



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Michael White (Chairman)
Michael Markham (Vice-Chairman)
Jas Dhot (Labour Lead)
Patricia Jackson
Kuldeep Lakhmana
Allan Kauffman
Judy Kelly, Arts Champion
Brian Stead
John Morse

Date: THURSDAY, 16 JUNE 2016

Time: 5.30 PM

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

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

Published: Wednesday 8 June 2016

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListMeetings.aspx?CId=114&Year=0>

Putting our residents first

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
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www.hillingdon.gov.uk

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Terms of Reference

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

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

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

Agenda

Chairman's Announcements

- 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 meetings held on 27 April and 12 May 2016 1 - 6
- 5 Residents' & Environmental Services Policy Overview Committee - Review Topics For First Major Review Of 2016/17 7 - 10
- 6 Weed Control - update 11 - 12
- 7 Forward Plan 13 - 16
- 8 Work Programme 17 - 20

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

27 April 2016



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

	<p>Committee Members Present: Councillors Michael White (Chairman), Teji Barnes (Vice-Chairman), Mohinder Birah, Peter Davis, Patricia Jackson, Kuldeep Lakhmana (Labour Lead), Judy Kelly, Brian Stead and Lynne Allen (as substitute).</p> <p>LBH Officers Present: Paul Richards (Head of Green Spaces, Sport and Culture), Adrian Batten (Green Spaces Manager), James Rodger (Head of Planning and Enforcement) and Alex Quayle (Democratic Services Officer).</p>
62.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Cllr Dhot, who was substituted by Cllr Allen.</p>
63.	<p>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
64.	<p>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 (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all matters would be heard in Part I.</p>
65.	<p>TO AGREE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 4</i>)</p> <p>Minutes of the meeting held 23 March 2016 were agreed.</p>
66.	<p>ALLOTMENTS UPDATE (<i>Agenda Item 5</i>)</p> <p>Paul Richards, Head of Green Spaces, Sport and Culture, and Adrian Batten, Green Spaces Manager, presented the report to the Committee.</p> <p>The Allotments Team employed a full-time officer to manage and support allotments. There were two schemes for the management; Scheme A, in which administrative work and collection of rents was undertaken by the Council, and Scheme B, where a society undertakes the renting of plots (as well as maintenance costs up to an agreed financial limit) whilst retaining all of the rental income. 7 sites are fully-devolved and self-managed, though support is still provided.</p> <p>Officers reported that fees had been frozen for several years, and various concessions existed. Residents on benefits and residents over the age of 60 received a 50%</p>

	<p>discount. Allotments were free to those over the age of 65. All the fully-developed sites were reimbursed for the plots allocated to the over 65s, and the costs went towards onsite maintenance. Not all plots were occupied, largely due to problems with drainage. There had been significant investment in recent years, including through Chrysalis funding. Some of this has been orientated towards fencing and general security.</p> <p>Members commented that they were pleased that there were so few vacant plots, but several questions related to whether more could be done to increase uptake. Officers responded that vacant plots were in sites with no waiting list, and there had been trials of alternative uses, including growing Christmas trees or locating bee hives. Members and officers discussed advertising allotments to groups with low uptake, including new immigrants and the unemployed. Officers outlined numerous programmes to encourage uptake, including for schools and over 65s, as well as the Autumn Show and scarecrow contest for children. Officers agreed to investigate options to better signpost spare capacity.</p> <p>Members enquired about disabled provision, and officers responded that though they had experimented with raised bed allotments using railway sleepers, there had been poor uptake, and the main barrier to uptake had instead been travel to the site. Access was considered on a case-by-case basis, and disabled users were placed by water butts for convenience where possible.</p> <p>Officers noted that it was possible to keep chickens, but that they were keenly aware of animal welfare and noise problems caused by cockerels at dawn. The Council insisted on a commitment to properly keep, feed, water, and allow animals out.</p> <p>Officers commented that the general profile of users was mostly the elderly, but had seen an increase in young parents and a more equal gender balance recently. A large number of different nationalities were represented, and allotments had a notable social impact for people seeing friends and helping to create a community.</p> <p>For plots that were not maintained, the Council carried out limited weed control so that they do not damage other plots, and would rotavate a plot for a new occupant.</p> <p>Members thanked officers for attending and answering questions, and commented that the reports indicated the Councils commitment to allotments, growing local food, healthy living and residents' wellbeing.</p>
67.	<p>STREET CHAMPIONS REVIEW UPDATE (<i>Agenda Item 6</i>)</p> <p>Members considered written submissions from the Community Engagement & Town Centres Team, which provided an update since the review which finished in spring 2015. It was noted that there had been an increase of 50 Street Champions since the review, and the current number stood at 714.</p> <p>The Committee agreed that they would welcome a more in-depth report and attendance of officers later in the year.</p>
68.	<p>MAJOR REVIEW 2015/16 - MECHANISMS FOR REVIEWING MAJOR DEVELOPMENTS IN THE BOROUGH AND IDENTIFYING LESSONS TO BE LEARNED FOR THE PLANNING PROCESS (<i>Agenda Item 7</i>)</p> <p>James Rodger, Head of Planning and Enforcement, attended the meeting to answer member queries. Members welcomed the Review Report, and the recent changes to</p>

	<p>specify that the review did not encompass enforcement activity.</p> <p>A Member of the Committee raised a concern about a conflict of interest in the case of the Licensing Chairman attending a visit to a licensed premises, though the Head of Planning stated that he believed that this would be a valuable addition and there was unlikely to be a conflict of interest.</p> <p>Subject to minor changes, Members recommended the report be submitted to cabinet for consideration.</p>
69.	<p>FORWARD PLAN (<i>Agenda Item 8</i>)</p> <p>Noted.</p>
70.	<p>WORK PROGRAMME (<i>Agenda Item 9</i>)</p> <p>Members discussed potential review topics to be considered at the next meeting on 16 June 2016. Members requested more information on:</p> <ul style="list-style-type: none"> • Allotments, encouraging uptake and diversification of users. • Shisha, the policy for licensing and effect on the borough • Information of weed control • An update on the street scene and street furniture review
	<p>The meeting, which commenced at 5.30 pm, closed at 6.41 pm.</p>

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

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Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

12 May 2016

Meeting held at Council Chamber - Civic Centre,
High Street, Uxbridge UB8 1UW



	<p>Committee Members Present: Councillors Michael White (Chairman), Michael Markham (Vice-Chairman), Jas Dhot, Patricia Jackson, Allan Kauffman, Judy Kelly, Kuldeep Lakhmana (Labour Lead), John Morse and Brian Stead</p>
1.	<p>ELECTION OF CHAIRMAN (<i>Agenda Item 1</i>)</p> <p>RESOLVED: That Councillor Michael White be elected as Chairman of the Residents' and Environmental Services Policy Overview Committee for the 2016/2017 municipal year.</p>
2.	<p>ELECTION OF VICE CHAIRMAN (<i>Agenda Item 2</i>)</p> <p>RESOLVED: That Councillor Michael Markham be elected as Vice Chairman of the Residents' and Environmental Services Policy Overview Committee for the 2016/2017 municipal year.</p>
	<p>The meeting, which commenced at 9.05 pm, closed at 9.10 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Alex Quayle 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 Policy Overview Committee - Review Topics For First Major Review Of 2016/17

Contact Officers: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to discuss possible review topics to be developed into a draft scoping report to be considered at the next meeting of the Committee.

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to select an area or areas 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.

Members can select multiple review topics, as well as specify whether it should be a major or minor review.

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to Residents Services. The full range of services under the Committee's remit is outlined below:

- 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

2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.
3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select topics for major and minor reviews.
4. Members are asked to give consideration to possible review topics for this Municipal Year.

Charity Waste at New Years Green Lane

5. A possible review topic for the Committee consider relates to a problem which exists within the Borough of the disposal of charity waste at New Years Green Lane. Officers are aware of charities from outside the Borough who bring their waste to New Years Green Lane. Disposal of waste from charity shops within the Borough is currently permitted free of charge.
6. However, large quantities of waste from charities outside of the Borough are being found to dispose of large quantities of their waste at New Years Green Lane. This is because some neighbouring authorities are now charging for the disposal of charity waste.
7. Nigel Dicker, the Deputy Director of Residents Services will attend the meeting and provide Members with the background to the topic and to suggest areas which the Committee could look a as part of a review .

Other possible review topics

8. Members are reminded of other areas which have been suggested as possible reviews: Allotments, Shisha bars, weed control and Street Scene & Street Furniture .
9. Members views are requested on suggested topics for this municipal year.

Review topic criteria

In selecting topics for possible reviews, please use as a minimum, the following criteria scorecard

Resident-focused - High impact on residents and the community, with public interest and scope for making a positive difference (whether universal or a targeted group, e.g. young people)			
Correct remit - be conscious of the Terms of Reference of the POC so that any topic ideas do not cut across into the domain of others, or if they do then consider the possibility of a joint review, if the respective Chairmen and Committees agree.			
Influence - A topic that affects residents, groups, businesses and other key stakeholders in Hillingdon and relates to a service, event or issue in which the Council is in control of, has a significant stake in or has influence over, e.g. with partners.			
New - A new and fresh topic preferably. One which has not previously been reviewed by a Committee in the last 3 years, or which is not currently being reviewed by another Committee or internally. Does not relate specifically to an individual service complaint.			
Achievable - A good level of expertise, best practice and information is available to draw on to complete this review. Committee resources, departmental plans and organisational timings permit a successful review with positive recommendations, during the current municipal year			
Wider organisational support - A topic that is likely to receive full organisational buy-in from the Committee, Chief Officers and relevant Cabinet leads - and assists in			
Drives improvement - a service or area of partnership that has been identified internally or externally that requires improvement in the medium-long term and would benefit from Members' insight. Performance risks or areas of consistent under-performance.			
Drives transformation and efficiency - in support of the Cabinet's objectives, any areas where service re-modelling is under consideration in the longer-term, that with Members' insight can help to deliver future savings, efficiencies VFM.			
Useful - a topic that will assist the Council in the implementation or awareness of external challenges, new legislation, national policy or the changing role of the public sector.			

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Weed Control - update

Contact officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee at its last meeting requested an update on Weed control. Cabinet at its meeting on 21 January 2016 agreed a new contract for such activity and public details of this are set out below.

OPTIONS OPEN TO THE COMMITTEE

- **To note the information and Cabinet decision.**

INFORMATION

Following a competitive tender process, Cabinet on 21 January 2016 approved the award for the provision of borough-wide control of vegetation to hard surfaces (Roadways, Pavements, Housing Estates, Garages, Footpaths, Public Rights of Way, Drying Areas) commencing March 2016, from the tenders received. The most economically advantageous tender was accepted from Complete Weed Control Trading Ltd. for 3 years with the option to extend for 2x1 year periods.

The new contract will provide a high quality weed control programme across the Borough that assists in the maintenance of the highways and housing estates to be weed free and increase resident satisfaction. Weed control is also a key element in achieving the Green Flag Awards and contributes to the 'In Bloom' campaign.

The addition of a vegetable dye in the applications allows for visual monitoring of the works that also allows both Councillors and residents to see when works have been carried out.

The new contract is more comprehensive and has been updated to incorporate additional areas of work such as tree boxes and housing garage areas that will provide a more inclusive service across the Borough.

In addition to the above, there are some technological advancements with the new supplier, for example GIS mapping and reporting, so officers can report where chemical has been applied to be able to supply more accurate information to Councillors and residents. Also the vehicles that are used to apply the chemical on the highway use an electronic eye to only spray the weeds and therefore are more efficient.

The contract reflects possible changes to the future use/restriction of chemicals and includes a trial of a non chemical treatment.

These changes will improve the service to residents.

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Forward Plan

Contact officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

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

OPTIONS OPEN TO THE COMMITTEE

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

INFORMATION

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

SUGGESTED COMMITTEE ACTIVITY

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

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Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public / Private Decision & reasons
Council Departments: RS = Residents Services SC = Social Care AD = Administration FD= Finance									
Cabinet – 23 June 2016									
109	Barnhill Estate, Hayes - Roof refurbishment	Cabinet will consider appointing a contractor to address the maintenance issues for roofing, guttering and roof insulation on the Estate. This will reduce the ongoing responsive repair expenditure, improve the thermal performance reducing heating costs and ensure the properties are maintained in a suitable condition.	Barnhill		Cllr Jonathan Bianco	RS - Chris Woods	Residents / Tenants	NEW	Private (3)
123	Uxbridge High Street Pedestrian Zone / Enforcement of Moving Traffic Contraventions	The report seeks approval to a series of measures which will improve the resident and visitor experience of Uxbridge High Street and at the same time address persistent vehicular transgressions of the pedestrianised area of Uxbridge High Street. The report will also seek to address any future Moving Traffic Contraventions by CCTV, via delegated authority to Members on a case by case basis.	Uxbridge North / Uxbridge South		Cllr Keith Burrows	AD / RS - Nigel Cramb	Statutory consultation	NEW	Public
101	Grounds Equipment Maintenance Contract	Cabinet will be requested to consider the award of the Grounds Equipment Maintenance tender within Green Spaces.	All		Cllr Jonathan Bianco	FD / RS - Paul Richards / Robert Cox	Internal	NEW	Private (3)
125	Green Spaces: Vehicle maintenance contract	Cabinet will be requested to consider the award of the Vehicle Maintenance Contract within Green Spaces for grass cutting and other machinery.			Cllr Jonathan Bianco	FD / RS - Paul Richards / Robert Cox	Internal	NEW	Private (3)
Cabinet Member Decisions – June 2016									
94	CCTV maintenance tender	Cabinet Members will consider a tender for provision of maintenance to public space CCTV.	Various		Cllr Ray Puddifoot MBE / Cllr Douglas Mills	RS - Nigel Dicker			Private (3)
98	Framework Agreement for Hire of Mobile Elevating Work Platforms Vehicles	Cabinet Members will be asked to award a tender to up to 3 suppliers onto a Framework Agreement for hire of Mobile Elevating Work Platform vehicles.	Various		Cllr Ray Puddifoot MBE / Cllr Jonathan Bianco	FD / RS - Richard Burnham			Private (3)

Ref	Upcoming Decisions	Further details	Ward(s)	Final decision by Full Council	Cabinet Member(s) Responsible	Officer Contact for further information	Consultation on the decision	NEW ITEM	Public / Private Decision & reasons
SI = Standard Item each month									
Council Departments: RS = Residents Services SC = Social Care AD = Administration FD= Finance									
Cabinet - 21 July 2016									
122	Hillingdon Library Service - main stock supply contract	To award 4 year contract (with 2 year option to extend) for the supply of self-ready adult and children's library books as recommended by a Library Service tender exercise.	All		Cllr Richard Lewis	RS - Paul Richards / Joanne Withers / Carlos Montecino	Corporate consultees		Private (3)

Agenda Item 8

WORK PROGRAMME 2016/17

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 5.30pm

Meetings	Room
16 June 2016	CR3A
27 July 2016	CR3A
21 September 2016	CR5
18 October 2016	CR4
22 November 2016	CR6
10 January 2017	CR4
22 February 2017	CR4
22 March 2017	CR4
26 April 2017	CR4

Residents' & Environmental Services POC 16 June 2016

PART I – MEMBERS, PUBLIC & PRESS

Residents & Environmental Services Policy Overview Committee

2016/17 DRAFT Work Programme

Meeting Date	Item
16 June 2016	Residents & Environmental Services Policy Overview Committee Possible Review Topics 2016/17
	Weed Control - Information report
	Work programme for 2016/17
	Cabinet Forward Plan
27 July 2016	Budget Planning Report for Residents Services
	Scoping Report and witness session for First Major Review
	Safety at Sports Grounds Report
	Work Programme
	Cabinet Forward Plan
21 September 2016	Major Review - Second Witness session
	Single meeting Review
	Update on the Local Plan 2
	Cabinet Forward Plan
	Work Programme
18 October 2016	Major Review - Consideration of draft recommendations of the First Major Review
	Scoping report for Second Major Review
	Cabinet Forward Plan
	Work Programme
22 November 2016	Second Major Review - Witness Session
	Possible Update on Street Champions
	Cabinet Forward Plan
	Work Programme

Residents' & Environmental Services POC 16 June 2016

PART I – MEMBERS, PUBLIC & PRESS

10 January 2017	Draft Budget Proposals Report for Residents Services 2017/18
	Second Major Review - Witness Session
	Cabinet Forward Plan
	Work Programme

22 February 2017	Major Review - Consideration of draft recommendations of the Second Major Review
	Single meeting review
	Cabinet Forward Plan
	Work Programme

22 March 2017	Consideration of draft final report
	Single meeting review
	Cabinet Forward Plan
	Work Programme

26 April 2017	Consideration of future review topics
	Cabinet Forward Plan
	Work Programme

Residents' & Environmental Services POC 16 June 2016

PART I – MEMBERS, PUBLIC & PRESS

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