



HILLINGDON  
LONDON



# Property, Highways and Transport Select Committee

## Councillors on the Committee

Councillor Keith Burrows (Chairman)  
Alan Chapman (Vice-Chairman)  
Shehryar Ahmad-Wallana  
Adam Bennett  
Elizabeth Garelick  
Kamal Preet Kaur  
Peter Money (Opposition Lead)

**Date:** THURSDAY, 9 FEBRUARY  
2023

**Time:** 7.00 PM

**Venue:** COMMITTEE ROOM 5 -  
CIVIC CENTRE, UXBRIDGE,  
UB8 1UW

**Meeting  
Details:** Members of the Public and  
Media are welcome to attend.  
This meeting may also be  
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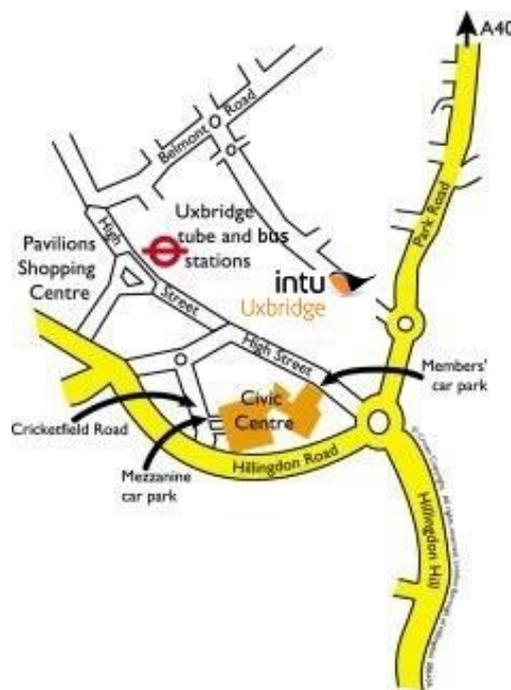
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## Terms of Reference

### Property, Highways and Transport Select Committee

To undertake the overview and scrutiny role in relation to the following Cabinet Member portfolio(s) and service areas:

Cabinet Member Portfolios	<ul style="list-style-type: none"><li>• Cabinet Member for Property, Highways &amp; Transport</li></ul>
Relevant service areas	<ol style="list-style-type: none"><li>1) Property &amp; Estates</li><li>2) Capital Programme - Major Projects</li><li>3) Transportation</li><li>4) Highways</li><li>5) Repairs &amp; Engineering (including housing repairs)</li><li>6) Building Safety / Facilities Management</li></ol>

#### Cross-cutting topics

This Committee will scrutinise and review the work of utility companies whose actions affect residents of the Borough.

This Committee will also act as lead select committee on the monitoring and review of the following cross-cutting topics:

- Civic Centre, Property and built assets

## **Specific portfolio responsibilities of the Cabinet Member for Property, Highways and Transport**

To oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-

- Major construction projects
- Housing stock development and construction
- Housing maintenance and refurbishment
- Facilities management including Energy / Carbon use and consumption
- Building Safety
- The Council's land and property holdings including its industrial and business units, shops, car parks and meeting halls
- Maintenance of Heritage Assets
- Highway maintenance
- Bus routes and transportation
- Fleet and Passenger Services
- Road safety
- Traffic management and parking management schemes

The Cabinet Member for Property, Highways & Transport, in conjunction with the Leader of the Council and Chief Officers, will oversee the acquisition, development, use and disposal of land and property assets across all Cabinet portfolios.

# Agenda

- 1 Apologies for absence and to report the presence of any substitute Members
- 2 Declarations of interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting 1 - 6
- 4 To confirm that the items of business marked as Part 1 will be considered in Public and that the items marked Part 2 will be considered in Private
- 5 Parking Zone Information Report 7 - 16
- 6 Traffic Calming Measures Information Report 17 - 26
- 7 Cabinet Forward Plan 27 - 36
- 8 Work Programme 37 - 40

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# Agenda Item 3

## Minutes

### PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

11 January 2023



Meeting held at Committee Room 5 - Civic Centre

	<p><b>Committee Members Present:</b> Councillors Keith Burrows (Chairman) Alan Chapman (Vice Chairman) Shehryar Ahmad-Wallana Adam Bennett Elizabeth Garelick Kamal Preet Kaur Peter Money (Opposition Lead)</p> <p><b>LBH Officers and Witnesses Present:</b> Councillor Jonathan Bianco – Deputy Leader of the Council and Cabinet Member for Property, Highways and Transport Christopher O’Hara – Director of O’Hara Bros. Surfacing Ltd Wayne Greenshield – Network Operations Manager for Highways Iain Watters, Head of Strategic and Operational Finance Steve Clarke, Democratic Services Officer</p>
19.	<p><b>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS</b> (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence.</p>
20.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>Councillor Kaur declared a non-pecuniary interest in agenda item five in that their brother had previously worked for O’Hara Bros Surfacing Ltd. Councillor Kaur remained in the room and took part in the discussion for the duration of the item.</p>
21.	<p><b>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That the minutes of the meeting dated 18 October 2022 be approved as a correct record.</p>
22.	<p><b>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED PART 2 WILL BE CONSIDERED IN PRIVATE</b> (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items were marked Part 1 and would therefore be considered in public.</p>

23. **SELECT COMMITTEE REVIEW – ATTAINING BEST PRACTICE AND VALUE FOR THE COUNCIL’S HIGHWAYS RESURFACING PROGRAMME** *(Agenda Item 5)*

The Chairman welcomed the witnesses present to the meeting and asked each of them to introduce themselves to the Committee. There were three witnesses present, the Cabinet Member for Property, Highways & Transport, Councillor Jonathan Bianco, who was the relevant Cabinet Member responsible for the oversight of the Council’s highways maintenance responsibilities; Wayne Greenshield, the Council’s Network Operations Manager for Highways; and Christopher O’Hara, the Director of O’Hara Bros. Surfacing Ltd, the Council’s contractor for specialist highway maintenance solutions.

The Cabinet Member noted that they appreciated the Select Committee undertaking their major review into highways resurfacing and highlighted how highways maintenance was a constantly generating area of work due to the expected degradation of the Council’s highways network as a result of regular heavy usage, usual and extreme weather impacts, and regular maintenance and utility works. The Council’s current approach to this work area was a ‘worst first’ approach, with a degree of prioritisation based on factors such as volume of use. It was noted that, with regard to footways, the Council had previously operated on a ‘like for like’ basis by which if a slabbed footway required resurfacing, it would be repaved with slabs similar to that of the original condition, however, the Council had recently moved away from this approach, to a more cost effective, blanket method of repaving footways using tarmac regardless of the original type of surfacing on the footway. Where there were exceptional considerations, such as the works being undertaken in an area of special local character, officers would investigate whether ‘like for like’ was the best approach.

Christopher O’Hara introduced himself as a representative of O’Hara Bros. Surfacing Ltd, who carry out highways maintenance work on behalf of the Council ranging from reactive maintenance of potholes up to town centre regeneration such as the works undertaken in Hayes town centre over recent years. Other works undertaken for the Council included gully cleansing, vehicle crossovers and machine surfacing. Further detail was given to the Committee with regard to the warm mix asphalt material produced by a number of asphalt suppliers, including Hanson Asphalt, based in West Drayton; the product was called Era 140 which was a warm mix asphalt produced at 40 degrees Celsius lower than traditional mix asphalt, this equated to a 15% saving in greenhouse gas emissions associated with production; it was noted that the material performed in the same way and still met BBA (British Board of Agrément) standards and was fully recyclable. Another product, which had been created in-house by O’Hara Bros and was in its infancy, was an aggrebind underlayer sub base for footways; the substance had been trialled recently in a number of London Boroughs, including a small section of Hayes, however the Covid-19 pandemic had halted the testing of the substance which was conducted by an external consultant, testing was expected to resume in February 2023 and it was hoped that this would lead to a reduced environmental impact and carbon footprint in addition to increased cost savings. The Committee commented that there were exciting developments within the field and the industry had a lot coming forward, particularly in terms of a reduction in carbon emissions; Members were informed that the new aggrebind material currently being trialled was believed to be a stronger, more robust product that would result in lower carbon emissions. The potential cost savings that the Council could see would be led by uptake of the new product, it was noted that small batches were more expensive therefore as more highways authorities bought into the new materials, the more promising that the product would be in terms of delivering cost savings.

Wayne Greenshield was present as the Council's Network Operations Manager for Highways, he informed the Committee about his role managing highways maintenance, the winter service maintenance, and liaising with utility companies and statutory undertakers regarding their work. There was a dedicated team at Harlington Road Depot of ten operatives who carried out immediate repairs to footways that were considered dangerous within the parameters set by the Council's Highways Inspection Policy; there was also a dedicated team that carried out daily inspections and coordinated all streetworks, this team was highlighted as being extremely busy currently receiving in excess of 300 permit and permit amendment requests per day from statutory undertakers to carry out works on the Council's highways network, they also ensured the safety aspect of works undertaken within the Borough, the difficulty of this work was highlighted specifically with regard to emergency works carried out by utility companies and statutory undertakers where they do not require the Council's permission, as the local highway authority, to undertake those works. Officers met with the statutory undertakers every three months whereby officers would coordinate with them regarding planned works from the Council and planned works from the statutory undertakers, this was in an effort to align works to cause the least disruption possible. It was also noted that if works were carried out by statutory undertakers on a newly resurfaced roadway or footway, it would be agreed with the statutory undertaker that they must resurface and make good the area of works. The Committee commended officers on their work highlighting the fact that utility companies could commence emergency works involving the dismantling of the Council's roadways and footways without express permission from the Council. It was highlighted that there were a significant number of emergency works taking place at any given time in the Borough and that this varied depending on the time of year, for example where a cold bout of weather had impacted the aging drainage mains infrastructure which was often from the Victorian era and made from cast iron which would expand and retract.

Members sought to understand the length of contract that the Council held with O'Hara Bros. Surfacing Ltd as the primary highways maintenance contractor; it was stated that the contract was reviewed every five years with a facility to extend the contract by a further two years, officers stated that the current contract with O'Hara Bros Surfacing Ltd was due to expire on 31 March 2024. Officers noted that roughly 85% of regular highway maintenance works were carried out in-house by the Council's operatives and around 15% of the work was issued to O'Hara Bros Surfacing Ltd as the contractor; the larger scales maintenance works were issued to the contractor.

On matters of the contractor's level of work and communication with the Council, it was stated that it varied based on the work being issued by the Council, there were regularly two to three reactive maintenance gangs present in the Borough throughout the year, additionally there was typically a machine gang of up to 11 operatives carrying out main carriageway works in Hillingdon for seven or eight months of the year, there were around four civil element/footways teams of up to six operatives working within the Borough at any one time, and there were also two gully cleanser machines operating in the Borough year round. It was noted that when the budgets were released, Council officers and the contractor could plan and programme works; works would tail off slightly towards the end of the financial year as the annual budget gets spent; it was noted that this was the way in which the contractor worked with all local highways authorities. The Cabinet Member highlighted the important partnership that was maintained between the Council and the contractor for the benefit of the service provided to Hillingdon's residents. It was also noted that within the contract with O'Hara Bros Surfacing Ltd, there was a mechanism for early ordering and volume of

works discounts where works were procured ahead of time as it helped the contractor forward plan their scheduling and resources. The Committee were encouraged by this and sought to ensure that the Council pursued these discounts where possible to deliver value for residents.

The Contractor confirmed that appropriate checks were carried out following any works that were carried out including a walk and snagging of the works, ensuring any ironworks were raised and gullies were cleaned; the Council were then asked to come out and inspect the works to then be signed off following review. Contractually, all works were guaranteed for 12 months. The Committee queried the length of the guarantee and expressed that they would hope to see works last well beyond 12 months; it was highlighted that it would be incredibly rare to see surfaces failing shortly after the guarantee period, the contractor noted that works tended to last a lot longer than the guarantee period and it would only be under very exceptional circumstances, for example when the underlying earth had slipped, where surfaces would fail within even three years of the works. It was noted that the earth underneath a roadway was a significant factor in the lifespan of the roadworks above it, London clay was endemic to the north of the Borough which had an impact on the lifespan of roads in that area where some roadworks had not lasted as long as initially hoped due to water build up in the clay beneath degrading the road at a faster rate. It was also noted that, although the contractor worked with a number of local highways authorities, where materials had been reclaimed from Hillingdon roads to be recycled, the material would primarily be kept within the Borough, this was to ensure that any material was not necessarily transported causing further costs and carbon emissions. The Committee were informed that some schemes, where works were carried out at a shallower depth due to factors such as design, the road surface, limitations, and finances, may not last as long as deeper treatments.

The Committee raised a point regarding the way in which Members' Enquiries and service requests for highways resurfacing were dealt with, particularly where the roads in question were of a lower priority on the highways network, for example quieter residential roads with less footfall and traffic. Members sought to have a system in place whereby a steer could be given from officers as to roughly when the surfaces would be due for resurfacing or due for a condition survey to help inform residents and give them a loose timescale. It was noted that all of the Council's highways network was inspected at least once per year and there was a team of inspectors out 'walking' the Borough each day. The Cabinet Member noted that there was an issue with promising that works would be carried out within a certain timescale in that, it was not known which emerging highways maintenance issues would occur around the Borough in that time period, making it incredibly difficult to plan far ahead in terms of which specific roads would receive works. In response, the Committee were minded to increase the transparency of the way in which Members' Enquiries and service requests were responded to, potentially through a standardised response template, which would improve the way in which Members and residents were communicated with regarding the reasoning behind the scheduling of works.

The Chairman thanked the witnesses present for attending and giving their input into the Committee's review. The Committee commended the condition of roads within Hillingdon and highlighted that it was often evidenced when driving outside of the Borough boundary by a poorer road surface. There was also an understanding that local authority budgets were currently squeezed in all parts of the country and the Cabinet Member noted that there was the intention of increasing the amount of resurfacing and repair work conducted on Hillingdon's highway network in future.

**RESOLVED: That the Property, Highways & Transport Select Committee used the second witness session of the review to broaden understanding of the Council's practical and strategic approach to highways resurfacing.**

24. **2023/24 BUDGET PROPOSALS FOR SERVICES WITHIN THE REMIT OF THE PROPERTY, HIGHWAYS & TRANSPORT SELECT COMMITTEE** (*Agenda Item 6*)

The Chairman briefly introduced the item noting that the Committee's comments should remain within the remit of the Property, Highways and Transport Cabinet Portfolio. Iain Watters, Head of Strategic and Operational Finance, was in attendance to present the report to the Committee. It was noted that the primary factors negatively impacting on the budget setting process were the very challenging economic times currently being experienced, with inflation above 10%, and the legacy impact of the Covid-19 pandemic. It was highlighted that high inflation levels drove up the cost of Council services in addition to impacting residents through an increased cost of living, which in turn drove up demand for some of the Council's services. Officers also highlighted that within the remit of the Property, Highways and Transport Select Committee, the single biggest factor effecting the budget proposals was the fall in the funding settlement from Transport for London (TfL).

Members noted that the exceptional rates of inflation above 10% had not been seen for decades and the issues seen as a result of this were not unique to Hillingdon as a local authority. The Committee commended the balanced budget proposals in continuing to provide excellent services to residents under the Property, Highways and Transport portfolio and in finding savings whilst still investing in services for residents, notably through the Capital Programme and projects such as the West Drayton Leisure Centre.

The Committee were informed that inflation on the circa £11m operating budget for services within the remit of the Committee would result in an additional £1.5m in inflationary pressures in a year's time. This demonstrated the scale of the impact that inflation rates were having on budgets. It was highlighted that there were savings proposals totalling £1.7m to mitigate the impact and that these savings were achieved through efficiencies and not through a reduction in the service offer for residents. The Committee sought to expand on the fees and charges element of the £1.7m in savings proposals, it was noted that these savings primarily related to the general increase to fees and charges of 30%, the amount that could be recovered from the highway network operators when roads require reinstating, and that the Council had an extensive portfolio of garage sites across the Borough which were let out to residents that afforded scope to make savings as across the board, revenue from fees and charges was close to half that of neighbouring boroughs. Members were encouraged by the fact that Hillingdon's fees and charges remained cheaper for residents than in the surrounding boroughs. By way of reassurance, officers noted that increases in fees and charges were not targeted at services offered to vulnerable residents and were instead directed at more optional services.

The Committee discussed the uplift in fees and charges and noted that, whilst it was not ideal, it was necessary to catch up on what had been historically low fees and charges in Hillingdon whilst still offering value to residents, specifically when compared to neighbouring authorities in West London who were generating almost double the amount per resident in fees and charges. Members thanked officers for their hard work in bringing balanced budget proposals to the Select Committee in what were challenging times. The Committee delegated the drafting of the comments that would

	<p>be submitted to Cabinet to the Democratic Services Officer in conjunction with the Chairman, and in consultation with the Labour Lead.</p> <p><b>RESOLVED: That the Property, Highways &amp; Transport Select Committee noted the budget projections contained in the report and delegated the Committee's comments on the combined budget proposals to be drafted by the Democratic Services Officer in conjunction with the Chairman, and in consultation with the Opposition Lead.</b></p>
25.	<p><b>CABINET FORWARD PLAN</b> (<i>Agenda Item 7</i>)</p> <p>The Chairman introduced the item and requested sight of the Battle of Britain Bunker Phase 2 – Water Ingress item that was due to go to Cabinet on 16 February 2023. It was confirmed that a request for the Committee to see the report would be made to the Cabinet Member at the earliest convenience.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.</b></p>
26.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 8</i>)</p> <p>The Committee noted the work programme, and it was confirmed that officers were working on organising a site visit for the Committee to attend and observe highways resurfacing works as part of the Committee's major review.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee noted the Committee's work programme.</b></p>
	<p>The meeting, which commenced at 7.00 pm, closed at 8.19 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Steve Clarke on 01895 250693. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

## PARKING ZONE INFORMATION REPORT

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	David Knowles, Place Directorate
<b>Papers with report</b>	None
<b>Ward</b>	All

### HEADLINES

This report is intended to offer advice to Members of the Property, Highways & Transport Select Committee on local parking management, in accordance with their request for an information report looking at Parking in the vicinity of the Crossrail (Elizabeth Line) Stations in Hillingdon

### RECOMMENDATION

**That the Property, Highways and Transport Select Committee note the contents of the report.**

### BACKGROUND INFORMATION

The Committee posed the question: *‘experienced/ anticipated Parking Pressures around West Drayton and Hayes & Harlington as a result of the Elizabeth Line – a report informing Members whether we expect, or have already experienced, issues of car parking displacement leading to increased parking stresses on nearby roads that are not already subject to CPZs or other parking restrictions as a result of the new Crossrail stops at West Drayton and Hayes & Harlington’*

### INTRODUCTION

The arrival of the new high-speed Elizabeth Line service has long been awaited as a benefit to residents as well as businesses in the areas adjacent to the two surface stations within Hillingdon, namely Hayes & Harlington and West Drayton. The promised journey times into central London, and the high-quality service with large, air-conditioned rolling stock and modern infrastructure have in turn attracted high levels of development activity in nearby areas, with significant increases in new or upgraded homes.

It is also no surprise that associated with the much-improved rail service there has been a corresponding increase in demand on other transport modes which connect with it, bringing passengers to and from the stations in question. Arguably the biggest rise will be in terms of the other public transport modes; Hayes & Harlington Station in particular already has one of the busiest bus interchanges with links to all points of the compass. The question posed, however, is one of parking pressures.

The parking situation in the local areas around these stations is governed to a significant extent by the range of existing parking management schemes, all detailed below; whilst clearly the demand for parking has risen, the very fact that these already busy areas are covered by well-established schemes, rather than extensive uncontrolled residential streets, is an obvious benefit.

What has tended to happen in recent years is that requests have come in for either modest extensions at the fringes of schemes, or for extensions of the hours of operation, with reports for example of people seeking to park in local roads and travelling by train into central London destinations in the evenings or at weekends. Requests have been considered in petition form and

where appropriate further consultations undertaken with residents in areas generally agreed with the local ward councillors. As ever, the petitions process helps shape the evolution of these PMS.

## **PARKING MANAGEMENT SCHEMES NEAR HAYES & HARLINGTON**

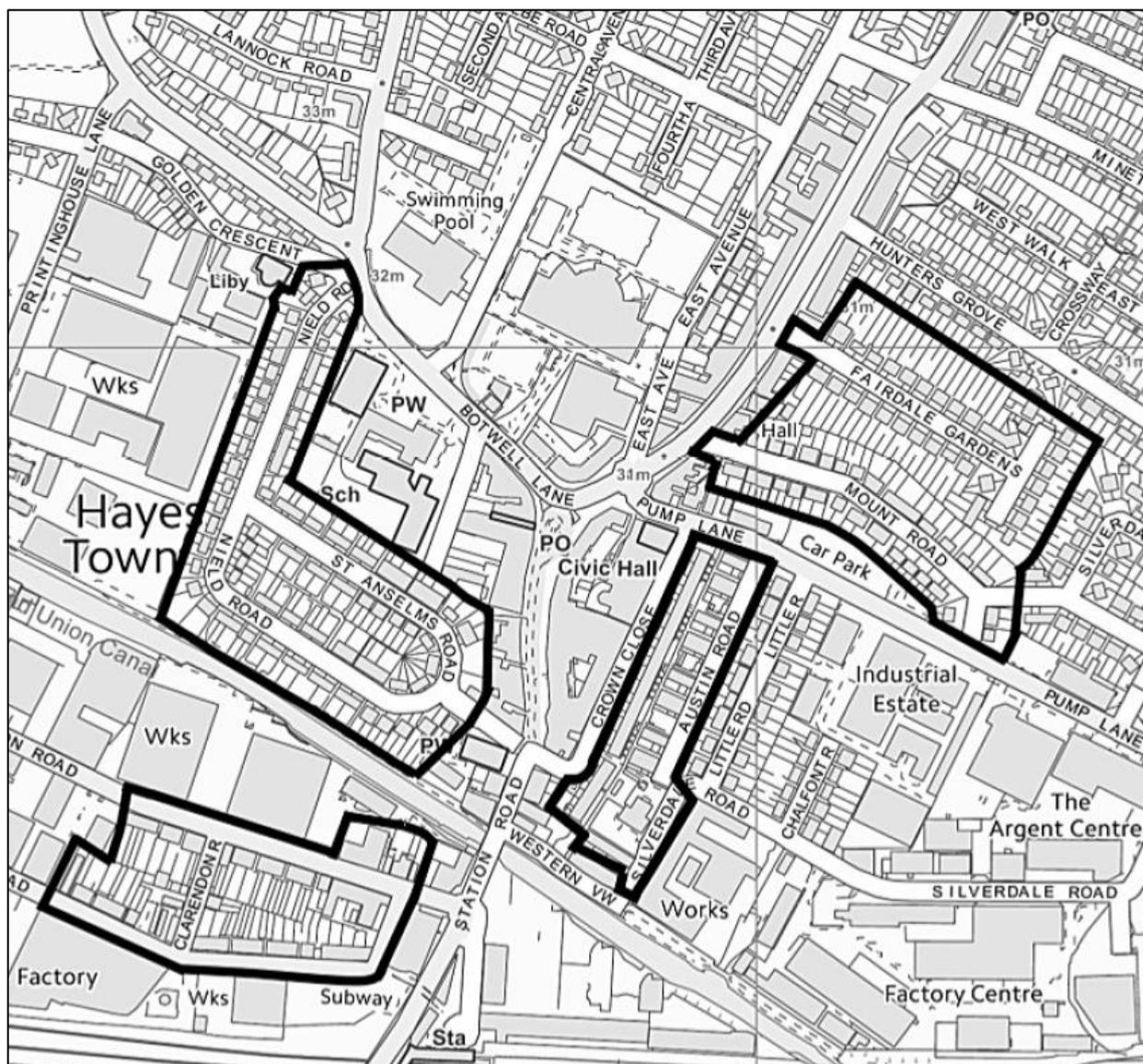
Parking Management Schemes in the general area of Hayes and Heathrow are split into discreet areas.

### **HAYES PARKING ZONE 'HY1'**

The Hayes scheme originated as the 'HY1' zone, close to the town centre and first came into operation in May 2004. It has gradually expanded to roads beyond the town centre, mostly where commuter related parking has been identified as an issue.

In December 2022 there were proposals to extend the Hayes PMS to Hyde Way which is situated off North Hyde Road, the outcome of which will be reported to the Cabinet Member and Ward Councillors to consider in due course.

There was a petition from residents heard by the Cabinet Member for Property, Highways and Transport in November 2022, seeking a resident-focused PMS in Coldharbour Lane; it was agreed that this proposal will be taken forward to informal and then formal stages this year.

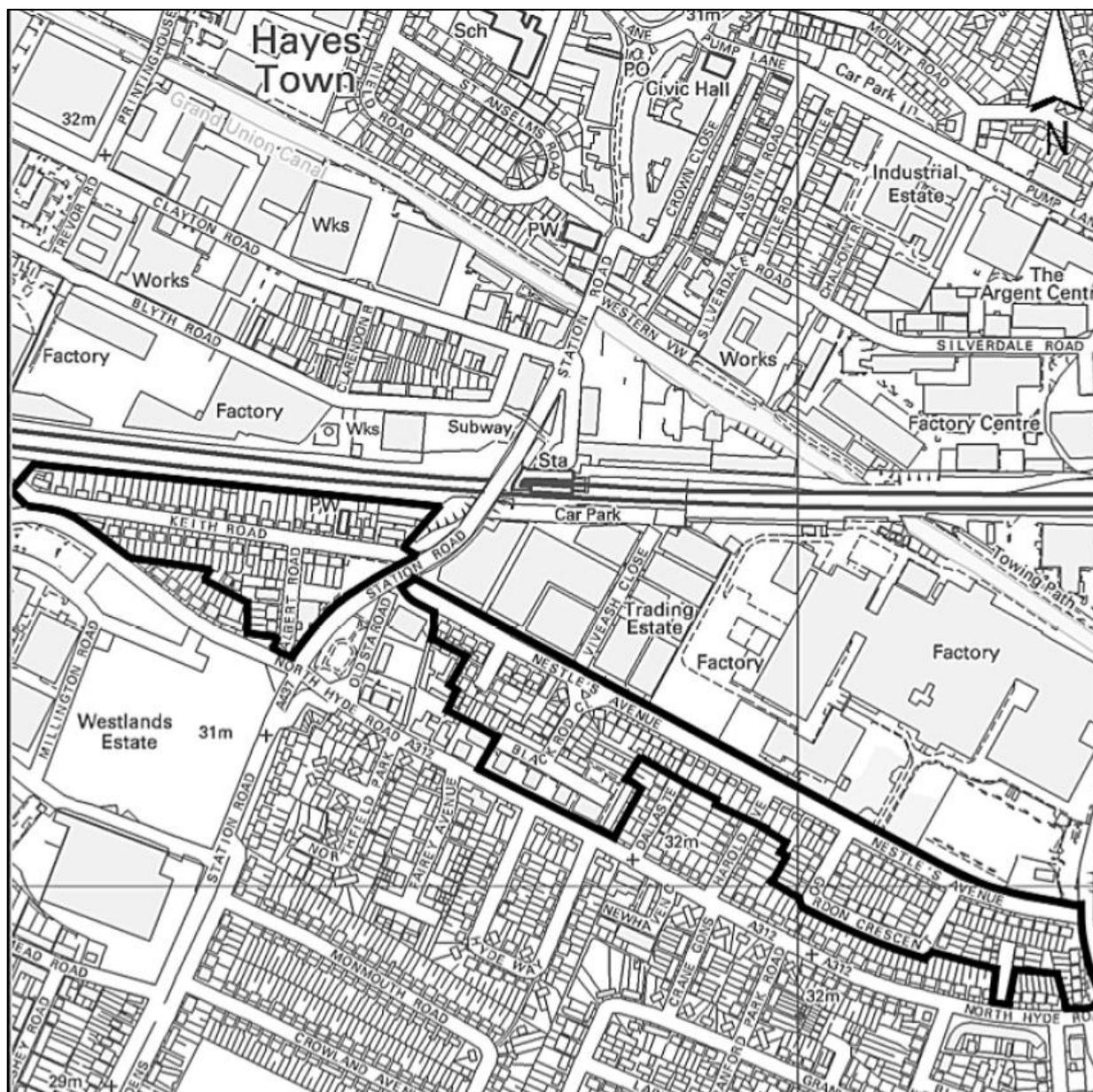


Above: Hayes Parking Management Scheme 'HY1'

It should be appreciated that the plan of HY1 above only tells part of the parking story in Hayes Town Centre; there are extensive on-street parking controls including a dedicated 'stop and shop' arrangement as well as various off-street car parks, including one in Pump Lane and others linked to the shops fronting Station Road and Crown Close. Changes were made to the on-street parking arrangements near St Anselm's Church as a consequence of local representations. Network Rail owns a dedicated car park for Hayes & Harlington Station which is situated to the south of the railway, and is accessed via Nestles Avenue. Additional accessible car parking is available in Blyth Road, there is also a covered public car park nearby, and more parking is being arranged in conjunction with Network Rail at the Station Approach junction with Station Road.

## HAYES PARKING ZONE 'HY2'

A further resident-focused parking zone is situated to the south of Hayes & Harlington Station, in the form of HY2. This principally addresses parking pressures in Keith Road and Nestles Avenue, the latter expanded in line with the growth of development activity on the large area between the rail line and Nestles Avenue itself; S106 funding will support further work here on the PMS.

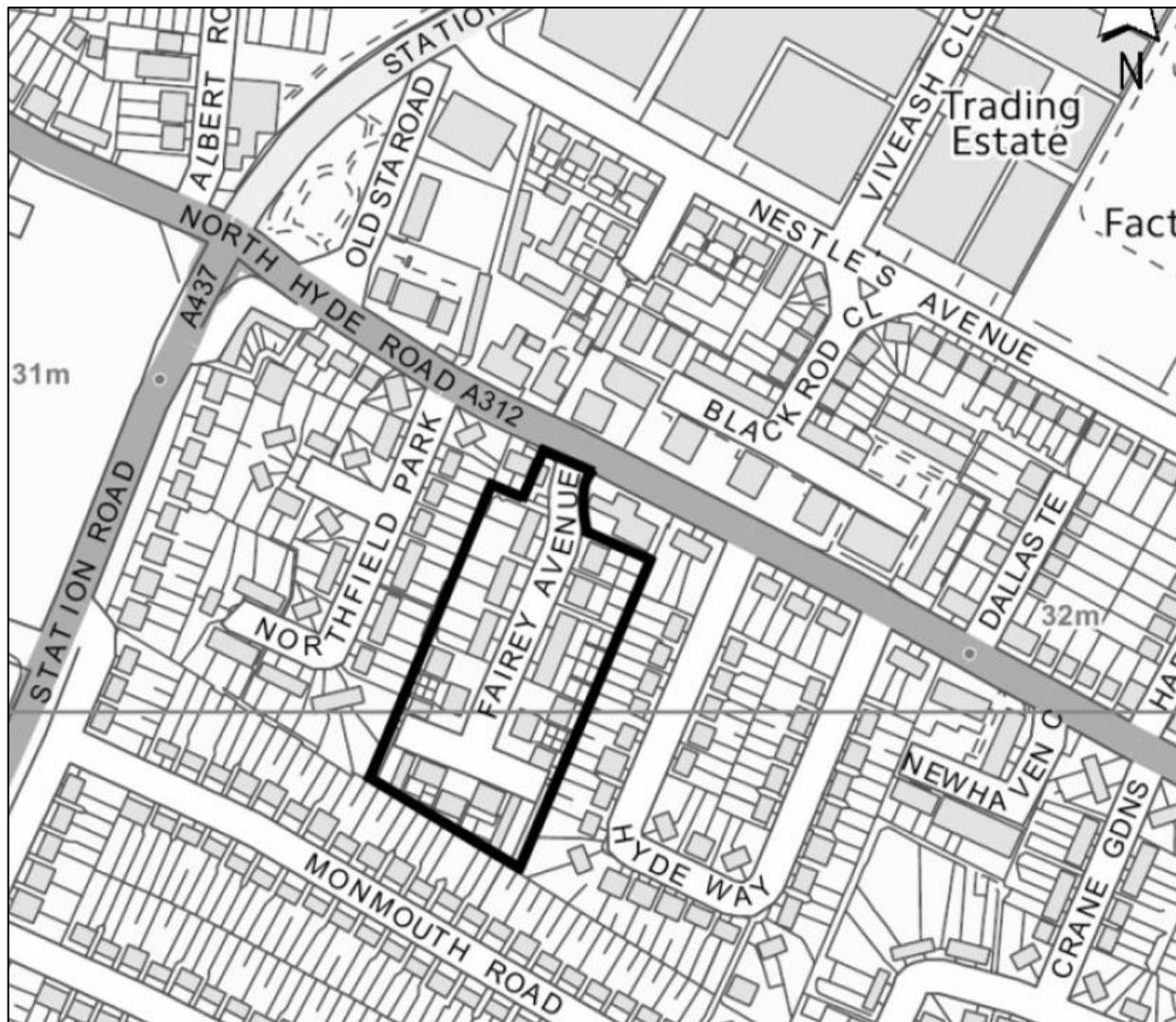


Above: **Hayes Parking Management Scheme 'HY2'**.

Note the access to the Network Rail car park on the southern side of the railway, via Viveash Close.

## HAYES PARKING ZONE 'HY4'

Zone HY4, just south of North Hyde Road and a short walk to Hayes & Harlington Station, was implemented as a result of a petition from residents, and some time later the times of operation were extended following a second petition. Adjacent to Fairey Avenue, as the plan below shows, there is Northfield Park, who have petitioned a couple of times for a PMS, but on both occasions the scheme was subsequently rejected and there has been very mixed support each time

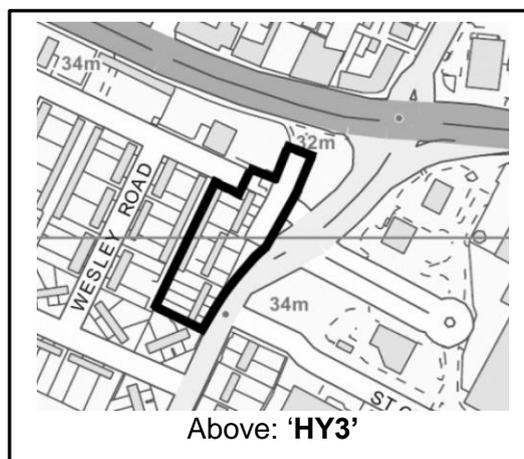


Above: Hayes Parking Management Scheme 'HY4'

There is also a further small zone, **HY3**, at the top end of Coldharbour Lane at the Uxbridge Road junction (see at right).

## HEATHROW

The Heathrow PMS was first introduced as an experimental scheme in February 1998 and later made permanent in August 1999. It has been gradually extended in the roads within Harlington up to the M4 boundary with the most recent extension in March 2021 which included Kiln Close, Richards Close, St Pauls Close and St Peters Way, Harlington.

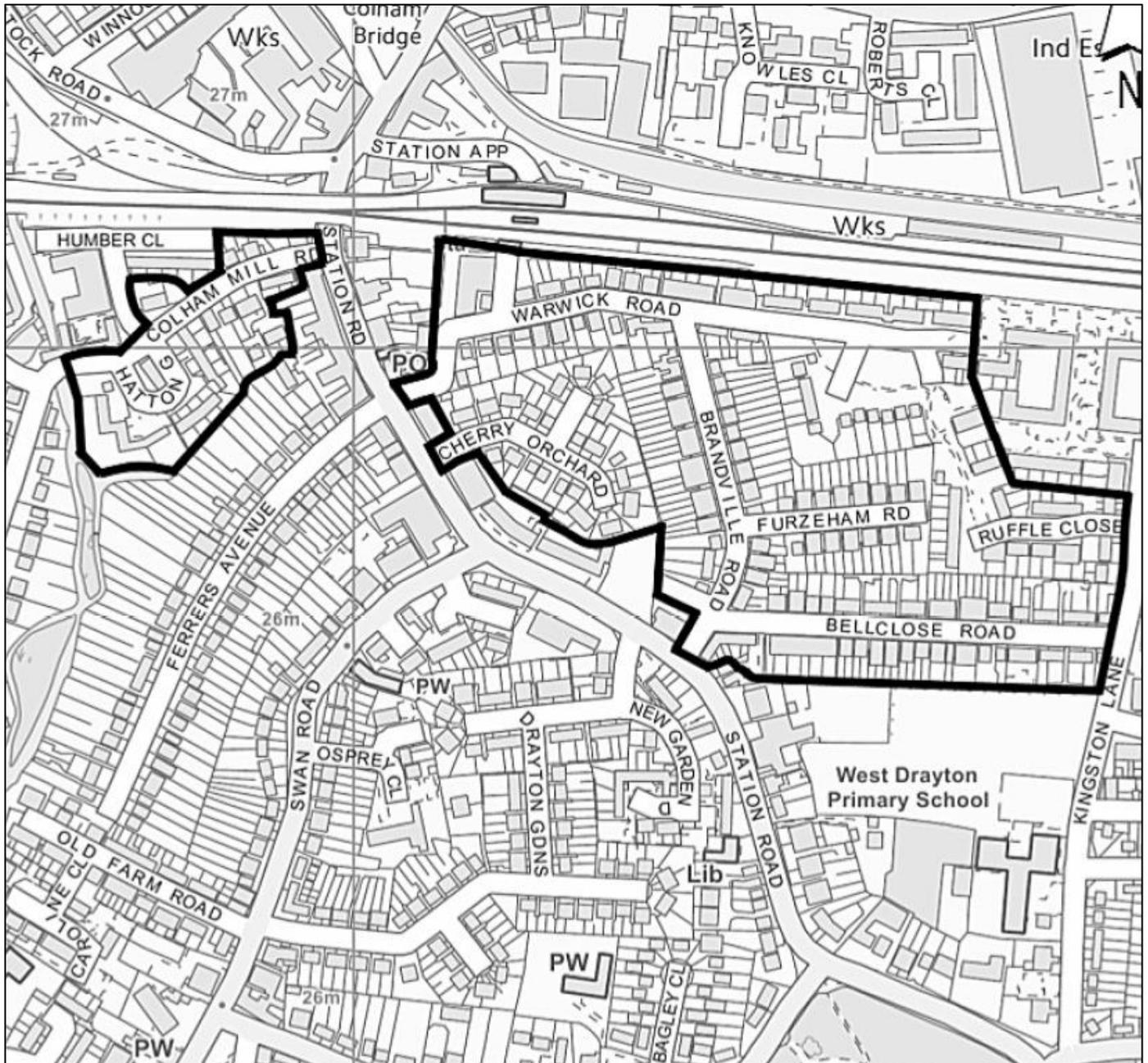


Above: 'HY3'

## **PARKING MANAGEMENT SCHEMES NEAR WEST DRAYTON**

The West Drayton PMS came into operation in September 2010. The scheme has been regularly expanded over the years into various Zones expanding southwards (details of all seven have been included for information).

There are active proposals in Drayton Gardens for a possible extension to the scheme which was subject to formal consultation in December 2022, the outcome of which will be reported to the Cabinet Member and Ward Councillors to consider in due course.



Above: **West Drayton Parking Management Scheme WD1**; station is to the north

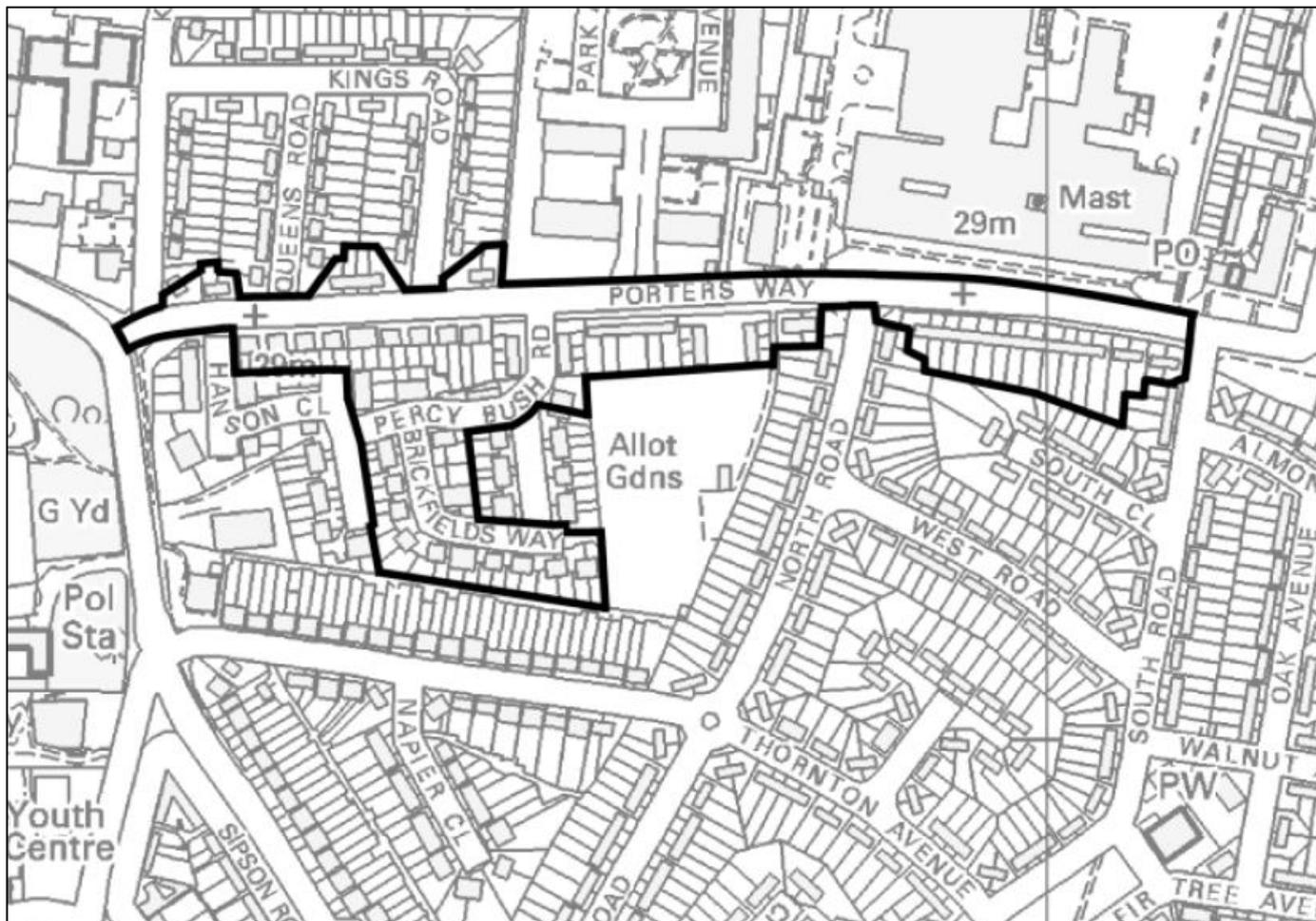
The main 'WD1' scheme lies close to the southern side of the railway, with key roads on the eastern side of Station Road including Warwick Road, Brandville Road, Bellclose Road; whilst on the western side of Station Road, the scheme extends into part of Colham Mill Road.

A petition was heard by the Cabinet Member in October 2022, and whilst the original thrust of the petition was about traffic calming, testimony at the actual petition hearing showed that there were also concerns from petitioners about the influx of non-residential parking at certain times; it was

agreed that these issues would be further discussed with ward councillors and this is intended to take place this spring as a next step in review of the scheme.

As noted in the discussion of the Hayes schemes above, there are of course other parking controls such as yellow lines and stop and shop measures on the main thoroughfare of Station Road and High Street Yiewsley.

The second West Drayton PMS, 'WD2', is situated to the south, in Porters Way and some of the adjacent residential roads. A map of WD2 is shown below; this scheme evolved largely in the wake of the extensive residential development to the north and east of the main section of Porters Way.



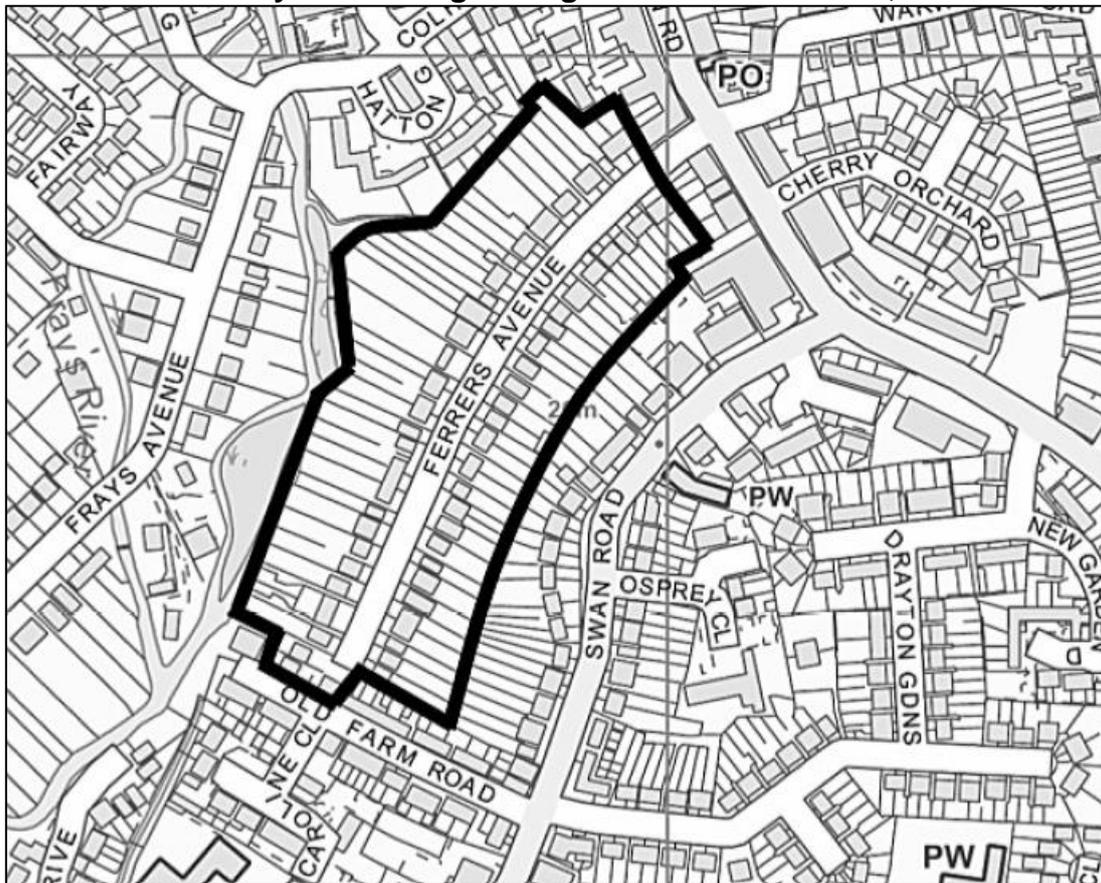
Above: **West Drayton Parking Management Scheme WD2** (about ½ mile south of station)

Next, in terms of West Drayton, and closer to the area of interest to the present report, there is zone **WD3** (shown overleaf below). This zone is centred on Frays Avenue, to the south and west of the town centre, but still fairly close to the rail station.

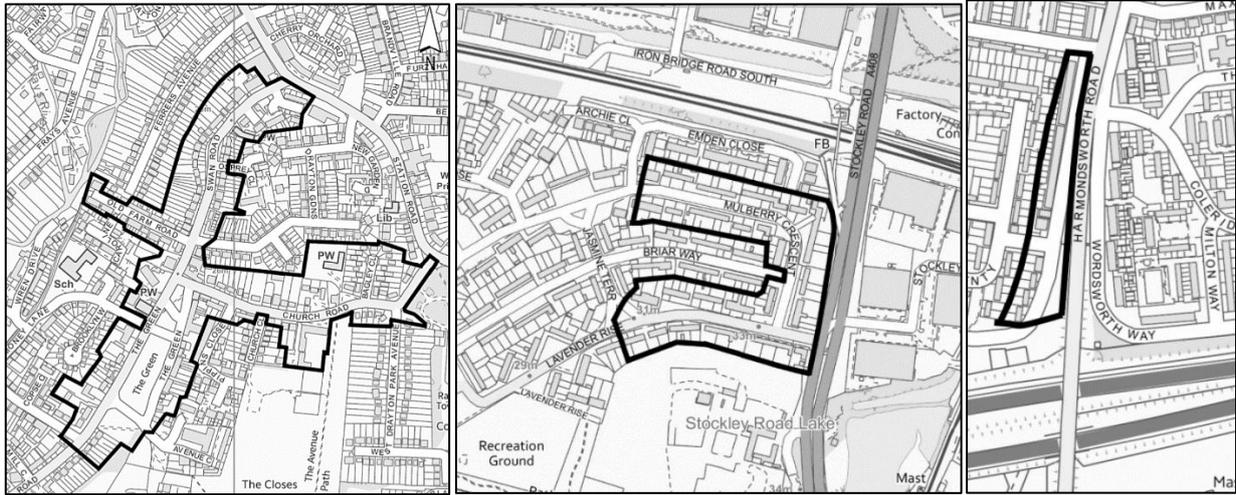
Similarly Zone **WD4** is centred on Ferrers Avenue, thus between WD3 and Swan Road; it is also within a short walking distance of the Elizabeth Line station and other amenities. These zones are shown in the two maps below.



Above: **West Drayton Parking Management Scheme WD3**; Below: **WD4**

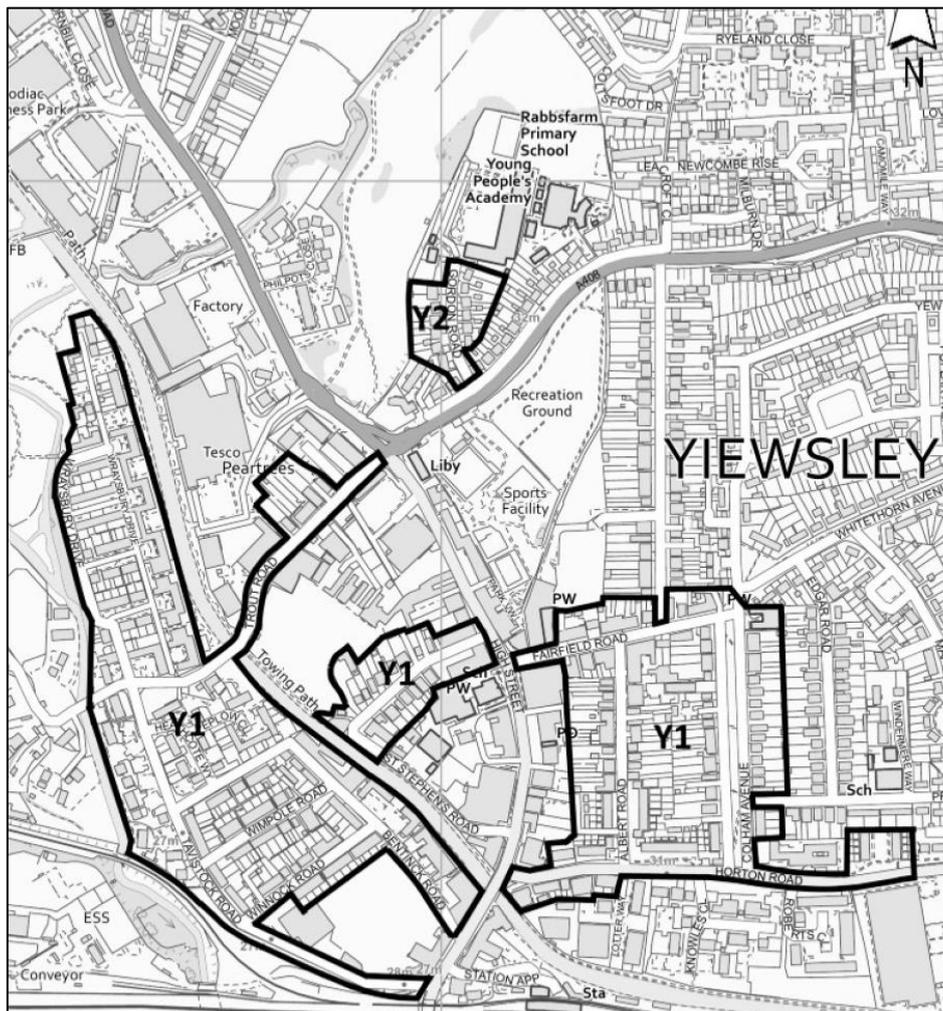


Below: further south from the town centre are, (left) **WD5** (centre) **WD6** and (right) **WD7**



## YIEWSLEY

The Yiewsley PMS also came into operation in September 2010 and has been gradually expanded ever since. There have been informal proposals to extend the scheme as recent last year to include Whitethorn Avenue and Providence Road. The last extension to the Yiewsley PMS was introduced in Wraysbury Drive in January 2021.



Above: **Yiewsley PMS: map showing both Y1 and Y2 (station to the south)**

As the map of Y1 and Y2 shows, there is comprehensive coverage of the residential roads in the vicinity and north of West Drayton Station, which appears at the bottom edge of the map.

## **RESIDENT BENEFIT**

The report sets out the existing network of parking management schemes in the area requested by Members.

## **FINANCIAL IMPLICATIONS**

This report was requested as a review of the schemes which are in place.

## **BACKGROUND PAPERS**

NIL.

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## TRAFFIC CALMING MEASURES INFORMATION REPORT

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	David Knowles, Place Directorate
<b>Papers with report</b>	None
<b>Ward</b>	All

### HEADLINES

This report is intended to offer advice to Members of the Property, Highways & Transport Select Committee on traffic calming, in accordance with their request for an information report looking at the different methods of traffic calming undertaken by the Council and which scenarios would dictate the type of traffic calming required.

### RECOMMENDATIONS

**That the Property, Highways and Transport Select Committee note the contents of the report.**

### BACKGROUND INFORMATION

The history of the management of Highways by local bodies goes back to the Highways Act of 1555, and so predates the formation of most of the administrative bodies that form local government today. The original premise was:

The Act provided that each year, in the Easter week, every parish was to elect "two honest persons" of the parish to serve as the Surveyor of Highways, who would be responsible for the upkeep of those highways within the parish boundaries which ran to market towns.

The Surveyors would announce, on the first Sunday after Easter and four days before 24 June, on which the maintenance work was to be carried out, and for these four days the whole parish was to work on the highways.

Every person, for every ploughland they held in the parish, and every other person keeping a draught team or plough there, was to provide a cart or wain equipped for the work, and two able-bodied men, on a penalty of 10s per draught; the Surveyors could, at their discretion, require a further two men instead of the cart. Every other householder, as well as every other cottager and labourer free to labour, was to send themselves or a substitute able-bodied labourer to work for the four days, on a penalty of 12d per day apiece. All labourers were to provide their own equipment, and bound to work for eight hours each day upon the roads.

Over the ensuing half a millennium, statute and those responsible have changed, but the

underlying principle that the local authority has the duty of maintaining and managing the highways in their area has not varied.

## LEGISLATIVE CONTEXT

There is a raft of legislation which covers management of the highway, both in terms of how the roads and footways are looked after (e.g. The Highways Act 1980) and also how people and traffic moves over them (e.g. The Road Traffic Act 1991 and the Road Traffic Regulation Act 1984).

Section 41 of the Highways Act 1980 places a “*Duty to maintain highways maintainable at public expense. The authority who are for the time being the highway authority for a highway maintainable at the public expense are under a duty... to maintain the highway*”.

Other legislation specifically defines such aspects of the highway as Pedestrian Crossings, the types of Traffic Signs and Road Markings which are legally allowed to be introduced, methods of management of roadworks (Traffic Signs Manual, Chapter Eight), rules for ‘loading and waiting’ (parking) and there are also regulations and guidance relating to certain types of traffic calming.

Last but not least, the Highway Code (recently revised) provides advice to all users of the highway; the Highway Code itself is not law but it can be cited by the Police in any prosecution as an established ‘Code of Practice’.

## WHO DOES WHAT?

It is important to appreciate the various powers that are held by the different bodies involved in looking after both our highways and the ways that people and traffic move over them. Maintenance of the roads and footways other than those owned by other bodies<sup>1</sup> is undertaken by the Council’s Highways Maintenance Team and they oversee regimes of inspection and maintenance, which include set criteria including so-called ‘trip levels’ as well as managing work by third parties (e.g. Utility companies like Gas, Water and Electricity). There are annual programmes of maintenance and specialised operations such as winter gritting. Some services are wholly in-house whilst others utilise the services of term contractors.

Parking on and off the highway is overseen by the Council’s Parking Enforcement team and their specialist term contractor. The legal basis upon which this enforcement can be undertaken is underpinned by what are called ‘Traffic Regulation Orders’ and there are prescribed processes

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<sup>1</sup> **TfL roads** in London are known as the ‘TLRN’ or ‘TfL Road Network’ (also sometimes TfL Route Network) and in Hillingdon include sections of the A4, A40, A312 and a short section of the A30. Some roads are also part of the ‘SRN’ or ‘Strategic Route Network’ and in Hillingdon these include the A4020 Uxbridge Road and part of the A404 Rickmansworth Road. The SRN roads are owned and maintained by the Council but TfL has a right to comment on any proposals on these roads. Red routes (indicated by red carriageway markings and associated traffic signs) are exclusive within Greater London to the TLRN; it is not uncommon for the Council to receive a request for a ‘red route’ on its roads.

**National Highways** (formerly Highways England) has roads in Hillingdon including sections of the M4 and M25. Heathrow Airport is a Statutory Highway Authority in its own right. The subject of **private roads** and their status is a whole topic in itself; sufficient debate has ensued on the subject that there exists a special briefing note presented to the House of Commons. In brief, the public may typically retain an established right of access over a private road even if the owners of it are obliged to maintain it. The Council also has powers to move in and repair a private street that is in a very poor condition and seek to recover the costs; seldom does it get that far

for the introduction and amendment of these, which are managed by the Transport & Projects Team.

There is a common misconception that the Council has powers of enforcement over speeding and similarly that the Council can install so-called 'Safety Cameras' of the kind seen in many places.

The Police have the necessary powers of prosecution with regard to speeding; this is because there are penalties that can involve points on a driver's licence and in some cases prosecution in a Court. There has been national debate about extending these powers to other parties, and even some experiments by some local authorities, but at this point the Council must defer to the Police in these matters.

Similarly, what are often popularly known as 'speed cameras' and 'red light cameras' are not installed or operated by London boroughs but within the GLA area are owned, installed, managed, and enforced through a consortium of the Metropolitan Police, Transport for London, 'London Councils' and His Majesty's Courts. The criteria for the installation of these safety cameras has for a long time been based on a pre-existing history of serious injuries or fatalities as a result of a road traffic collision. It is understood that as part of his 'Vision Zero' policy, the Mayor of London proposes to review these criteria; the fact remains, however, that the Council neither installs these cameras nor receives any revenue from them.

## TYPICAL CONCERNS ABOUT ROAD SAFETY

Set out below are a few typical issues which Members may be familiar with from their own correspondence with residents:

- perceived vehicle speeds,
- blind spots,
- visibility issues,
- antisocial driving<sup>2</sup>,
- drivers ignoring one-way working, no entry points or banned turns<sup>3</sup>,
- oversize vehicles using residential streets<sup>4</sup>,
- the lack of safe provision for pedestrians to cross a road.

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<sup>2</sup> **Antisocial driving** is primarily a matter for the Police, but the Council can and does collaborate with them, for example sharing traffic survey data. A survey may show a repetitive pattern of a lone speeder or small number of speeding drivers – in which case the police can choose to target enforcement appropriately. Antisocial driving on *private estate roads* is a matter for the police and the owner of the estate in question. Where the problem extends to behavioural issues the Council's Antisocial Behaviour Team may be able to help.

<sup>3</sup> **One-way Streets, banned turns and no-entries** are governed by Traffic Management Orders ('TMO' - also known as Traffic Regulation Orders). Changes in national legislation in 2004 (Traffic Management Act 2004 Part 6 <https://www.legislation.gov.uk/ukpga/2004/18/part/6> ) granted powers for local authorities to enforce such restrictions (so-called 'moving traffic offences') including by camera. In a few cases the Council has introduced part-time banned turns (some camera-enforced) and these all required special approval from the Secretary of State for Transport, although more of his powers are now delegated to the local authority.

<sup>4</sup> Where considered desirable, the Council may introduce environmental **weight restrictions** (i.e. not solely for the protection of a weak bridge) and these are typically 7.5T limits; these can be enforced by camera and the Council has done so in a number of the Borough's roads. More general lorry movements can be managed by other measures such as overnight parking bans and the London Lorry Control Scheme (LLCS) to which Hillingdon does not presently subscribe.

- a specific request; for example asking for a traffic calming scheme<sup>5</sup>,
- lowering of the speed limit<sup>6</sup>,
- speed camera<sup>7</sup> ('safety camera' – see earlier)
- a speed indicator device<sup>8</sup>
- on-street parking problems if considered a hazard,
- a crossing such as a Zebra Crossing<sup>9</sup> or Traffic-signal crossing<sup>10</sup>.
- It may be that a footway is considered too narrow or non-existent<sup>11</sup>
- Concerns over safety for school children near schools<sup>12</sup>

## TYPES OF TRAFFIC CALMING

There are a number of options open to a local authority, each of which have their potential benefits and disbenefits. They can be summarised broadly as:

- Vertical traffic calming
- Horizontal traffic calming (chicanes)
- Modal filters (e.g. road closures, 'point no entries', one-way working)
- Low Traffic Neighbourhoods
- Cycle lanes and tracks
- 20mph Zones with traffic calming
- Formal pedestrian crossings
- Traffic signals

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<sup>5</sup> **Traffic Calming:** The Council, in common with most highway authorities, no longer introduces the old-fashioned round-topped humps sometime called 'sleeping policemen'. There are however various other types of physical traffic calming, some of which require consultation and public notices.

<sup>6</sup> Speed limits are also governed by TMO on Borough roads, these are the responsibility of the relevant Borough, but the police retain sole powers of enforcement. The Metropolitan Police enforce all speed limits in London. They do this using on-street officers, mobile speed cameras and fixed speed cameras. In 2018, 154,785 people were caught and penalised for speeding related offences, including 38,878 on 20mph limit roads. The Metropolitan Police will continue enforcing all speed limits across London, including where new speed limits are in place'.

<sup>7</sup> As noted in the main text, so-called 'Safety Cameras' are not installed, owned, managed or maintained by any of the London Boroughs; they are instead managed by a consortium of TfL, the Metropolitan Police, Her Majesty's Courts and London Councils (the body representing the interests of all 33 London local authorities). There is a common and entirely understandable assumption by many of the general public that these cameras can be put in by the Council and furthermore that the Council can earn a revenue from them; that is not correct. The endorseable offence of speeding is one managed by the Police and as is well known can lead to a prosecution, fine and points on a driver's licence.

<sup>8</sup> A 'speed indicator device' (SID) or 'vehicle activated sign' (VAS) uses a radar system to detect the speed of an approaching vehicle and flashes a warning message if the driver is exceeding the speed limit. There are variants with warning messages and 'smiley faces' available. A key practical consideration for some sites may be the proximity of a suitable power supply.

<sup>9</sup> A Zebra Crossing is defined in national legislation. When being considered, the Council has to publish what is called a 'Road Traffic Regulation Act 1984, Section 23' Notice <https://www.legislation.gov.uk/ukpga/1984/27/section/23>.

<sup>10</sup> In Greater London there are around 6,000 sets of traffic signals. All of them, across all Borough and TfL jurisdictions, are owned, installed and maintained by TfL. As with safety cameras, there is again a common assumption by the public that this equipment is the responsibility of the local Council (which is often the case outside Greater London)

<sup>11</sup> The Council's Principal Accessibility Officer is often invited to investigate claims of poor access. Clearly many potential solutions have other consequences. In the past (mostly ca 2000), the Council granted a number of informal 'non enforcement', so-called 'footway exemption' arrangements with residents in certain roads which allowed limited footway parking with two-wheels-up. There is a register of these. If petitioners want to see these arrangements changed, they could be and a letter would need to be sent to all affected households. The Council seldom has a budget to create entirely new footways on roads that do not have them.

<sup>12</sup> The Council's School Travel and Road Safety Team (STaRS) works very closely with every school in the Borough that is prepared to collaborate. The team provide excellent support in terms of road safety education – pedestrian and cycle training – as well as assisting in the development of School Travel Plans and bids for funding for road safety improvements. There are also a small number of School Crossing Patrols in post

- Banned movements (e.g. no entry, banned turns)
- Signed-only speed limits
- Road markings such as cycle lanes, edge markings, centre lines
- Enhanced and Electronic signs

Looking at these in turn:

### **VERTICAL TRAFFIC CALMING**

The origins of this type of traffic calming is the round-topped 'speed hump' (which used to be known colloquially as 'sleeping policemen'). These are seldom used on the public highway by most local authorities, although such severe 'humps' are often seen on private roads such as hospital or supermarket car parks.

More amenable is the 'flat-topped' speed-table, which is generally less severe and in many cases can have the added benefit of providing a safer pedestrian or cycle crossing point. On bus routes, TfL has a recommended design standard for raised tables designed to avoid problems for buses.

A further option is the 'speed cushion' which comprises a series of transverse raised sections of the road surface with gaps designed to help smooth passage by emergency response vehicles, cyclists and motorcyclists.

It is generally accepted that vertical traffic calming is the most effective form of speed reduction, but there can be an undesirable side effect. Some less considerate drivers of lorries, with their more substantial suspension, may ignore raised traffic calming features. There is a particular issue with some skip lorries where the chains are often unsecured, and such lorries driven at speed over vertical traffic calming can increase the noise nuisance for nearby residents.

Traffic calming of this kind does necessitate public consultation with a formal Cabinet Member decision making process.

### **HORIZONTAL TRAFFIC CALMING**

Typically this kind of traffic calming involves chicanes, occasionally in the form of short lengths of road narrowing. These are most frequently seen on country roads on the entry and exit from small towns or villages, sometimes with a 'welcome to –' sign on the approach, or 'thank you for driving carefully' on exit.

They are seldom used nowadays in residential areas because:

- There are doubts that they genuinely reduce speeds other than right next to where they are sited;
- They can actually lead to an increased risk of head-on collisions;
- They nearly always result in a reduction of parking capacity;
- They are often expensive and ugly

## **MODAL FILTERS**

These tend to be measures such as road closures or width restrictions (sometimes with an exemption for one class of vehicle – e.g. bicycles or buses). They are intended to reduce rat-running, but inevitably they have other consequences:

- They almost inevitably increase journeys to and from their homes for some residents;
- They can cause issues on emergency services response routes and for other services such as refuse services, as well as home-deliveries where the vehicles concerned are large
- **Low Traffic Neighbourhoods** tend to comprise a series of entry restrictions. They can be camera-enforced with permitted exemptions for residents, but are often controversial, complex and expensive to operate

## **CYCLE LANES AND TRACKS**

Modern design practice eschews the previous tendency to simply mark advisory cycle lanes, which are not mandatory and so may be parked over or driven in. It is an offence to drive in a 'mandatory cycle lane' (with a solid rather than a broken white line) but these are seldom easy to enforce. One benefit of a cycle network is that it does not necessarily have to be constrained to the conventional highway network.

## **TRAFFIC CALMED 20MPH ZONES**

The best way to actually reduce traffic speeds usually involve some form of physical intervention, and the Metropolitan Police do not generally support (at a local level at least) areas with speed limits indicated by signs alone. Enforcement, as already noted, remains a matter for the Police and so their support and resources are essential. The case for 20mph Zones is arguably strongest in the vicinity of schools.

## **FORMAL PEDESTRIAN CROSSINGS**

Experiments began in 1947 with striped crossings, and flashing beacons became compulsory in 1954, their name coming from the name of a Transport Minister, Leslie Hore-Belisha. Zebra Crossings were further enhanced with new regulations under a Statutory Instrument in 1971. Zebra Crossings can be introduced by local authorities but there is a legal 'notice' required. There are assessment criteria used based on the numbers of pedestrians and the speeds of traffic. A variation is the raised Zebra Crossing, which involves a crossing over a raised speed table.

As an alternative, **traffic signal controlled pedestrian crossings** are sometimes considered; these are the responsibility (in Greater London) of TfL, which manages the London-wide network of around 6,000 traffic signals. The Council can and often will make the case for such a crossing, but it is reliant upon agreement by TfL who now levy an up-front charge for formal consideration of a new signal controlled installation requested by a borough.

In many cases, the pedestrian numbers are low and in such cases, alternatives may be the use of refuge islands and dropped kerbs; these are known as 'informal crossings'.

## **BANNED MOVEMENTS**

The Council is nowadays able to introduce bans on certain movements, provided they are governed by a suitable Traffic Regulation Order. Typically camera-enforced, these restrictions can in many cases (other than 'no-entries') be made part-time. An increasingly common feature has been the camera-enforced weight restriction (7.5T vehicles; buses, public service and emergency vehicles are exempt). Banned side turnings have been used in some places with part-time hours of operation, the idea being to only restrict movements during peak hours. Bus lanes are operated by TfL in Greater London and they often use camera for enforcement.

## **SIGNED-ONLY SPEED LIMITS**

There has been a growth in the popularity of signed-only 20mph Zones, but there tends to be a range of views on how effective they are. The Police tend to the view that without enforcement, they may be ineffectual as the kind of driver who speeds ignores limits in any case; the counter argument is that lowering speed limits provides the basis of a culture change and if average traffic speeds genuinely fall, then risks to pedestrians may fall accordingly. A handful of local authorities are hoping to explore camera-enforcement but as already noted, speeding enforcement remains fundamentally a matter for the Police. It is likely that the science and practice may evolve over time, for example through the growth of autonomous vehicles and in-vehicle speed management devices.

## **ROAD MARKINGS**

It is sometimes possible to improve road safety simply by the judicious application of white lines, sometimes combined with coloured road surfacing and also with the application of Anti-Skid road surfacing.

Frequently the simple recourse of waiting restrictions – typically single or double yellow lines – may be beneficial in removing a problem of obstructive parking – such as at a junction, or on a blind bend in a road. However it must be borne in mind that even the simplest yellow line requires a formal consultation which involves public notice(s) and advertisements in the local paper and the London Gazette. The Council is obliged to consider any objections received during the 21-day notice period.

## **ENHANCED SIGNS & ELECTRONIC SIGNS**

It is sometimes possible to make existing signs more conspicuous; the simplest manner is to either make the sign itself bigger (provided it still complies with the Traffic Signs Regulations and General Directions 2017) or to add a yellow backing board. Occasionally signs may be obscured by vegetation, or sited poorly for some historic reason; these can usually be addressed through judicious maintenance.

The Council has introduced a number of so-called 'Zebrite' LED haloes which are mounted either around or sometimes even within the traditional Belisha Beacons; Hillingdon was one of the first in the London area to use these and they are nowadays frequently seen elsewhere. They are intended to make the site of the Zebra Crossing more conspicuous. Another innovation is the internally illuminated black-and-white-striped Zebra Belisha pole.

Lastly, the Council has invested in a number of electronic 'Vehicle Activated Signs' (VAS) which flash warning messages to drivers – sometimes telling them to slow down to the posted speed limit, but also in some cases providing warning of a bend.

## **CHOOSING THE BEST COURSE OF ACTION**

As with most things, evidence is generally the key; public perceptions of road safety vary enormously from individual to individual; what may seem normal to one person may seem frightening to another. Noisy exhausts, narrow roads, large lorries passing near the kerb line can all seem intimidating.

In nearly every case, an important 'first port of call' for a concerned party is to approach their local Safer Neighbourhood Team, who if they are able and willing may conduct some speed surveys with hand-held equipment, undertake some vehicle stops, and may elicit the support of their Police Traffic and Road Safety colleagues. The Council cannot commit Police Resources but our officers do work closely with the emergency services and for example there are regular 'Traffic Liaison Meetings' aimed at addressing road safety and other traffic issues.

A good way for residents to start the ball rolling is for them to discuss amongst themselves the kind of issues they can agree upon and to identify the kind of changes they feel that they can all support. This can form the basis of a petition to the Council which, provided there are enough signatures, qualifies the lead petitioner to meet with the Cabinet Member for Property, Highways and Transport in order to state their case. This process can be supported by the local Ward Members and indeed for obvious reasons such petitions tend to be more successful where the petitioners have spoken to their Ward Members to discuss their ideas and to receive any guidance on what the members think might work for the community.

If such a petition comes in, it is helpful on several levels because firstly it supports the argument that a number of neighbours agree there is a problem (rather than just one or two households) and ensures that the proposal is driven by the community rather than by us. We will often follow up later with a consultation but the existence of a petition is often (but not always) an indication of the likelihood of a successful outcome. Secondly it facilitates a discussion with the Council about what and where the real problems are, and what kind of solution would be most acceptable (clearly the various forms of traffic calming measures can be popular or unpopular).

A well-supported petition can be the start of a process which could include traffic volume and speed surveys, design and costing studies, and where appropriate lead to bids for the funds required. Depending on the nature of what is proposed, further consultations with residents may be necessary.

Clearly many such petitions have over the years led to traffic calming schemes and even 20 mph Zones but it must be appreciated that there are often many such requests that the Council receives. The challenge for Members in such cases is to balance the relative needs in each case and ensure that anything which comes out of the process is both justified and well-supported, not to mention compliant with all the standards.

In cases where there appears to some evidence, such as from a petition, then a next step may typically be to commission independent traffic surveys. These generally use pneumatic tubes across the carriageway, linked to an electronic computer which are fixed in position for a week to ten days, which record details of traffic type, time, frequency and speed over the survey period.

From these surveys, it is possible to assess, in a totally independent and unbiased way, the real nature of traffic movements over the road. The task is then to assess the findings of the survey to see if there is sufficient justification for the costs involved in making changes. The Council has access to various budgets and grants, but understandably it has to prioritise expenditure and these surveys are an important element.

The final elements involve briefing the relevant Cabinet Member(s), undertaking design work, consulting residents and ward councillors as necessary, confirming the budget and seeking the appropriate capital authority to spend money on the chosen solution.

## **RESIDENT BENEFIT**

The measures set out in this note have the potential, where used wisely, to benefit road safety for residents and other road users.

## **FINANCIAL IMPLICATIONS**

This report was requested as a review of the types of measures which might be practical to consider; as such it does not seek to set out costs which can vary considerably on a case by case basis.

## **BACKGROUND PAPERS**

NIL.

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## CABINET FORWARD PLAN

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Steve Clarke, Democratic Services Officer
<b>Papers with report</b>	Appendix A – Latest Forward Plan
<b>Ward</b>	As shown on the Forward Plan

### HEADLINES

To monitor the Cabinet's latest Forward Plan which sets out key decisions and other decisions to be taken by the Cabinet collectively and Cabinet Members individually over the coming year. The report sets out the actions available to the Committee.

### RECOMMENDATION

**That the Property, Highways and Transport Select Committee notes the Cabinet Forward Plan.**

### SUPPORTING INFORMATION

The Cabinet Forward Plan is published monthly, usually around the first or second week of each month. It is a rolling document giving the required public notice of future key decisions to be taken. Should a later edition of the Forward Plan be published after this agenda has been circulated, Democratic Services will update the Committee on any new items or changes at the meeting.

As part of its Terms of Reference, each Select Committee should consider the Forward Plan and, if it deems necessary, comment as appropriate to the decision-maker on the items listed which relate to services within its remit. For reference, the Forward Plan helpfully details which Select Committee's remit covers the relevant future decision item listed.

The Select Committee's monitoring role of the Forward Plan can be undertaken in a variety of ways, including both pre-decision and post-decision scrutiny of the items listed. The provision of advance information on future items listed (potentially also draft reports) to the Committee in advance will often depend upon a variety of factors including timing or feasibility, and ultimately any such request would rest with the relevant Cabinet Member to decide. However, the 2019 Protocol on Overview & Scrutiny and Cabinet Relations (part of the Hillingdon Constitution) does provide guidance to Cabinet Members to:

- Actively support the provision of relevant Council information and other requests from the Committee as part of their work programme;
- Where feasible, provide opportunities for committees to provide their input on forthcoming executive reports as set out in the Forward Plan to enable wider pre-decision scrutiny (in addition to those statutorily required to come before committees, *i.e. policy framework documents – see para. below*).

As mentioned above, there is both a constitutional and statutory requirement for Select Committees to provide comments on the Cabinet's draft budget and policy framework proposals after publication. These are automatically scheduled in advance to multi-year work programmes.

Therefore, in general, the Committee may consider the following actions on specific items listed on the Forward Plan:

	<b>Committee action</b>	<b>When</b>	<b>How</b>
1	<b>To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.</b>	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide its influence and views on a particular matter within the formal report to the Cabinet or Cabinet Member before the decision is made.</p> <p>This would usually be where the Committee has previously considered a draft report or the topic in detail, or where it considers it has sufficient information already to provide relevant comments to the decision-maker.</p>	<p>These would go within the standard section in every Cabinet or Cabinet Member report called "Select Committee comments".</p> <p>The Cabinet or Cabinet Member would then consider these as part of any decision they make.</p>
2	<b>To request further information on future reports listed under its remit.</b>	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to discover more about a matter within its remit that is listed on the Forward Plan.</p> <p>Whilst such advance information can be requested from officers, the Committee should note that information may or may not be available in advance due to various factors, including timescales or the status of the drafting of the report itself and the formulation of final recommendation(s). Ultimately, the provision of any information in advance would be a matter for the Cabinet Member to decide.</p>	<p>This would be considered at a subsequent Select Committee meeting. Alternatively, information could be circulated outside the meeting if reporting timescales require this.</p> <p>Upon the provision of any information, the Select Committee may then decide to provide specific comments (as per 1 above).</p>
3	<b>To request the Cabinet Member considers providing a draft of the report, if feasible, for the Select Committee to consider prior to it being considered formally for decision.</b>	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide an early steer or help shape a future report to Cabinet, e.g., on a policy matter.</p> <p>Whilst not the default position, Select Committees do occasionally receive draft versions of Cabinet reports prior to their formal consideration. The provision of such draft reports in advance may depend upon different factors, e.g., the timings required for that decision. Ultimately any request to see a draft report early would need the approval of the relevant Cabinet Member.</p>	<p>Democratic Services would contact the relevant Cabinet Member and Officer upon any such request.</p> <p>If agreed, the draft report would be considered at a subsequent Select Committee meeting to provide views and feedback to officers before they finalise it for the Cabinet or Cabinet Member. An opportunity to provide specific comments (as per 1 above) is also possible.</p>
4	<b>To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting</b>	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

Page 26

#### BACKGROUND PAPERS

- [Protocol on Overview & Scrutiny and Cabinet relations adopted by Council 12 September 2019](#)
- [Scrutiny Call-in App](#)

Classification: Public

Property, Highways and Transport Select Committee – 09 February 2023

## Cabinet Member Decisions expected - January 2023

085	<b>Structural Works at properties 18-20 Seymour Gardens, Ruislip, HA4 9QA</b>	Cabinet Members will approve a contractor to carry out Structural works to repair housing properties at 18-20 Seymour Gardens, Ruislip.	Eastcote		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance	Property, Highways & Transport	P - Pardeep Gedhu / Neil Dowsing			Private (3)
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## Cabinet meeting - Thursday 16 February 2023 (report deadline 30 January 2023)

057	<b>Fleet Replacement Programme</b>	As part of the Council's 7-year fleet replacement programme, Cabinet will consider the procurement of vehicles required across Housing Maintenance and Green Spaces. It will include options for diesel and electric vehicles, where commercially viable.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Steve Gunter / Trudie Eldriny			Private (3)
073	<b>Battle of Britain Bunker Phase 2 - Water Ingress</b>	Cabinet approval will be sought to appoint a contractor to carry out the drainage mitigation measures, and structural works to the ventilation shafts and associated works at this nationally significant WW2 site in the Borough.	Hillingdon West		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Tim Martin / Neena Singh			Private (3)
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)

### Cabinet meeting - Thursday 23 March 2023 (report deadline 6 March 2023)

096	<b>Low/Med Rise Lateral &amp; Electrical Distribution Upgrades at Barnhill and Portland Road Estates</b>	Cabinet will consider the award of a contract to complete the replacement of Lateral & Electrical Distribution Equipment within Low/Med Rise Residential Blocks at Barnhill & Portland Road Estates. This will ensure the buildings have electrical systems that are reliable, safe and energy efficient.	Charville; Yeading		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	Place - John Phillips / Gary Penticost		<b>NEW ITEM</b>	
086	<b>Disabled Facilities Grant &amp; Adaptation Works - Contract(s)</b>	Cabinet will consider contract awards for two providers for the for Disabled Facilities Grant & Adaptation Works within Private Dwellings and the Council's Housing Stock. The proposed contract is for a 4 + 2 year period.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Sarah Jane-Bartlett			Private (3)
071	<b>Framework Agreement for Building &amp; Construction Consultancy Services</b>	Following a procurement exercise, approval is sought for the creation of a multi lot Framework for construction consultancy services that can be utilised by the Council and also other Public Bodies. This will provide the ability for more competitive pricing, drive savings and improve efficiencies in the procurement process.	N/A		Cllr Martin Goddard - Finance / Cllr Jonathan Bianco - Property, Highways & Transport	Finance & Corporate Services	P / R - Paul Soward / Michael Breen			Public
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)

### Cabinet meeting - Thursday 20 April 2023 (report deadline 3 April 2023)

SI	<b>School Capital Programme Update</b>	The twice yearly update to Cabinet on the Council's major school infrastructure programme and upgrading of educational facilities to deliver a good quality education for all children in the Borough.	Various		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Susan O'Brien - Children, Families & Education	Property, Highways & Transport	P - Bobby Finch			Public
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - James Raven</b>			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		<b>All</b>	<b>TBC</b>	<b>CS - Democratic Services</b>	Various		Public

### Cabinet meeting - Thursday 25 May 2023 (report deadline 27 April)

SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		<b>All Cabinet Members</b>	<b>All</b>	<b>CS - Democratic Services</b>			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - James Raven</b>			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		<b>All</b>	<b>TBC</b>	<b>CS - Democratic Services</b>	TBC		Public

### Cabinet meeting - June 2023 (date TBC)

SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		<b>All Cabinet Members</b>	<b>All</b>	<b>CS - Democratic Services</b>			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - James Raven</b>			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		<b>TBC</b>	<b>TBC</b>	<b>CS - Democratic Services</b>	TBC		Public

### Cabinet meeting - July 2023 (date TBC)

SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		<b>All Cabinet Members</b>	<b>All</b>	<b>CS - Democratic Services</b>			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - James Raven</b>			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		<b>All</b>	<b>All</b>	<b>CS - Democratic Services</b>	TBC		Public

## AUGUST 2023 - NO CABINET MEETING

### Cabinet meeting - September 2023 (date TBC)

SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

### Cabinet meeting - October 2023 (date TBC)

Page 32	SI	<b>School Capital Programme Update</b>	The twice yearly update to Cabinet on the Council's major school infrastructure programme and upgrading of educational facilities to deliver a good quality education for all children in the Borough.	Various		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Susan O'Brien - Children, Families & Education	Property, Highways & Transport	P - Bobby Finch		Public
	SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven		Private (3)
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

### Cabinet meeting - November 2023 (date TBC)

SI	<b>Voluntary Sector Leases Report</b>	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
SI	<b>Public Preview of matters to be considered in private</b>	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	<b>Reports from Select Committees</b>	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public
<b>Cabinet Member Decisions expected - November 2022</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public

## CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month

SI	<b>Business, shops and commercial rents, leases, surrenders and renewals</b>	To approve various rents, leases, surrenders and lease renewals for a variety of businesses, organisations, properties or via commercial transactions, as per thresholds for decision-making set out in the Procurement and Contract Standing Orders.	Various		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - TBC			Private (3)
SI	<b>To consider rent reviews</b>	To consider rent reviews of commercial and other premises.	tbc		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - TBC			Private (1,2,3)
SI	<b>The purchase of ex Council properties or new private properties for the Council's housing supply</b>	Cabinet Member may determine, as and when required, the purchase of new properties using HRA capital funds to increase the affordable housing stock within the Borough. Such acquisitions will be reported back to Cabinet.	TBC		Cllr Martin Goddard - Finance / Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Perry Scott			Private (1,2,3)
SI	<b>Petitions about matters under the control of the Cabinet</b>	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	TBC	CS - Democratic Services			Public
SI	<b>Local Safety Schemes and Parking Revenue Account funded schemes</b>	To consider petitions received and decide on future action	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles	Traffic Liaison Group		Public
SI	<b>Pedestrian Crossings</b>	To approve schemes to provide crossing facilities	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles			Public
SI	<b>To approve compensation payments</b>	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	TBC	various			Private (1,2,3)
SI	<b>Transport - Local Implementation Programme</b>	Local Implementation Programme including schemes for the public realm, parking, road safety, school travel, walking, cycling, air quality improvement and Traffic Regulation Orders.	TBC		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - David Knowles			Public
SI	<b>All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions</b>	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	TBC	various			Public / Private (1,2,3)

SI	<b>Sale, and conversion, of loft space to leaseholders and also extension of Leasehold Interests of flats under the 1993 Act</b>	To consider any issues in relation to loft space and also consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.	TBC		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - Michele Wilcox</b>		Private (1,2,3)
SI	<b>External funding bids</b>	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		<b>All</b>	<b>TBC</b>	<b>various</b>		Public
SI	<b>Response to key consultations that may impact upon the Borough</b>	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the	TBC		<b>All</b>	<b>TBC</b>	<b>various</b>		Public

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## PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE - WORK PROGRAMME

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Steve Clarke - Democratic Services
<b>Papers with report</b>	Appendix A – Work Programme
<b>Ward</b>	All

### HEADLINES

To enable the Committee to track the progress of its work in 2022/23 and forward plan its work for the current municipal year.

### RECOMMENDATION

**That the Property, Highways and Transport Select Committee considers the Work Programme and agrees any amendments.**

### SUPPORTING INFORMATION

1. The Committee's meetings tend to 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 forthcoming meeting dates for the Committee are as follows:

<b>2022/23 Municipal Year Meetings</b>	<b>Room</b>
09 February 2023, 7pm	CR5
07 March 2023, 7pm	CR5
06 April 2023, 7pm	CR5

### Implications on related Council policies

A role of the Council's Select 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

The Council's Select Committees directly engage residents and external partners in the work they do.

### Financial Implications

None at this stage.

### Legal Implications

None at this stage.

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Classification: Public

Property, Highways and Transport Select Committee – 09 February 2023

## **BACKGROUND PAPERS**

NIL.



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