



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
Brian Stead
John Morse

Date: TUESDAY, 22 NOVEMBER
2016

Time: 5.30 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

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

Published: Monday, 14 November 2016

Contact: Khalid Ahmed
Tel: 01895 250833
Email: kahmed@hillington.gov.uk

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<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,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
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 previous meeting - 27 October 2016 1 - 6
- 5 Residents' & Environmental Services Policy Overview Committee - Major Review 2016/17 - Disposal of Charity Waste at New Years Green Lane Civic Amenity Site 7 - 12
- 6 Safety at Sports Grounds 13 - 24
- 7 Presentation on Shisha Bars, Lounges and Cafes
To be given a brief presentation on the Committee's second review topic of the Municipal Year.
- 8 Forward Plan 25 - 28
- 9 Work Programme 29 - 32

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

27 October 2016



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

	<p>Committee Members Present: Councillors Michael White (Chairman), Jazz Dhillon, Jas Dhot, Patricia Jackson, Judy Kelly, John Morse, Jane Palmer and Brian Stead.</p> <p>Apologies: Councillors Kuldeep Lakhmana (Councillor Jazz Dhillon substituting), Michael Markham (Councillor Jane Palmer substituting) and Allan Kauffman.</p> <p>Officers: Paul Richards (Head of Green Spaces, Sport & Culture), Colin Russell (Waste Services Manager) and Khalid Ahmed (Democratic Services Manager).</p> <p>Also Present: Alan Whiting (Waste Management - London Borough of Harrow).</p>	
15.	<p>TO CONFIRM THAT ALL ITEMS MARKED PART I WILL BE CONSIDERED IN PUBLIC AND THAT ANY ITEMS MARKED PART II WILL BE CONSIDERED IN PRIVATE</p> <p>It was confirmed that all items on the agenda would be considered in public.</p>	
16.	<p>MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2016</p> <p>Agreed as an accurate record.</p>	
17.	<p>RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE - DISPOSAL OF CHARITY WASTE AT NEW YEARS GREEN LANE CIVIC AMENITY SITE</p> <p>The Council's Waste Services Manager attended the meeting and provided Members with further information on the review.</p> <p>Members were informed that contact had been made with other neighbouring authorities to look at their policies regarding disposal of charity waste.</p> <p>London Borough of Ealing had no formal policy regarding the acceptance of charity waste at Civic Amenity sites in their Borough. Members were informed that their general rule was that charities delivering waste for recycling were not charged.</p> <p>A charge was made at normal commercial rates for all other charity waste. The only exceptions would be where a charity</p>	<p>Action By:</p>

had carried out specific works in support of local community activity and disposal had been arranged in advance. This was an informal arrangement, on a case by case basis.

Alan Whiting from the London Borough of Harrow also attended the meeting and reported that the Waste Teams at Harrow did charge some charities for waste disposal. Charity waste was collected on a weekly basis via the regular collection service.

Members were provided with a sample of what other local authorities' policies were in relation to acceptance of waste from charities.

North London Waste Authority (NWLA)

Barnet	A charity must contact London Waste Ltd.
Camden	Charities must prove they were based in the NWLA.
Enfield	The charity can only deposit 5 tonnes of waste each year at one of the three sites.
Hackney	Within the NWLA area (sites with weighbridges).
Haringey	If a charity exceeded their maximum limit they were asked to take the additional waste to a privately operated waste transfer station.

Western Riverside Waste Authority (WRWA)

Royal Borough of Kensington and Chelsea	A charity must contact WRWA before disposal of waste
Hammersmith & Fulham	Charities must prove they were based in WRWA area and registered with the Charity commission.
Lambeth	A charity can only deposit 5 tonnes of waste each year free of charge.

East London Waste Authority

In relation to Barking and Dagenham, Havering, Newham and Redbridge there were generally no policies in place or charging regime as there were no concerns regarding the disposal of charity waste.

Sample of Unitary authorities**Action By:**

Bexley	Set limit of 2 tonnes per month free of charge, with anything additional paid for at the commercial rate.
Croydon	No formal policy - One charity which carried out gardening work for vulnerable adults was allowed to use one of the disposal sites.
Lewisham	No concerns at present regarding charity waste.
Sutton	Charities and voluntary organisations were able to apply for an exemption permit which allowed them to access Household Reuse and Recycling Centres. Only recyclable/reusable materials were allowed to be taken to the site, and restrictions were placed on the amount of waste they were able to take.

The Committee noted that from the examples given, there was not a consistent approach to the disposal of charity waste, although Hillingdon seemed to be unique, in terms of the volume of charity waste disposed of at New Years Green Lane, and that some of this waste was not from within the Borough.

Information from Charities

The Committee received information from Michael Sobell House, which was a charity which operated in the Borough. There were three charity shops and a warehouse, all based in the Borough. Details of their waste strategy were reported. The organisation provided a van collection service (primarily in the Borough of Hillingdon) to local residents and collected donated goods from private houses, businesses, pubs, clubs etc. and people's places of work.

All donated clothing, shoes, handbags, small working electrical products and similar household items were either sold in the charities shops or ethically recycled by a certified third party.

Metal articles which could not be sold were taken to an approved scrap metal merchant. Books were sold in shops or markets with any unsaleable books recycled for pulp. All of these routes provided much needed income for the charity.

Ebay was used for selling items, which included furniture.

House clearances did not take place, with the organisation only selecting those items from houses, which they could sell.

The strategy was to recycle as far as possible, as this brought in revenue for the charity. Only Items which proved to be damaged, broken or otherwise unsaleable were taken to New Years Green Lane Civic Amenity Site.

The Committee was informed that the charity supported a hospice, which provided an invaluable service to the Borough's local community.

The British Heart Foundation's Waste & Recycling Manger provided a written submission which reported that the organisation had merchants that collected unsaleable items primarily for re-use as followed:

- Textiles sorted and exported, with a proportion recycled for wipers, felt, flocking etc in the UK
- Bric-a-brac sorted and exported, recycling of glass, ceramics, plastics, metal
- Books sold online, recycled at a UK paper mill

In addition, cardboard was regularly recycled. There was a fraction which the organisation could not re-use or recycle, which included plastic bags that the donations came in, but these were disposed of, along with the shop's own waste through a commercial collection service. The only items which the organisation had difficulty with, were unsaleable furniture and electrical goods.

The British Heart Foundation did not have any stores within the Borough so selling these items was not an issue for the Council. However, elsewhere they would always seek to return these to the municipal waste stream via household waste recycling centres or to transfer station.

The Waste Services Manager informed Members that staff at New Years Green Lane Civic Amenity site would monitor the nature and amount of charity waste which was being disposed of to enable an assessment to be made of the levels being received and from where it originated, if possible.

For the next meeting it was agreed that representatives from charities again be contacted to enable evidence to be given to Members as part of the review.

RESOLVED –

- 1. That the information provided be noted and be taken into consideration as part of the review.**

Action By:

Colin Russell

**Khalid
Ahmed**

		Action By:
18.	<p>WEED CONTROL</p> <p>Members were provided with a presentation by the Council's Head of Green Spaces, Sport & Culture on how weed control was carried out within the Borough under the recent new contract which began in January 2016.</p> <p>The Committee asked that if possible, the contractor's programme of weed control be shared with Members.</p> <p>RESOLVED –</p> <p>1. That the Head of Green Spaces, Sport & Culture be thanked for his presentation, and the information provided be noted.</p>	
19.	<p>FORWARD PLAN</p> <p>Noted.</p>	
20.	<p>WORK PROGRAMME</p> <p>The Committee noted the report and asked that at the next meeting, information be provided on the topic of Shisha Bars in the Borough.</p> <p>Also added to the work programme were items on the Council's current policy on cycle lanes and information on the policy of replacement of paving slabs in the Borough.</p> <p>Noted.</p>	Khalid Ahmed
	<p>Meeting commenced at 5.30pm and closed at 6.40pm</p> <p>Next meeting: 22 November 2016 at 5.30pm</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. These minutes are circulated to Councillors, Officers, the Press and Members of the Public.

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Agenda Item 5

Residents' & Environmental Services Policy Overview Committee - Major Review 2016/17 - Disposal of Charity Waste at New Years Green Lane Civic Amenity Site.

Contact Officers: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee will hear from representatives from Charity organisations who have been invited to attend the meeting to help the Committee in its review on the Disposal of Charity Waste at New Years Green Lane Civic Amenity Site.

OPTIONS OPEN TO THE COMMITTEE

The Committee is asked to consider the evidence given by the witnesses, together with further information provided by officers

INFORMATION

1. At the last meeting of the Committee, Members were provided with details of what other local authorities did in relation to the disposal of charity waste. In addition there were written submissions from two charity organisations who provided information on the waste strategy of their organisations. Details of the evidence given is provided in the Minutes of the last meeting which is an earlier item on the agenda for this meeting.
2. For this meeting **Peter Okali, Chief Executive Officer of Age UK Hillingdon** will attend to provide the perspective of a charity organisation, based in the Borough. In addition invitations have gone out to a number of local charity organisations asking for their views on the objective of the Committee's review and also inviting them to attend.
3. The scoping report for the review is attached as **Appendix 1**.

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Policy Overview & Scrutiny Committee Review Scoping Report

Disposal of Charity Shop Waste through New Years Green Lane Civic Amenity Site

1. REVIEW OBJECTIVES

Aim and Background to review

The review seeks to make Members aware of the growing amounts of charity shop waste being disposed of by the Council, free of charge, and to explain the legislative background relating to this type of waste disposal.

The disposal of mixed waste currently costs the Council £130 per tonne and so Charity shop waste disposal has an appreciable financial impact for the authority. Whilst there are local charities that benefit from this, there are also charities from outside the Borough who use the Council's Civic Amenity Site at New Years Green Lane.

Whilst any review will need to be balanced against the beneficial nature of the work carried out by many charities, after considering all the information, options and witness testimony, it is hoped that Members will develop suitable recommendations to Cabinet around the continuation or otherwise of the current situation.

Terms of Reference

1. To examine fluctuations in the tonnages of waste disposed of through New Years Green Lane over the past 3-4 years and how this has changed;
2. To examine the current and predicted future disposal costs to the Council;
3. The activities of the various charities bringing waste to New Years Green Lane, for disposal, where these charities operate in the main and what beneficial work is done by the charities in the Borough;

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4. To look at options available, in terms of allowing disposal and ways of mitigating costs if appropriate and report to Cabinet as appropriate.

2. INFORMATION AND ANALYSIS

Disposal of waste from charity shops is currently permitted by the Council, free of charge, at New Years Green Lane. This is a long standing arrangement and is common amongst local authorities that operate waste disposal or civic amenity sites.

Some charities have started to dispose of greater and greater quantities of waste through New Years Green Lane. Quantities brought into New Years Green Lane (NYGL) are thought to be increasing because neighbouring authorities are charging charities for using their sites.

This waste is likely to be arising from charity shop activity in Buckinghamshire or Hertfordshire and possibly other London Boroughs. Some of the charities using NYGL are therefore not actually 'residents'. i.e. their retail shops are outside the borough.

Some charities may undertake house clearances. Any items that can be usefully sold are transferred to the charity shop and the remainder is disposed of as mixed waste. As the charity does not charge the house owner for doing this, the Council then picks up a cost that would normally be carried by either the estate of the deceased or a waste clearance company. The charity could adopt a different approach to avoid this.

Key Information

Legal Position

Although the Council should collect domestic waste that has been donated to the charity shops for free under Section 45 of the EPA 1990, using definitions given in the Controlled Waste (England and Wales) Regulations 2012 there is scope to charge for depositing waste at NYGL site.

Under section 51 subsection 3 of the EPA 1990:

'A waste disposal authority may include in arrangements made under subsection (1)(b) above arrangements for the places provided for its area for the deposit of household waste free of charge by residents in its area to be available for the deposit of household or other controlled waste by other persons on such terms to payment (if any) as the authority determines'

Financial Cost

The rate for disposal of mixed waste by WLWA is £131 per tonne. The waste delivered by the various charities into New Years Green Lane in the financial year 15/16 and its cost to the Council is as follows:

RSPCA = 115.6 tonnes - £15,143

Trinity = 77.02 tonnes - £10,089

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Thames Hospice = 44.82 tonnes - £5,871
Harlington Hospice = 8.62 tonnes - £1129
Michael Sobell = 7.82 tonnes - £1024
P3 = 7.38 tonnes - £966
Hillingdon Partnership = 0.44 tonnes - £57.64

The total weight was 262 tonnes, costing a total of £34,279 to dispose of. If this waste had been treated purely as trade waste, where the rate per tonne is £160, this charity waste would theoretically have brought in revenue of £41,872, with a notional profit element of £7,593.

Responsibilities

This review will concern the Council's Waste Services Function in Residents Services. The Cabinet Portfolio is Planning and Recycling. External organisations involved are regional and national charities.

4. EVIDENCE & ENQUIRY

Disposal data will be provided by Waste Services on tonnages of charity waste delivered to NYGL over a time period of around 3 years. Information on the practices of surrounding boroughs will also be presented to Members. More detail will be provided on the legal position and how the law applies to different types of waste disposal and the charging regimes currently in place.

Witness testimony

Witnesses may be invited from national charity organisations, as well as local charities or umbrella organisations. Also from neighbouring local authorities.

Lines of enquiry

It may be pertinent to enquire as to other charging regimes at other local authority sites. Information on the locations of charity shops within the Borough will assist with the review and also, where there are no shops operating in the Borough it may be pertinent to hear of examples where assistance to Borough residents has been provided by charities.

The business practices of charities that undertake house clearances could be analysed, with emphasis on the potential for unnecessary creation of waste for disposal by the authority that might ordinarily have been disposed of by local businesses.

Emerging conclusions or themes for development

If Members are minded to recommend changes to the status quo on charging, as it becomes apparent which charities are operating in the Borough and which bring in waste from the outside, because other Councils are charging, it might be useful to consider allowing only certain charities to use NYGL free of charge.

Alternatively, as the position becomes clearer, it may be worth considering the introduction of an annual allowance for all charities, below which they do not pay. Charges might then

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be levied and directed more towards the bigger operators, who may be in a position to afford to contribute to either some or all of the cost of their waste disposal through NYGL

5. REVIEW PLANNING & ASSESSMENT

Proposed timeframe & milestones for the review up to Cabinet and beyond in terms of monitoring:

Meeting Date	Action	Purpose / Outcome
21 September 2016	Agree Scoping Report and to be provided with background information	Information and analysis
27 October 2016	Witness Session 1 - Representative from a neighbouring Waste Management Service and representatives from national and local charities	Evidence & enquiry
22 November 2016	Witness Session 2 - Representatives from charities	Evidence & enquiry
10 January 2017	Draft Final Report and suggested recommendations	Proposals – agree recommendations and final draft report

* Specific meetings can be shortened or extended to suit the review topic and needs of the Committee

Resource requirements

None

Equalities impact

It is possible that if changes are made following this review, smaller local charities could be impacted financially. This and the possible knock on effect on reduced charitable activity for some groups of residents should be considered.

Safety at Sports Grounds

*Reporting Officer: Stephanie Waterford
Regulatory Services*

Residents Services

Appendices with report:

**Appendix A Standard Procedures Currently in Place
Appendix B Information on Each Sports Ground**

1. SUMMARY

This is the annual report, to inform the Committee, of the action taken by Officers, with respect to the Council's responsibilities under the Safety at Sports Grounds Act 1975 and the Fire and Safety at Places of Sport Act 1987. The Committee is asked to provide comments before a report is submitted to the Cabinet Member for Community, Commerce and Regeneration, for approval.

2. RECOMMENDATION

- 2.1 That the Committee note the report and provide any comments with respect to inspection levels. The report will then be sent to the Cabinet Member for Community, Commerce and Regeneration, for approval.**
- 2.2 Attention is drawn to Appendices A & B. Subject to any comments received, it will be recommended to the Cabinet Member that the same level of inspection is maintained during 2016/2017, as was undertaken in 2015/2016.**

3. REASONS FOR OFFICER RECOMMENDATION

- 3.1 The Council is the enforcing authority under the Safety of Sports Grounds Act 1975 and the Fire and Safety at Places of Sport Act 1987.**
- 3.2 The Department of Culture Media and Sport circular, dated 16th November 1995, states that Local Authorities are expected to secure the provision of a reasonable standard of safety on a voluntary basis for smaller, non-designated sports grounds.**
- 3.3 In order to achieve this, the Hillingdon Safety Advisory Group has agreed that all sports grounds are inspected once per year and that a written schedule of recommended remedial actions is provided to the management committee of the ground after each inspection.**

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4. Alternative options considered

- 4.1 To increase, decrease, or maintain, the same level of safety inspections in 2016/2017, that were conducted in 2015/2016.

5. Background

- 5.1 Following Lord Justice Taylor's recommendations after the Bradford City fire and the Hillsborough Stadium disaster, local authorities were advised to review their arrangements for discharging their responsibilities under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987. In addition, local authorities were advised to ensure that a structure of accountability was in place, whereby the enforcing department/personnel were regularly and effectively supervised by Senior Officers who would then report directly to elected Members on the action instigated. The object is to ensure that Senior Officers and elected Members are fully aware of the action being instigated on their behalf, in discharging the Authority's duties. This is carried out through the Cabinet & RESPOC reporting procedures.
- 5.2 The principal framework outlining safety of spectators at sporting events are:
- Safety of Sports Grounds Act 1975
 - The Fire Safety and Safety of Places of Sport Act 1987
 - The Guide to Safety at Sports Grounds (5th edition Department of Culture, Media and Sport).
- 5.3 The Fire Safety and Safety of Places of Sport Act 1987, makes provision for the safety of spectator stands at sports grounds. It requires the local authority to issue a 'Safety Certificate' in respect of covered spectator stands which accommodate 500 or more people. There are currently no Spectator Stands which fall into this category within the Borough. There are however, two stands are under construction at Hayes & Yeading United FC and the Gaelic Athletic Association. Completion dates are, as yet, unknown but Officers are in discussions with both clubs to monitor progress.
- 5.4 The Safety of Sports Grounds Act 1975 makes provision for safety at sports stadia and other sports grounds. It governs the issue of safety certificates in respect of "designated sports grounds". It is for the Secretary of State to set the criteria for designation and in the case of football grounds the trigger spectator capacity for designation is 5,000. For other sports stadia it is 10,000. The Act also empowers a local authority to issue a Prohibition Notice in respect of all or part of any sports ground, irrespective as to whether or not it is a "designated" ground, where it feels that spectators cannot be accommodated safely. The legislation also requires the local authority to consult with the police and fire authorities in respect of safety at sports grounds within their boundaries. It also places a duty on the Council to conduct periodic inspections of any "designated" sports ground and at any sports ground at which there is a regulated spectator stand which is subject to a Safety Certificate.
- 5.5 None of the sports grounds listed in Appendix A are 'designated' and are therefore not subject to a safety certificate. However, if the Council or a member of the Safety Advisory Group were of the opinion that the unrestricted admission of spectators to a ground for a particular game or event could present a significant safety risk, then the Council would

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have a duty to use its powers under Section 10 of the Safety of Sports Grounds Act 1975 to serve a 'Prohibition Notice'. The Prohibition Notice would stipulate the number of people that the Council has determined that could be safely accommodated within the sports ground. Any non-compliance with a prohibition notice will be acted upon by way of enforcement in accordance with the Residents Services Enforcement Policy.

- 5.6 The Guide to Safety at Sports Grounds advises the managers/owners of sports grounds to consult with the Local Authority, the Fire Brigade, the Ambulance Service and the Metropolitan Police in regard to safety issues. In order to ensure good liaison between all the responsible authorities, the Council delegates Regulatory Services to organise the Safety Advisory Group inspections and to co-ordinate the input, observations and advice from each authority. This advice is then sent to the management committee of the ground in the form of a schedule of recommendations. The Senior Licensing Officer acts on behalf of the Council as the Chairperson of the Safety Advisory Group.
- 5.7 Whenever Regulatory Services, or any member of the Safety Advisory Group, becomes aware of a particular game or event that may attract large numbers of spectators, the Regulatory Services Manager contacts the club's officials to request that they submit their risk assessments, emergency contingency plans etc. for consideration and approval prior to the proposed event. The Regulatory Services Team will consult with the Safety Advisory Group, to discuss the club's proposed safety plans/arrangements. Regulatory Services then, on behalf of the Safety Advisory Group, advises the Club's management team of any additional safety precautions that they require the club to implement to ensure the safety of the spectators. In addition, the Safety Advisory Group will set a maximum capacity of spectators who may be admitted into the stadium/ground.
- 5.8 Should the club not adhere to the requirements and advice set out by the Safety Advisory Group, and there were serious concerns about spectator safety, the Regulatory Services Manager, in conjunction with the Deputy Director Residents Services, can issue a 'Prohibition Notice' on behalf of the Council under delegated powers.
- 5.9 Members may be aware of the most recent inquest into the Hillsborough disaster being finalised in April 2016, giving a verdict of unlawful killing. It should be noted that this inquest has no bearing on the current practices surrounding the operation of sports grounds but was solely concerned with the criminal elements arising from the disaster.
- 5.10 The procedures and inspections detailed in this report as set out in Appendix A are considered as reasonable and correct in discharging the Council's responsibilities under the legislation. These procedures and inspections were implemented in 2015/2016.
- 5.11 The Member with the Portfolio for Community, Commerce and Regeneration can decide whether to maintain these procedures and inspections in 2016/2017. Alternatively, the level of inspections can be increased, or decreased.

6. Financial Implications

- 6.1 The recommendation to approve the report and action taken has no direct financial implications beyond the existing budget allocations, should previous levels of inspections be maintained.

- 6.2 It should be noted that any increase in inspection levels will carry additional Officer costs and also additional costs for members of the Safety Advisory Group where they are present at inspections.

7. Legal Implications

- 7.1 Members will note from the contents of the report that the Council is responsible for regulating the safety of sports grounds. There are two pieces of legislation which govern this area. Both Acts impose a duty on the Council to carry out periodic inspections of the grounds to ensure that they are complying with the requirements of the legislation.
- 7.2 As indicated in the report, officers are required to advise Members of the inspections they carry out. This requirement stems from guidance which was issued following inquiries into the Bradford Stadium fire and the Hillsborough Stadium disaster.
- 7.3 If the Council failed to carry out inspections of the relevant sports grounds, it would be in breach of its statutory duties under these two pieces of legislation which cover this area.

8. EXTERNAL CONSULTATIONS CARRIED OUT

- 8.1 When required (as set out in Appendix A, item 6) the following authorities are consulted:
- The Metropolitan Police Service
 - The London Fire and Emergency Planning Authority
 - The London Ambulance Service

9. BACKGROUND DOCUMENTS

Safety of Sports Grounds Act 1975
Interim Report on Hillsborough Stadium Disaster
Final Report on Hillsborough Stadium Disaster
The Fire Safety and Safety of Places of Sport Act 1987
The Safety of Places of Sport Regulations 1988 (SI 1988/1807)
Home Office Circular 11/1990
The Guide to Safety at Sports Grounds (5th edition issued by the Department of Culture Media and Sport)

APPENDIX A

Standard Procedures Currently In Place

1. The Safety of Sports Grounds Act 1975 defines Sports Grounds as; 'A place where sports or other competitive activities take place in the open air and where accommodation has been provided for spectators, consisting of artificial structures or of natural structures artificially modified for the purpose.'
2. The following enclosed sports grounds meet the above definition and are currently inspected once a year and recommendations are made to the management of each club on measures that they should implement to improve safety. Additional inspections may be carried out where large events are planned at a ground. Brief details of each club are set out in Appendix B
 - AFC Hayes Football Club
 - Gaelic Athletic Stadium
 - Harefield Football Club
 - Hillingdon Athletics Stadium
 - Hillingdon Borough Football Club
 - Northwood Football Club
 - Uxbridge Football Club
 - Wealdstone Football Club
3. The Hayes & Yeading United FC site at Beaconsfield Road, Hayes is still under development and the club are seeking additional funding to continue the building works. Meanwhile, the team have relocated to a ground outside of the borough. The redevelopment of the ground includes the erection of a covered spectator stand with approx 1250 seats. Officers are currently in discussions with the club offering advice on the process to apply for a 'Regulated Stand Certificate'.
4. There is also ongoing development at the Gaelic Athletic Association ground which includes the erection of a stand for approx 2500 spectators. Work has begun and is due for completion Summer 2017.
5. As both of these new stands will provide accommodation for more than 500 spectators, they will be subject to a separate legal certification procedure under The Fire and Safety at Places of Sport Act 1987.
6. If a larger than average number of spectators is likely to be attracted to a special game/event, the Regulatory Services Manager will contact the Safety Advisory Group to seek their views and requirements. These requirements are then issued to the club management committee. If necessary, enforcement action can be instigated to ensure the safety of any spectators who may be attracted to that particular game/event.
7. When deemed necessary, an officer from Regulatory Services may attend the special game/event to ensure that the Safety Advisory Group's requirements/recommendations are being implemented.

8. Inspections are carried out in accordance with the 'Green Guide' and the assessments made include the following areas:

- Terracing & Seating stands
- Pitch perimeter fencing/barriers
- Emergency procedures
- Stewarding arrangements
- Means of escape

Reporting Procedures

1. The Council's Regulatory Service Manager is responsible for ensuring the matters detailed above are implemented and reports to the Deputy Director Residents Services.
2. The report is submitted to the Residents Policy Overview Committee, for consideration and approval.
3. Following scrutiny by RESPOC, the report is passed to the Cabinet Member for Community Commerce and Regeneration for formal approval.

APPENDIX B

Information on each sports ground

Guidance with regard to the safety of spectators at sports grounds is detailed in the publication **Guide to Safety at Sports Grounds** (Green Guide). This publication contains very detailed specific safety requirements. The following is a brief description of each ground. If required, full detailed information on each ground can be obtained from Regulatory Services.

1. AFC Hayes Football Club, Kingshill Avenue, Hayes

1.1 This ground is not suitable for large numbers of spectators as it does not have:-

- An emergency lighting system.
- A public address system with a secondary source of power.
- A suitable alternative means of escape route
- Crush barriers.

1.2 This club typically attracts crowds of 20-40 spectators.

2. Gaelic Athletic Association, Emerald Stadium, West End Road, Ruislip

2.1 This ground does not have:-

- An emergency lighting system.
- A suitable purpose made alternative means of escape route.
- Crush barriers.
- Level and even spectator accommodation

2.2 In addition to its normal weekly games, the ground is usually used once a year for a special game between two professional Gaelic Football Clubs. Such games normally attract approximately 3,000 to 4,000 spectators. Prior to this special match, the club notifies the Regulatory Service Manager who then consults members of the Safety Advisory Group (SAG).

2.3 Following consideration of the club's safety proposals by the SAG, the club are notified of any additional safety measures that may be required in order to safeguard the large numbers of spectators that are to be accommodated within the ground.

2.4 Once the new spectator stand is constructed, a Regulated Stand Certificate will be applied for and considered. It is anticipated that this is likely to involve more than one inspection in conjunction with members of the Safety Advisory Group.

3. Harefield Football Club, Breakspear Road, Harefield

- 3.1 This ground could accommodate approximately 1,000 spectators. However, additional safety measures should be implemented in the event of a game that would attract that number of people.
- The installed emergency lighting system is limited and does not cover all the public areas
 - A public address system with a secondary source of power
 - Crush barriers have not been installed.
- 3.2 The average number of spectators for a home game does not currently exceed 50.

4. Hillingdon Athletics Stadium, Gattling Way, Uxbridge

- 4.1 This ground has spectator seating in the main stand for approx 250. Spectators may also stand on the grass areas around the perimeter of the running track.
- 4.2 The stadium does not currently have a designated alternative means of escape route, for spectators and participants, should the main/exit route not be available (e.g. an incident taking place immediately in front of the main entrance to the stadium).
- 4.3 Discussions are ongoing with the Sport & Leisure Team and the stadium management company, Fusion Lifestyle, with regard to the suggested alterations and improvements which should be made to the premises.

5. Hillingdon Borough Football Club

- 5.1 The ground is in a general state of disrepair pending further investment. Currently, the ground is unsuitable for large numbers of spectators and parts of the ground are unusable.
- 5.2 Exit A and Exit B are located immediately adjacent to the main social club-house building meaning that any incident located in the club house, would render these exits unusable.
- 5.3 Exit C is remote from the social club-house, however the alternative means of escape pathway is routed up to, and adjacent to, the club-house.
- 5.4 Additionally, the ground does not have:
- A secondary source of power for the installed public address system
 - Crush barriers
 - Emergency procedures
 - Match day procedures
- 5.5 The spectator capacity has been restricted to 100 due to the state of the ground and the lack of emergency procedures.

- 5.6 The average number of spectators for a home game does not exceed 50.
- 5.7 The Councils Food Health & Safety team are visiting this ground due to concerns around health and safety, under the Health & Safety at Work 1974.
- 5.8 Officers are currently not aware of any firm plans for investment or redevelopment of this ground.

6. Northwood Football Club

- 6.1 This ground is not suitable for large numbers of spectators in that it does not have:
- An emergency lighting system.
 - A public address system with a secondary source of power.
 - The main entrance/exit to the ground and the alternative means of escape from the grounds are not clearly identified.
 - Crush barriers
- 6.2 The average number of spectators for a home game does not exceed 50.
- 6.3 The Councils Food Health & Safety Team are visiting this ground due to concerns in relation to health and safety, under the Health & Safety at Work 1974.

7. Wealdstone Football Club

- 7.1 Generally, this ground is in good order and the emergency and match day procedures implemented by the club are good.
- 7.2 Overall this ground could not permanently accommodate large numbers of spectators as it does not have crush barriers.
- 7.3 A number of large games are played at this ground each year. When this occurs and in accordance with the agreed procedure between the club and Regulatory Services, the Regulatory Service Manager is notified and (if time permits) a meeting of the SAG will be convened to obtain their requirements/recommendations. At this meeting, a spectator capacity is set, usually around 2500.
- 7.4 For normal league games, attendance is usually between 300-700 spectators.

8. Uxbridge Football Club

- 8.1 This ground is not suitable for large numbers of spectators as it does not have:
- A comprehensive emergency lighting system
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- The public address system does not have a secondary source of supply.
- Crush barriers

8.2 The average number of spectators for a home game does not currently exceed 50.

Notes

The safe accommodation of spectators depends on all the factors, set out in the **Guide to Safety at Sports Grounds** document. Particular consideration must be given to each individual ground's infrastructure such as the pitch perimeter fence, the structural stability of walls and fences, the position and size of exits, and the experience, competency and training of the management team and stewards.

All the above clubs are advised to consult with the Regulatory Service Manager/Safety Advisory Group before they stage any match that will attract more than the normal match day numbers. Fixtures are regularly monitored by Officers.

A copy of the Green Guide is available for free at the following web address:

<http://www.safetyatsportsgrounds.org.uk/publications/green-guide>

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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
SI = Standard Item each month Council Departments: RS = Residents Services SC = Social Care AD = Administration FD= Finance									
Cabinet - 17 November 2016									
154	Enterprises House, Bakers Court, Uxbridge	Cabinet will consider matters in relation to the continued lease of the site to London Bus Services Limited.	Uxbridge North		Cllr Jonathan Bianco	RS - Michael Paterson / Nelson Whaley		NEW	Private (3)
163	Housing Development - Maple & Poplar and Willow Tree Depot	Cabinet will consider the appointment of consultants for the redevelopment of the former Maple & Poplar Day Centres for a mixed tenure residential development, along with the redevelopment of the Willow Tree Depot for 11 houses.	Yeading		Cllr Jonathan Bianco	RS - Jenny Evans		NEW	Private (3)
155	Land adjacent to 231 Swakeleys Road Ickenham	This reports seeks Cabinet Member approval to acquire land adjacent to Swakeleys Road Ickenham.	Ickenham		Cllr Jonathan Bianco	RS - Michael Paterson / John McKenna		NEW	Private (3)
Cabinet - 15 December 2016									
153	Review and Update of Voluntary Sector Leasing Policy	This report seeks Cabinet endorsement following a request by Cabinet Members to review the Voluntary Sector Leasing Policy currently in place for qualifying community groups occupying Council property within the Borough	All		Cllr Jonathan Bianco	RS - Michael Paterson		Def	Public
145a	The Council's Budget - Medium Term Financial Forecast 2017/18 - 2021/22 BUDGET & POLICY FRAMEWORK	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2017/18 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	23-Feb-17	Cllr Ray Puddifoot MBE & Cllr Jonathan Bianco	FD - Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		Public

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
147	Designation of Ickenham Neighbourhood Area and Forum	Cabinet will consider whether to formally determine the application for a Neighbourhood Area and Forum.	Harefield, Hillingdon East, Ickenham, South Ruislip, Uxbridge North, Uxbridge South, West Ruislip		Cllr Keith Burrows	RS - James Gleave	Statutory consultation is inherent as part of the process.		Public
Cabinet Member Decisions - December 2016									
158	Post 16 Transport Policy Statement	To consider proposed revisions to the Post 16 Transport Policy Statement. This document informs post 16 learners of their transport options, which may influence decisions to be taken regarding college/training courses starting in September 2017.	Various		Cllr Ray Puddifoot MBE / Cllr Douglas Mills / Cllr David Simmonds CBE	RS - Jackie Wright / Alex Bowman	Parents / service users / stakeholders	NEW	Public
Cabinet - 17 January 2017									
165	Replacement of Communal Boilers - Mandela Court (Cowley), Heathfield Rise (West Ruislip) & Oakwood Road (Northwood Hills)	A recommended tender to replace the communal boilers at Mandela Court, Heathfield Rise & Oakwood Road properties will be presented to Cabinet. This works project will provide reliable heating and hot water services to residents.	Uxbridge South, West Ruislip, Northwood Hills		Cllr Jonathan Bianco	RS - Gary Pentecost		NEW	Private (3)

Agenda Item 9

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
27 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 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 - CANCELLED	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	
	Scoping Report and witness session for First Major Review
	Update on the Local Plan 2
	Cabinet Forward Plan
	Work Programme
27 October 2016	Major Review - Second Witness session
	Weed Control - Update
	Cabinet Forward Plan
	Work Programme
22 November 2016	Major Review - Witness Session and suggested recommendation
	Safety at Sports Grounds
	Shisha Bars - Background to review topic

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	Cabinet Forward Plan
	Work Programme

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

22 February 2017	Major Review - Consideration of draft recommendations of the Second Major Review
	Single meeting Review - Policy on replacement of Paving Stones
	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

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