



HILLINGDON
LONDON



Residents, Education and Environmental Services Policy Overview Committee

Councillors on the Committee

Wayne Bridges (Chairman)
Michael Markham (Vice-Chairman)
Vanessa Hurhangee
Allan Kauffman
Heena Makwana
Stuart Mathers
Paula Rodrigues
Jan Sweeting
Steve Tuckwell
Tony Little

Date: TUESDAY, 16 APRIL 2019

Time: 7.00 PM

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

**Meeting
Details:** Members of the Public and
Media are welcome to attend.

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Putting our residents first

Lloyd White
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Terms of Reference

The Following Terms of Reference are common to all Policy Overview Committees (referred to as “The overview role”):

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);
5. To review or scrutinise decisions made or actions taken by the Cabinet, a Cabinet Member, a Council Committee or an officer.
6. To make reports and recommendations to the Council, the Leader, the Cabinet, a Policy Overview Committee or any other Council Committee arising from the exercise of the preceding terms of reference.
7. In accordance with the Local Government and Public Involvement in Health Act 2007, to consider ‘Councillor Calls For Action’ (CCfA) submissions.

To perform the policy overview role outlined above in relation to the following matters:

1. Education Services and statutory education authority functions
2. School performance and attainment
3. School Transport
4. Relationships with Local Academies / Free Schools
5. Pre-School & Early Years Services
6. Youth Services & Careers Services
7. Juvenile justice & probation services
8. Adult Learning
9. Education and learning partnerships
10. Music & The Arts
11. Highways, traffic, parking & street environment
12. Local transport, including rail, cycling & London Underground
13. Footpaths and Bridleways
14. Road safety and education
15. Planning & Building Control
16. Libraries
17. The Borough’s heritage and history
18. Sport & Leisure services
19. Waste management & recycling
20. Green spaces, allotments, woodlands, conservation and sustainable development
21. Consumer Protection, Trading Standards & Licensing
22. Registrars & Bereavement Services
23. Local watercourses, drainage and flooding
24. Environmental Health, Air & Noise Quality
25. Local impacts of Heathrow expansion
26. 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 1 - 4
- 5 Quarterly School Places Planning Update 5 - 8
- 6 Highways Maintenance and Flooding 9 - 18
- 7 Cabinet Forward Plan 19 - 24
- 8 Multi-Year Work Programme 25 - 28

Minutes

RESIDENTS, EDUCATION AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

21 March 2019



Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge

| | |
|-----|---|
| | <p>Committee Members Present: Councillors Wayne Bridges (Chairman), Michael Markham (Vice-Chairman), Allan Kauffman, Heena Makwana, Stuart Mathers, Paula Rodrigues, Jan Sweeting, Steve Tuckwell and Devi Radia (In place of Vanessa Hurhangee)</p> <p>LBH Officers Present: Paul Richards (Head of Green Spaces, Sport and Culture), Dan Kennedy (Deputy Director, Housing, Environment, Education, Performance, Health & Wellbeing) and Neil Fraser (Democratic Services Officer).</p> |
| 64. | <p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Hurhangee and Tony Little. Councillor Radia was in attendance as Councillor Hurhangee's substitute.</p> |
| 65. | <p>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p> |
| 66. | <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 items were marked as Part I and would therefore be considered in public.</p> |
| 67. | <p>TO AGREE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 4</i>)</p> <p>Consideration was given to the minutes of the previous meeting. It was highlighted that Tony Little's attendance at the meeting had been omitted from the minutes.</p> <p>RESOLVED: That the minutes of the meeting held on 20 February 2019 be approved as a correct record, subject to the correction to attendance as above.</p> |
| 68. | <p>PAST REVIEW MONITORING - REVIEW OF REGULATIONS AND BYELAWS RELATING TO CEMETERIES AND BURIAL GROUNDS WITHIN HILLINGDON (<i>Agenda Item 5</i>)</p> <p>The Council's Head of Green Spaces, Sport and Culture, Paul Richards, provided the Committee with an update on the implementation of actions resulting from the earlier review into regulations and byelaws relating to cemeteries and burial grounds.</p> |

The Committee was informed that the recommendations that resulted from the previous review had been implemented, though had been revised over the past few years to include the Ghurkha burial area at Cherry Lane Cemetery, changes to the purchase of Exclusive Right of Burial regulations (back to 100 years, from 30), the Muslim area at West Drayton Cemetery, and changes to when Christmas memorials were removed (now removed in March).

Hillingdon now had three Green Flag Awarded Cemeteries; Northwood Cemetery, Cherry Lane Cemetery and West Drayton Cemetery. The Crematorium also had a Green Flag. As well as Green Flag awards, the Council had also been awarded Small Cemetery of the Year for West Drayton Cemetery. The Green Flag Award process had maintained management plans for each of the sites, and these were available to view and download from the Council website under the heading 'Green Flag management Plan'.

Anti-social behaviour at the sites occurred on occasion, though the main issue was the perception of certain mourning practices (such as holding a celebratory event to mark a death) being seen by some as disrespectful. Recent concerns of potential vandalism at Northwood Cemetery, with flowers being removed or cut off, were found to be due to grazing Muntjac deer. To address this, the Council was reviewing options for fencing and cattle grids. CCTV was to be introduced at Cherry Lane and West Drayton following concerns over theft from cars and maintenance yards.

Regarding the cemetery regulations, these were distributed to all funeral directors, who manage the funerals. Directors ask that all families sign a form to say that they have read the regulations and agree to uphold them. These include regulations over memorials, which have now been standardised with regard to size and design. Health and Safety regarding size remained a key consideration.

All cemeteries were maintained in-house by Green Spaces, with the administrative support provided by colleagues in Business Support. In line with one of the recommendations to Cabinet, Green Spaces had investigated the potential for machinery to process clay from the sites, but unfortunately there was no machinery available.

A toilet had been installed at West Drayton Cemetery and, following a break-in that resulted in major repair work, now awaited cleaning before being opened to the public. Toilet facilities were available on request at Northwood Cemetery, and options were being reviewed for the other sites. A shelter had been installed in the new extension at West Drayton Cemetery.

The Arch at Hillingdon & Uxbridge was still under hoarding to make it safe. The Council had explored possible uses and funding for the building, though none had been successful so far. A Grounds Maintenance team had also been established at this cemetery, reducing travel time and increasing the efficiency of the team.

To ensure future resiliency, an extension area had been created at West Drayton Cemetery to ensure the Council could offer residents their cemetery of choice. The Muslim area in this cemetery was now in use, and it had been agreed with the Muslim community to lay this section like the rest of the cemetery, (i.e. as lawn sections with concrete beams), to enable headstones to be installed.

A woodland burial continued to be offered via West Drayton Cemetery, though current interest was limited.

Proposed enhancements to Cherry Lane Cemetery included new fencing, extensions to the path network, and improved drainage. Expansion plans for Northwood Cemetery were to be considered. Paths at Harmondsworth Cemetery had been re-laid.

Members asked a number of questions, including:

What was being done to address concerns over the perceived disrespect resulting from different mourning practices?

This remained difficult, as often the issues arose from a lack of understanding of different cultures and traditions. The Council was helping residents understand that in most cases the issue was not one of disrespect, but was due to a different approach to the marking of death.

Had any modelling been done to assess capacity requirements for cemetery sites in future years?

Modelling had been carried out, which had forecast that burials and cremations would increase in line with an expanding borough population. However, this had not been the case, as many chose to use services outside of Hillingdon. To support this choice, an unattended funeral service was now offered at Breakspear Crematorium. In an effort to address future capacity issues, expansion work at several sites was being considered.

Could residents reserve burial plots in advance?

The pre-purchase of plots was now limited to a plot + 1 (i.e. the adjoining plot), and must be purchased by the family, rather than an agent or representative.

Regarding the re-laying of paths of Harmondsworth Cemetery, were these wide enough for wheelchair access?

Yes, paths were designed to be wheelchair accessible. However, there were issues with residents driving cars on grass, particularly at Northwood Cemetery, and so parking provision was being reviewed.

What was being done to address litter in and around cemeteries?

The Ground Maintenance team were now managed by Green Spaces, and worked closely with the Street Cleaning team to address such issues. The team routinely cleaned up the sites but welcomed any notification of issues to be addressed.

How was the Council engaging with the 'friends of cemeteries'?

Previously, the Council had regularly engaged with these groups, but once the issues raised by the groups had been addressed, contact was required less. Site staff did continue to engage with the groups on site.

Members highlighted their disappointment that the most recent Remembrance service at West Drayton Cemetery had not included flower displays. Officers shared this disappointment, and advised that this was due to difficulties with planting flowers to bloom in that period of the year. Improvements were being looked at for future years.

RESOLVED: That the information be noted.

| | |
|-----|---|
| 69. | <p>REVIEW INTO PAYMENT MODERNISATION ACROSS KEY RESIDENT SERVICES - DRAFT FINAL REPORT (<i>Agenda Item 6</i>)</p> <p>The Committee considered the draft final report into payment modernisation across key residents services, and endorsed the report to be taken forward to Cabinet. The Committee agreed that the clerk, in conjunction with the Chairman, be delegated authority to make any final amendments to the report.</p> <p>RESOLVED: That the final report be endorsed for submission to Cabinet, subject to the clerk and Chairman agreeing any final amendments.</p> |
| 70. | <p>SELECTING A NEW REVIEW TOPIC - REVIEW B (<i>Agenda Item 7</i>)</p> <p>Consideration was given to potential future review topics. Suggestions included:</p> <ul style="list-style-type: none"> • Engagement with young people and the development of youth services • Recycling and fly-tipping <p>Members requested that the engagement with young people and the development of youth services be looked into as the potential next topic.</p> |
| 71. | <p>CABINET FORWARD PLAN (<i>Agenda Item 8</i>)</p> <p>RESOLVED: That the Cabinet Forward Plan be noted.</p> |
| 72. | <p>MULTI-YEAR WORK PROGRAMME (<i>Agenda Item 9</i>)</p> <p>Consideration was given to the work programme for 2019 and beyond. Suggested items for addition to the programme included:</p> <ul style="list-style-type: none"> • Drop kerb enforcement • Council strategies for recycling within flats. <p>RESOLVED: That the Work Programme be noted.</p> |
| | <p>The meeting, which commenced at 7.00 pm, closed at 8.05 pm.</p> |

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

SCHOOL ADMISSIONS UPDATE

| | |
|---------------------------|---|
| Committee name | Residents, Education and Environmental Services Policy Overview Committee |
| Officer reporting | Dan Kennedy, Residents Services |
| Papers with report | None |
| Wards | All |

REASON FOR ITEM

To provide the Committee with an update on the allocation of primary and secondary school places offered in the Borough for September 2019 through the PAN-London joint admissions process. Every pupil received an offer on the primary and secondary offer days.

The overview for September 2019 continues the trend previously reported in February 2019: primary rolls have stopped rising but are still high and stable overall with vacancies pooled in a few schools particularly affected by volatility and in-year movement; and in secondary Year 7 intakes are rising sharply and all but one school will be absolutely full. There will be over 50,000 total pupils in primary and secondary schools, more than before, in better buildings than ever before, and with the majority graded good or outstanding by Ofsted.

RECOMMENDATION:

That the Committee notes the information presented in the report.

SUPPORTING INFORMATION

Secondary School Places

PAN-London data on secondary school places offered was released on 1st March 2019. This provides information about the preferences of school places met across London.

- The following table summarises the offers made to secondary school places in Hillingdon for the last five admission years and also compares the preferences met across London in 2018.

| | Preferences for a School Place – Met/Offered | | | | | | Preference 1-6 | Other Offer |
|-------------------------------|--|---------------|--------------|--------------|--------------|-------------|----------------|-------------|
| | 1st | 2nd | 3rd | 4th | 5th | 6th | | |
| 2019 number of apps | 2514 | 471 | 230 | 119 | 85 | 77 | 3496 | 207 |
| 2019 % of applications | 67.89% | 12.71% | 6.21% | 3.21% | 2.29% | 2.07 | 94.41 | 5.59 |

| | | | | | | | | |
|----------------------------------|--------|--------|-------|-------|-------|-------|--------|-------|
| PAN London average 2019 % | 65.89% | 13.94% | 6.52% | 3.32% | 1.72% | 1.00% | | |
| 2018 number of apps | 2329 | 472 | 227 | 126 | 71 | 48 | 3273 | 168 |
| 2018% | 67.68% | 13.72% | 6.60% | 3.66% | 2.06% | 1.39% | 95.11% | 4.89% |
| 2017 number of apps | 2305 | 497 | 235 | 116 | 54 | 36 | 3243 | 173 |
| 2017% | 67.48% | 14.55% | 6.88% | 3.40% | 1.58% | 1.05% | 94.94% | 5.06% |
| 2016 number of apps | 2359 | 477 | 179 | 100 | 65 | 31 | 3211 | 112 |
| 2016% | 70.99% | 14.35% | 5.36% | 3.00% | 1.95% | 0.93% | 96.58% | 3.37% |
| 2015 number of apps | 2267 | 400 | 177 | 55 | 42 | 16 | 2957 | 87 |
| 2015% | 74.47% | 13.14% | 5.81% | 1.81% | 1.38% | 0.53% | 97.14% | 2.86% |

Notes: percentages may not sum to 100% as applications which are then withdrawn by parents/guardians are not shown in the table.

2. There has been an increase in applications across London. Hillingdon had a new record high of 3,703 applications in total for secondary school places, 262 more than last year's previous record. Despite the increase, Hillingdon remains as the top borough in west London for families receiving an offer at one of their preferred secondary schools.
3. Every pupil applying received an offer on National Offer Day, due to the significant investment and expansion in secondary schools by the Borough in the past few years. Also, one school made offers exceeding its Planned Admissions Number (PAN).
4. 94.3 per cent of Hillingdon residents received one of their preferred schools, above the London Average of 92.39%, and 67.8% of Hillingdon residents received their first preference school above the London average of 65.89%.
5. There are greater complexities given that Hillingdon borders three London boroughs, three counties and one unitary; and some parents do mix preferences across borders and include selective and denominational schools with very specific criteria.
6. Every school, except two, were full on national offer day, reflecting the increase in secondary demand. There was a rise to 207 in pupils receiving an offer which was not one of their preferences. Some parents declined offers, taking up offers out of the Borough or London. There were disproportionately high numbers of declines of offers to two schools. All parents who declined offers had been advised to keep them whilst considering alternatives and they will be contacted by the participation team to track what education provision they have secured for their child in September.
7. Meanwhile, applications received late, after the October deadline for Pan-London have now been processed and offers made, and now all but one school

is absolutely full. At this stage, another school made an extra thirty places available above their PAN, which went to their waiting list but freed up spaces.

8. Clearly, the projected secondary bulge has now arrived. Discussions will continue with schools to consider how best to plan for September 2020 admissions, as the numbers leaving primary school are again larger than before. Options and proposals will be reported to Committee.

Primary School Places

9. This report was prepared before the PAN-London data on primary school places offered was released on 16 April 2019. Therefore, the report provides summary information prepared before the final date. The details of preferences of school places met, and the London comparison will be available on the day of the committee and will be provided to the meeting.
10. Every applicant received the offer of a place, mainly meeting preferences.
11. It is expected that 3,867 offers of reception places will be offered. This is only 42 pupils, 1%, fewer than the 3,909 offers made in 2018 and 3921 in 2017. Therefore overall Reception rolls have been relatively stable for the past few years across the 70 schools. But again there are big differences between schools, 55% are effectively full and vacant places have risen to 11% overall but are pooled in a small number of schools.
12. This decline in demand for primary places, and variation in parental preferences between schools creating some pockets of surplus places, is a London-wide change over the past few years. There are a range of reasons, as reported to Committee in February; lower birth rate, lower migration in and increasing migration out due to high housing costs, welfare reform changes, uncertainties linked to Brexit and Heathrow proposals. Most of the schools with spaces are graded good or outstanding by Ofsted. No school with a lower roll has only a single explanation.
13. Discussions are underway with schools and proposals will be brought back to committee following discussions with the Cabinet Member.

Implications on related Council policies

A role of the Policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet, which is responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

The recommendation of this report ensures that there is effective scrutiny of the school place planning process, thereby contributing to ensuring that there are sufficient school places for Hillingdon residents.

Financial Implications

There are no specific financial implications arising from this report at this time.

Legal Implications

There are no specific legal implications arising from this report at this time.

BACKGROUND PAPERS

NIL.

HIGHWAYS MAINTENANCE AND FLOODING

| | |
|---------------------------|---|
| Committee name | Residents, Education and Environmental Services Policy Overview Committee |
| Officer reporting | Perry Scott, Residents Services |
| Papers with report | None |
| Wards | All |

HEADLINES

The Committee have requested an update on a broad range of highway maintenance, flooding and associated topics.

This report covers the following subjects:

Highways Maintenance

- How the Council determines which roads and pavements are to be repaired
- Safety Inspections and Potholes

Flooding

- Roles and Responsibilities
- Actions during a major flood event
- Council learning from previous major flood events

Parking, Traffic & Enforcement

- Parking on roads with grass verges
- Traffic calming signage
- Pedestrian accessibility on roads & pavements
- Dropped kerb enforcement

RECOMMENDATION:

That the Committee notes the information presented in the report.

SUPPORTING INFORMATION

Highways Maintenance

How the Council determines which roads and pavements are to be repaired

Roads are constructed in layers, with a sub-base, further asphalt “base” courses (layers) and a top “wearing course” layer, which is relatively thin and is of a higher quality. It is the wearing course that protects against skidding and prevents water getting into the subsurface road layers and damaging them.

The structure of the road is therefore all of the layers that make up that road, but particularly the lower layers, which must be in good condition to keep the road level and safe. There are therefore two broad categories of road that need repair:

- A. Those that are structurally unsound, i.e. where the sub-surface is collapsing causing major slumps and tell-tale surface cracking – these need major resurfacing or reconstruction.
- B. Those where the surface is aging and brittle and needs to be water sealed and/or needs improved skid resistance – these can be given a preventative treatment using a thin surface overlay.

In the latter case, the road condition beneath the surface may actually be good, but to the road user's perspective these are often considered to be the poorest roads.

Roads and pavements for inclusion in planned annual resurfacing programmes are prioritised primarily based on their condition. In 2017, independent consultants undertook condition surveys of the entire highway network in the Borough, in accordance with the UKPMS national standard (United Kingdom Pavement Management System).

Engineering assessments are also made to determine the most appropriate type of surface treatment. Other factors taken into consideration are usually identified from the results of highway inspectors routine safety inspections (for example potholes, trip hazards and wear/loss of surface material); service requests or defect reports from councillors or residents; road hierarchy and insurance claims. The above factors are taken into consideration to inform what roads and pavements are included in planned works programmes.

We propose to increase the life span of our roads and reduce the percentage of roads in need of repair by moving from a "worst first" approach and implementing a programme of preventative maintenance. This will form the basis of our developing Highways Asset Management Plan to reduce costs in the long term.

Safety inspections and potholes

Safety inspections are undertaken on all roads and pavements in the Borough in accordance with the Council's new Highway Safety Inspection Policy, which introduces a more risk-based approach to categorising the road hierarchy, carrying out inspections, and assessing and prioritising defects. Previously, our procedures considered defects to have the same priority and response time regardless of location on the road or footway. So, for example, a pothole adjacent to the kerblines within parking bays accrued the same priority as an equivalent pothole on the wheel track of a busy A-road.

The new Policy gives additional consideration to adopting consistent practices with our neighbouring authorities with adjoining highway networks and introduces a flexible risk based approach that considers a variety of factors to determine the priority of any identified defect. These factors include: road hierarchy, traffic flows and usage, physical dimensions of the defect, location of the defect, inspection history, condition

assessments etc. When a defect has been identified the determined priority (risk-factor) allows the highway service to respond within a proportionate timescale.

It is recognised that on any highway network, a multitude of minor defects will exist which do not pose any risk to either the safety or the integrity of the highway and for which it may be impractical and inefficient to expend limited financial resources to undertake repairs. Investigatory levels provide guidelines to highways inspectors, as to which defects should be considered for treatment or repair. The key to selecting the appropriate action for a defect is the risk assessment process. All defects that meet investigatory level are evaluated and the likelihood of injury or damage to a highway user assessed.

The current investigatory levels are 40mm for potholes and 20mm for footway defects.

Defects are categorised as either Category 1 - defects presenting the highest risk of harm to the public, thus requiring immediate attention to secure, guard, warn, or make safe. These are responded to within 4 hours by our Rapid Response Team; or Category 2 - these are defects that require some further action and are divided into high, medium and low by the risk assessment score and require a permanent repair within 14 days, 28 days or 3 months.

Parking, Traffic & Enforcement

Parking on roads with grass verges

Inconsiderate parking on grass verges is unfortunately a common problem, and frequently results in complaints, especially during periods of inclement weather, where grass may be churned into mud through selfish and insensitive behaviour by a minority. The reasons are various, and can be exacerbated by temporary issues such as construction work leading to parking by vans and construction plant, or even by events of a transient nature such as big family gatherings. Many roads in Hillingdon, as elsewhere, are quite narrow and often date from the time before the advent of the motor vehicle, not to mention the modern phenomenon of multi-car households.

This can lead to parking pressure and in some cases the destruction of some of the grass verges which actually lend character to residential roads. Sometimes, the Council receives requests for some of these verges to be 'converted' to hard standing, often with an incorrect assumption that the task of converting grass to a hard surface suitable to park on will be a simple and cheap process. The fact is, however, that the process of conversion from a soft organic surface (soil with grass or other vegetation) involves a lot more work than may be supposed.

There are sometimes buried services to be considered, along with drainage and kerb lines, and the proximity of trees, lamp columns and other street features. In order to create a sufficiently strong surface that can accommodate parking on it by vehicles of anything up to 7.5 tonnes in gross weight, there will be a need to excavate the section concerned to a depth of at least half a metre (possibly more) and tie in the new foundations with those of the adjacent road and pavement. The costs and disruption of all this work can be considerable and it is partly for this reason, along with a

reluctance to destroy green verges, that the Council generally refuses requests to convert residential grass verges to hard standing.

In some cases, pragmatic solutions may include the introduction of yellow lines on one side of the road in question (ensuring better through access, especially for emergency services) but such a solution may be resisted by residents who may not welcome the consequent loss of parking. Another solution in some cases may be the careful use of street furniture to protect the verge, such as steel or timber bollards or fencing. Each case has to be considered on its own merits and subject to the availability of a budget alongside local support.

Traffic calming signage

Signage warning of traffic calming - such as, for example, a series of raised tables or humps, is defined (as is all traffic signage on the public highway) by national design standards. Historically, there was a challenge in the formal introduction of some kinds of traffic calming because technically they could be seen as obstructions on the public highway (under the Highways Act 1980). This was later addressed by subsequent legislation, such as various iterations of the 'Road Humps Regulations'. Schemes which involve raised traffic calming generally need to be appropriately signed with traffic signs which are defined in the 'Traffic Signs Regulations and General Directions, 2016' with further guidance set out in technical guidelines (the Traffic Signs Manual, in eight chapters) and Traffic Advisory Notes. Where the traffic calming is in the form of a '20 mph Zone', the need for signage within the scheme is reduced, provided there is clear and unambiguous signage at the periphery (again, the type and sizes of these signs are set out in the various documents already mentioned).

Pedestrian accessibility on roads and pavements

It is recognised that where there are formal pedestrian crossing points - in particular ones with a method of 'control', such as Zebra Crossings and the various types of traffic signal controlled crossings) there is a need for carefully sized and profiled dropped crossing points with special tactile paving used to assist pedestrians with mobility problems or sensory limitations. Many traffic signal controlled crossings feature special auditory and tactile devices integrated into the control boxes; all the traffic signals in Greater London are the responsibility of Transport for London rather than the Council, irrespective of whether or not the site in question is on a 'TfL' road or a Council road.

The Council's Principal Accessibility Officer is keenly interested in any cases where problems have been reported to the Council where access on pavements and/or at pedestrian crossings are identified. As part of planned footway works additional dropped kerbs/pram crossings with tactile paving may be installed at road junctions as appropriate.

Dropped kerb enforcement

When the Traffic Management Act 2004 was enacted in 2008, it gave councils the power to undertake enforcement where vehicles were parked across a dropped kerb, even if there were no other parking restrictions, such as yellow lines, etc., in that location. Since then the Council has been able to assist residents that find their dropped kerb obstructed.

The general principles relating to the enforcement of the vehicular access dropped kerb are as follows:

Single dropped kerb

The enforcement of a dropped kerb that serves single residential driveway can only be instigated at the request of the occupier of the property. This enables the resident to park their vehicles or their visitor's vehicles across the dropped kerb, as they are not obstructing the resident's access to their driveway.

The resident is required to register their personal and residential details before any enforcement can be carried out and they can do so by completing an online form. The registration process is essential to confirm the occupier's residential status as the occupier of the property can park their vehicle or permit someone else to park their vehicle in front of his/her dropped kerb. There is no charge made to the resident to register their details or to request the council to undertake parking enforcement action in the event that their dropped kerb is blocked.

Shared dropped kerb

However, parking in front of a shared access dropped kerb is prohibited at all times. A shared access dropped kerb is one where more than one household uses the same dropped kerb, e.g. a dropped kerb serving a small block of flats, etc.

As more than one person may use this type of dropped kerb/driveway you cannot park across it even with the permission of the occupier. In this case, there is no requirement for a resident to register.

Enforcement arrangements

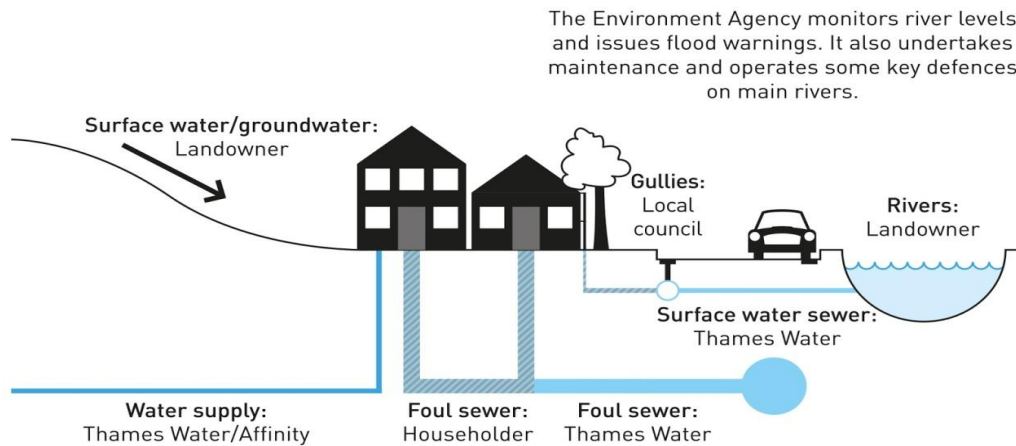
Parking enforcement in Hillingdon is undertaken by a specialised parking enforcement contractor, APCOA Parking (UK) Ltd on behalf of the Council. Residents that require assistance in relation to vehicles parking in contravention alongside a single or shared dropped kerb should contact APCOA's parking enforcement hotline on 01895 271 418 (Mon- Sat 06:00 to 22:00 hrs, Sun/Bank Holidays 08:00 to 22:00 hrs).

All enforcement requests are attended to as soon as possible and if appropriate the enforcement action is carried out against all offending vehicles.

Flooding

Roles and responsibilities

The Council as a Lead Local Flood Authority (LLFA) under the Flood and Water Management Act has the lead on 'local' flood risk from surface water, groundwater and ordinary watercourses. The Environment Agency has the lead on main rivers, reservoir flooding and a strategic overview. Thames Water have responsibility for surface and foul water sewers, and Riparian Owners have responsibility for the stretch of river, stream or ditch next to their land or property.



Although the organisations have the lead on these issues, they do not have the responsibility or the ability to solve all flooding issues, the primary responsibility remains with the landowner.

Gullies

Most common highway drainage feature is a gully. This consists of a concrete pot positioned under the road surface with an iron grate visible from the road. The water collects in the concrete pot and is then channelled via a pipe before connecting into the surface water sewer network or to a soak away.

Sometimes these pots and pipes become blocked with soil, dead leaves and rubbish, preventing the free flow of water to the main surface water sewer. Hillingdon Council has over 32,000 road gullies across the Borough. Gullies are normally cleaned by lifting the metal grating or cover and sucking all the dirt out using a gully sucker machine. High pressure jetting is required to remove some obstructions.

The Council has an annual cyclical gully cleansing programme whereby gullies in residential roads are cleansed once per year; A-roads twice per year; B & C-roads once per year. 400No 'critical gullies' have also been identified in locations that require more frequent cleansing and are cleansed four times per year.

Gullies on the Transport for London Road Network are the responsibility of Transport for London. There are also private roads which have gullies or other road drainage infrastructure which are the responsibility of those residents to maintain.

Surface water sewers

Highway run-off flows from a gully into a surface water sewer main. Often flooding can occur even where the gully is clear. This can be because there is a blockage within the surface water sewer, for example because of tree roots or silt build up, a blockage at the outfall or as a result of the river levels being high.

Surface water sewers are the responsibility of the utility companies, and in Hillingdon, this is Thames Water. The utility company will investigate and determine if there is an issue and take appropriate action to clear it. If a water main is overwhelmed simply because a great deal of rain has fallen, a utility company is not required to undertake works to increase the size and capacity.

Flooding on roads

New roads include designed drainage systems intended to remove water efficiently from the surface of the highway to provide a safe passage for all vehicles and pedestrians. Older roads may have less sophisticated drainage, but all have features designed to take the water away from the road surface as quickly as possible. In some rural areas or on very minor roads, this may simply be a ditch leading to a watercourse.

When there is very heavy rainfall on the highway in a short period, it can often be greater than the capacity of the drainage facilities designed to take it away, so it should be expected to see some water on a road after very heavy rain and water can remain for a while in low spots in the road even where the drainage system is working. Roads are designed to contain this water on the road by keeping it within the kerbs.

However if the water remains after a number of hours, the gullies and the sewers may need to be investigated by the different organisations in order to determine if there is a problem or if the drainage system has sufficient capacity.

Actions during a major flood event

If the MET office issues a weather warning indicating heavy rain and or the Environment Agency issue a Flood Alert, this information is distributed via an Adverse Weather email to all those within the Council who may be required to take action.

Some of the key service areas involved the planning, preparation, response or recovery may include Highways, Green Spaces, Planning, Corporate Communications, Social Services, Corporate Property, and Emergency Management & Response Service. Key strategic actions include determining those most at risk, critical local infrastructure and possible evacuation and shelter requirements.

Each service has their own individual Flood Plan which details the resources they have available to respond and the types of action they can and will take to prepare and ensure a suitable response, as well as when. In large events they may need to flag a need for additional help to be requested as part of a mutual aid request.

In an event an Emergency Response Officer from the Council would be requested to attend the scene by the emergency services as the Local Authority Liaison Officer (LALO). The role of the LALO at the scene is to receive a situation report from the emergency services and to make a note of any requests made with regard to providing

an emergency rest shelter, and if other council departments also need to be contacted such as Housing, Highways and Social Care - to ascertain if there are any vulnerable adults who may have been affected.

The LALO is the Councils representative at the scene of the emergency event, and as such would need to liaise with the emergency services, provide regular updates, and send regular situation reports to the Borough Emergency Control Room. Any requests for Council departments to attend the scene would need to be escalated to Council Silver, who would contact the relevant departments. If an emergency rest shelter is required then Council Silver would activate this and make contact with the rest centre managers and officers.

Council learning from previous major flood events

As a Lead Local Flood Authority the Council also has a duty to investigate significant flooding events. This tries to identify the organisations involved, and what action they are taking to alleviate flooding. It is dependent on the cooperation of these other organisations. The writing of the investigation does not mean the Council is responsible for the flooding or to provide a solution. However it is hoped that by making the process more transparent, other organisations and stakeholders can be more easily held to account for their actions.

Investigation

Reports of flooding to the Council are collated and recorded, and significant flooding (where properties or business have been flooded internally) trigger a Section 19 investigation, which will be published.

Any investigation takes time to prepare, but particularly in Hillingdon as often the places affected are so disparate across the Borough. Each significant report is investigated by the Flood and Water Officer, further information collected, reviewed, and referred to other organisations such as Thames Water where necessary for feedback. Often there are a number of organisations involved with responsibility for different parts of the drainage system. For example where gullies on the road, which the council are responsible for, drain to a Thames Water Sewer, which in turn flows into a main river for which the Environment Agency has responsibility.

The Council understands the concerns of residents who wish to see action taken quickly, but it is important that the Council prioritises resources and funding to those affected most. The Council must also ensure that works do not make the situation worse for others. The Council has published flood investigation reports following significant flood events in December 2013, July 2014 and June 2016.

Action

In the long term, finalised investigations from reported flooding sites will be incorporated into an update of Hillingdon's Surface Water Management Plan as sites where further investigation will try to seek ways of reducing flood risk. These will be prioritised in accordance with the consequences of the flood and the numbers affected against those already on the Action Plan being taken forward.

Where possible, the most affected sites will be the subject of applications for external funding on behalf of the relevant service area. This will allow the Council to do more detailed studies of the area and assess options for solutions to determine if there is a future scheme to alleviate flooding. This will often need the cooperation of other organisations with responsible for different parts of the drainage system.

Implications on related Council policies

A role of the Policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

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CABINET FORWARD PLAN

| | |
|---------------------------|---|
| Committee name | Residents, Education and Environmental Services Policy Overview Committee |
| Officer reporting | Neil Fraser, Democratic Services Officer |
| Papers with report | Appendix A – Forward Plan |
| Ward | All |

HEADLINES

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 which relate to services within its remit (before they are taken by the Cabinet or by the Cabinet Member).

RECOMMENDATIONS

That the Residents, Education and Environmental Services Policy Overview Committee notes and comments on items going to Cabinet.

SUPPORTING INFORMATION

The latest published Forward Plan is attached.

Implications on related Council policies

Policy Overview Committees are at the heart of how the Council shapes policy at Member level.

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

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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 | | | | | | | | | |
| Expected April 2019 | | | | | | | | | |
| 302 | In-cab technology for the Waste and Recycling Service | Cabinet will consider a tender for the provision of a waste management application with associated hardware to deliver new In-cab technology to the Council's fleet of waste vehicles. This will support the continued modernisation of the waste and recycling service, maximising collection operations and providing further benefits to residents. | All | | Cllr Ray Puddifoot MBE / Jonathan Bianco / Cllr Douglas Mills / Cllr Keith Burrows | RS/FD - Louise Bateman / Jo Alle | | | Private (3) |

| | | | | | | | | | |
|--------------------------------------|--|--|-----|--|--|------------------------------------|---|------------|-------------|
| 304 | Home to School Transport Policy | The Leader and Cabinet Member will consider approval of an updated Home to School Transport Policy. | All | | Cllr Ray Puddifoot MBE / Cllr David Simmonds CBE | SC- Nina Durnford | TBC | | Public |
| Cabinet Meeting – 23 May 2019 | | | | | | | | | |
| 315 | Contract for the Collection and Treatment of Co-mingled Dry Recycling | Cabinet will be asked to consider extending the current contract with Biffa Waste Services Limited to undertake the collection and treatment of the Borough's co-mingled dry recycling for an additional 12 months in accordance with options available within the contract. | All | | Cllr Keith Burrows | RS - Nicola Herbert / Allison Mayo | | NEW | Private (3) |
| 288 | Air Quality Action Plan | Following public consultation, Cabinet will be asked to approve the Council's updated Air | All | | Cllr Philip Corthorne / Cllr Keith Burrows | RS - Val Beale | Residents' & Environmental Services Policy Overview | | Public |

| | | | | | | | | | |
|---------------------------------------|--|---|-----|--|---|--------------------|----------------------|------------|--------|
| | | Quality Action Plan aimed at tackling air pollution in Hillingdon. | | | | | Committee in 2017/18 | | |
| Cabinet Meeting – 25 July 2019 | | | | | | | | | |
| 317 | Collection and Recycling of Highways arisings, assorted rubble and hardcore materials | Cabinet will consider a tender for the collection and recycling of highways arisings, assorted rubble and hardcore materials. | All | | Cllr Ray Puddifoot MBE / Cllr Jonathan Bianco | FD - Paul Whaymand | | NEW | Public |

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RESIDENTS, EDUCATION AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE - WORK PROGRAMME

| | |
|---------------------------|---|
| Committee name | Residents, Education and Environmental Services Policy Overview Committee |
| Officer reporting | Neil Fraser, Chief Executive's Office |
| Papers with report | Appendix A – Work Programme |
| Ward | All |

HEADLINES

To enable the Committee to note future meeting dates and to forward plan its work for the current municipal year.

RECOMMENDATIONS

That the Residents, Education and Environmental Services Policy Overview Committee considers the report and agrees any amendments.

SUPPORTING INFORMATION

- The Committee's meetings will start at 7pm and the witnesses attending each of the meetings are generally representatives from external organisations, some of whom travel from outside of the Borough. The meeting dates for this municipal year are as follows:

| Meetings | Room |
|--------------------------|------|
| 26 June 2019 meeting | CR6 |
| 18 July 2019 meeting | CR6 |
| 4 September 2019 meeting | CR6 |
| 15 October 2019 meeting | CR6 |
| 4 November 2019 meeting | CR5 |
| 21 January 2020 meeting | CR6 |
| 25 February 2020 meeting | CR6 |
| 19 March 2020 meeting | CR6 |
| 14 April 2020 meeting | CR6 |

Implications on related Council policies

The role of the Policy Overview Committees is to make recommendations on service changes and improvements to the Cabinet, who are responsible for the Council's policy and direction.

Classification: Public

Residents, Education and Environmental Services Policy Overview Committee – 16 April 2019

How this report benefits Hillingdon residents

Policy Overview Committees directly engage residents in shaping policy and recommendations from the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL.

Multi year work programme

Residents, Education & Environmental Services

| Meeting Month | June | July | September | October | November | January | February | March | April |
|---------------|------|------|-----------|---------|----------|---------|----------|-------|-------|
| Date | 26 | 18 | 4 | 15 | 4 | 21 | 25 | 19 | 14 |

REVIEW A: User payment experience and modernisation across key resident services



Title of Review B

- Topic selection / scoping stage
- Witness / evidence / consultation stage
- Findings, conclusions and recommendations
- Final review report agreement
- Target Cabinet reporting
- Post review monitoring

Regular business items

| | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|
| Quarterly School Places Planning Update | X | | | X | | | X | | |
| Annual complaints & service update report | | | X | | | | | | |
| Standards & Quality in Education (Attainment) report (incl. School Improvements) | | | | | | | | X | |
| Budget Planning Report for Residents Services | | X | | | | | | | |
| Cabinet's budget proposals for next financial year | X | X | X | X | X | X | X | X | X |
| Cabinet Forward Plan monitoring | | | | | | | | | X |

One-off business items

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