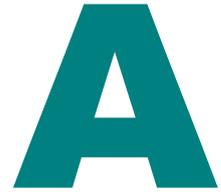




HILLINGDON  
LONDON



# Property, Highways and Transport Select Committee

## Councillors on the Committee

Councillor Keith Burrows (Chair)  
Councillor Steve Tuckwell MP (Vice-Chair)  
Councillor Alan Chapman  
Councillor Darran Davies  
Councillor Elizabeth Garelick  
Councillor Kamal Preet Kaur  
Councillor Peter Money BSc (Hons) MSc  
(Res) PhD (Opposition Lead)

**Date:** THURSDAY 8 FEBRUARY  
2024

**Time:** 7.00 PM

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

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

You can view the agenda  
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and scan the code below:

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property name.**

**Published:** Wednesday 31 January 2024

**Contact:** Anisha Teji

**Tel:** 01895 277655

**Email:** [ateji@hillingdon.gov.uk](mailto:ateji@hillingdon.gov.uk)

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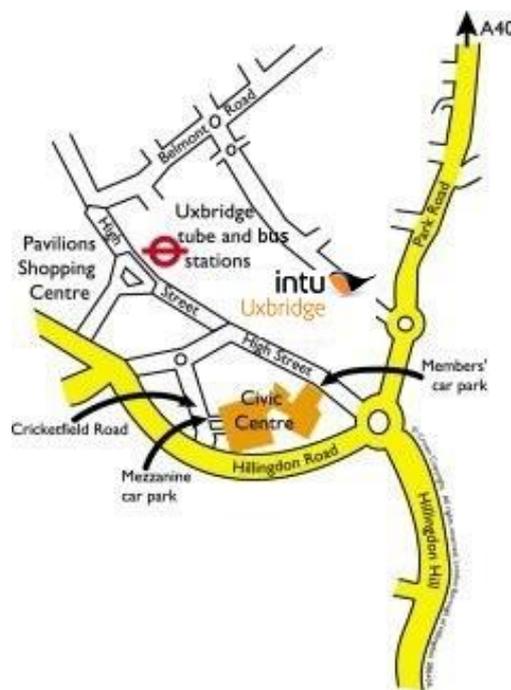
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In the event of a SECURITY INCIDENT, follow instructions issued via the tannoy, a Fire Marshal or a Security Officer. Those unable to evacuate using the stairs, should make their way to the signed refuge locations.



## 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 Civic Centre Works - Project Update 7 - 12
- 6 Cranford Park Heritage Asset Project 13 - 16
- 7 Select Committee Review: The Council's Road Safety Initiatives and Activities Around The Borough's Schools 17 - 24
- 8 Cabinet Forward Plan 25 - 34
- 9 Work Programme 35 - 38

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# Agenda Item 3

## Minutes

### PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

10 January 2024



Meeting held at Committee Room 5 - Civic Centre

	<p><b>Committee Members Present:</b> Councillors Keith Burrows (Chair), Alan Chapman, Darran Davies, Alan Chapman (in place of Steve Tuckwell), Elizabeth Garelick, Kamal Preet Kaur, Peter Money (Opposition Lead) and Henry Higgins</p> <p><b>Also Present:</b> Rakesh Kumar, Local Resident Jaskamal Sidhu, Guru Nanak Sikh Academy head teacher Marina Batros, Teacher at Guru Nanak Sikh Academy X5 Youth Travel Ambassadors</p> <p><b>LBH Officers Present:</b> Andy Goodwin, Head of Strategic Finance Ceri Lamoureux, Head of Finance, Place Anisha Teji, Senior Democratic Services Officer</p>
45.	<p><b>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS</b> (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Steve Tuckwell with Councillor Henry Higgins substituting.</p>
46.	<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>
47.	<p><b>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING</b> (<i>Agenda Item 3</i>)</p> <p><b>RESOLVED:</b> That the minutes from the meeting on 14 November 2023 be agreed.</p>
48.	<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 would be heard in Part I.</p>
49.	<p><b>SELECT COMMITTEE REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS - WITNESS SESSION 3</b> (<i>Agenda Item 5</i>)</p>

The Committee considered its third and final witness session on its review into the Council's Road Safety Initiatives and Activities Around the Borough's Schools.

### **Witness testimony from local resident**

Mr Rakesh Kumar, a local resident who lived in close vicinity of a school, addressed the Committee. The Committee was informed that on Wood End Green Road there were several education establishments all near each other.

Concerns were expressed about the traffic and safety issues caused by school-related activities in the area. It was noted that the proposed development at the school would cause even further issues with traffic congestion and road safety. Issues highlighted included chaotic road conditions during drop-off and pick-up times, lack of bus stops, disregard for parking rules, and the need for better traffic management and safety measures. The school days started early from 7.30am and activities went on until 6pm where local residents were impacted by school related parking violations and traffic. There was often anti-social behaviour including beeping, swearing and near miss fatal accidents with children crossing roads. The traffic on the road was described as 'horrendous' with 'wild west' driving tactics.

Solutions such as improved infrastructure, increased awareness through multilingual communication, and the possibility of bringing certain services like CCTV monitoring in-house to enhance community involvement. It was also suggested that students become involved in addressing parent behaviour and parking enforcement was undertaken more regularly. There was an overall concern for the safety and well-being of children, residents and the community.

During Member discussions it was noted that there were similar school and road safety issues across the borough. Schools, parents and the Council all had a responsibility to put measures in place to uphold road safety particularly near schools.

The Committee thanked the witness for attending and their frank account.

### **Witness testimony from a teacher and representatives from Youth Travel Ambassadors (YTA), Guru Nanak Sikh Academy**

The Committee heard from Ms Marina Botros, a teacher at Guru Nanak Sikh Academy and a number of Youth Travel Ambassadors who all provided an insight into the different activities undertaken to increase road safety and suggestions for improvements.

It was noted that there had already been a lot of work undertaken between the school, Transport for London and the Council to encourage sustainable methods of school drop offs and pick ups.

Members heard about the YTA's experience with zebra crossings, cycle lanes and walking groups. It was noted that there were issues with the right turn junction on Springfield Road and concerns were raised regarding abandoned vehicles in the area which were sometimes left for months.

It was suggested that staggered drop offs and pick ups, better signage and working with local businesses to manage traffic congestion in the area could improve the situation. The Committee was informed that the YTA hosted competitions to encourage students to ride and walk to school.

In terms of how parents were being engaged with, it was reported that coffee mornings took place, correspondence from the school was sent out and students often relayed the message to be more mindful of the safety issues caused around drop offs and pick ups.

The YTA were encouraged to speak to local businesses in the area to highlight the issues and discuss proposed solutions to manage the issues.

The Committee welcomed initiatives such as the walking group with older students encouraging younger students to walk to school and alleviate any parental safety concerns.

It was acknowledged that Guru Nanak Sikh Academy was located in an usual location with many industrial sites nearby and commercial businesses.

The Committee noted the YTA's passion for road safety. Members were pleased to hear from YTA and thanked them for the useful and positive contribution to the review.

#### **Witness testimony from Mr Sidhu, headteacher at Guru Nanak Sikh Academy**

The Committee heard about the school's alternative car park at Minnet Although Minnet country car park was available for car parking on a daily basis. Although the use of this car park helped during rush hour times, many parents were often in a rush so did not always use the car park. Staff members usually directed parents to areas of safe parking and ensured the flow movement of traffic. There were some safety issues with using the Minnet country car park however the introduction of lighting and CCTV could improve the situation. .

A new initiative had been introduced encouraging parents to use the Lombardy car park, a 10-minute walk from the school. Students were encouraged to walk to school as much as possible particularly as many children lived nearby. This initiative had been welcomed by parents.

In response to questions about the use of the Lombardy car park, it was noted that parents and children usually travelled underbridge to attend the school and there were some safety issues. There was a good relationship with the Safer Neighbourhoods Police Team but it was noted that it would be difficult to deploy someone on a daily basis. It acknowledged that this area needed to be looked into particularly in relation to lighting. In terms of managing parent behaviours such parking on pavements and blocking driveways, correspondence was sent from the school through a regular newsletter and road safety was always an agenda item for the school's Health and Safety Committee. It was noted that some schools had used a "name and shame" policy for parents violating rules and it had worked to prevent road safety issues.

It was agreed that educating children about road safety was a good way to hold parents accountable.

There was an issue with abandoned lorries and enforcement help was requested.

The Committee thanked all the witnesses for their attendance and useful input into the review. The Committee was pleased to hear from a diverse range of witnesses. It was clear to the Committee that discussions emphasised the importance of collaboration between the school, local authorities, and parents to address safety concerns and traffic issues around school areas.

**RESOLVED: That the Committee noted the evidence received.**

50. **CABINET'S BUDGET PROPOSALS FOR NEXT FINANCIAL YEAR** (*Agenda Item 6*)

The Head of Strategic Finance and Head of Finance for Place introduced the report detailing the draft revenue budget and capital programme for the services within the remit the Committee.

Key points from the report were highlighted, including details of the financial pressures generated by the ongoing inflation, growing demand for services and a lack of certainty over Government funding beyond 2024/25, with the budget taking a prudent approach to support financial resilience over the medium term.. It was reported that the balanced budget was set to be achieved through a combination of efficiency savings and increases in Council Tax and Fees and Charges.

Budget proposals for 2024/5 had been prepared in the context of a wider strategy addressing the five-year MTFF period. The latest monitoring position for the 2023/24 financial year reported a net underspend of £2k which would leave uncommitted General Balances at £26,848k entering the 2024/25 financial year.

The Committee noted that Cabinet would consider the budget proposals on 15 February 2024 and the report would include comments from Select Committees. Members were informed that Council would meet to agree the 2024/25 budgets and Council tax levels on 22 February 2024.

The Committee considered that this was a sound balanced budget in comparison to other local authorities and the Council was still delivering services for residents.

In response to clarification about zero based reviews, it was explained that this was the process involved with building from the ground up analysing factors such as service requirements, service objectives, contract outsourcing, costs and levels of demand. This was a good way to ensure an accurate budget.

Members discussed the further £117k savings to be delivered from reviewing staffing vacancies. It was noted that this was not intended to include a reduction in staff but a review of budgets, analysis on vacancies and recruitment generally.

	<p><b>RESOLVED: That the Committee:</b></p> <ol style="list-style-type: none"> <li>1. noted the budget projections contained in the report.</li> <li>2. delegate to the Democratic Services Office in conjunction with the Chairman (and in consultation with the Opposition Lead) to agree comments to be submitted to Cabinet.</li> <li>3.</li> </ol>
51.	<p><b>CABINET FORWARD PLAN</b> (<i>Agenda Item 7</i>)</p> <p><b>RESOLVED: That the Committee noted the Forward Plan.</b></p>
52.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 8</i>)</p> <p>It was agreed that Democratic Services would liaise with officers to identify what information was available in respect of the West Drayton leisure centre. The Chair would be provided with an update.</p> <p><b>RESOLVED: That the updates and work programme be noted.</b></p>
	<p>The meeting, which commenced at 7.00 pm, closed at 8.25 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Anisha Teji on 01895 277655 or [ateji@hillingdon.gov.uk](mailto:ateji@hillingdon.gov.uk). Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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## Civic Centre Works - Project Update

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Michael Naughton
<b>Papers with report</b>	None
<b>Ward</b>	All

### HEADLINES

Civic Centre Works Update regarding completed work, current work, proposed works and issues / decisions that need to be confirmed to take the project forward.

### RECOMMENDATIONS

**That the Committee note the contents of the report.**

### SUPPORTING INFORMATION

#### ENABLING WORKS

##### Civic Centre

2 East and 1 North quadrants – The stripping out of asbestos and ceilings have been completed and the areas handed over to Capital Programme Works Service.

Various complicated office moves in 2 South, 4 East and 3 North have been completed to facilitate the asbestos removal and ceiling strip out of each quadrant, in readiness for handing over to the Capital Programme Works Service for subsequent fitting-out. All were completed on schedule by the Facilities team.

##### Middlesex Suite

The external scaffolding and temporary roof have now been erected. The roof repair and recovering contract has commenced and the replacement Crittall windows are due to be installed. The roof structure is to be reinforced for installation of the air source heat pumps and replacement PV panels.

The new replica Crittall windows are on order following receipt of Listed Building Consent  
The asbestos removal within the CAB Office and ex-Apetito kitchens commenced in November 2023.

#### DE-CARBONISATION

The installation of heat pumps, installation of heating system controls, installation of PV Panels,

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building fabric insulation, loft insulation, secondary glazing and lighting is ongoing. These works funded by Salix (Government Grant) must be claimed by 31/03/2024.

The first 10 heat pumps (by Therma Nova) manufactured in Denmark were delivered on 9<sup>th</sup> January 2024; 14 more are to be delivered on 19<sup>th</sup> February 2024 and the final delivery 11<sup>th</sup> March 2024 at Civic Centre. All works for Decarbonisation should complete by October 2024. Basement car park and LED lighting improvements are also being progressed.

## INTERNAL FIT-OUT TO CIVIC OFFICES AND MIDDLESEX SUITE

Construction Programme currently runs from October 2023 to July 2024. The appointed contractor Greyline commenced in October, with capital release approved for works to 2 East, 1 North, Middlesex Suite and Corporate Reception. Due to a new location for the Housing Needs Reception and other factors, an updated contract programme is being sequenced.

### Civic Centre

- 2 East Office Areas – Structural works to create the new spaces and meeting rooms are complete and there is continued design of mechanical and electrical, fire, and data requirements.
- 1 North – The new staff breakout area has been stripped out, and new water, drainage and electrical works are progressing for the fit-out of the kitchen and vending machines.
- 1 North – The CCTV room now has 60-minute fire and acoustic rated walls installed to provide a safe and secure environment for the Borough's CCTV command centre. Ceilings are being replaced, to be followed by installation of blue lighting to reduce glare.
- 1 North - Housing Reception – This area will now be co-locating with CAB Office on Level 1 of the Middlesex Suite.

Further quadrants of the Civic Centre are being prepared for decanting and asbestos strip out. A Capital Release paper is ready for approval to enable the Main Contractor to commence fit-out in these next quadrants. This will be subject to external clients reviewing the Civic Centre for rental opportunities.

### Middlesex Suite & Main Reception

Internal stripping out of Middlesex Suite is continuing. Internal ceilings and partitions have been removed to enable detailed designs to be progressed. Works to the Main Reception are to be closely coordinated with current end-users and to ensure continuity of the public-facing areas. CAB Office – An online service is now in place, complemented with a face-to-face service in the Civic Centre main reception. The proposal for Housing Needs Reception and a smaller CAB office in Level 1 of the Middlesex Suite has been agreed in principle. A Capital Release report has been drafted to appoint consultants to progress these designs and tender documents for this work.

Our appointed architects developed a 'fly through' graphic for the proposed office layout and break out area, which has been shared with CMT/SDB and added to the intranet page. Chairs, pods, blinds, and desk backboards are now being sourced for the new spaces.

## LEASING

A full list of current tenants at The Civic Centre and income generated has been captured. We have identified an external client as potential new tenants within Civic Centre during 2024. Coffee contractor to be identified as part of the proposals for the main reception.

## DISPOSAL OF THE CIVIC SITES

Initial feasibility work has been undertaken to understand the potential for the 3 adjacent sites to provide a land receipt to contribute to the cost of the works to the Civic Centre and provide affordable housing. Based on advice to date, the Council is being asked to consider whether the disposal should be delayed until developer appetite returns.

It may also be best to consider what impact the emerging Uxbridge Town Centre Master plan might have on any proposals, when it is published.

## LIBRARY

The proposed relocation of Uxbridge Library from the High Street to the Civic Centre is subject to future consideration by Cabinet in due course and follows a public engagement exercise.

## NEXT STEPS

- The project team are updating CMT/SDB on the NHS leasing part of the building.
- The project team are working with designers and suppliers in relation to furniture for 2 East & 1 North, before submitting to cabinet. A lead in period of 4-to-6-week is required for delivery by mid-March 2024.
- February 2024 - Library proposals are expected to be considered by Cabinet.
- March 2024 - Vending machines are to be moved to new break out area on 1 North.
- Plant requirements for Civic Centre discussions have commenced. Supplier (Leaflike)
- Estates team is leading on options / proposals for a new coffee contractor in the main reception.
- New desk chairs to be identified moved around each quadrant for staff to test and try out.
- ICT proposals for each quadrant to be agreed.
- Furniture and costings for remaining quadrants to be agreed.
- Internal signage proposals in terms of fonts, colour for each quadrant and breakout area have commenced.

## PERFORMANCE DATA

### FINANCE

<b>CAPITAL RELEASES</b>	<b>EXPENDITURE &amp; REMAINING BUDGET</b>
Overall Capital Budget Programme 2023/24	<b>£13,403,000</b>
Capital Releases to date (numbers 1 to 8) Phases 1 and 2 of Civic Centre, Civic Centre Lift Replacements & Middlesex Suite Works.	(£5,080,000)
Capital release pending (Number 9) Phase 3 of the works for the remaining 7 quadrants	(£4,986,000)
Break out area furniture / quadrant furniture / ICT equipment	(£600,000)
Carbon Reduction - Installation of Community LED intelligent 24v communal emergency lighting system in Mezzanine Car Park	(£195,000)
Middlesex Suite Lift	(£192,000)
Level 1 Middlesex Suite	(£437,000)
<b>TOTAL EXPENDITURE</b>	<b>(£11,490,000)</b>
<b>REMAINING BUDGET 2023/24</b>	<b>£1,193,000</b>
Budget 2024/25	£5,000,000
Budget 2025/26	£500,000
Budget 2026/27	£500,000
Budget 2027/28	£500,000

### PROCUREMENT

Advice and approval was sought from Procurement and agreed frameworks have been used within the project where required.

### GOVERNANCE

- Weekly meetings with project leads.
- Monthly meetings with whole project team and sponsor.
- Regular updates to CMT / SDB.
- MTFF Savings tracked, and progress reported monthly.
- Cabinet Member briefings as and when required.

### RESIDENT BENEFIT

The aim of the project is to reconfigure and refurbish the existing listed building, bringing more

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council functions into one location by creating a new multi-purpose hub in the heart of Uxbridge, and reduce running costs and carbon emissions.

## **FINANCIAL IMPLICATIONS**

In June 2023 Cabinet approved the overall programme expenditure and delegated further approvals via capital releases to be agreed at the appropriate delegated authority level.

## **BACKGROUND PAPERS**

NIL

## **APPENDICES**

NIL

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## RESTORATION PROJECT AT CRANFORD PARK: AN UPDATE

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Michael Naughton, Place Directorate
<b>Papers with report</b>	None
<b>Ward</b>	N/A

### HEADLINES

This Report provides an update on the Restoration Project at Cranford Park.

### RECOMMENDATIONS

That the Committee note the contents of the report.

### SUPPORTING INFORMATION

#### 1. Introduction

This project consists of the restoration of the historic buildings, structures and landscapes of Cranford Park, the building of a new café. the provision of additional visitor facilities including a playground and interpretation, the introduction of volunteering and events programmes managed by on-site staff and the upgrading of the park for educational, recreational and community purposes.

It has been largely externally funded, the largest funder being the National Heritage Lottery Fund/National Communities Lottery Fund. The first round Bid to the Lottery was successful in December 2017 and the second, very detailed, Bid in July 2020. Construction works took place on site from April 2022 to July 2023. The project budget, for capital works and activity plan, was £4,492,906.00.

#### 2. Update on the New Build and Restoration Works

Practical completion took place on 24th July 2023. By this time the repairs had been carried out to the cellars and stables, each with heating, lighting and security systems, the new café and associated hard landscaping had been completed, the Information Centre upgraded, the playground built, the car park extended, the driveway put in, the courtyard upgraded, the passing place near the entrance constructed, the cable bridge put in place over the River Crane and St. Dunstan's Subway upgraded. Over recent months, minor snagging has taken place.

However it was considered that the Cellars were too damp to instal the main staircase and three

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Classification: Part 1 - Public

Property, Highways and Transport Select Committee – Thursday 8 February 2024

fire doors, which are all largely of timber. Investigation works are underway into improving waterproofing and dealing with condensation problems.

### 3. Update on Interpretation

The entrance signs have been installed, the new notice boards are in place and the new maps and interpretation have replaced the previous ones, which were by now very out of date.

The projector has been installed in the cellar, and this now shows a 10 minute film about the history of Cranford Park and Cranford House. A motion activated audio play of an old groom talking to a stable lad (set in 1828), has been installed in the stables, together with horse harness, hay and a dressing up box for visiting school children.

The ten posts for the audio trail have been installed around the park and the app (audio and visual) is ready to download.

Some minor signage is still outstanding, as are the plaques acknowledging the funders. This will be completed shortly.

### 4. Update on Electricity Installation

The park requires a 500 kva electrical transformer to provide enough power for the café kitchen, electric charging points and the other energy requirements of the offices on the site.

It was agreed with Southern and Scottish Electricity (SSE) that the transformer could only be located on the eastern side of the River Crane, the cables crossing the river via a cable bridge.

Whilst the bridge has been put in place (its design requiring a Permit from the Environment Agency) and the Intake cupboard has been made ready in the Information Centre, SSE could not source the Transformer until May 2023, charging the consequent uplift in price to the Council.

However, before they would instal it, SSE required a Deed of Grant to be drawn up between Transport for London and LB Hillingdon, for a right of way over the few metres of driveway in TfL's ownership. This legal document was not straightforward, but completion has now taken place.

Only with the Deed of Grant complete, would SSE begin legal proceedings for the transfer of land underneath the site of the new Transformer. Despite this being authorised by Cabinet in November 2023, SSE will not commence writing the contracts with their outsourced haulage and installation operators, until the land transfer is in place.

When a date for installation is received, LBH contractors will be brought in to dig the cable trenching and electricians to switch electricity cabling from the temporary to the permanent supply.

### 5. Update on Foul Drainage

Toilets have been existing on the site for decades, at Cranford House, at the Information Centre and at St. Dunstan's Church, which stands within the park. However, it was discovered that the sewer led to a large septic tank, which appeared to discharge into the ground and from thence to

the river. As the site usage is to be increased, through the cafe and public toilets, foul drainage must be provided to modern standards.

After a great deal of investigation and the costing of options, it was agreed that a Sewage Treatment Plant would be the most practical for the anticipated usage, in terms of maintenance, and also the most economically advantageous option.

Accordingly, a permit application was submitted to the Environment Agency in November 2023 and the plant is on order. The installation and tele handling companies have been commissioned, as have the electricians. The outcome of the permit application is awaited.

## 6. Update on Café Lessees

Two businessmen, with much experience in the hospitality industry, are interested in running the cafe. They have submitted a detailed Bid and authorisation has been given by the Cabinet Member to proceed with the negotiation of the lease. This is being drawn up by the Council's Estates Team.

## **RESIDENT BENEFIT**

The Cranford Park Steering Group includes representatives from the Friends Group, local residents' groups and St. Dunstan's Church as well as the London Wildlife Trust and Historic England. The many public consultations undertaken over the last few years and the numerous events and community visits organised, have demonstrated that there is a great appetite to restore this historic park and its buildings. Volunteer numbers are increasing, visitor numbers are rising, community groups are becoming much more aware of the park and there is an eager anticipation of the park's proposed facilities and the events and volunteering programmes planned.

## **FINANCIAL IMPLICATIONS**

Capital Release has been authorised for the transformer, cable trenches and associated works and also for the Sewage Treatment Plant. There is a small overspend on the heritage budget.

## **BACKGROUND PAPERS**

Nil

## **APPENDICES**

None

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## The Council's Road Safety Initiatives and Activities Around The Borough's Schools -- Draft Findings, Conclusions and Recommendations

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Anisha Teji – Democratic Services
<b>Papers with report</b>	None.
<b>Ward</b>	All Wards

### HEADLINES

#### Background

As part of the review into road safety, Members will be advised to consider findings, conclusions and draft recommendations on the review for discussion. These will be with the intention of improving the Council's road safety initiatives and activities around the Borough's schools.

#### Summary

The Committee has, to date, held three witness sessions. The intention of these sessions was to obtain feedback from a range of stakeholders with a view to improving the service. The first witness session set the scene and outlined the Council's position in terms of road safety. Officers and the Cabinet Member for Property, Highways and Transport attended the session. At the second session, Members heard from a variety of witnesses including the Council's Road Safety and School Travel Manager, the School Travel and Road Safety Officers and representatives from two schools. At the last meeting, the Committee heard from residents that lived in close vicinity of schools and representatives from the Guru Nanak Sikh Academy.

As the witness testimony is now complete, it is considered timely for Members to start to consider their collective findings so these can be worked up in more detail, and ultimately incorporated into the final report to Cabinet. Any subsequent findings from the sixth witness session can still be fed into the process.

### RECOMMENDATION

**That the Committee consider conclusions, findings and draft recommendations in relation to the review.**

### SUPPORTING INFORMATION

In considering this item, Members should bear in mind the following:

#### **1) Scoping report – looking at the original parameters of the review**

The updated review scoping report is attached so Members can be reminded of the original Terms of Reference as set out below, and whether the Committee has met these:

1. To understand the Council's current position and procedures with regard to road safety initiatives;
2. To explore the national legislative setting and initiatives undertaken by other London Boroughs and local authorities in relation to road safety, particularly outer London Boroughs;
3. To explore road safety trends both locally and nationally;
4. To assess the Council's approach to road safety within the vicinity of schools;
5. To influence any emerging Council plans with respect to road safety and traffic calming.
6. Subject to the Committee's findings, to make any conclusions, propose actions, service and policy recommendations to the decision-making Cabinet.

## **2) Policy review guidance**

Members are asked to consider whether draft findings and recommendations:

- Meet the initial aims / objectives of the review (as above)
- Be SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Consider the financial aspect, e.g. cost neutral, provide savings or if at a cost, then affordable – and if possible aligned with the MTFF (budget planning process)
- Are based on a broad evidence base as possible and 'user or resident' insight
- Not create additional bureaucracy, e.g. if it relates to a policy, then to seek to review or amend existing policies (unless there is an absolute imperative for a new policy)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible rather than generally
- Consider 'conclusions' as well as any specific recommendations.

## **RESIDENT BENEFIT**

The aim of the review into road safety is to hear testimonies from stakeholders as to how the service can be improved, in addition to what is currently working well.

## **FINANCIAL IMPLICATIONS**

N/A.

## **LEGAL IMPLICATIONS**

N/A.

## **BACKGROUND PAPERS**

NIL.



# Property, Highways & Transport Select Committee

## Review Scoping Report - 2023/24

### “A Review of the Council’s Road Safety Initiatives and Activities”

#### **1. REVIEW OBJECTIVES**

##### **Aim and background to review**

At its meeting on 11 July 2023, the Property, Highways & Transport Select Committee suggested a number of topics for its next major scrutiny review. These topics were explored with officers for feasibility with the frontrunning topic being a review looking into how the Council addresses road safety matters.

The aim of the prospective review, for the Committee to consider, would be to take a broad assessment of road safety in Hillingdon and to make recommendations to Cabinet for ways in which the Council could enhance its activities for the safety of the Borough’s residents. By looking at the local context within Hillingdon, the London-wide setting, and the national picture, the Select Committee will be in a position to offer their findings and recommendations to the decision-making Cabinet.

This document serves as an introduction to the topic and sets out, in general terms the legislative and national context to road safety at a local government level. The scoping report also offers a framework for any subsequent review.

Topics suggested to be considered as part of the review are set out within the Terms of Reference:

### **Terms of Reference (DRAFT):**

The following Terms of Reference are suggested for the review, subject to any changes agreed by the Committee:

1. To understand the Council's current position and procedures with regard to road safety initiatives;
2. To explore the national legislative setting and initiatives undertaken by other London Boroughs and local authorities in relation to road safety, particularly outer London Boroughs;
3. To explore road safety trends both locally and nationally;
4. To assess the Council's approach to road safety within the vicinity of schools;
5. To influence any emerging Council plans with respect to road safety and traffic calming;
6. Subject to the Committee's findings, to make any conclusions, propose actions, service and policy recommendations to the decision-making Cabinet.

## **2. SUPPORTING INFORMATION**

### **Key information and issues**

Local authorities play an important role in facilitating the safety of their highways for all types of road users. Central government sets the regulatory framework for highways, vehicles and road users, and the UK's national road safety strategy by:

- Providing funding and resources to local government and others to deliver road safety initiatives;
- Commissioning research into the nature, causes of, and potential solutions to road casualties;
- Collecting and publishing road casualty data;
- Conducting education and publicity campaigns;
- Setting standards for road design, construction and maintenance;
- Setting requirements for driver licensing, training and testing;
- Setting standards for vehicles and requirements for vehicle licensing; and
- Setting road use laws, including offences and penalties, and guidance on safe road use, such as the ever evolving Highway Code.

## 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 1988 and 1991, and the Road Traffic Regulation Act 1984).

Local authorities are the main delivery agent of tangible road safety schemes. Local authorities have a statutory duty under **section 39 of the 1988 Road Traffic Act** to “take steps both to reduce and prevent accidents”.

*39 (1) The Secretary of State may, with the approval of the Treasury, provide for promoting road safety by disseminating information or advice relating to the use of roads.*

*39 (2) Each local authority must prepare and carry out a programme of measures designed to promote road safety and may make contributions towards the cost of measures for promoting road safety taken by other authorities or bodies.*

*39 (3) Each local authority –*

*[a] must carry out studies into accidents arising out of the use of vehicles on roads or part of roads, other than trunk roads, within their area,*

*[b] must, in the light of those studies, take such measures as appear to the authority to be appropriate to prevent such accidents, including the dissemination of information and advice relating to the use of the roads, the giving of practical training to road users or any class or description of road users, the construction, improvement, maintenance or repair of roads for which they are the highway authority (in Scotland, local roads authority) and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads, and*

*[c] in constructing new roads, must take such measures as appear to the authority to be appropriate to reduce the possibilities of such accidents when the roads come into use.*

## Current data, best practice and research

Further data and research will be identified as the review progresses.

## Connected work

The Council has an ongoing Road Safety Programme and undertakes general road safety initiatives regularly. This work will be identified in further detail as part of the Committee’s review.

## **Executive Responsibilities**

The review would fall under the Property, Highways & Transport Select Committee's remit as set out in the Constitution. The Cabinet Member responsible for Highways is Councillor Jonathan Bianco - Cabinet Member for Property, Highways & Transport.

## **3. EVIDENCE & ENQUIRY**

### **Lines of Enquiry**

Lines of enquiry can be expanded as the review progresses or included in relevant witness session reports. However, lines of enquiry may include:

- The securing of funding for road safety schemes;
- The development of the Council's Road Safety Programme and the methods by which road safety initiatives are chosen and prioritised;
- Enquiring as to the Council's approach to road safety within the vicinity of schools, including the School Streets Scheme;
- Examining the level of engagement and cooperation with schools with regard to road safety, including cycle safety and pedestrian safety;
- Assessing the way in which road safety concerns and service requests from residents and Members are handled by the Council;
- Enquiring as to the emergence of any road safety trends, be it trends in reported accident data, traffic offences, or trends in the number service requests or concerns raised by residents;
- Exploring road safety initiatives undertaken elsewhere, both locally and nationally.

### **Potential witnesses**

Witnesses will be identified by the Committee in consultation with relevant officers; although some suggested witnesses could include;

- Testimony from LBH Officers;
- Representatives of Hillingdon's schools, including parents and/or school leaders;
- Hillingdon residents;
- Representatives from other local authorities.

### **Surveys, site-visits or other fact-finding events**

Such opportunities will be identified as the review progresses. It is expected that witness sessions within the Committee's meetings will act as the primary method of enquiry. There is the possibility of conducting site visits to witness works or programmes undertaken by the Council with regard to road safety, cycle safety or pedestrian safety.

## Future information that may be required

Further information may be identified as the review progresses.

## **4. REVIEW PLANNING & ASSESSMENT**

The proposed timeframe and milestones for the review are set out below:

<b>Meeting Date</b>	<b>Action</b>	<b>Purpose / theme</b>	<b>Witnesses / officers attending</b>
20 September 2023	Agree Scoping Report		
18 October 2023	Witness Session 1	Understand the Council's current position and national setting	LBH Officers
14 November 2023	Witness Session 2	Exploring levels of engagement with schools	TBC LBH Officers Representatives of the Borough's schools
Possible site visit			
10 January 2024	Witness Session 3	Exploring initiatives undertaken by other local authorities	TBC LBH Officers Representatives from other local authorities.
08 February 2024	De-brief and emerging findings	To discuss key findings and identify potential recommendations	LBH Officers
March/April 2024	Approval of draft final report	Proposals – agree recommendations and final draft report to Cabinet	
TBC 2024	Submission of final report for endorsement by Cabinet		

### **Resource requirements**

None.

### **Equalities impact**

TBC.

## **Background reading**

[LBH Website – School Streets in Hillingdon](#)

[Road Traffic Act 1988](#)

[Department for Transport – The Highway Code](#)

[Police.UK – Road Safety](#)

[TfL Road Network \(TLRN\) Boundaries](#)

## **Previous Related Reviews:**

None.

## CABINET FORWARD PLAN

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Anisha Teji, Democratic Services
<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.

## **BACKGROUND PAPERS**

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

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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# Scheduled 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/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

## Cabinet meeting - Thursday 15 February 2024 (report deadline 29 January)

195	<b>Mead House, Hayes End</b>	Cabinet will be asked to consider the future of Mead House on Mead House Lane, Hayes End.	Charville			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven / Julia Thompson		<b>NEW ITEM</b>	Private (3)
194	<b>Queens Lodge Garages</b>	Cabinet will consider a report regarding the disposal of the garages at the Queens Lodge, which is a Council owned apartment property in Margate.	N/A			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven / Julia Thompson			Private (3)
197	<b>Purchase of Heavy Plant and Machinery for Fleet</b>	Cabinet will consider the purchase of Heavy Plant and Machinery in support of the waste management operation at New Years Green Lane & Harlington Road.	N/A			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Steve Gunter / Trudie Eldriny			Private (3)
198	<b>Willowtree Marina, Yeading</b>	Cabinet will consider a report regarding the disposal of land at the Willowtree Marina, Yeading.	Yeading			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven / Julia Thompson			Private (3)
110a	<b>The Council's Budget - Medium Term Financial Forecast 2024/25 - 2028/29 (BUDGET FRAMEWORK)</b>	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2024/25 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All		<b>Proposed Full Council adoption - 22 February 2024</b>	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
SI	<b>Minor Property Transactions</b>	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All			Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
172	<b>Planned Works Window Replacement Program</b>	Cabinet Member approval will be sought to appoint the successful contractor, following competitive tender for future phases of the Council's replacement window programme in council housing.	N/A			Cllr Jonathan Bianco - Property, Highways & Transport / Cllr Martin Goddard - Finance	Property, Highways & Transport / Finance	P - Merrick Knight / Michael Breen			Private (3)

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# Scheduled 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/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
<b>Cabinet meeting - Thursday 21 March 2024 (report deadline 4 March)</b>										
201	<b>Fire Door Replacement Programme &amp; Associated Works</b>	The London Borough of Hillingdon requires a suitably qualified and experienced contractor to supply and install fire rated door sets designed for compartmentation and means of escape which have been tested and certified at a UKAS accredited test house for thirty and sixty minute performance. The contract will be for a 3 year programme.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Mike Emmett / M Breen		NEW ITEM	Private (3)
155	<b>Supply and delivery of fuel for Fleet</b>	Cabinet will consider the supply and delivery of fuel for the Council's Fleet. Two types of fuel are required – Ultra Low Sulphur Diesel (ULSD) for road vehicles and Gas Oil (also known as Red Diesel) for mechanical plant vehicles. Ad Blue being an additive for euro 6 engine powered vehicles is also required.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Trudie Eldriny / Stephen Gunter		NEW ITEM	Private (3)
166	<b>Planned Works Roofing Program - Melbourne House</b>	Cabinet approval will be sought to appoint the successful contractor for roofing and associated works at Melbourne House, a high rise housing block, Yeading Lane, Hayes	Yeading		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P/R - Merrik Knight - P Soward			Private (3)
050	<b>Fleet Replacement Programme</b>	As part of the Council's 7-year fleet replacement programme, Cabinet will consider the procurement of circa 90 vehicles required across Housing, Maintenance and Green Spaces.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Steve Gunter / Trudie Eldriny			Private (3)
SI	<b>Housing Forward Investment Programme 2024/25 (and 2023/24 review)</b>	Following Cabinet's decision in September 2023, this new annual report will agree the forward programme of specific Housing Revenue Account works for the ensuing financial year and provide suitable delegated authority to the Director to implement the programme over the period. The report will also include a look-back at delivering the past year's programme and the investment being made by the Council to upgrade the Council's housing stock.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Gary Penticost			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

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Ref	Scheduled 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/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
SI	<b>Minor Property Transactions</b>	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
<b>Cabinet Member Decisions expected - March 2024</b>										
157	<b>Hillingdon Cycling Strategy</b>	The Cabinet Member will consider approval of a new Hillingdon Cycle Strategy outlining the Council's proposals for improving cycling provision across the Borough.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - Sophie Wilmot			Public
<b>Cabinet meeting - Thursday 18 April 2024 (report deadline 1 April)</b>										
SI Page 31	<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>Minor Property Transactions</b>	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
<b>Cabinet meeting - Thursday 23 May 2024 (report deadline 3 May)</b>										
SI	<b>Minor Property Transactions</b>	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
<b>Cabinet meeting - 27 June 2024 (provisional)</b>										

Ref	Scheduled 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/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
<b>Cabinet meeting - Thursday 12 September 2024 (provisional)</b>										
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
<b>Cabinet meeting - Thursday 10 October 2024 (provisional)</b>										
SI Page 32	Transport for London Local Implementation Plan - Annual Spending Submission	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	School Capital Programme Update	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
<b>Cabinet meeting - Thursday 7 November 2024 (provisional)</b>										
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P - James Raven			Private (3)
<b>CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month</b>										

# Scheduled 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/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
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 - James Raven			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 - James Raven			Private (1,2,3)
SI	<b>Housing Buy-Back /</b>	Cabinet Member may determine, as and when required, the	TBC		Relevant	Property,	C - Dan Kennedy /			Private
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>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>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)

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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>	Anisha Teji - 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 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.

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Classification: Public

Property, Highways and Transport Select Committee – 8 February 2024

## **BACKGROUND PAPERS**

NIL



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