



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Michael White, (Chairman)
Michael Markham, (Vice-Chairman)
Tony Burles
Jas Dhot
Patricia Jackson
Kuldeep Lakhmana
Allan Kauffman
Judy Kelly
Brian Stead

Date: TUESDAY, 27 JUNE 2017

Time: 5.30 PM

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

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

Published: Monday, 19 June 2017

Contact: Khalid Ahmed
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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 I will be considered in Public and that any items marked Part II will be considered in Private
- 4 To agree the Minutes of the previous meetings - 26 April and 11 May 2017 1 - 6
- 5 Residents' & Environmental Services Policy Overview Committee - Draft Final Report on Shisha Bars, Lounges and Cafes
The Committee will be provided with a draft final report of the review into Shisha Bars, Lounges and Cafes before the meeting.
- 6 Residents' & Environmental Services Policy Overview Committee - Review Topics for First Major Review of 2017/18 7 - 10
- 7 Forward Plan 11 - 14
- 8 Work Programme 15 - 18

Minutes

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

26 April 2017



Meeting held at Committee Room 4 -
Civic Centre, High Street, Uxbridge UB8 1UW

	<p>Committee Members Present: Councillors Michael White (Chairman), Judith Cooper, Jas Dhot, Patricia Jackson, Kuldeep Lakhmana, Judy Kelly, John Morse and Brian Stead.</p> <p>Apologies: Councillor Michael Markham (Councillor Judith Cooper substituting).</p> <p>LBH Officers Present: Bill Hickson (Anti-Social Behaviour Investigation Team Manager), Kiran Seyan (Trading Standards) and Anisha Teji (Democratic Services Officer)</p>
47.	<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>
48.	<p>TO AGREE THE MINUTES OF THE PREVIOUS MEETING HELD ON 22 MARCH 2017</p> <p>Agreed as an accurate record.</p>
49.	<p>RESIDENTS' & ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE - MAJOR REVIEW 2016/17 - SHISHA BARS, LOUNGES AND CAFES</p> <p>Prior to the meeting Members had sight of the proposed recommendations with officers' comments. At the meeting officers took Members through the proposed recommendations and made suggestions to improve the purpose and clarity of some of the recommendations.</p> <p>The following changes were agreed between Members and officers:</p> <ol style="list-style-type: none"> 1) LAs with a low number of shisha premises and <u>Establish and maintain a definitive list/registered of shisha premises to deal with the perceived problem related to the shisha industry should- and to</u> develop a preventive approach to ensure uncontrolled proliferation of shisha premises does not occur. 20) In Boroughs where resources were strained, prosecution enforcement <u>should</u> be a last resort and officers should liaise with other agents to maximise legislative powers including powers of closure. Focus should therefore be a reactive response with monitoring of high risk shisha premises. <p>Members and officers agreed to change all reference to Local Authority or LA to the</p>

Council or The London Borough of Hillingdon.

It was suggested that ASBIT would hold responsibility of the definitive list/ register and would work collaboratively with all Licensing teams, Planning teams, Trading Standards, Members and Street Champions to raise awareness and add up to date information on the register. It was also suggested that strong encouragement would be given to all Council officers to add information to the register through E learning training.

During discussions, Members noted that any areas where commodities were being sold, in this case tobacco, a license was required. Appropriate signage needed to be displayed to highlight the risks associated with shisha. Members agreed that a softer approach to the matter would be productive. This would be achieved by encouraging people to let the Council know about illegal shisha places so that appropriate action could be taken. The register would also highlight safe establishments who were complying with legislation and enforcements. Members noted that in other Boroughs, such as Harrow, a list of guidelines were produced which showed the enforcements to be complied with. This shifted the onus on to the shisha premises owners to ensure that there were complying with relevant guidelines.

RESOLVED -

- 1) That the proposed recommendations are collated and renumbered in terms of departmental remits.**
- 2) That Food, Health and Safety Team confirm that they are satisfied with the recommendations which fall within their remit.**
- 3) That legal advice is sought in relation to proposed recommendation 20 about the legalities of using enforcement as a last resort.**
- 4) That approval be given in principle to the draft recommendations and that these be taken forward and be included in the draft final report for the review.**

50. **DISCUSSION ON POSSIBLE REVIEW TOPICS FOR NEXT MUNICIPAL YEAR**
(Agenda Item 6)

Members were asked to identify suitable review topics. The following topics of review were suggested:

- The feasibility of turning local plastic waste into road surfaces.
- An investigation into the use of illicit drugs in the Borough. Members noted that there had been an increase in the number of silver canisters being left lying around. An investigation into what the Council was doing about illicit drugs and how extensive was police legislation in this area.
- An update on the Council's fly tipping policy
- A review into the Borough's road strategy, road maintenance and speeding. To include an investigation on what happens to the results from speed monitoring exercises.
- An update on planning and major developments.
- An update on flooding in the Borough focussing on whether a data base has been put together and what the Council's current flood management strategy is.

RESOLVED -

- 1) That the suggested topics for the review be noted.**

51.	<p>FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>RESOLVED -</p> <p>1) Members noted the forward plan.</p> <p>2) Members requested further information on the receipt and processing of collected kerbside co-mingled recyclables and the accreditation of the Museum, Archives and Local Studies Service & approval of related policies.</p>
52.	<p>WORK PROGRAMME (<i>Agenda Item 8</i>)</p> <p>The work programme was noted. The Chairman indicated that the meeting on 20 June 2017 may need to rearrange due to availability.</p> <p>RESOLVED -</p> <p>The work programme was noted.</p>
	<p>The meeting, which commenced at 5:30pm, closed at 6:31pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on . 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

11 May 2017

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



	Committee Members Present: Councillors Michael White (Chairman), Michael Markham (Vice-Chairman), Tony Burles, Jas Dhot, Patricia Jackson, Allan Kauffman, Kuldeep Lakhmana (Labour Lead) and Brian Stead
1.	APOLOGIES FOR ABSENCE (<i>Agenda Item</i>) Apologies for absence had been received from Councillor Kelly.
2.	ELECTION OF CHAIRMAN (<i>Agenda Item 1</i>) RESOLVED: That Councillor White be elected as Chairman of the Residents' and Environmental Services Policy Overview Committee for the 2017/2018 municipal year.
3.	ELECTION OF VICE CHAIRMAN (<i>Agenda Item 2</i>) RESOLVED: That Councillor Markham be elected as Vice Chairman of the Residents' and Environmental Services Policy Overview Committee for the 2017/2018 municipal year.
	The meeting, which commenced at 8.32 pm, closed at 8.37 pm.

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

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Agenda Item 6

Residents' & Environmental Services Policy Overview Committee - Review Topics for First Major Review of 2017/18

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.

Possible review topics

5. At the last meeting of the Committee held on 26 April, and at previous meetings, discussion took place on possible areas which the Committee could either review, or receive information updates on. These were:
 - The feasibility of turning local plastic waste into road surfaces.
 - An investigation into the use of illicit drugs in the Borough. An investigation into what the Council was doing about illicit drugs and how extensive was police legislation in this area.
 - An update on the Council's fly tipping policy
 - A review into the Borough's road strategy, road maintenance and speeding. To include an investigation on what happens to the results from speed monitoring exercises.
 - Cycle paths / lanes, Road Safety, Pelican Crossings and Zebra Crossings.
 - An update on planning and major developments.
 - An update on flooding in the Borough focussing on whether a data base has been put together and what the Council's current flood management strategy is.
6. Officers will update Members on the feasibility of some of the above suggestions and Members are also asked to give consideration to other areas which the Committee could undertake a major review or receive an information update on..

Review topic criteria - 2017/18

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

<p>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)</p>			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			
<p>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</p>			
<p>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</p>			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			

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 - 22 June 2017									
181	Heathrow expansion: consultation on a Draft Airports National Policy Statement	The Government have issued a consultation on a Draft Airports National Policy Statement titled: 'new runway capacity and infrastructure at airports in the south-east of England'. Hillingdon Council will provide a robust response on behalf of residents and communities affected and Cabinet will be asked to officially note it after submission.	All		Cllr Ray Puddifoot MBE	RS / AD - Val Beale / Chris Mansfield / Raj Alagh			Public
184	Budget 2016/17 Outturn	Cabinet will review the Council's budget outturn position for the previous financial year.	All		Cllr Ray Puddifoot MBE & Cllr Jonathan Bianco	FD - Paul Whaymand			Public
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	RS - Nicola Wyatt			Public
Cabinet - 27 July 2017									
176b	Accessible Hillingdon Supplementary Planning Document	POLICY FRAMEWORK: Following approval by Cabinet in March 2017 to consult, Cabinet will review the responses to the consultation and recommend a revised 'Accessible Hillingdon' Supplementary Planning Document to Council for formal adoption.	All	07/09/2017	Cllr Keith Burrows	RS - Ali Kashmiri / Charmian Baker	Statutory consultation, Policy Overview Committee and residents		Public

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Agenda Item 8

WORK PROGRAMME 2017/18

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
27 June 2017	CR3
26 July 2017	CR6
20 September 2017	CR6
17 October 2017	CR3
21 November 2017	CR3
24 January 2018	CR3
28 February 2018	CR3
27 March 2018	CR3

Residents' & Environmental Services POC 27 June 2017

PART I – MEMBERS, PUBLIC & PRESS

Residents & Environmental Services Policy Overview Committee

2017/18 DRAFT Work Programme

Meeting Date	Item
27 June 2017	Residents & Environmental Services Policy Overview Committee Possible Review Topics 2017/18
	Shisha Bars, Cafes and Lounges - Draft final report and recommendations
	Work programme for 2017/18
	Cabinet Forward Plan
26 July 2017	Budget Planning Report for Residents Services
	Scoping Report and witness session for First Major Review
	Update on Previous Review
	Work Programme
	Cabinet Forward Plan
20 September 2017	Major Review - Second Witness session
	Single meeting Review
	Cabinet Forward Plan
	Work Programme
17 October 2017	Major Review - Consideration of draft recommendations of the First Major Review
	Scoping report for Second Major Review
	Cabinet Forward Plan
	Work Programme
21 November 2016	Second Major Review - Witness Session
	Single meeting review
	Cabinet Forward Plan
	Work Programme

Residents' & Environmental Services POC 27 June 2017

PART I – MEMBERS, PUBLIC & PRESS

24 January 2018	Draft Budget Proposals Report for Residents Services 2018/19
	Second Major Review - Witness Session
	Cabinet Forward Plan
	Work Programme

28 February 2018	Major Review - Consideration of draft recommendations of the Second Major Review
	Single meeting review
	Cabinet Forward Plan
	Work Programme

27 March 2018	Consideration of draft final report of second Major Review
	Single meeting review
	Cabinet Forward Plan
	Work Programme

Residents' & Environmental Services POC 27 June 2017

PART I – MEMBERS, PUBLIC & PRESS

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