



HILLINGDON  
LONDON



# Property, Highways and Transport Select Committee

## Councillors on the Committee

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

**Date:** TUESDAY 9 APRIL 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.

**Published:** Thursday 28 March 2024

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## Terms of Reference

### Property, Highways and Transport Select Committee

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

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

#### Cross-cutting topics

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

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

- Civic Centre, Property and built assets

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

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

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

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

# Agenda

- 1 Apologies for absence and to report the presence of any substitute Members
- 2 Declarations of interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting 1 - 6
- 4 To confirm that the items of business marked as Part 1 will be considered in Public and that the items marked Part 2 will be considered in Private
- 5 Review Into The Council's Road Safety Initiatives And Activities Around The Borough's Schools 7 - 34
- 6 Present and Future of the Fleet To Follow
- 7 Cabinet Forward Plan 35 - 44
- 8 Work Programme 45 - 48

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# Agenda Item 3

## Minutes

### PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

6 March 2024



Meeting held at Committee Room 5 - Civic Centre

	<p><b>Committee Members Present:</b> Councillors Keith Burrows (Chair), Darran Davies, Elizabeth Garelick, Kamal Preet Kaur, Peter Money (Opposition Lead) and Philip Corthorne (in place of Steve Tuckwell)</p> <p><b>LBH Officers Present:</b> Gary Penticost, Director of Operational Assets Rod Smith, Head of Housing Management Lisa Mayo, Road Safety &amp; School Travel Manager Danielle Stanley-Watts, School Travel &amp; Road Safety Officer Anisha Teji, Senior Democratic Services Officer</p>
62.	<p><b>APOLOGIES FOR ABSENCE AND TO REPORT THE PRESENCE OF ANY SUBSTITUTE MEMBERS</b> (<i>Agenda Item 1</i>)</p> <p>Apologies from absence were received from Councillor Steve Tuckwell with Councillor Philip Corthorne substituting. Apologies for absence were also received from Councillor Alan Chapman.</p>
63.	<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>
64.	<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 8 February 2024 be agreed as an accurate record.</p>
65.	<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>
66.	<p><b>BUILDING SAFETY UPDATE</b> (<i>Agenda Item 5</i>)</p> <p>The Director of Operational Assets and Head of Housing Management introduced the report on Building Safety Updates which provided details on the Building Safety Strategy for Council owned residential dwellings including High Rise Buildings.</p> <p>An update was provided following extensive work programmes undertaken since the Grenfell tragedy in June 2017. Members heard that the government had reformed building safety regulations to improve building and fire safety across residential tower</p>

blocks including changes to the design and development phase, construction stag, building control sign off and occupancy. The Committee was taken through the report and the various appendices including Fire Door information packs for residents, the Building Safety Strategy, High Rise Blocks Evacuation Strategy and a Building Safety Case.

The Committee was informed that there was a proactive management response that focussed on human behaviours, what people brought into buildings and the safety measures in place to prevent fires.

In response to queries around the refusal of sprinkler systems and fire doors, it was explained that installation had been completed right up to the entry of the properties. Extensive consultations had been undertaken with residents highlighting the benefits of the system however there were still some residents that were reluctant to install sprinkler systems. Some residents believed that the sprinkler system would impact the whole building if they were triggered or they did not want them due to cosmetic reasons. It was noted that there were also refusals around smoke and heat detectors.

It was highlighted that Hillingdon was a leading borough in providing free fire doors to ensure the safety of buildings. There had only been a few refusals for the installation of fire doors, however the fire doors programme was being enforced regardless as they were a key protection measure. The same safety measures were also being applied to sheltered housing accommodation and low and medium rise buildings.

Members heard that councils across the board were collaborating closely, particularly through the London Directors team. The Fire Safety Board had been established and key officers were a part of this. Shared practices, designs, and approaches were exchanged between different councils to meet the common objective of increasing fire safety. While some councils faced larger challenges, compliance with safety regulations was now mandatory and officers were satisfied about Hillingdon's level of compliance. It was anticipated that the legislation around fire safety was expected to extend to all buildings, regardless of height as the goal was to take all reasonable steps to ensure building safety.

Safety packs tailored to individual properties had been delivered to residents, but further consideration was needed for those with mobility issues or vulnerabilities. The Committee heard that a considerable programme of hand delivering information packs and in person structured conversations with residents across high rise buildings had recently taken place.

The Committee was advised that an update would be provided on the Ocella Building Control System.

It was confirmed that there were dry risers in every tower block and they were serviced by the Council every six months. Any issues were reported to the term contractor. Automatic air vents were also a requirement on high rise buildings to disperse or remove smoke.

In response to the policy prohibiting E-scooter and mobility scooter charging within stairwells, the Committee was informed that the Council had taken a proactive approach. Relying on mobility scooters in high-rise buildings was not ideal and an intensive approach had been undertaken to identify all Category 1 residents and these residents were flagged within the premises. These residents had personal emergency



evacuation plans put in place by the Council. Given the Council's relatively low number, there were plans to prioritise relocating these individuals to suitable alternative accommodation. There were 47 category one individuals across 640 dwellings, with 10 already prioritised for removal and six more underway. Whilst this approach was not feasible for larger councils like Southwark, it was an option in Hillingdon and ensured safety by removing potential fire risks.

It was reported that the premises boxes met legislative requirements and were regularly checked by officers. Access to the boxes was via controlled keys that were only accessible by specific officers and the Fire Services.

Clarification was sought on situations where some residents reported that their smoke alarms and smoke detectors had stopped working due to water infiltration. It was explained that water leaks could disrupt the sensors in smoke alarms, leading to false alarms or impaired functionality. However if there were any issues then residents could contact repair services where they would be looked into and replaced if needed. As some of the buildings were old there were ongoing issues with roofing or pipe work however these matters were being addressed. Clarification was sought on how fire safety was maintained on tower blocks near main roads as these were often targets of vandalism. If fire doors were damaged this could be reported by residents and this would be looked into by the Council's repairs team.

In terms of challenges, it was explained that those refusing sprinkler systems remained an issue. Officers were pleased with the work undertaken so far and the measures in place for fire safety. Hillingdon was one of the councils that acted straight away following Grenfell with replacing doors and undertaking what was necessary.

Fire safety in tower blocks demanded a proactive approach. By addressing water leaks, vandalism, and necessary improvements, a safer living environment could be provided for residents. Members commended officers for their work particularly in replacing the 4689 fire doors since 2017. Officers were thanked for the very detailed report and appendices and answering the questions in full.

**RESOLVED: That the report be noted.**

67. **REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS** (*Agenda Item 6*)

The Committee considered the report on the Council's Road Safety Initiatives and Activities Around the Borough's Schools.

Although representation and data information had been requested from Apcoa Parking Services, the Chair advised that it had not been possible to obtain this information due to various reasons. This information request would be placed on the work programme for the Committee's next municipal year.

An account of the findings relating to child safety around schools in Hillingdon between 2019 and 2023 was highlighted to the Committee. It was noted that:

- two child fatalities occurred in Hillingdon during this period. Neither of these fatalities were of school age, and both incidents happened on weekends.
- 27 serious collisions involving children aged 0 to 15. Eleven out of these 27 collisions occurred during school rush hours and three pedestrians did not look before stepping onto the road. Two collisions were due to chasing balls into the

	<p>road.</p> <ul style="list-style-type: none"> <li>- Only one serious injury occurred in a 20 mph zone outside a school. Most other serious collisions happened on 30 or 40 mph roads.</li> </ul> <p>It was reported that the benefits of having 20 mph zones outside schools included reducing traffic speeds and enhancing safety. While funding constraints had limited widespread implementation, 20mph signage alone made a difference in promoting safer streets for children. Drivers tended to adjust their speed when transitioning from a 30 mph road to a 20 mph zone. The 20 mph zone outside school zones was supported by the Cabinet Member for Property, Highways and Transport.</p> <p>In terms of any correlation between accident data and schools engaging well with road safety initiatives, it was explained that by 2025 all schools would need to have a Climate Change Sustainability Lead in place who would be responsible for providing data for active travel. Some schools tended to engage with the team more than others.</p> <p>It was noted that there is one permanent school street in the borough which is on a dead-end road and has no impact on local residents during the closure times. No further information could be provided on future plans at this time.</p> <p>The Committee heard that secondary schools were generally harder to engage with for a number of reasons such as being larger and having different priorities. Any planned works would be communicated to the school from different teams within the Council. If the team heard of any unplanned instances such as flooding then the school would be contacted. It was difficult to recruit and maintain School Patrol Officers.</p> <p>It was emphasised that collaborating with schools and parents to enhance safety measures around schools was essential. The team liaised closely with engineers and were aware of engineering measures implemented in schools. Officers were open to discussing safety measures with schools or parents and were always willing to engage in dialogue. Fostering communication and transparency remained a priority in promoting safer routes to school.</p> <p>Officers were thanked for the work and attendance. It was agreed that any ideas for recommendations would be sent to Democratic Services.</p> <p><b>RESOLVED: That the report be noted and ideas for recommendations be sent to Democratic Services.</b></p>
68.	<p><b>CABINET FORWARD PLAN</b> (<i>Agenda Item 7</i>)</p> <p>It was confirmed that Democratic Services would advise the Committee if the School Capital Programme Update could be shared with Members prior to the Cabinet meeting in April 2024.</p> <p><b>RESOLVED: That Democratic Services update Members regarding the School Capital Programme Update report and the Forward Plan be noted.</b></p>
69.	<p><b>WORK PROGRAMME</b> (<i>Agenda Item 8</i>)</p> <p>It was agreed that Democratic Services would provide an update on potential dates for site visits for the Leisure Centre and suitable areas for the Decarbonisation of Buildings.</p>

	<b>RESOLVED: That the work programme be noted.</b>
	The meeting, which commenced at 7.00 pm, closed at 8.30 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Anisha Teji on 01895277655 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.

**This meeting was filmed live on the Council's YouTube Channel to increase transparency in decision-making; however, these minutes remain the official and definitive record of proceedings.**

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## REVIEW FINDINGS: REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS

<b>Committee name</b>	Property, Highways and Transport Select Committee
<b>Officer reporting</b>	Anisha Teji – Democratic Services
<b>Papers with report</b>	Appendix 1 – Guidance on Policy Reviews Appendix 2 – Updated Scoping Report Appendix 3 – Minutes of previous meetings relating to the review
<b>Ward</b>	All Wards

### HEADLINES

#### Background

As part of the review into the Road Safety, Members will be advised to start considering findings, conclusions and early draft recommendations on the review for broader discussion and stocktake of the review to-date.

#### 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.

At its meeting on 20 September 2023, the Property, Highways & Transport Select Committee formally agreed to commence a scrutiny review into the Council's road safety initiatives and activities around the Borough's schools.

The Select Committee held their first witness session with internal officers and the Cabinet Member for Property Highways and Transport on 18 October 2023. On 14 November 2023 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 third witness session, the Committee heard from residents that lived in close vicinity of schools and students who attended schools.

Notwithstanding the final additional witness session, as the bulk of witness testimony is now complete, it is considered timely for Members to start to consider their early 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 final witness session can still be fed into the process.

### RECOMMENDATION

**That the Committee consider possible conclusions, findings and early 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 will recall the guidance issued in July 2022 on undertaking policy reviews. This guidance is attached to this report for reference again, and Members are asked to take into account Point 4 on Findings and draft recommendations and in particular whether they:

- 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.

### **3) Minutes of previous meetings**

Attached as Appendix 3 are the minutes of previous meetings relating to the review, which may assist in Members' considerations.

### **4) Possible areas for emerging recommendations**

In discussion with the Chairman, Members may wish to consider the following 'areas' to develop and refine possible findings, conclusions and draft recommendations:

1. Continue the important partnership with schools
2. Customising and adapting approaches to different schools

3. Consider pedestrian training for school children to encourage road safety
4. How we can increase awareness of the current procedures in place in regards to road safety.
5. How communications can be better developed
6. Explore ways to engage with schools that don't engage

Committee Members may also wish to bring their own findings and thoughts based upon the various witness testimony received.

Democratic Services will then "road-test" any draft recommendations from the Committee, looking at their feasibility with the relevant service area and report back to the Committee to a subsequent meeting, in preparation for shaping the final draft report for the Committee's approval.

## **Implications on related Council policies**

A key role of Select Committees is to monitor the performance of Council services within their remit. Select Committees may also 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 vision for the Council's road safety initiatives sits within some of the Council's core commitments and ambitions to residents contained within the Council Strategy 2022 - 2026 (*To be / feel safe from harm and Safe and Strong Communities*).

## **Financial Implications**

There are no direct financial implications associated with this report.

It is important that the Committee considers cost effective proposals that benefit resident taxpayers in relation to this review, which would ultimately be determined by Cabinet as part of the Council's broader budget planning process.

## **Legal Implications**

None.

## **APPENDICES**

NIL.

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# Appendix 1 - Guidance on undertaking policy reviews

Over the years, Hillingdon's overview and scrutiny committees have undertaken successful in-depth reviews of Council services and policies. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

Policy reviews generally seek to:

1. Address a [significant] matter affecting the Borough
2. Seek to improve the delivery and/or efficiency of local services
3. Consider changes to policies or procedures to improve outcomes to residents/users

## REVIEW PHASES

The typical phases of a review are as follows and set out further below:

- 1 Selection of topic
- 2 Scoping the review / setting out objectives
- 3 Witness & evidence stage (this is the main activity)
- 4 Findings and Draft recommendations (possible early report draft)
- 5 Final report approved by Committee
- 6 Referred to Cabinet for consideration
- 7 Monitoring the implementation of recommendations once approved / amended by Cabinet at meetings, i.e. in six months

### 1. Selection of topic

It is always best to sound out and check the feasibility of potential review topics early on, as there will be lots of ideas coming forward and often knowing what topic will add most value will be difficult to gauge at this stage. It is important not to generalise, e.g. a review into waste services.

It may also not be known whether a topic is currently under review by the Cabinet or Council officers or part of a planned service transformation in due course. All of this and other factors need to be investigated and in particular, any duplication of review activity should not take place.

Whilst most policy reviews last a number of months, not all policy review ideas will suit this and may benefit from a single meeting review. It really depends on the scope of the review. It very narrow, i.e. a particular service policy, then a single meeting review may suffice. If a review seeks to look at an entire way a service operates then a number of months may be required to ensure you can undertake all your witness sessions and secure the necessary evidence and information before you formulate your findings.

Ideas for review topics can come from a number of sources including:

- Committee Members
- Cabinet Members.
- Council officers
- External partners / organisations
- Residents
- Ombudsman findings

When Councillors or the Committee itself considers a potential review topic, it is recommended running it through the Scrutiny Topic Scorecard (see Annex A). This gives you the opportunity to ‘score’ topics based upon their impacts under the following criteria:

<b>Resident focused</b>	<b>Influence</b>	<b>Achievable</b>
<b>Correct remit</b>	<b>New</b>	<b>Wider support</b>
<b>Drives improvement</b>	<b>Drives transformation and efficiency</b>	<b>National impact</b>

Another way to consider a potential review topic, is to add this as an information item at an upcoming meeting on your work programme, to probe the matter further with Council officers and ascertain whether it merits a fuller review – again perhaps running it through the Scorecard above.

It is strongly advised that one review topic is undertaken at any one time, given resources.

## 2. Scoping report

Once a topic is agreed upon by the Committee, then officers will prepare a scoping report setting out the objectives of the review for your consideration. The scoping report will show how the review can be timetabled and structured, i.e. through themed witness sessions, along with details of potential witnesses and other contextual information to get the review started, e.g. lines of enquiry or questioning of witnesses.

The scoping report is a ‘live’ document owned by the Committee. Should the review’s focus change mid-review, then the scoping document and its objectives can be adapted.

## 3. Witness and evidence stage

Ultimately, the Committee’s efforts are at their best when external witnesses and residents participate, adding value to intelligence gathering and findings. In support of this, Committees have undertaken a variety of both formal and informal activity “in meetings” and “outside meetings”. It is important to pull together a broad evidence based for any potential findings later on. Additionally, the ability for Councillors to bring their ‘local’ insight is highly valuable. Activities the Committee can undertake include:

- Surveys / social media
- Promotion of review to seek views
- Invite the relevant Cabinet Member to attend for their views
- Question key council officers
- Hold informal workshops
- Networking events, e.g. with partners
- Have closed meetings, i.e. confidential, such as social care clients

- Commission reports from council officers / externally
- Request data and intelligence on the topic
- Visits to other local authorities
- Undertake site visits within the Borough or council facilities
- Appoint experts or advisors to join the Committee throughout its review
- Selecting the best range of witnesses to get a real user / resident perspectives
- Invite national experts in their field

Whilst information will be provided to Councillors, it may be helpful when preparing for this stage of a review, that Councillors:

- Prepare their draft questions for each witness in advance;
- Read a witness bio or find out more about their organisation;
- Do their own additional research on the topic - you may find something officers don't!
- Use their network of councillors in other local authorities to seek views;
- Tell residents at Surgeries / Ward Walks about your review, get their thoughts.

#### **4. Findings and draft recommendations & 5. Final Report**

After hearing from witnesses and receiving evidence, the Committee then will meet to pull together all the information and shape its collective findings, i.e. what needs to be improved or changed as a result.

The Committee will form 'draft' recommendations from this, which consistent with the Protocol on Cabinet and Scrutiny Relations, are usually shared with the Cabinet Member for their feedback and valuable insight.

In developing any recommendation, the Committee should bear in mind the following:

- Meet the initial aims / objectives of the review
- 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 MTFP (budget planning process)
- Be 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.

Around this time, the Democratic Services Officer supporting the Committee will advise further on findings and drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and any witness activity that Members wish to undertake. They also work with the Chairman to bring the final draft report for the Committee to approve before it is scheduled to Cabinet.

## **6. Referred to Cabinet & 7. Monitoring of recommendations**

The Committee's report will be shared with the Leader and Cabinet Member and scheduled to a Cabinet meeting as soon as possible. There is a legal requirement for any such report to be considered by the Cabinet.

Should Cabinet approve the Committee's recommendations, then they become official policy and officers are charged with implementing them.

A post report review is undertaken in say 6 months or a years' time to see how the Committee's recommendations have been implemented. This is scheduled on your work programme.

## Annex A – Scrutiny Topic Scorecard 2022-2026

	<i>Criteria scores showing 1-5 (5 being the highest, 0 the lowest). Then add up the total score. The higher the better review.</i>									
<b>Topic</b>	<b>Resident focused</b>	<b>Correct remit</b>	<b>Influence</b>	<b>New</b>	<b>Achievable</b>	<b>Wider support</b>	<b>Drives improvement</b>	<b>Delivers transformation and efficiency</b>	<b>National impact</b>	<b>Score</b>

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See criteria descriptions overleaf...

**Detailed criteria to assess review scoring** (5 being the highest, 0 the lowest)

**Resident-focused** – The topic will have high impact on residents and the community, with public interest and scope for making a positive difference (can be universal or a targeted group of people or an area of the Borough e.g. young people or a particular town centre)

**Correct remit** – A topic that is clearly covered in the Committee’s Terms of Reference and does it cut clearly into the domain of other Committees (unless a cross-cutting brief). If it does, then see if you can narrow the focus of the topic.

**Influence** - A topic that relates to a service, event or issue in which the Council is in control of, has a significant stake in or influence over the matter, e.g. with partners.

**New** - A new, fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally by Cabinet Members and Officers, e.g. through service transformation.

**Achievable** – A topic that is not open ended. One where the Committee’s work programme can accommodate the review. Where there is likely to be a good level of expertise and information to draw on to complete. Does the topic need to be narrowed to make it more achievable?

**Wider support** - A topic that is likely to receive buy-in from the Committee and wider Council, e.g. Cabinet Members, Officers. Or support is welcome from partner organisations to review the matter.

**Drives improvement** - A topic where performance levels of a service have dropped on a consistent basis, or the contractor is not performing against agreed standards or there are significance (evidenced) complaints or feedback from residents on the matter.

**Delivers transformation and efficiency** – a topic in support of the Council budgetary objectives, any areas where service re-modelling is under consideration in the medium to longer-term, that with Members’ insight can help to deliver future savings, efficiencies and value for money services to residents. A topic where new ways of working could be adopted to benefit service delivery.

**National impact** – A topic where emerging or recent legislation mean that it would be timely to review the matter to ensure Hillingdon Council is well prepared. Or a topic, that whilst Hillingdon focussed, could potentially be of benefit to other local councils or governmental authorities.

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# Property, Highways & Transport Select Committee

## Review Scoping Report - 2023/24

Draft Working Title: “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.

**Minutes****PROPERTY, HIGHWAYS AND TRANSPORT  
SELECT COMMITTEE****18 October 2023****Meeting held at Committee Room 5 - Civic Centre****SELECT COMMITTEE REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVE  
AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS** (*Agenda Item 5*)

The Chairman introduced the item highlighting that the first witness session for the Select Committee's review into road safety initiatives and activities around the Borough's schools would focus on evidence gathering from internal officers and the relevant Cabinet Member. With the following session focussing on external stakeholders such as school representatives and pupils.

The Chairman welcomed the witnesses to the meeting and thanked them for attending. Witnesses for this session included:

- Councillor Jonathan Bianco - Deputy Leader of the Council and the Cabinet Member for Property, Highways and Transport
- David Knowles – Head of Transportation and Town Centre Projects
- Sophie Wilmot – Senior Transport Planner
- Lisa Mayo – Road Safety and School Travel Manager
- Steve Austin – Traffic, Parking, Road Safety and School Travel Team Manager

In giving an overview of road safety around the Borough's schools, officers stressed the importance of having a working partnership between the Council and Hillingdon's schools. Of the dozens of schools across the Borough, each school was different in terms of its students, road environment, accessibility, outlook and attitudes. The Council aims to collaborate with the Borough's schools although it requires responsiveness from the schools themselves, which varied from school to school. Where the Council does work with schools, officers can offer a range of tools and projects to help improve road safety in the local vicinity of schools, these were outlined further in the report.

The Committee heard from Lisa Mayo, Road Safety and School Travel Manager, who's remit included the School Travel and Road Safety Team (STaRS). The team ensure the safety and well-being of students on their journeys to and from school; working closely with schools, parents, and local communities to promote safer and more sustainable travel options for students and develop Transport for London (TfL) Accredited School Travel Plans. The STaRS Team including a manager, two officers, a Borough Cycling Support Officer, a team of Practical Pedestrian Trainers, a team of cycle instructors, and the School Crossing Patrol Officers (SCPOs). The team was available to work with any school in the Borough, not just those maintained by Hillingdon as the local education authority.

The Committee were informed that recent changes had taken place regarding the naming of TfL's road safety education programmes; since September 2023, all road safety education programmes now came under the umbrella of TfL Travel for Life.

The Committee sought clarification regarding the Council's School Crossing Patrol Officers (SCPOs) as to the reasons why their numbers had dwindled in recent years, why it was difficult to recruit new SCPOs, and what was being done to combat the difficulty in recruiting. Officers highlighted that SCPOs tended to be very dedicated personnel, likely to be of an older generation and often had a link to the school at which they operated as an SCPO for example as a parent or ex-parent of a pupil at the school. It was a notoriously difficult role to recruit into given the unusual daily working hours through all seasons and there was a huge challenge in finding the right people for the role. Some neighbouring London Boroughs had suspended their SCPO programmes indefinitely where Hillingdon still had 12 SCPOs. By way of clarification, officers informed the Committee that, in terms of what was being done to ensure road safety was maintained, officers were looking at alternative methods. Engineering means were able to compensate for a lack of SCPOs in many cases and more investment in road safety engineering was deemed to be a more appropriate use of efforts due to the difficulty in recruiting SCPOs; more vivid and suitably located pedestrian crossings were highlighted as useful engineering means of helping to ensure road safety at the start and end of the school day. The Committee noted that engineering solutions were among the best solutions that can be achieved and discussions between officers and any schools identified as in need of possible assistance were paramount to identifying what kind of help could be delivered. Officers highlighted a recent example of productive cooperation between Council officers and St Helens College who were in need of improvements to an adjacent pedestrian crossing, it was noted that the school were a useful partner which resulted in the necessary crossing improvements being implemented.

The Committee discussed with officers the possibility of promoting the SCPO roles as a volunteer position among parents at schools. Officers confirmed that schools had been approached to this effect in the past and it was regarded as an additional responsibility that staff and parents were not willing to take on; this was respected by officers as the primary function of schools and staff was education matters. Members sought clarification whether an engineering approach was more cost-effective than SCPOs; it was noted that there had been instances of schools having a member of staff, and in some instances a SCPO, present at traffic lights merely to press the zebra crossing button which was clearly an inefficient use of time.

With regard to the free Adult Cycle Training that was due to resume in 2024 following the Covid-19 pandemic, it was highlighted that a trial session had taken place in mid-October 2023 to scope the delivery of these sessions going forward; the trial was a success and Members were encouraged by the commencement of these sessions from April to October 2024. Members also sought clarification regarding the attendance data around Cycle Training/Bikeability schemes. Officers noted that they report the attendance of these schemes to the Bikability Trust quarterly and that this information could be provided for the Committee.

The Committee queried the impact that the rise in popularity of electric bikes was having on the delivery of cycle safety programmes. Officers confirmed that there were concerns regarding the power and speed of e-bikes, it was noted that it was an emerging area and



advice may need to be forthcoming. The Council had issued advice previously on e-scooters and there was a possibility that similar such advice would be needed.

The Committee noted that a lot of the secondary schools in the Borough were academies and wanted to know what challenges officers faced when communicating with these schools. Officer confirmed that, following the Covid-19 pandemic, there had been a steady return to engagement from academies in the Borough, however it was noted that there were challenges with regard to engagement. All of the schemes offered by the Council were free of charge but it was dependent on the appetite from the schools as to whether they take up the Council's offer. Officers regularly approached all varieties of schools to offer sessions but the response received was dependent on the schools' willingness to engage. If concerns had been raised from residents or parents regarding specific schools and their road safety conditions then the team would be inclined to use local Ward Councillors as a means of facilitating engagement from schools.

The Committee particularly praised officers efforts with regard to Practical Pedestrian Training where the report had stated:

*"In 2013/14, Hillingdon trained 5310 children in both KS1&2. In 2022/2023, the borough has trained 13,484 pupils ranging from 3 to 11 years old. This identifies a 154% increase in 9 years."*

It was confirmed that this increase could be attributed to the improved levels of engagement and communication between officers and schools over that time period. In comparison to other London Boroughs, it was noted that Hillingdon was highly regarded in the delivery of these types of sessions. The Chairman confirmed this as a member of the London Road Safety Council. Hillingdon was in the minority of Boroughs that provide these schemes in-house, it was noted that a number of London Borough's outsourced the delivery of these schemes.

The Committee noted that the 'Safe Drive Stay Alive' programme was no longer being funded by TfL. Since the removal of funding for this programme, TfL had developed a similar programme called 'Travel Smart' which touched upon cycling and pedestrian safety in addition to driving, the resource had a quiz element to it; it was noted that the new resource was engaging but it lacked the emotional impact of the 'Safe Drive Stay Alive' sessions. Officers highlighted that Hillingdon was the only London Borough to have delivered this programme in schools, however the future of 'Travel Smart' was uncertain as TfL had put the programme on hold.

The Cabinet Member for Property, Highways and Transport addressed the Committee noting that in the last year there had only been one petition heard with regard to road safety specifically around the vicinity of a school in the Borough. It was noted that, on occasion there were requests to reduce the speed limit around some schools to 20mph; whilst the Cabinet Member was reluctant to consider 20mph zones generally, the exception to that was around the Borough's schools where further consideration of these requests and the circumstances would be made. The Cabinet Member emphasised the road safety schemes offered to schools for free by the Council and sought to highlight the need for the Borough's schools to engage with these programmes where there would be any road safety concerns as education of these matters was important in improving

the road safety risk. On a separate level, it was noted that the Borough utilised other means of road safety around schools including zigzag lines by the entrance.

The Committee congratulated officers on the excellent work they did educating the Borough's children in road safety matters at such a formative and important age. However, it was noted that a common issue communicated to Ward Councillors regarding road safety around schools was the behaviour of parents; instances of blocking driveways, double parking and inconsiderate parking were endemic at the start and end of the school day.

The Committee thanked officers for providing a list of schools whereby engineering measures were proposed in the coming years and were minded to explore what further detail there was for school related engineering measures and proposals in the 2023/24 year as these would currently be in various stages of development.

The Chairman thanked officers for attending and congratulated them on the positive work they do for the Borough.

**RESOLVED: That the Select Committee used the first witness session of the review to broaden understanding of the Council's practical and strategic approach to road safety around the Borough's schools.**

**Minutes****PROPERTY, HIGHWAYS AND TRANSPORT  
SELECT COMMITTEE****14 November 2023****HILLINGDON**  
LONDON**Meeting held at Committee Room 5 - Civic Centre****42. SELECT COMMITTEE REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS - WITNESS SESSIONS 2**  
*(Agenda Item 5)*

The Chairman introduced the item and welcomed a number of witnesses to the meeting with regard to the Committee's major scrutiny review into road safety initiatives and activities around the Borough's schools. It was noted that this session would focus on gathering evidence from external stakeholders such as school representatives, travel leads and pupils.

The Chairman welcomed the witnesses to the meeting and thanked them for attending. Witnesses for this session included:

- Lisa Mayo - Road Safety and School Travel Manager
- Danielle Stanley-Watts - School Travel and Road Safety (STaRS) Officer
- Rayna Ramtohol-Butler – Representative from Grange Park Junior School (School Travel Plan Lead)
- Leo Harrington - Representative from St Helen's College (School Travel Plan Lead)
- Sharon Cargill - Representative from St Helen's College
- Charlee Green – Junior Travel Ambassador, St Helen's College
- Raiden Bhabara – Junior Travel Ambassador, St Helen's College

The two Junior Travel Ambassadors (JTAs) from St Helen's College addressed the Committee delivering a presentation and summary of their work on the JTA programme. They noted how proactive the programme was and informed the Committee of a number of different projects and activities the JTAs had engaged in, including:

- The JTAs submitted a Dragon's Den style pitch to apply for funding for their projects.
- They ran a comic strip competition for students of St Helen's College years 2 – 6 with prizes for the winners and entrants including a road safety box with high visibility clothing and cycle helmets.
- The St Helens College JTAs had also won an award for 'top road safety influencers', the award was presented at an evening event held at the Kennington Oval.
- They had written to Blue Peter to propose the introduction of a new road safety Blue Peter badge to raise awareness for road safety within the younger community. The JTAs had created some eye-catching designs to go with the

letter, unfortunately they were unsuccessful, however in their response, Blue Peter were supportive of the children's efforts.

- They noted that the Hillingdon School Travel and Road Safety (STaRS) Team had run sessions with the school promoting road safety and various projects that the pupils could take part in.
- Other projects run by the JTAs at their school included their weekly meetings, a walk to school loyalty card scheme, Be Bright Be Seen days, having police officers attend the school to teach pupils about speed awareness, Parents Parking Pledges and a JTA suggestion box.

The Committee commended the JTAs and the staff supporting them on the work they were doing for the safety of pupils, staff, parents and residents around their school, Members commented that it was important to have a good level of enthusiasm and engagement at both student and staff levels. It was noted that there were six JTA positions at St Helen's College, the students were asked to apply for the positions in the style of a job application. It was noted that there were over 20 applications for the JTA positions. It also was noted that the JTA role would soon be rebranded by Transport for London to Travel for Life Explorers (TfL Explorers). Officers noted that they would look into contacting other London Boroughs to see if it would be possible to adopt a cross London approach to taking forward the JTAs idea of a bespoke road safety Blue Peter badge.

In terms of suggestions that the witnesses had for actions that could improve the levels of road safety around their schools, it was highlighted that encouraging parents who drive to school to use the correct locations for drop-off/pick-up, and to adopt usage of the Park and Stride maps which detailed the locations at which parents could drop-off/pick-up whilst causing the least disruption to the school and highways in the immediate vicinity of the school. A further prominent issue that was primarily caused by parents of pupils at the schools was inconsiderate parking and blocking of residents driveways during pick-up and drop-off, it was a huge issue that caused considerable amounts of disorder at the school gates on a regular basis. The JTAs had attempted to combat this by installing "Think before you park" signs at the school gates.

The Committee highlighted that engagement with schools was paramount and discussed the difficulties of engaging with schools who were less willing to reach out and access the positive projects that the Council offered. Officers noted that every school willing to engage would receive support from the STaRS Team. The school representatives present highlighted that programmes such as the JTAs were reliant on school leaderships willingness to put in the additional work required to facilitate them, this enthusiasm from school staff was seen as the crux of making programmes such as the JTAs viable.

School representatives highlighted that a key thing the Council could do to assist schools in cooperating with parents and residents on road safety matters was to give schools effective and comprehensive advice as to what they could do as schools to intervene, communicate and advise parents and residents when instances of inconsiderate parking were taking place.

It was highlighted that parking restrictions had been implemented outside of a number of schools which were deemed incredibly useful and effective by school staff in terms

of alleviating pressures; however, the levels of enforcement varied and once parents were aware that they may not receive any enforcement action, they were more willing to disregard the restrictions and park illegally.



## Minutes

### PROPERTY, HIGHWAYS AND TRANSPORT SELECT COMMITTEE

10 January 2024

Meeting held at Committee Room 5 - Civic Centre

49. **SELECT COMMITTEE REVIEW INTO THE COUNCIL'S ROAD SAFETY INITIATIVES AND ACTIVITIES AROUND THE BOROUGH'S SCHOOLS - WITNESS SESSION 3**  
(Agenda Item 5)

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 as 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.**



## 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-

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Classification: Public

Property, Highways and Transport Select Committee – 9 April 2024

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)
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SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence

## Cabinet meeting - Thursday 18 April 2024 (report deadline 2 April)

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		Private (3)
206	<b>Contracts for vehicle hire and damage repairs arrangements in support of the Fleet operation</b>	Cabinet will consider the award of contracts for vehicle hire and damage repair arrangements in support of the Council's fleet of vehicles delivering services to residents daily. These hire contracts will cover a range of vehicles from transit vans to refuse collection vehicles and the repairs contract will be in support of the main maintenance contract.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	R - Steve Gunter / Trudie Eldriny		Private (3)
1524 Page 39	<b>Void [Empty] Property Repair Service</b>	Cabinet will consider procurement matters in relation to the Void Property Repair Service Contracts. These contracts are predominantly for general building fabric repairs in all trades to Hillingdon's properties and dwellings, including outbuildings. They ensure the Council can minimise the time properties are empty, thereby returned for social housing use.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport	Property, Highways & Transport	P / R - Liam Bentley / M Breen		Private (3)
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>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)

## Cabinet meeting - Thursday 23 May 2024 (report deadline 26 April)

# 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)

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)
213	<b>Advertising Contract for Statutory Notices</b> This report seeks approval for new contracting arrangements for the Advertising for Statutory Notices services. The Council has a mandatory requirement to publicise public notices, which typically consist of statutory advertisements in the Place Directorate, such as planning applications, traffic orders, and parking charges. Currently, these notices are in the Uxbridge Gazette and London Gazette.	N/A		Cllr Jonathan Bianco - Property, Highways & Transport/ Cllr Eddie Lavery - Residents' Services	Property, Highways & Transport	R - Juliana Gaspardette		<b>NEW ITEM</b>	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)
057	<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)
Page 40	<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)

### Cabinet Member Decisions expected - May 2024

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
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### Cabinet meeting - 27 June 2024 (report deadline 10 June)

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)
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### Cabinet Member Decisions expected - June 2024

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)
<p style="text-align: center;">SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services &amp; Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital &amp; Intelligence</p>										
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
<b>Cabinet meeting - Thursday 25 July 2024 (report deadline 8 July)</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>AUGUST 2024 - NO CABINET MEETING</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
<b>Cabinet meeting - Thursday 12 September 2024 (report deadline 23 August)</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 - Thursday 10 October 2024 (report deadline 23 September)</b>										
SI	<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>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

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)
<p style="text-align: center; font-size: small;">SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services &amp; Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital &amp; Intelligence</p>										
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 7 November 2024 (report deadline 21 October)</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 - Thursday 12 December 2024 (report deadline 25 November)</b>										
116 Page 42	<b>The Council's Budget - Medium Term Financial Forecast 2025/26 - 2029/30 (BUDGET FRAMEWORK)</b>	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2025/26 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 20 February 2025	Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		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>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 9 January 2025 (report deadline 9 December 2024)</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)
<p style="text-align: center;">SI = Standard Item each month/regularly Council Directorate/Service Areas: AS = Adult Services &amp; Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital &amp; Intelligence</p>										
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 - January 2025</b>										
SI	<b>Standard Items taken each month by the Cabinet Member</b>	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
<b>CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month</b>										
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 / 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 and aquisition of new properties as part of the Housing Buy-back Scheme or using HRA funds to increase the affordable housing stock within the Borough.	TBC		Relevant Portfolio Cabinet Members	Property, Highways & Transport	C - Dan Kennedy / Ben Sargent			Private (1,2,3)
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

# 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 Directorate/Service Areas: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services D = Digital & Intelligence										
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		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - David Knowles</b>			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		<b>Cllr Jonathan Bianco - Property, Highways &amp; Transport</b>	<b>Property, Highways &amp; Transport</b>	<b>P - James Raven</b>			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 2024/25 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>
09 April 2024, 7pm	CR5
6 June 2024, 7pm	CR5
9 July 2024, 7pm	CR5
19 September 2024, 7pm	CR5
20 November 2024, 7pm	CR5
8 January 2025, 7pm	CR5
6 February 2025, 7pm	CR5
6 March 2024, 7pm	CR5
8 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



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