



HILLINGDON  
LONDON



# Property, Highways and Transport Select Committee

## Councillors on the Committee

Councillor Keith Burrows (Chairman)  
Councillor Steve Tuckwell (Vice-Chairman)  
Councillor Alan Chapman  
Councillor Darran Davies  
Councillor Elizabeth Garelick  
Councillor Kamal Preet Kaur  
Councillor Peter Money (Opposition Lead)

**Date:** TUESDAY, 6 JUNE 2023

**Time:** 7.00 PM

**Venue:** COMMITTEE ROOM 5 -  
CIVIC CENTRE

**Meeting  
Details:** Members of the Public and  
Media are welcome to attend.  
The meeting may also be  
broadcast live.

You can view the agenda  
online at  
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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 Minutes of the meeting on 11 May 2023 (AGM) 7 - 8
- 5 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
- 6 Select Committee Review: Highways Resurfacing Review: Attaining Best Practice and Value for the Council's Highways Resurfacing Activities 9 - 20
- 7 Hayes Estate Regeneration Project Update To Follow
- 8 Cabinet Forward Plan 21 - 34
- 9 Work Programme 35 - 38

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# Agenda Item 3

## Minutes

### PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

6 April 2023



Meeting held at Committee Room 5 - Civic Centre

	<p><b>Committee Members Present:</b> Councillors Keith Burrows (Chairman) Shehryar Ahmad-Wallana Adam Bennett Elizabeth Garelick Kamal Preet Kaur June Nelson</p> <p><b>LBH Officers Present:</b> Liam Bentley, Operations Manager for FM Repairs, Housing Maintenance and Voids Poonam Pathak, Highways Programme Manager Gary Penticost, Director of Operational Assets</p>
51.	<p><b>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS</b> (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillors Alan Chapman and Peter Money, with Councillor June Nelson substituting for Councillor Peter Money.</p>
52.	<p><b>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING</b> (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
53.	<p><b>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING</b> (<i>Agenda Item 3</i>)</p> <p>It was noted that the minutes mentioned twice that Councillor Kaur arrived prior to the commencement of item five. It was agreed that the minutes would be amended to remove one of the occurrences.</p> <p><b>RESOLVED: That the minutes of the meeting dated 09 February 2023 be agreed as a correct record with the discussed amendment.</b></p>
54.	<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 on the agenda were marked Part 1 and would therefore be held in public.</p>
55.	<p><b>VOID REFURBISHMENT PROCESS INFORMATION REPORT</b> (<i>Agenda Item 5</i>)</p> <p>The Chairman introduced Gary Penticost, Director of Operational Assets, and Liam Bentley, Operations Manager for FM Repairs, Housing Maintenance and Voids, to</p>

provide Members with details on the void refurbishment process and its key outputs to ensure residents were provided a safe, warm, and dry environment from commencement of their tenancies. Members' attention was drawn to Appendix A to the report where, since the production of the report in front of the Committee, there had been some updates on the Voids Service's position. It was expected that, throughout the 2022/23 financial year, the service would have received 715 voids and completed 694. This represented an uptick in properties returned since 2019.

Officers confirmed that the service receives very minimal refusals and only minor issues which can be rectified easily and quickly. The Committee were informed that there were occurrences where properties were returned back into the hands of the Council in a very poor state, as evidenced in the report, which could delay the void refurbishment process, however officers were adept at bringing these voids back into good condition in a timely manner for prospective new Council tenants; this minimised the time whereby a Council property was vacant. The Committee noted that the condition that the property is in when returned by a tenant was a primary factor in determining how long the property would be empty for before being ready for a new tenant; the objective was to minimise the time that each property was empty.

The Committee commended the work of officers in what was a critical service provided by the Council. Members queried whether, given the current climate, long term tenants could expect bathroom and kitchen replacements as anticipated. It was confirmed that as an industry standard, bathrooms were replaced every 30 years and kitchens were replaced every 20 years; it was noted that there was a small backlog due to resources being focussed into fire safety and the Building Safety Strategy, however officers confirmed that when a property was returned as a void, it was linked to the Decent Homes Programme ensuring the appropriate refurbishment works were undertaken to make sure the property was up to the required standard. The Committee also noted that if kitchens and bathrooms that had reached their allotted replacement time were in good working order and serviceable, that the service would consider postponing their replacement due to it not being necessary or a priority.

Members queried whether there was a penalty for contractors who did not carry out works to an agreed standard and timeframe. Officers confirmed that they regularly met with contractors and that they were able to quickly remove work from any one contractor if needed, which was considered an indirect form of penalisation. Regarding any sort of financial penalty for sub standard work from contractors, it was confirmed that the Council did not do this but was considering the possibility as a number of other local authorities did penalise. It was reiterated that the primary target was the fast and comprehensive turnaround of void properties to a good working standard.

The Committee were encouraged by the officers' report that the voids refurbishment service was in good working order and an asset to the Council, and Borough as a whole. Members thanked the officers for their presentation.

**RESOLVED: That the Property, Highways and Transport Select Committee noted the contents of the report.**

56. **BUILDING SAFETY UPDATE** (*Agenda Item 6*)

Gary Penticost, Director of Operational Assets, was present for this item and provided Members with details on the Building Safety Strategy for Council Owned residential dwellings including High Rise Buildings. It was noted that the Building Safety Act 2022 set out a safety requirement for landlords of high-risk residential buildings, the Act



would become enforceable from October 2023. Some of the main responsibilities that the Council would assume under the Act primarily for residential buildings at least 18m or 7 Storeys high, with 2 or more residential units included:

- Duty to provide Information about the building and its safety to residents, tenants and leaseholders.
- Duty to register high -rise residential buildings.
- Duty to carry out safety assessments.
- Duty to ensure that remedial works are carried out.
- Duty to cooperate with the Building Safety Regulator.

It was confirmed that the Council had 10 high rise blocks under their management in the Borough. It was highlighted that officers had utilised the government's fire risk assessment priority rating in assessing the 10 high rise blocks and all had received a very low risk rating. Members were also informed that 6 of the 10 blocks had sprinkler systems installed.

Officers informed the Committee of an ongoing project underway for properties to receive new fire rated fuse board units, roughly 8,700 had been fitted over three years. It was highlighted that the Council was ahead of the curve with regard to this work when compared to other local authorities as central government had only very recently pushed fire rated fuse board installation as a mandatory requirement.

The Committee congratulated officers and their team on the good work carried out under the Building Safety Strategy which held Hillingdon in good esteem. The Committee sought to ensure that all residents were aware of what to do in the event of fire and with regard to the Draft Stay Put Policy. Members were informed that all of the Council's high rise blocks had at least one form of fire escape and wayfinding signage installed across all floors; a residents fire safety information pack was in development to be distributed to all residents of high rise blocks. Officers noted that guidance would state that if the fire was in the property, residents would be advised to evacuate; if a fire was close to the property but it was safe to evacuate, then the residents should evacuate. It was also reiterated that the Council's high rise buildings had all received a very low risk rating, the Council only used third party accredited fire doors which were proven to provide a minimum of 30 minutes fire and smoke resistance, in addition to the sprinkler systems in some of the high rise blocks. It was confirmed that the blocks that did not have sprinkler systems installed were due to be demolished in the short term, however, all other fire safety measures were in place and even those buildings earmarked for demolition had been assessed for fire risk and were deemed to be very low risk.

The Chairman thanked officers for the work they did on behalf of the Council and commended the robust building safety work carried out throughout the Borough.

**RESOLVED That the Property, Highways and Transport Select Committee:**

- 1) **Noted the supporting information for Fire Safety within the body of the report; and,**
- 2) **Noted the Operational Delivery Plan.**

57. **ELECTRIC VEHICLE INFRASTRUCTURE REVIEW: 12 MONTH UPDATE** (*Agenda Item 7*)

The Chairman introduced the item noting that the under the Committee's previous guise, the Public Safety and Transport Select Committee, a major review into Electric Vehicle (EV) infrastructure and policy development in the Borough had been undertaken during the 2021/22 municipal year and that this item acted as a follow up to that review for the Committee receive information regarding the state of play when it came to the Council's EV infrastructure. Poonam Pathak, Head of Highways, was present for this item and delivered a comprehensive update to Members regarding the Borough's EV policy direction.

The Committee had received a copy of the Council's draft Electric Vehicle Strategy which had resulted in support of the 'Council Strategy 2022 – 2026', the Council's 'Strategic Climate Change Action Declaration and Plan (released in July 2021)' and 'Local Implementation Plan (LIP) 2019 - 2041 (LIP)'; in addition to the Public Safety and Transport Select Committee's review into EV infrastructure and policy development. The drafted strategy would also form part of the Council's commitment to net zero carbon emissions.

The Committee were informed of the procurement groundwork that had been undertaken in researching the needs of the Council when it came to EV charge points and infrastructure. By way of update, Members were informed that the tender process would be running until 27 April 2023 as opposed to 19 April as stated in the report, and that officers were aiming to align the procurement of an EV charge point provider for Cabinet approval in June 2023. The Committee were informed that the delivery of EV charging infrastructure from the Council would be demand led and could consist of charging provision on adopted highways, other Council owned property such as workplaces and Council owned public car parks.

Over the initial stages of the procurement process, the Council had explored three prospective routes to market including; full Council ownership of EV charge points, private concession ownership, and a shared Council/private concession option. It was agreed that the Council would pursue a shared Council/private ownership option which would allow the Council more control over the operational aspects of the public EV charge points.

The Committee highlighted that Hillingdon had fewer publicly available EV charge points when compared to inner London boroughs and queried why Hillingdon had been relatively slower on the uptake of EV charge point provision. Officers noted that the inner boroughs had significantly less availability of off-street parking where Hillingdon featured many more driveways and possibilities for at home charging rather than the on-street charging needed in the inner boroughs, often through light column charge points. It was noted that the provision of EV charging infrastructure was demand led and there had not been significant demand for on-street charging in Hillingdon as of yet. The Council's strategy would be aimed initially at destination charging in places such as car parks.

The Committee sought to highlight that the Public Safety and Transport Select Committee concluded their review into EV infrastructure in spring 2022 and wanted to clarify why the procurement process was only now getting off the ground. Officers noted that a tender exercise did take place in 2022 however the bids were not financially or commercially suitable for the Council, it was then decided that the development of the Council's EV Strategy should come first, the draft strategy was subsequently developed and the tendering process was recommenced in 2023. It was also stated that, due to the very fast movement of the EV sector, the Council would be continually assessing demand and looking at the appropriateness of facilitating new

	<p>technologies.</p> <p>Members queried whether in the long term, the Council would look to adopt potential charging destinations that may no longer be used for their original function for example, petrol stations. It was noted that the private sector would assume a large amount of the demand for EV charging and it may be the case that petrol stations are converted into ultra fast charging hubs, which had already started happening in some areas. It was not yet known how this change would manifest in real terms.</p> <p>The Committee thanked officers for their report and were encouraged by the positive moves forward with regard to EV infrastructure in the Borough. Members stated that they were looking forward seeing the implementation of the EV charging contract across Hillingdon.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee noted the contents of the report and provided comments to officers as appropriate on the EV Infrastructure proposal.</b></p>
58.	<p><b>SELECT COMMITTEE REVIEW: ATTAINING BEST PRACTICE AND VALUE FOR THE COUNCIL'S HIGHWAYS RESURFACING PROGRAMME - FINDINGS</b> (<i>Agenda Item 8</i>)</p> <p>The Committee discussed the merits of deferring this item to their next meeting due to the absence of some key Members of the Committee who had been present throughout the review, namely Councillors Chapman and Money. The Committee were in agreement that their presence would be useful when formulating ideas for recommendations arising from the review.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee agreed to defer this item to their next meeting.</b></p>
59.	<p><b>CABINET FORWARD PLAN</b> (<i>Agenda Item 9</i>)</p> <p>The Chairman introduced the Cabinet Forward Plan and the Committee discussed whether they would be minded to see any further information on any of the items listed.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee noted the Cabinet Forward Plan.</b></p>
60.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 10</i>)</p> <p>The Chairman introduced the Committee Work Programme and noted that this was the final meeting of the 2022/23 municipal year, and that Membership of the Committee could be subject to change at the Council's annual general meeting in May 2023. The Chairman thanked Members for their contributions throughout the year and encouraged Members to notify the clerk to the Committee if there were any particular topics they would like to have added to the following municipal year's work programme.</p> <p>The Committee discussed their major review into highways resurfacing and noted that Members would reconvene in the new municipal year to finalise their recommendations to Cabinet, then would go on to consider the final draft of their report for submission to a subsequent Cabinet meeting.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee noted</b></p>

	<b>the Committee Work Programme.</b>
	The meeting, which commenced at 7.00 pm, closed at 8.26 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Democratic Services at [democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk). Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

## Minutes

### PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

11 May 2023



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

	<p><b>Committee Members Present:</b> Councillors Keith Burrows (Chairman), Steve Tuckwell (Vice-Chairman), Darran Davies Elizabeth Garelick and Kamal Preet Kaur</p> <p><b>LBH Officers Present:</b> Nikki O'Halloran, Democratic Services Manager</p>
1.	<p><b>APOLOGIES FOR ABSENCE</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence had been received from Councillors Chapman and Money.</p>
2.	<p><b>ELECTION OF CHAIRMAN</b> (<i>Agenda Item 2</i>)</p> <p><b>RESOLVED:</b> That Councillor Burrows be elected as Chairman of the Property, Highways and Transport Select Committee for the 2023/2024 municipal year.</p>
3.	<p><b>ELECTION OF VICE CHAIRMAN</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That Councillor Tuckwell be elected as Vice Chairman of the Property, Highways and Transport Select Committee for the 2023/2024 municipal year.</p>
	<p>The meeting, which commenced at 9.10 pm, closed at 9.20 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Nikki O'Halloran on [democratic@hillingdon.gov.uk](mailto:democratic@hillingdon.gov.uk). Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## SELECT COMMITTEE REVIEW – ATTAINING BEST PRACTICE AND VALUE FOR THE COUNCIL'S HIGHWAYS RESURFACING PROGRAMME

<b>Committee name</b>	Property, Highways & Transport Select Committee
<b>Officer reporting</b>	Steve Clarke – Democratic Services
<b>Papers with report</b>	Appendix A – Areas for potential recommendations Appendix B – Highways Resurfacing Review: Minutes from previous meetings
<b>Ward</b>	All

### HEADLINES

As part of the Committee's review into highways resurfacing, a number of witness sessions and a site visit have been held, with witnesses attending to provide information and answer questions relating to the review.

The aim of the review is to take a broad assessment of existing procedures, new technologies, methods, materials and scheduling possibilities to obtain best value and service for residents.

With witness sessions for the review now completed, the Committee is asked to discuss and provisionally agree potential recommendations to take forward in the final report to Cabinet. To assist Members with this, potential areas for recommendations stemming from the Committee's discussions throughout the review have been included as Appendix A, and the minutes from the Committee's previous review items have been included as Appendix B.

### RECOMMENDATIONS:

**That the Committee comment on and suggest potential recommendations to be included within the final report to Cabinet.**

### Implications on related Council policies

A key role of 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

Select Committees directly engage stakeholders in shaping policy and recommendations to seek improvements to the way the Council provides services to residents.

### Financial Implications

There are no direct financial implications associated with this report.

Classification – Public

Property, Highways and Transport Select Committee – 06 June 2023

## **Legal Implications**

There are no legal implications arising from this report.



## **APPENDIX A - HIGHWAYS RESURFACING REVIEW: ATTAINING BEST PRACTICE AND VALUE FOR THE COUNCIL'S HIGHWAYS RESURFACING ACTIVITIES**

**Below is a list of initial areas for potential recommendations arising from the review based on the Committee's discussions throughout the review.**

- Promote Green Initiatives in hand with the Council's Green Agenda
  - Adopt and promote less energy intensive resurfacing techniques where possible:
    - Expand trials of Warm Mixed Asphalt (lower associated emissions but higher cost as there isn't widespread adoption of the technology yet)
    - Recycling of materials (Aggrebind)
- Support cost effective methods of repaving footways such as the move to tarmac rather than replacing footways 'like for like'. This improves the longevity of the footway, improves safety (when compared to paving slabs), and is roughly 60% cheaper than paving slabs.
- Resident/Ward Councillor Engagement/Communication
  - Where possible, ensure that information regarding planned major resurfacing works are transparent and available to the public/Ward Councillors.
  - Develop a standardised response template for Members Enquiries regarding Highways resurfacing, to include the reasoning behind the scheduling of works and loose timescales, or reasons why a timescale cannot be given.
  - Ensure resident feedback contributes to the process by which the Council assesses the condition of footways and roadways and their priority for repair.
- Endorse the use of new technologies
  - New vehicle purchased for the delivery of reactive maintenance work (CMD 792)
  - New resurfacing techniques
- Improve communication with relevant authorities that manage prominent highways in the Borough (National Highways and Transport for London) regarding any deterioration of their network impacting Hillingdon residents.
- That the Committee encourage the early ordering of works and volume of works discounts offered by the Council's Resurfacing Contractor.

### **Supplementary ideas**

That an article be published in Hillingdon People summarising, in layman's terms, the work that goes into prioritising, scheduling, and carrying out resurfacing works.

That the Highways Safety Inspection Policy & Procedure document should state that the policy was reviewed annually and that the latest review date should be shown.

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## APPENDIX B - HIGHWAYS RESURFACING REVIEW: MINUTES FROM PREVIOUS MEETINGS

20  
September  
2022

### **SELECT COMMITTEE REVIEW: FOOTWAYS RESURFACING - SCOPING REPORT**

The Democratic Services Officer introduced the item noting that the Committee had shortlisted a number of potential review topics at July's Select Committee meeting. Following this, a feasibility exercise was undertaken on the shortlisted topics with one topic being chosen for a full scoping report. The topic chosen was a prospective review into how the Council can obtain best value and practice through its pavements and footways reconstruction and resurfacing programme. A scoping report had been prepared and was included in the agenda papers, the Committee were welcomed to make any amendments and comments they saw fit and to formally begin the review.

The Committee were encouraged by the scoping report and discussed a number of potential lines of enquiry that could assist with the review, these included:

- How the Council could focus on the prevention of damage to footways. It was noted that incidents occurred regularly whereby damage was caused to footways by individuals and businesses.
- How the Council was maximising the economies of scale through procurement of resurfacing services.
- How resident feedback fed into the process by which the Council assesses the condition of footways and their priority for repair.
- What were the minimum thresholds for footways defects to be investigated by the Council.
- How the Council were ensuring that information regarding planned resurfacing works were transparent and available to the public. It was also noted that this would likely only apply to planned works and not emergency works.
- Although the Council were not responsible for the maintenance of a number of prominent highways in the Borough, Members sought to understand what the Council could do to chase up the relevant authorities when these highways deteriorated. Additionally, if the Council was required to perform maintenance on these highways, what process was in place to ensure the funds were recovered from the relevant authority.

The Committee discussed the importance of communication with all stakeholders, including residents, in avoiding disturbances for residents as a result of resurfacing works. Whilst it was noted that communication of the Council's own planned resurfacing programme could be effectively communicated, issues would arise when statutory utility companies were required to undertake emergency works at short notice.

With regard to the scope of the review, Members discussed expanding this to include roadways in addition to footways as the two were so closely related. The Committee agreed that the remit of the review be expanded to include both footways and roadways resurfacing.

The Chairman emphasised that this would be a productive review not just in

	<p>terms of information being made available to the public but in providing positive changes to the way in which the Council approached its resurfacing programme.</p> <p><b>RESOLVED: That the Property, Highways and Transport Select Committee commented on and considered the scoping report to initiate a major review into obtaining best value and practice for the Council’s Highways Resurfacing Programme.</b></p>
<p>18 October 2022</p>	<p><b>HIGHWAYS NETWORK PRIORITISATION AND MAINTENANCE</b></p> <p>Poonam Pathak, the Council's Head of Highways, was present for this item and introduced the report for the Committee giving an overview of how Hillingdon prioritises its selection of Highways that are designated for repair and resurfacing. It was highlighted that Hillingdon regularly commissioned condition surveys of the entire Highways network that the Council was responsible for in the Borough, Members were informed that these surveys adhered to the UKPMS (United Kingdom Pavement Management System). Recent changes in the Council’s procedures meant that prioritisation for works had not only been relying on the condition surveys but included a combination of factors such as engineering implications, bus routes, footfall, road users, proximity to schools, accident claim data and enquiries from the public and Members. Once the data had been combined, each section of Highway in the Borough received a prioritisation score which fed into the scheduling of works under the Highways forward planning programme.</p> <p>Officers went on to inform Members of the innovative Highways repair and resurfacing techniques that the Council was currently trialling, this included Warm Mix Asphalt (WMA) which offered a low emissions approach by manufacturing and laying asphalt at lower temperatures, without compromising performance. It was noted that this technique had been trialled in both the north and south of the Borough and was soon to be trialled along Brickwall Lane in Ruislip. By way of clarification, officers highlighted the difference in the natural structure underneath the roads in the north and south of the Borough; where the south of the Borough had strong and solid sub soil, the north side of Hillingdon had a softer London clay base. This structural issue had recently manifested itself when works were being carried out on Northwood Way in Northwood, where the road had collapsed due to the soft sub soil level. This was highlighted as the reason why structural works more commonly took place north of the A40.</p> <p>It was noted that the Council was soon to be trialling a new recycled sub-base material, known as ‘Aggrebind’ which would reduce the import of quarried aggregate by primarily utilising excavated soil. The Committee commented that the use of innovative and less carbon intensive resurfacing methods would be an incredibly important step with regard to the Council’s green agenda.</p> <p>Members sought clarification on the frequency and procedure of the Highways conditions surveys. It was confirmed that the condition surveys were carried out on the Council’s entire Highways network every two years by an independent contractor; the survey project was time consuming and lasted for approximately one year, following this there was a further project to assess the survey data which lasted for a further year; the process then repeated. It was also noted that there was a separate in-house process for carrying out Highways inspections. Members also noted that the prioritisation score and data given to each stretch</p>

	<p>of highway required specialist knowledge to interpret.</p> <p>The Committee asked as to how Members' Enquiries from elected councillors and petitions received from members of the public fed into the prioritisation of repair and resurfacing works. Members were informed that in recent years, information received from ward councillors and members of the public had been given more weight in putting together the work programme; it was also noted that only a small number of petitions had been received requesting resurfacing works in recent years. If a petition were to be received, then it would prompt further condition analysis of the stretch of highway it pertained to.</p> <p>Members highlighted the importance of facilitating communication between the Council and residents regarding any scheduled works in their area. Whilst it was understood that emergency works were often necessary, particularly from utility companies, and these short notice works would allow minimal ability to inform residents; the Committee suggested that it would be useful if a summary, in layman's terms, of the work that goes into prioritising, scheduling and carrying out resurfacing works, could be put into an article in the Hillingdon People magazine.</p> <p>The Committee sought clarification on what inspection work was done following any highways repair or resurfacing to ensure the work was carried out to an appropriate standard. It was noted that, with limited resources, the Council was unable to inspect 100% of the work carried out by contractors, however, randomised checks were carried out regularly.</p> <p>The Committee thanked officers for their report and praised the standard of the resurfacing works carried out in the Borough.</p> <p><b>RESOLVED: That the Property, Highways &amp; Transport Select Committee noted the content of the report and provided feedback to officers as appropriate.</b></p>
<p>18 October 2022</p>	<p><b>SELECT COMMITTEE REVIEW: OBTAINING BEST VALUE AND PRACTICE FOR THE COUNCIL'S HIGHWAYS RESURFACING PROGRAMME</b></p> <p>The Chairman introduced the item as the first witness session of the Committee's review into the Council's highways resurfacing procedures. It was noted that a research report had been prepared by officers as a starting point for the review and to assist the Committee's discourse. A brief overview of the report was delivered highlighting Hillingdon's Highway network, the Council's maintenance procedures and the highways safety inspection procedures. Poonam Pathak, the Council's Head of Highways and a key officer in the implementation and strategic development of the Council's Highways maintenance programme, was present as a witness for the review.</p> <p>Members initially sought to understand, with regard to footways resurfacing, the criteria which dictated why different materials and resurfacing types were used on different footways in the Borough. It was noted that, previously, the Council had 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 method of repaving footways using tarmac regardless of</p>

the original type of surfacing on the footway. The Committee were informed that resurfacing with paving slabs was approximately 60% more expensive than tarmac resurfacing. Further to this it was noted that the life cycle of paving slabs was often inferior to tarmac as slabs tended to break where vehicles had mounted the pavement. Although it was noted that a 'like for like' method was preferred by residents, the priority for the Council had to be the safety of the footways and by adopting a more cost effective approach, the Council could maintain the safety of a higher quantity of footways to an appropriate safety standard. There were occasions where further analysis and discussion needed to take place before agreeing the appropriate resurfacing techniques, this was most commonly within conservation areas where conservation officers were consulted with.

The Committee were informed that roughly half of the highways maintenance works were carried out in-house, with the other half carried out by external contractors. It was noted that the in-house work mostly consisted of the highways repairs and patchwork, making regular use of the Council's two Rhino-Patch machines, where the external contractors would be used for more extensive resurfacing and more intensive repair works. The Committee were informed that the Council's resurfacing contract was reviewed every five years and would be up for review in 2023, the procurement process for which would be starting in the coming months.

Members sought clarification with regard to any potential works that may be undertaken by the Council on some of the major highways in the Borough where maintenance of which did not fall under the Council's responsibilities. It was noted that Borough Principal Roads, including the Uxbridge Road and Hillingdon Hill, traditionally were funded for resurfacing by Transport for London (TfL); however, due to the financial issues experienced by TfL in the wake of the Covid-19 pandemic, the funding for this resurfacing work had stopped leading to rapid deterioration of these high traffic flow routes, used constantly as primary bus routes by TfL. Members noted that, as TfL emerges from the financial issues brought on by the pandemic, it was hoped that TfL funding would recommence, the Council continued to bid for TfL funding for these roads.

The Committee heard how Highways Authorities outside of London would traditionally apply for funding from central government, the equivalent funding for London Boroughs would come through TfL. The financial pressures seen by TfL in recent years had led to more budget pressures which was having a real impact on the quantity of work that could be carried out by the Council's Highways team. Members heard how all London Boroughs were lobbying central government for alternative funding streams through the 'State of the City' report, Hillingdon contributed its condition survey data to the report.

Members noted the relatively poor condition of some major arterial routes in the Borough, notably the Bath Road, and queried what could be done to communicate to the authorities responsible for the maintenance of those roads that they are in need of repair. It was highlighted that requests had been made for TfL to address the deterioration of the Bath Road although it was noted that TfL would have their own prioritisation criteria and the Council did not have any powers to force repair works from TfL, any defect reports were communicated with TfL however, unfortunately the Council was unable to spend its own Highways budget on the TfL road network. Should an accident claim be made

	<p>due to the defective nature of the footway or roadway, TfL would be the responsible authority.</p> <p>Members noted that the Highways Safety Inspection Policy &amp; Procedure document, provided with the agenda papers, showed that the last revision had taken place in February 2020; Members queried whether the document should be reviewed on a more regular basis. Officers confirmed that the policy was reviewed annually, however, reviews were only noted on the policy document when revisions were made as a result of the review. The Committee felt that the policy should state when the last review took place, regardless of whether any changes were made as a result; this would show anyone inspecting the policy that the document was regularly reviewed. Officers confirmed that this could be achieved fairly easily as there was an internal log of each annual review of the policy.</p> <p>Following on from a point made on the previous item regarding innovative resurfacing technologies such as Warm Mix Asphalt (WMA), it was stated that, despite the environmental positives brought by the use of WMA, it was currently more expensive than traditional asphalt as it was only made in small batches due to a smaller demand; it was expected that in the future, as more Boroughs and clients request the use of WMA, the cost would come down through the economies of scale. The Committee were supportive of the use of WMA and placed an importance on exploring less energy intensive methods of resurfacing.</p> <p>The Committee thanked the Head of Highways for attending the meeting as a witness for the review and helping the Committee set the groundwork for their highways resurfacing review.</p> <p><b>RESOLVED: That the Property, Highways &amp; Transport Select Committee noted the contents of the report and used the first witness session of the review to enquire as to the Council’s existing approach to footways and carriageways resurfacing.</b></p>
<p>11 January 2023</p>	<p><b>SELECT COMMITTEE REVIEW – ATTAINING BEST PRACTICE AND VALUE FOR THE COUNCIL’S HIGHWAYS RESURFACING PROGRAMME</b></p> <p>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 &amp; 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.</p> <p>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</p>

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 aggregate binder 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 aggregate binder 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.**

## 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>

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#### 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 – 06 June 2023

# Upcoming Decisions

Further details

Ref

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

## Cabinet meeting - Thursday 22 June 2023 (report deadline 5 June)

134	<b>Cowley House, Uxbridge</b>	Cabinet will consider the decant and disposal of Cowley House, 181 Cowley High Road Uxbridge UB8 2AJ. Cowley House is a general needs housing block and a listed building. It currently is not viable to bring the property up to the new Landlord Compliance standards.	Uxbridge		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Eddie Lavery - Residents' Services	Property, Highways & Transport	P - Julie Markwell		NEW ITEM	Private (3)
135	<b>Warren Farm, Harefield</b>	Cabinet will consider the disposal and sale of the Farm, owned by the Council, for continued agricultural use.	Northwood		Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Eddie Lavery - Residents' Services	Property, Highways & Transport	P - Julia Thompson		NEW ITEM	Private (3)
128	<b>Middlesex Suite, Civic Centre, Uxbridge - remedial and roof works</b>	Cabinet will receive a report to progress a contractor for replacement roof and associated fabric remedial works to the Middlesex Suite, to ensure the external structure of the building is in a fit condition for any future use.	Uxbridge		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Gary Penticost			Private (3)
127	<b>Relocation of Motor Mechanics Workshop</b>	Cabinet will consider the appointment of the contractor and funding for the proposed new Motor Vehicle Workshop at Blackhorse Yard, in Uxbridge for educational purposes. The workshop will be relocated from the former Hillingdon Tuition Centre site at Providence Road, Yiewsley.	Uxbridge / Yiewsley		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Carmel Hynes			Private (3)
128	<b>Civic Centre Transformation Project - Appointment of Contractor</b>	Cabinet will consider the appointment of the fit out contractor for the Civic Centre transformation project. This project is part of the Council's commitment to becoming carbon neutral by 2030, reducing running costs and to make better use of vacant space and attracting new investment and footfall to the Civic Centre site.	Uxbridge		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Jenny Evans			Private (3)

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Ref **Upcoming Decisions**

**Further details**

Ward(s)

				Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
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)
117	<b>The Servicing, Repairs and Maintenance of Gas Fired Heating Installations in Domestic Properties</b>	Cabinet will consider the award of a contract to a suitably qualified and experienced contractor for the servicing, repairs and maintenance of domestic gas fired boiler Installation and associated systems in tenanted residential properties within the London Borough of Hillingdon. The contract period will be for 3 years with options to extend for a further 2 years.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Gary Penticost / Michael Breen			Private (3)
122	<b>Electric Vehicle Strategy &amp; Provision of Electric Vehicle Charge Point (EVCP) infrastructure including feasibility, design, installation, maintenance and operation</b>	Cabinet will consider approval of the Borough's first Electric Vehicle Strategy following consideration by the Property, Highways and Transport Select Committee. Furthermore, following a procurement exercise, Cabinet will consider the appointment of an EVCP supplier for the upgrade, replacement or removal of legacy EVCP's and the introduction of new charging points on adopted highways or other Council owned property within the Borough. This will provide an accessible charging point infrastructure for residents and visitors to Hillingdon. The proposed contract will encompass feasibility works, design, installation, maintenance and operation of the charging points.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Poonam Pathak / Allison Mayo	Property, Highways and Transport Select Committee		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 matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	C - 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)
<b>Cabinet Member Decisions expected - June 2023</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		C - Democratic Services	Various		Public

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Upcoming Decisions Further details

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

**Cabinet meeting - Thursday 27 July 2023 (report deadline 10 July)**

132	<b>Managed Service for the Supply &amp; Distribution of Materials for the In-House Repairs Team</b>	Hillingdon's In House Repairs Team is seeking a Merchant to provide a material supply solution that will be tailored to maintain the efficient delivery of maintenance tasks to housing stock across the Borough. Cabinet will consider the appointment of a contractor for a 3 year period, with options to extend for a further 2 years.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P/R - Liam Bentley / Michael Breen			Private (3)
130	<b>Contract for new residential project, West Drayton</b>	Cabinet will consider a tender for the building of a new detached four bedroom house at Rowan Road in West Drayton which has planning consent.	West Drayton		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Michael Naughton / Pardeep Gehdu / Neil Dowsing			Private (3)
126	<b>Passenger Lift Maintenance, Service and Repairs Contract</b>	Following a competitive tender exercise, Cabinet will consider a contract for Passenger Lift Maintenance, Service and Repairs in the Borough.	Various		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - John Philips			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	C - 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 Member Decisions expected - July 2023**

131a	<b>Hillingdon Water Sports Facility and Activity Centre - Pre Contract Service Agreement</b>	Cabinet in June 2022 agreed to progress this project and provided for delegated decision-making going forward for efficient project delivery. Therefore, Cabinet Members will receive a report regarding the appointment of a contractor for a Pre Contract Service Agreement and enabling works for the new Hillingdon Water Sports Facility and Activity Centre at Broadwater Lake, Harefield. This will include dredging works of the lake during September in close consultation with Natural England.	Harefield Village / Ickenham & South Harefield		Cllr Ian Edwards - Leader of the Council / Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance	Property, Highways & Transport	P - Michael Naughton / Richard Weston			Private (3)
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# Upcoming Decisions

## Further details

Ref

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services						
	All		C - Democratic Services	Various		Public

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
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Ref **Upcoming Decisions** Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

**AUGUST 2023 - NO CABINET MEETING**

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	C - Democratic Services	Various		Public
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**Cabinet meeting - Thursday 14 September 2023 (report deadline 25 August)**

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	C - Democratic Services			Public
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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)
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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	C - Democratic Services	TBC		Public
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**Cabinet Member Decisions expected - September 2023**

131b	<b>Hillingdon Water Sports Facility and Activity Centre - Main Works Contract</b>	Cabinet in June 2022 agreed to progress this project and provided for delegated decision-making going forward for efficient project delivery. As part of this, Cabinet Members will consider the appointment of the main works contractor for the detailed design and construction of the new Hillingdon Water Sports Facility and Activity Centre at Broadwater Lake, Harefield.	Harefield Village / Ickenham & South Harefield		Cllr Ian Edwards - Leader of the Council / Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance	Property, Highways & Transport	P - Michael Naughton / Richard Weston			Private (3)
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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	C - Democratic Services	Various		Public
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Upcoming  
Decisions Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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**Cabinet meeting - Thursday 12 October 2023 (report deadline 25 September)**

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	C - Democratic Services			Public

**Cabinet Member Decisions expected - October 2023**

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	C - Democratic Services	Various		Public
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**Cabinet meeting - Thursday 9 November 2023 (report deadline 23 October)**

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	C - 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	C - Democratic Services	TBC		Public

Ref **Upcoming Decisions** Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

**Cabinet Member Decisions expected - November 2023**

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	C - Democratic Services	Various		Public
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**Cabinet meeting - Thursday 14 December 2023 (report deadline 27 November)**

109	<b>Transport for London Local Implementation Plan - Annual Spending Submission</b>	Cabinet will consider the Council's submission to Transport for London for funding on local transport infrastructure projects.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Alan Tilly / Sophie Wilmot			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	C - 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 - TBC			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	C - Democratic Services	TBC		Public

**Cabinet Member Decisions expected - December 2023**

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	C - Democratic Services	Various		Public
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**Cabinet meeting - Thursday 11 January 2024 (report deadline 11 December 2023)**

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	C - Democratic Services			Public

# Upcoming Decisions

Ref

Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services						
	All	TBC	C - Democratic Services	TBC		Public

SI

Reports from Select Committees

Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.

All

All

TBC

C - Democratic Services

TBC

Public

Ref **Upcoming Decisions** Further details

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

**Cabinet Member Decisions expected - January 2024**

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	C - Democratic Services	Various		Public
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**Cabinet meeting - Thursday 15 February 2024 (report deadline 29 January)**

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
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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)
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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
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**Cabinet Member Decisions expected - February 2024**

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
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Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	<b>NEW ITEM</b>	Public or Private (with reason)
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SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

**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	C - 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)

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Ref **Upcoming Decisions** Further details

Ward(s)

				Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			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		All	TBC	various			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 response.	TBC		All	TBC	various			Public

SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

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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 2023/24 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>2023/24 Municipal Year Meetings</b>	<b>Room</b>
06 June 2023, 7pm	CR5
11 July 2023, 7pm	CR5
20 September 2023, 7pm	CR5
18 October 2023, 7pm	CR5
14 November 2023, 7pm	CR5
10 January 2024, 7pm	CR5
08 February 2024, 7pm	CR5
06 March 2024, 7pm	CR5
09 April 2024, 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.

### **BACKGROUND PAPERS**

NIL.

# MULTI-YEAR WORK PROGRAMME 2022 - 2026

2023/24

Property, Highways & Transport Select Committee	May No meeting	June 6	July 11	August No meeting	September 20	October 18	November 14	December No meeting	January 10	February 8	March 6	April 9	May No meeting
<b>Major Review</b> Topic selection / scoping stage Witness / evidence / consultation stage Findings, conclusions and recommendations Final review report agreement Target Cabinet reporting					Selection	Scoping	Witness/Evidence		Witness/Evidence	Witness/Evidence	Findings	Draft Report	
<b>Regular service &amp; performance monitoring</b> Mid-year budget / budget planning report Quarterly Performance Monitoring (TBC) Cabinet's Budget Proposals For Next Financial Year Annual Electric Vehicle Infrastructure Report Cabinet Forward Plan Monthly Monitoring					X				X			X	
		X	X		X	X	X		X	X	X	X	
<b>One-off information items</b> Hayes Estate Regeneration Update Yiewsley and West Drayton Leisure Centre - Project Progress Heritage Asset Maintenance Fleet Information Report (Inc. electrification of LBH fleet) Civic Centre Works - Project Update Building Safety Strategy - Monitoring Report		X	X		X	X	X				X		
<b>Past review delivery</b> Highways Resurfacing (Date TBC)												X	
<b>Site Visits</b> Highways Resurfacing - New Reactive Maintenance Machine (Date TBC) Civic Centre - Capital Programme Project (Date TBC)						X	X						

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