur regularly.
- Other possible approaches to cleaning and maintenance which could be considered, and the cost of these alternatives.
- Whether working in partnership with other internal teams or outside organisations could support the Council in keeping routes clean and in a good state of repair.

## 5. BACKGROUND INFORMATION

### 5.1 Types of path

5.1.1 There are a number of different classifications of paths, depending on their legal status. This also affects the responsibilities the Council has, and the way that they are met. It is usually possible to determine how a path is classified, as follows:

#### 5.1.2 **Rights of Way (Footpaths, Bridleways, and Byways Open to All Traffic):**

These are signed where they leave roads, and the signs state which type of right of way they are, and also, in Hillingdon, give the route's reference number. They are in the main historical routes, and the Council publishes a definitive map and statement indicating the location of these routes here: <http://www.hillingdon.gov.uk/27285>. Some Rights of Way are also adopted footpaths.

5.1.3 **Adopted Footways:** These typically lead between other adopted roads, and provide shorter pedestrian routes than following roads. They are almost all surfaced, and are usually relatively short. All are shown on the Council's Highways register.

5.1.4 **Permissive (Leisure) Routes:** These routes are usually signed regularly along their length with the name of the route. There may also be interpretation boards, telling users about the local area. They can be either surfaced or unsurfaced, and the routes normally take users between interesting features. Examples are the Hillingdon Trail, the Celandine Route, and the Willow Tree Wander.

5.1.5 **Private Routes:** Other paths are generally not the responsibility of the Council, but of the property owners. This applies to most alleyways between houses, paths on private estates, routes in industrial estates and the like. These may often be gated, but are not always. There are paths of this type which exist on Council housing estates or school sites and these are managed as part of the facility they serve, for example by the Housing Caretaking Service, rather than as part of the highways network. Access can be restricted to residents, owners, and users of sites. These are outside of the scope of this review.

## **5.2 The Organisation of the Service**

5.2.1 Responsibility for cleaning and maintaining footpaths, bridleways, and other rights of way is split between various teams within Residents' Services:

- The Green Spaces team manage Bridleways and the Borough's Permissive Routes Network (The Celandine Walks, The Hillingdon Trail, The Willow Tree Wander, and Trails in the Ruislip Woods National Nature Reserve).
- The Street Environment and Traffic Management team manage other rights of way, and maintain the Definitive Map and Statement, which records all of the Borough's rights of way. They are also responsible for the maintenance of adopted local access footpaths such as urban alleyways, which are not formal rights of way.
- The Waste Division deals with litter on paved footpaths and most fly-tipping. Litter picking on more rural routes is undertaken by the other teams and by volunteers, on an occasional basis.

## **5.3 The Council's Responsibilities**

5.3.1 The Council has various responsibilities, which depend upon the designation of the route, and the ownership of the land.

### **5.3.2 Public Rights of Way**

Highway authorities must:

- keep the surface of a right of way in a safe state
- make sure that obstructions are removed
- make sure there are no notices that prevent or discourage the use of a right of way
- add signs where a right of way leaves metalled roads
- make sure the public's rights to use a right of way are protected
- make sure that landowners carry out their duties, and take action if they do not.

Landowners must

- avoid putting obstructions on or across the route
- make sure vegetation does not encroach onto the route from the sides or above, bearing in mind the different clearances needed for users of different types of route
- maintain and make clear the route of rights of way, when these have been disturbed by ploughing
- not keep certain types of bull or other dangerous animals in fields.

### **5.3.3 Permissive Routes**

The landowner is responsible for maintaining these paths, but do not have specific duties, as there is no right of access. There are general responsibilities regarding the safety of those using the route under the Occupiers Liability Act (1957). The landowner, which in Hillingdon is generally the Council, has *"a duty to take such care as in all the circumstances of the case is reasonable to see that the visitor will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there"*.

### **5.3.4 Adopted Footpaths**

The Council is responsible for maintaining these, at the public expense, under the Highways Act (1980), in the same way as adopted roads. The authority needs to ensure that it has taken *"such care as is reasonably required in all the circumstances"* to ensure that the footpath is not dangerous to pedestrians.

## **5.4 Cleaning**

### **5.4.1 Litter**

Urban paved footpaths, both adopted footways and rights of way, are cleaned according to a schedule based on need. Those footpaths where litter accumulates quickly are cleaned on a weekly, or occasionally more regular, basis. Other footpaths are scheduled for cleaning once every month or so, although this cleaning depends on the availability of staff, and may not take place when high levels of gritting or leaf clearance activities are taking place. Remaining urban paved paths are cleaned in response to reports of litter by residents, as the litter build up is not thought to warrant scheduled cleaning.

Other rights of way are litter picked on an occasional basis by volunteers and Blue Sky Development and Regeneration, co-ordinated by either the Rights of Way Officer or a Countryside and Conservation Officer, depending on where the path is. When accumulations of waste are reported by the public, these are assessed by officers, and if possible cleared immediately. Where it is not possible for the officer to clear the waste, the issue is referred to either the Waste Service, Blue Sky (if they are working with the Council at the time), or where necessary to a specialist contractor.

### **5.4.2 Fly Tipping**

Fly tipping generally occurs in close proximity to the public highway. It is therefore usually dealt with by the Waste Division. On the rare occasions where vehicular access is not possible, other teams may clear the waste.

### **5.4.3 Preventative Weed Spraying**

Preventative spraying is undertaken on adopted paths up to four times a year. Spraying on unadopted urban rights of way has previously taken place, but at present these are not sprayed. A twice yearly spraying schedule has however been drawn up, and tenders are being sought, for implementation this year.

## **5.5 Maintenance**

### **5.5.1 Signposting and Way Marking**

In 2011/12 all signposts on the boroughs rights of way were replaced, including way markers where necessary. These signs are checked by the Street Environment and Traffic Management team as part of the annual inspection. Signage and interpretation boards on permissive routes are inspected annually by the Green Spaces section. Adopted footpaths are not generally signed, except when done as part of wider town centre signage schemes.

### **5.5.2 Footpath Surfaces**

Annual inspections designed to ensure that paths are not dangerous are carried out for footpaths with sealed surfaces such as tarmac. The remainder of the borough's rights of way, and permissive paths are inspected at least once a year to assess the condition of the paths, identify defects and to help plan improvements works. Reactive inspections also take place where users encountering problems contact the Council; the Hillingdon branch of the Ramblers Association pass on any problems they may encounter. The Green Spaces team also organise a considerable amount of improvement works on the borough's permissive network, using volunteers to assist as appropriate. The Rights of Way Officer organises similar works on rights of way. Many improvement works also take place as part of the Chrysalis funding scheme.

### **5.5.3 Vegetation Maintenance**

Where vegetation or trees overhang or encroach onto the highway the responsibility lies with the owner or occupier of the land to ensure that it does not cause a danger or obstruction to users of the highway. Where landowners allow vegetation to grow excessively, the officers will intervene. The Council has a responsibility for cutting surface vegetation other than crops on public rights of way. Management of vegetation on footpaths is undertaken by Blue Sky Development & Regeneration (who provide ex-offenders with employment to reduce re-offending crime in the community). Every year Blue Sky are contracted by both the Green Spaces team, and the Street Environment and Traffic Management team. In addition to cutting back vegetation Blue Sky also litter pick, remove fly tips and provide environmentally sensitive chemical control for dangerous plant species such as Giant Hogweed and Japanese Knotweed. The Council's Park Officers are also utilised to carry out tree works and vegetation clearance work within the Ruislip Woods National Nature Reserve.

### **5.5.4 Gates, Stiles and structures**

A highway authority has a duty to ensure furniture such as gates and stiles along public rights of way are of a certain standard. Furniture inspections are carried out each year on all types of path to identify faults and possible improvements. The Council is trying to make rights of way more accessible for those with disabilities when replacing furniture; however, this can make routes vulnerable to illegal use by motorcycles. Appropriate schemes are therefore designed for individual footpaths.

## **5.6 Performance**

### **5.6.1 Rights of Way Maintenance**

All public rights of way in the borough are assessed against a Best Value Performance indicator, which covers a range of maintenance issues. 98% of the Borough's footpaths met the requirements of this performance indicator in 2014. This has increased from 73% in 2008.

### **5.6.2 Permissive Routes**

Permissive routes are not measured on the same basis as rights of way. Their primary aim is to provide enjoyable walking routes, and so the performance can be judged by the number of people using the path. On tripadvisor, a popular site for rating attractions, the Hillingdon Trail was judged as excellent by two users, good by two others, and poor by a further two people; complaints related to dog accessibility and litter. Generally the reviews of the Celandine route from across the internet are good, but there is some concern about waymarking. Ruislip woods are a major visitor attraction, partly because of their juxtaposition with the Lido. There have been no negative comments about the paths since new signage was installed through the woods.

### **5.6.3 Adopted Paths**

Performance of the highways network is assessed through the Local Implementation Plan, which contains various performance indicators, including one for the proportion of walking trips originating in Hillingdon, as a proportion of all trips by residents. Also important is the number of trips and falls recorded, however, these are recorded generally, rather than only relating to footpaths and rights of way.

#### **5.6.4 Litter/Cleaning**

The performance of Waste Division is again assessed more generally, rather than focussing specifically on paths. Data relevant to this aspect of the review is therefore not available.

#### **5.7 Reporting**

Residents can report issues via the following methods:

Online at [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

By telephone on 01895 556000

By letter to Residents Services, London Borough of Hillingdon, Civic Centre, High Street, Uxbridge UB8 1UW

For queries about Statutory Rights of Way, residents can also contact Richard Kane, the Rights of Way Officer by telephone on 01895 277528, or [rkane@hillingsdon.gov.uk](mailto:rkane@hillingsdon.gov.uk)

#### **5.8 Strategic Planning**

The Rights of Way Improvement Plan provides the strategic framework for improvements to, and maintenance of, Hillingdon's rights of way. It contains specific improvement schemes, as well as general principles for maintenance. The document was adopted in 2011 and is due for review in 2016. The Committee will be able to feed into this, should members wish to.

### **6. PAPERS WITH THE REPORT**

Review Terms of Reference

Review Scoping Report

### **7. BACKGROUND PAPERS**

Rights of Way & Permissive Routes Improvement Plan for Hillingdon 2011 – 2021

<http://www.hillingdon.gov.uk/media.jsp?mediaid=29326&filetype=pdf>

The Hillingdon Definitive Map and Statement

<http://www.hillingdon.gov.uk/article/27284/Public-Rights-of-Way>

Hillingdon Council Walking Website

<http://www.hillingdon.gov.uk/walking>

Department for Environment, Food and Rural Affairs Rights of Way Circular 1/09

<https://www.gov.uk/government/publications/rights-of-way-circular-1-09>



## TERMS OF REFERENCE

1. To gain a comprehensive understanding of the arrangements currently in place with regard to the cleaning and maintenance of footpaths, bridleways, and alleyways in the Borough;
2. To gather evidence in order to gain an understanding of the effectiveness of the current cleaning and maintenance arrangements;
3. To identify any improvements that could be made to the current cleaning and maintenance arrangements whilst being mindful of resource restraints;
4. To review the reporting process available to residents who have identified areas to be cleaned or maintained; and
5. To identify alternative human resources that could be utilised on a routine basis to improve the cleanliness of footpaths (e.g. Street Champions, Neighbourhood Watch).

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# HILLINGDON

LONDON

## Policy Overview Committee Review Scoping Report 2014/15

### **Review of the Cleaning and Maintenance Schedule for Hillingdon's Footpaths and Bridleways**

#### **Aim of review**

There have been a number of reports to the Council from residents in relation to the condition and cleanliness of the footpaths and bridleways in certain parts of the Borough. Although this does not appear to be a Borough-wide issue, it is still an issue of concern for those residents that are affected as it can prohibit use of the affected bridleways and footpaths.

Given the impact that the cleanliness of the Borough has on residents' enjoyment of Hillingdon's green spaces, this single meeting review proposes to evaluate the cleaning and maintenance arrangements currently in place.

To meet this aim, the following Terms of Reference are proposed:

#### **Terms of Reference**

1. To gain a comprehensive understanding of the arrangements currently in place with regard to the cleaning and maintenance of footpaths and bridleways in the Borough;
2. To gather evidence in order to gain an understanding of the effectiveness of the current cleaning and maintenance arrangements;
3. To identify any improvements that could be made to the current cleaning and maintenance arrangements whilst being mindful of resource restraints;
4. To review the reporting process available to residents who have identified areas to be cleaned or maintained; and
5. To identify alternative human resources that could be utilised on a routine basis to improve the cleanliness of footpaths (e.g., Street Champions, Neighbourhood Watch).

#### **INFORMATION AND ANALYSIS**

The public right of way network is 69 miles long and includes 366 footpaths, 11 bridleways and 10 byways open to all traffic. Bridleways and footpaths provide residents with an opportunity to exercise and enjoy Hillingdon's amenity space at no cost. However, this enjoyment can be impacted by the proliferation of litter along the routes and poor maintenance which makes them difficult to access and/or negotiate.

Currently, the Council does not have a standardised cleaning and maintenance regime with regard to its footpaths and bridleways. Instead, the Council is reliant on reports being made about specific incidents by officers and residents and responsive action is then taken to remedy the issue once it has been identified. Although it is accepted that it would be far too resource intensive to instruct officers to undertake routine checks of all of the footpaths and bridleways in the Borough, consideration could be given to how targeted work could be undertaken without additional cost implications and within existing budgets.

The Committee will hear evidence on the current procedures that are in place and the challenges being faced. This single meeting review will offer Members the opportunity to comment on these procedures and help to identify possible improvements.

## **EVIDENCE & ENQUIRY**

### **Witnesses and timeframes**

This is a single meeting review meaning that the Committee will base its recommendations on the findings of a single witness session. Unfortunately, it would not be possible to expand the review any more than this as its final report must be considered by Cabinet prior to the end of this municipal year. The timeline set out below will ensure that the Committee's report will be considered by Cabinet on 23 April 2015.

The suggested witnesses for these sessions and the suggested dates are set out below:

<b>Session Information</b>	<b>Suggested Witnesses</b>
<b>Agree Scoping Report</b> <i>(20 January 2015)</i>	Officers will be present at the meeting to present the scoping report
<b>Witness Session</b> <i>(25 February 2015)</i>	§ Green Spaces, Sport and Leisure Senior Manager § Waste Division Manager § Service Manager Street Scene & Traffic Manager § Tidy Harefield Group § Ramblers Society
<b>Consideration of Draft Final Report</b> <i>(25 March 2015)</i>	The draft final report will be presented by the Democratic Services Officer.

In addition to formal witness sessions, the Committee may wish to consider undertaking a site visit. This will ensure that Members are able to get a full understanding of the issues that are experienced by residents using the footpaths and bridleways in the Borough. In addition, given the impact that off-road vehicles can have on the state of footpaths and bridleways (and the inconvenience this can cause residents), the Committee may want to consider the associated maintenance implications.

### **Risk Assessment**

Relevant officers have been advised that this review is proposed and are aware of the possible implications on their workload.

## Update on Cemetery Regulations

**Contact Officer:** Stuart Coleman  
**Telephone:** 01895 556437

### 1. REASON FOR ITEM

To update members on the operation of the cemetery regulations, since the adoption of the committee's review report recommendations.

### 2. INFORMATION

There is now a new Gurkha/Nepalese section at Cherry Lane Cemetery. This has provisions for approx 100 lawn graves and 36 Columbaria Units. The Cemetery Regulations have been amended and include the information on the new Gurkha/Nepalese section. The amended regulations are currently being distributed to all funeral directors. A new pictorial booklet with these amendments is being produced to give to the bereaved families and Funeral directors.

Since the change of the regulations, officers have not allowed any Memorials that are larger than the specified dimensions to be erected in any Cemetery throughout the borough. The Council has received several enquiries but these have been refused.

Monumental masons now have to make an appointment with the Cemeteries office to be allowed to erect or work on any memorial. The masons are only be given certain days of the week on which they can work on their memorials. Masons will not be allowed to work on any memorials Saturday, Sundays or any Bank Holiday. On arrival at the Cemetery the mason is met by a member of the Cemeteries team and will have to produce the permit that has been issued to them and only then will they be shown to the location of the memorial that is to be worked on. On completion of the job it will be inspected by the member of the cemeteries team to make sure that only what was specified on the permit has been carried out and that it does not breach the regulations.

Benches are being allowed at the Cemeteries but have to be agreed by the Cemeteries office. Families have to write in to the Cemeteries office and ask for permission. The applicant for the bench will be given an appointment and met at the Cemetery by a member of the Cemeteries team. A location and specific sizes of a base and bench will be agreed. They will then get written permission for this bench.

Any breach of the new Cemetery regulations are followed up with a letter from the Cemeteries office immediately.

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## FORWARD PLAN

**Contact officer:** Ainsley Gilbert  
**Telephone:** 01895 250692  
**Email:** [agilbert@hillington.gov.uk](mailto:agilbert@hillington.gov.uk)

## REASON FOR ITEM

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

## OPTIONS OPEN TO THE COMMITTEE

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

## INFORMATION

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

## SUGGESTED COMMITTEE ACTIVITY

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

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# Cabinet Forward Plan

**Public Edition:** March 2015 - May 2015

Advance notice of future Cabinet meetings, decisions and business to be conducted in public and private by the London Borough of Hillingdon, in accordance with the The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. This plan & notice is published on a rolling monthly basis.

Hillingdon Council  
**Putting our  
residents  
first**



## Notice of intention to conduct business in private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: [democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk). Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Wednesday.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Cabinet meetings are held at the Civic Centre, Uxbridge, Middlesex, UB8 1UW, usually starting at 7pm on Thursdays, but subject to change in accordance with legal notice periods.

# Notice of forthcoming key decisions

## **Forthcoming Decisions**

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" with the reasons why.

The Council's definition of a key decision is:

1. Developing proposals that require the Council to amend its policy framework.
2. Decisions resulting in cost/savings outside of existing budget that exceed the following thresholds:-
  - 10% of the annual revenue budget for a service or any proposals in excess of £500,000.
  - variations to capital schemes on programmes in excess of £250,000 in any one year.
3. Decisions which have a significant impact on two or more wards as defined below:-
  - where the outcome will have a significant impact on the well-being of the community or the quality of service provided to a significant number of people living or working in an area.
  - where 'Communities of Interest' as well as geographic areas are affected significantly, e.g. young people by the closure of a youth centre.

Documents in relation to forthcoming key decisions will be submitted to the Cabinet or Cabinet Member(s) for decision as a formal agenda report or a decision request, which if public and non-urgent, will be available on the Council's website at least 5 clear working days before the date the decision can be made. If you would like to request such a document, please email [democratic@hillingsdon.gov.uk](mailto:democratic@hillingsdon.gov.uk). All documents shown or due to be published are listed at the London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW.

## **Cabinet Members**

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

Decisions are taken either by the Cabinet (collectively) or Cabinet Members (individually). To view details of the Cabinet's membership and who individual Cabinet Members are making these forthcoming decisions, please click visit the Council's website:

## Ref Decision Further information

Ward(s)

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

## Cabinet meeting - 19 March 2015

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?
26	<b>Irrecoverable Corporate Debt</b>	This report will seek approval for the writing off of individual cases of irrecoverable debt in respect of Business rates over £50k to bring records up to date.	N/A		Cllr Jonathan Bianco	FD - Rob Smith		<b>NEW</b>	Private (3)
27	<b>Care and Support Services for People with Mental Health Needs: Award of Contract</b>	This report asks Cabinet to consider single tender action to award a short contract to Look Ahead for the provision of care and support at Hayes Park Lodge, Hamlet Lodge and Peachy Close.	Various		Cllr Philip Corthorne	ASCS - Beverley Grayley		<b>NEW</b>	Private (3)
28	<b>Best Interest Assessors- Award of Contract</b>	This report recommends award of contract to provide a Best Interest Assessor service across the Borough, which is a new statutory requirement. Best Interests Assessors carry out an review of the deprivation of liberty of individuals who lack the mental capacity to consent to treatment or care they may need.	N/A		Cllr Philip Corthorne	ASCS - Beverley Grayley		<b>NEW</b>	Private (3)
29	<b>The provision of water quality services in various general fund and housing properties</b>	Cabinet will consider the award of a three year contract, with the option to extend for a further two years, for the provision of water quality services in various general fund and housing properties. This will ensure the Council can continue to take measures to minimise any health risks, along with receiving up-to-date information on water consumption for improved conservation.	Various		Cllr Jonathan Bianco / Cllr Philip Corthorne	RS - Paul Stanford Kupakuwana		<b>NEW</b>	Private (3)

Ref	Decision	Further information	Ward(s)	Final decision by Full Council	Cabinet Members(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									
17	<b>Abbotsfield School - Determination of Statutory Proposals</b>	The Governing body is proposing that the school becomes co-educational from September 2016. As a Foundation school, it can publish proposals but the Council is the decision-maker. The school has commenced pre-statutory consultation and it is proposing to commence statutory consultation in January. If there are no objections to the proposal, the decision can be taken by the Cabinet Member.	Hillingdon East & Various		Cllr David Simmonds	RS - Venetia Rogers	The Governing Body will consult stakeholders as prescribed in legislation.		
18	<b>Supported housing schemes - learning disability and mental health</b>	Cabinet will be asked to authorise the delivery of the supported housing schemes at Chippendale Way and Acol Crescent and provide for the necessary delegated authority to make further decisions on the matter.	South Ruislip, Uxbridge North		Cllr Philip Corthorne and Cllr Jonathan Bianco	RS - Marcia Gillings			Private (3)
20	<b>Contract Award for the Integrated Substance Misuse Service</b>	Officers will be making recommendations to Cabinet for the award of the Integrated Substance Misuse Service Contract, following significant stakeholder consultation.	All		Cllr Philip Corthorne	RS / FD - Nigel Dicker / Steve Powell	CCG, stakeholders, External Services Scrutiny Committee		Private (3)
20	<b>Procurement of Energy Supplies 2016-2020</b>	Cabinet will be asked to approve the recommended strategy for the procurement of energy supplies 2016-2020.	All		Cllr Jonathan Bianco	FD - Allison Mayo			Private (3)
5	<b>Better Care Fund Pooled Budget</b>	The report will seek Cabinet approval to enter into a pooled budget with Hillingdon Clinical Commissioning Group under section 75 of the National Health Service Act 2006 for Hillingdon's Better Care Fund Plan. The plan seeks to achieve better outcomes for Hillingdon's older residents through greater integration between health and social care.	All		Cllr Ray Puddifoot MBE & Cllr Philip Corthorne	ASC - Gary Collier	Hillingdon CCG, NHSE		

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 CYP5 =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
12	<b>Provision of the Supply and Installation of CCTV Equipment</b>	Cabinet will be asked to consider creating a Framework Agreement for the Provision of the Supply and Installation of CCTV Equipment to The London Borough of Hillingdon, for the term of 3 years with the option of a 1 year extension, subject to performance.	All		Cllr Douglas Mills	FD - Victoria Coady	Service areas / Corporate Procurement		Private (3)
9	<b>Town Centre Improvement Schemes and Crossrail update</b>	Cabinet will receive an update on the Borough's popular and successful Town Centre Improvement Schemes along with associated improvements from the Crossrail project, nearing completion across the Hayes/West Drayton corridor.	Various		Cllr Douglas Mills	RS - Jales Tippell / Helena Webster	Various stakeholders		
21	<b>Update on the Borough's environmental, commercial, cultural and leisure initiatives</b>	Cabinet will receive an information report, detailing the benefits to residents, businesses and communities during 2014/15 from Hillingdon's popular external funding initiatives, e.g. Chrysalis, Shop Front Grants, Ward Budgets, Sports Fund.	All		Cllr Douglas Mills	RS/AD - Jales Tippell / James Rodger / Mark Braddock			
SI	<b>School Capital Programme Update</b>	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 - Jean Palmer OBE / Bobby Finch	Corporate consultees		Public / Private (3)
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)

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?
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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	<b>Monthly Council Budget - monitoring report</b>	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	<b>Reports from Policy Overview &amp; Scrutiny Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed. This month, Cabinet will receive reports on Member led reviews on Policing and Mental Health and also a report on the Youth Offending Service.	All		Cllr David Simmonds	AD - Democratic Services			
SI	<b>Quarterly Planning Obligations Monitoring report</b>	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Jales Tippell / Nicola Wyatt			
SI	<b>Academy Conversions</b>	A standard report to Cabinet to seek approval for the Council granting long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)

**Cabinet Member Decisions - March 2015**

SI	<b>Standard Items taken each month by the Cabinet Member</b>	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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## Ref Decision Further information Ward(s)

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

### Cabinet meeting - 23 April 2015

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?
31	<b>Award of Contract: Support Living for Adults with Learning Disabilities</b>	Cabinet will be requested to award care and support contracts for a number of Supported Living Schemes within Hillingdon.	Various		Cllr Philip Corthorne	ASCS - Tony Zaman / FD - Richard Robbins	All key relevant stakeholders, inc Service Users,	<b>NEW</b>	Private (3)
32	<b>The Collection and Treatment of Commingled Dry Recyclables</b>	The report will seek approval for the award of a 2 year contract, with the option to extend for a further two years for a supplier for the collection and treatment of the Borough's kerbside dry recycling.	All		Cllr Keith Burrows	RS - Colin Russell / FD - Allison Mayo		<b>NEW</b>	Private (3)
33	<b>Carers Strategy 2015-18</b>	Cabinet will be asked to approve a refreshed Carers Strategy on behalf of the Council, with respective approval from the NHS by the Hillingdon CCG Board. The ongoing delivery of the Strategy will then be monitored via the Health & Wellbeing Board, as one of the actions within the Health and Wellbeing Strategy.	All		Cllr Philip Corthorne	AD - Vicky Trott / ASCS - John Higgins	Carers and stakeholders	<b>NEW</b>	
34	<b>Award of an Extension to the Security Contract</b>	Cabinet will be asked to consider an extension of the current security contract for various Council premises, based upon good performance to-date.	N/A		Cllr Jonathan Bianco	RS - Chris Tuohy		<b>NEW</b>	Private (3)
35	<b>Community Heritage Initiative Project (CHIP): Agreement of draft documents and authorisation of public consultation</b>	The Community Heritage Initiative Programme (CHIP) is an initiative by English Heritage to build capacity in local authorities, to enable additional conservation work to be carried out through engagement with local communities. Work is being done at a number of sites in the Borough and Cabinet will be asked to agree the draft planning appraisals in principle and authorise a period of public consultation on the documents.	Bamhill, Botwell, Charville, Heathrow Villages, Pinkwell, Townfield		Cllr Keith Burrows	RS - Mark Price / Sarah Harper	Internal Teams	<b>NEW</b>	



Ref	Decision	Further information	Ward(s)	Final decision by Full Council	Cabinet Members(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									
25	<b>Award of contract for integrated mobile solutions</b>	Following a strategic procurement exercise and looking forward to the Council's future requirements, Cabinet will consider the award of contract(s) for supply of Council mobile telecommunications and data services.	N/A		Cllr Jonathan Bianco	RS - Shirley Clipp			Private (3)
23	<b>Award of contract for Highways Management System</b>	The report will seek approval for the award of a 3 year contract, with the option to extend for a further 2 years for a Highways Management System for which a tender project is currently underway.	All		Cllr Keith Burrows	RS - John Fern / Shirley Clipp	Corporate consultees		Private (3)
19	<b>Supported housing - Extra-care schemes for older people</b>	Cabinet will be asked to authorise the delivery of the supported housing schemes at the former Grassy Meadow and Parkview Day Centres sites and South Ruislip Library Plot B site. This will include the necessary delegated authority to make further decisions on these projects.	South Ruislip, Yiewsley		Cllr Philip Corthorne and Cllr Jonathan Bianco	RS - Marcia Gillings			Private (3)
SI	<b>School Capital Programme Update</b>	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 - Jean Palmer OBE / Bobby Finch	Corporate consultees		Public / Private (3)
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)
SI	<b>Monthly Council Budget - monitoring report</b>	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)	Final decision by 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	<b>Reports from Policy Overview &amp; Scrutiny Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			
SI	<b>Academy Conversions</b>	A standard report to Cabinet to seek approval for the Council granting long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)

### Cabinet Member Decisions - April 2015

SI	<b>Standard Items taken each month by the Cabinet Member</b>	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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### Cabinet meeting - 21 May 2015

SI	<b>School Capital Programme Update</b>	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 - Jean Palmer OBE / Bobby Finch	Corporate consultees		Public / Private (3)
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	RS - Michael Patterson / Michele Henington			Private (3)
SI	<b>Reports from Policy Overview &amp; Scrutiny Committees</b>	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	AD - Democratic Services			

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?
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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	<b>Academy Conversions</b>	A standard report to Cabinet to seek approval for the Council granting long leases to schools who wish to convert to Academy Status.	Various		Cllr David Simmonds / Cllr Jonathan Bianco	RS - Michael Patterson			Private (3)
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### Cabinet Member Decisions - May 2015

SI	<b>Standard Items taken each month by the Cabinet Member</b>	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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### CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH

SI	<b>Ward Budget Initiative</b>	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Ray Puddifoot MBE	RS - Helena Webster	Local consultation within the Ward undertaken by Ward Councillors		
SI	<b>Business, shops and commercial rents, leases, surrenders and renewals</b>	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco	RS - Corporate Property			Private (3)
SI	<b>To consider rent reviews</b>	To consider rent reviews of commercial and other premises.			Cllr Ray Puddifoot MBE and Cllr Jonathan Bianco	RS - Mike Patterson			Private (1,2,3)

## Ref Decision Further information

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 CYP5 =Children and Young People's Services ASCS= Adult Social Care Services FD= Finance AD = Administration										
SI	<b>School Governing Bodies and Governors</b>	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Officer or Member to be a Governor or Director of an Academy				Cllr David Simmonds	AD - Democratic Services			
SI	<b>Appointment of Consultants &amp; agency staff</b>	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management and posts. To also accept the appointment of any consultants delegated by Cabinet.				as appropriate	various			Private (1,2,3)
SI	<b>Release of Capital Funds</b>	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members				Cllr Ray Puddifoot MBE and Cllr Jonathan Bianco	various	Corporate Finance		Public but some Private (1,2,3)
SI	<b>Petitions about matters under the control of the Cabinet</b>	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.				as appropriate	AD - Democratic Services			
SI	<b>Local Safety Schemes and Parking Revenue Account funded schemes</b>	To consider petitions received and decide on future action				Cllr Keith Burrows	RS - David Knowles	Traffic Liaison Group		
SI	<b>Pedestrian Crossings</b>	To approve schemes to provide crossing facilities				Cllr Keith Burrows	RS - David Knowles			
SI	<b>To approve debt / write offs</b>	To approve individual case of debt / write offs that are in excess of £5000 but under £50,000.				Cllr Jonathan Bianco	various			Private (1,2,3)

Ref	Decision	Further information	Ward(s)	Final decision by Full Council	Cabinet Members(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Private decision?
Council Departments: RS = Residents Services CYP5 =Children and Young People's Services ASCS= Adult Social Care Services AD = Administration FD= Finance									
SI	To approve compensation payments	To approve compensation payments in excess of £1000.			as appropriate	various			Private (1,2,3)
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	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £250k in their Portfolio Area where funding is previously included in Council budgets.			Cabinet Member and Cllr Scott Seaman-Digby	various			Private (3)
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.			as appropriate	various			Public / Private (1,2,3)
SI	Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.			Cllr Jonathan Bianco and Cllr Philip Corthorne	RS - Mike Paterson / David Ollendorf			Private (1,2,3)
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member will be asked to consider the approval of projects.	Various		Cllr Douglas Mills	RS - Helena Webster			

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	<b>External funding bids</b>	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.			as appropriate	various			
SI	<b>Response to key consultations that may impact upon the Borough</b>	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		as appropriate	various			

# Agenda Item 8

## RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2014/15

**Contact Officer:** Ainsley Gilbert  
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**Email:** agilbert@hillingsdon.gov.uk

### 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.

### WORK PROGRAMME

<b>26 Jun 2014</b> <b>Venue: CR5</b>	Major Review 1 – agree potential review topic for first major review
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions

<b>30 Jul 2014</b> <b>Venue: CR6</b>	Major Review 1 – consideration of scoping report
	Consideration of Budget Planning Report for Residents Services 2015/16
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions

<b>25 Sep 2014</b> <b>Venue: CR5</b>	Major Review 1 – First witness session
	Report on road safety in areas surrounding schools - <i>on hold following circulation of previous paper on same topic</i>
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions

<b>16 Oct 2014</b> <b>Venue: CR5</b>	Major Review 1 – Second witness session
	Consideration of Byelaws for Parks
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions

<b>20 Nov 2014</b> <b>Venue: CR5</b>	Major Review 1 – Third witness session
	Review 2 – agree potential review topic for single meeting review
	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

<b>20 Jan 2015</b>  <b>Venue: CR5</b>	Review 1 - consideration of draft final report
	Review 2 - consideration of scoping report on the cleaning of footpaths and Bridleways in the Borough
	Annual Safety at Sports Grounds Report
	Public Spaces Protection Orders
	Budget Report for consideration
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions

<b>25 Feb 2015</b>  <b>Venue: CR5</b>	Review 2 - witness session
	Update on the enforcement on Cemetery Regulations
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions

<b>25 Mar 2015</b>  <b>Venue: CR5</b>	Review 2 - consideration of draft final report
	Update on implementation of recommendations from past reviews
	Report on Fly tipping in the Borough and the use of CCTV as a method of surveillance
	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions

<b>29 Apr 2015</b>  <b>Venue: CR4</b>	Consideration of topics for major reviews for the next Municipal Year
	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

**\*All Committee meetings will begin at 5.30 p.m.**