



HILLINGDON
LONDON



Residents' Services Select Committee

Councillors on the Committee

Councillor Peter Smallwood OBE (Chair)
Councillor Ekta Gohil (Vice-Chair)
Councillor Darran Davies
Councillor Jas Dhot
Councillor Kamal Preet Kaur (Labour Lead)
Councillor Elizabeth Garelick
Councillor Jagjit Singh

Date: TUESDAY, 10 MARCH 2026

Time: 7.00 PM

Venue: CR5

Meeting Details: The public and press are welcome to attend and observe the meeting.

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Contact: Liz Penny, Democratic Services Officer

Email: epenny@hillington.gov.uk

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW
www.hillingdon.gov.uk

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Terms of Reference

Residents' Services Select Committee

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

Portfolio(s)	Directorate	Service Areas	
Cabinet Member for Community & Environment	Place	Green Spaces (incl. Woodlands, Colne Valley)	
		Crematorium Services	
		Waste Services	
		Flooding & watercourses	
		Environmental Projects (incl. Chrysalis, Street Champions, Alleygating & Ward Budgets)	
		Climate Change (incl. air quality) – cross-cutting brief	
		Homes and Communities	Library Services
			Theatres, Museums & Cultural Services
			Leisure Services and Centres
			Community Safety & Community Cohesion (incl. CCTV)
			Trading Standards, Environmental Health & Licensing (incl. Safety of Sports Grounds)
			Imported Food Office
			Anti-Social Behaviour and Localities
			Street Scene Enforcement
Cabinet Member for Planning, Housing & Growth	Place	Emergency Response	
		Mortuary	
		Planning Services (incl. planning policy, building control, planning enforcement, specialist planning & conservation areas)	
		Regeneration (incl. town centres, master planning)	
	Homes & Communities	Economic Development (incl. growth strategy, business engagement, inward investment & worklessness)	
		Local Impacts of Heathrow Expansion (cross cutting brief)	
		Local Impacts of High Speed 2 (cross-cutting brief)	
		Housing Strategy & Commissioning (incl. housing policies & standards, assessment of housing stock size & condition and the	

		commissioning of housing stock repairs and housing stock acquisitions)
		HRA Strategy and delivery plan (operational delivery in Place and Cabinet Member for Corporate Services & Property)
		Housing Management (incl. tenancy management)
		Housing Options and Homeless Prevention
		Private Sector Housing

STATUTORY COMMITTEE	<u>Statutory Crime and Disorder Scrutiny</u>
	<p>This Committee will act as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carry out the bi-annual scrutiny of decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.</p> <p><u>Duty of partners to attend and provide information</u></p> <p>The Crime and Disorder (Overview and Scrutiny) Regulations 2009 permits this Select Committee to make a request in writing for information to bodies who form the local Crime and Disorder Reduction Partnership (Safer Hillingdon Partnership), which includes the Police. The Committee should scrutinise the work of the partnership at least once a year and may also require the attendance before it of an officer or employee of a responsible authority or of a co-operating person or body in order to answer questions. The Committee may not require a person to attend unless reasonable notice of the intended date of attendance has been given to that person.</p>

Agenda

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 To receive the minutes of the previous meeting 1 - 10
- 4 To confirm that the items of business marked as Part I will be considered in public and those marked Part II will be considered in private

Part I - Members, Public and Press

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Minutes

RESIDENTS' SERVICES SELECT COMMITTEE

18 February 2026



HILLINGDON
LONDON

Meeting held at CR5, Civic Centre, Uxbridge

	<p>Committee Members Present: Councillors Peter Smallwood (Chair), Ekta Gohil (Vice-Chair), Darran Davies, Jas Dhot, Kamal Preet Kaur (Labour Lead), Elizabeth Garelick and Jagjit Singh</p> <p>Officers Present: Jordan Groves, Head of Waste and Green Spaces Dan Kennedy, Corporate Director of Residents Services Liz Penny, Democratic Services Officer Gavin Polkinghorn, Planning Policy Team Leader Adam Stephenson, Assistant Director - Housing Needs & Homelessness Debby Weller, Head of Housing Strategy and Policy</p>
138.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>There were no apologies for absence.</p>
139.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interest.</p>
140.	<p>TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes of the meeting dated 8 January 2026 be agreed as an accurate record.</p>
141.	<p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART I WILL BE CONSIDERED IN PUBLIC AND THOSE MARKED PART II WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items of business were marked Part I and would be considered in public.</p>
142.	<p>HOMELESSNESS AND ROUGH SLEEPING STRATEGY CONSULTATION DRAFT (<i>Agenda Item 5</i>)</p> <p>Debby Weller (Head of Housing Strategy and Policy) and Adam Stephenson (Assistant Director – Housing Needs & Homelessness) were in attendance to respond to Members’ queries in relation to the Homelessness and Rough Sleeping Strategy Consultation Draft as set out in the agenda pack.</p> <p>Members enquired how the Government’s reported decision to stop sharing temporary accommodation data across London boroughs might impact the Council’s four-year homelessness strategy. Officers were unaware of such a decision but stated that losing access to this data would be unfortunate, as London-wide data was used for</p>

benchmarking. They noted that pan-London work on data analysis continued and that online resources remained available, and asked Councillors to share any information they had in respect of this.

Councillors sought further clarification as to whether the central homelessness dashboard, once live, would be accessible to Members of the Committee. It was confirmed that a suite of performance indicators was being developed, capturing both national targets and local MTFS priorities. The dashboard would be available to CMT, the Cabinet, and other stakeholders.

Members asked whether demand modelling was possible regarding asylum seekers, new arrivals and Chagossians, noting ongoing pressures. In response it was stated that numbers were tracked through Government-required submissions and that trends were not constant, with waves of different groups over time. It was noted that numbers in recent years had been higher than before. It was confirmed that MTFS planning included modelling based on 18 months of Chagossian trend data and that planning incorporated both local homelessness and additional demand from rough sleepers and Chagossian households over the next three years.

In response to further questioning from the Committee, it was noted that forecasted and modelled costs were included in the published budget, although figures were not broken down by cohort.

Councillors enquired how many households evicted from private rented accommodation had received discretionary housing payments (DHPs) in the previous financial year. Officers confirmed that DHP data existed but was not available at the meeting. **It was uncertain whether payments could be broken down by eviction type, but overall numbers could be provided.** The Committee queried whether DHP awards had increased over time and whether the allowance was fully used. It was confirmed that the entire DHP budget was always spent each year, and that award volumes depended on available budget rather than application levels.

In response to Members' requests for clarification, it was explained that work was carried out within the Statutory Homelessness Framework and support for households lacking a local connection was limited. It was stated that this was not thought to be a significant issue.

Councillors sought further information regarding the rate of return homelessness among rough sleepers who had been placed in accommodation. It was confirmed that figures were not available. It was recognised that entrenched rough sleepers with complex needs sometimes struggled to maintain accommodation, although numbers were small. Officers noted that Hillingdon had around 14 entrenched cases and reported some successful sustained placements.

Members asked about cost pressures arising from temporary accommodation and how they were mitigated. Officers stated that the published budget included relevant growth items and savings plans. Gross expenditure for the next year was forecast at approximately £35 million, with net costs around £19.5 million.

Councillors enquired how many of the 500 homes referred to in the Strategy had been purchased. **It was confirmed that this matter fell more within the housing remit and that a response would be sought from the appropriate officer.**

With regards to temporary accommodation, Members heard that self-contained units were used almost exclusively, with hotels used only in rare circumstances, such as where specialist facilities were required. It was explained that all households in temporary accommodation were charged rent, with contributions assessed through the Housing Benefit system.

Members asked how many of the 793 verified rough sleepers in 2024–25 were asylum seekers. **Officers responded that such data would be provided after the meeting.** It was added that CHAIN data broke down previous accommodation pathways. Councillors queried why the report described the increase in asylum-seeker rough sleepers as “anecdotal” if data existed. It was explained that the wording reflected comments made informally but it was accepted that data could support the statement.

The Chair sought further information as to how the Council worked with Heathrow Airport, given the high proportion of rough sleepers located there. Officers stated that the relationship had improved greatly, particularly during COVID, when all airport rough sleepers had been moved into hotels. It was reported that Heathrow had increased security patrols working with outreach partners, enabling faster intervention. It was stated that rough sleeper numbers at Heathrow had been kept well below pre-COVID levels and that more rough sleepers were now located elsewhere in the Borough.

The Chair asked how the Council balanced confidentiality and support for rough sleepers with the concerns of affected residents. It was confirmed that work was undertaken closely with voluntary sector partners and **agreed that the Strategy could include more about communication with residents.**

With regard to support for veterans, particularly those experiencing homelessness, the Committee was informed that CHAIN identified veterans, who also received priority on the housing register. Officers noted previous engagement with veterans’ organisations and said that work was underway to broaden and regularise partnership engagement, including through annual or more frequent homelessness forums.

Councillors asked whether rough sleepers on borough borders knew which council to approach, and whether Hillingdon Council met with GLA partners regarding homelessness. It was explained that outreach teams identified rough sleepers within Hillingdon and took the lead in supporting them, though not always by placing them in local accommodation. Officers confirmed regular meetings with the GLA, particularly around funded accommodation schemes for homeless families and rough sleepers.

In respect of gaps between service provision and the needs of rough sleepers with complex needs, Members heard that the number of rough sleepers with complex needs, particularly mental health needs, was increasing. Officers noted reductions in mental health outreach owing to external financial pressures and described challenges where individuals had dual diagnosis but did not meet thresholds for formal care. It was stated that the Council continued to engage partners and seek funding.

It was agreed that the drafting of Select Committee comments to Cabinet regarding the Homelessness and Rough Sleeping Strategy would be delegated to Democratic Services in consultation with the Chair and Labour Lead.

Councillor Kaur suggested adding “empathy” to the Council’s stated values as set out on page 21 of the draft Strategy, which the Chair agreed could be considered offline. The Committee agreed to the recommendations.

RESOLVED That the Residents' Services Select Committee:

- 1. Noted the contents of the Homelessness and Rough Sleeping Review; and**
- 2. Agreed that the drafting of Select Committee comments to Cabinet regarding the Homelessness and Rough Sleeping Strategy be delegated to Democratic Services in conjunction with the Chair and in consultation with the Opposition Lead.**

143. COMMERCIAL WASTE AND GENERAL WASTE SERVICES (*Agenda Item 6*)

Councillor Wayne Bridges (Cabinet Member for Community & Environment) was in attendance to highlight key points in the report and provide an update in respect of the Council's Commercial Waste and General Waste Services.

With regard to commercial trade waste, the Cabinet Member noted that 79 new commercial waste contracts had been gained while 98 had been lost, largely due to non-payment and price sensitivity. It was explained that 43 of the 79 new contracts related to outstanding debts. Officers had undertaken substantial work in this area, and changes were already underway. One early change had involved improving competitiveness by removing publicly available costings, which had previously enabled competitors to undercut the Council. This measure was expected to strengthen the Council's market position and support the promotion of the service. It was noted that, despite the reduction in customer numbers, income had increased because the new customers were of higher quality and more reliable. Councillor Bridges expressed confidence that performance would continue to improve and committed to keeping the Committee updated.

Councillor Bridges then addressed food waste collection, which had been widely publicised locally and nationally. It was explained that the service was being rolled out to approximately 2,200 properties above shops and 17,000 private block properties, with completion expected within six weeks. The Councillor formally recorded thanks to officers for their hard work on this significant undertaking. He highlighted the financial benefits of food waste recycling, noting the stark contrast between the disposal cost of food waste (£12.79 per tonne) and general waste (£119.28 per tonne). It was stated that the rollout was being monitored case by case, feedback from ward councillors was being received, and any issues would be addressed as they arose.

The Cabinet Member proceeded to discuss the significant issue of fly-tipping in the Borough, acknowledging that it was a national problem and that Hillingdon was not exempt. He reported the introduction of new processes to tackle the issue, including the "Waste Drop and Go" initiative, which had been successful to date. Events had already taken place in Charville and Hillingdon West. In Charville, 54 cars and six walk-ins had participated, resulting in the collection of 1.8 tonnes of waste. The Hillingdon West event at the Battle of Britain Bunker had received 90 visitors—an increase of 50%—and had collected just under 2.1 tonnes of waste. Members heard that further events were planned, with the next due to take place at Harlington Road Depot.

Councillor Bridges also reported that he had introduced unannounced spot checks across the Borough the previous week, undertaken jointly with officers from waste services, the anti-social behaviour team, APCOA, and other service providers. Spot

checks had taken place in Charville and on New Broadway in Hillingdon East, where instances of fly-tipping had been identified and were being investigated. Additional visits were planned, and Councillors across the Borough would be engaged to identify and respond to emerging hotspots.

Dan Kennedy, Corporate Director of Residents Services and Jordan Groves, Head of Waste and Green Spaces, were also in attendance. The Head of Waste and Green Spaces provided a brief summary of the key points in the report which presented an overview of waste and recycling services performance for 2025–26 to date, including commercial waste, domestic collections, recycling improvements, and the rollout of the simpler recycling programme.

It was reported that Commercial Waste Services continued to operate in a challenging and competitive market. During the year, 79 new contracts had been gained, generating just under £200,000, while 98 contracts had ended, primarily due to non-payment or business closures, which reflected wider trends. Despite the overall reduction in contract numbers, Members heard that the service had reported a net income gain of nearly £60,000, highlighting the service's focus on quality over quantity. Compliance work between the commercial waste team and the anti-social behaviour team had strengthened, particularly where issues such as fly-tipping or the absence of lawful waste contracts had arisen.

Domestic waste services were reported to have remained largely stable. It was noted that the garden waste service had moved to a paid subscription model, and the Council was exploring ways to increase participation. At the time of the report, over 23,000 households were subscribed, generating £1.62 million in income. The Christmas period had led to an increase in missed collection reports due to altered collection schedules, which had caused temporary confusion for residents. An ageing vehicle fleet had created operational challenges, and capital investment for replacements had been included in the 2026 capital budget and beyond.

The Committee was informed that recycling services continued to expand. Although some quality issues had been identified with the supply of recycling and food-waste sacks, remedial measures were underway. Contamination-reduction initiatives showed positive progress and were supported by crew-led education and trials of reverse-litter bins in communal settings. The simpler recycling rollout remained on schedule. Surveys for flats above shops had been completed, deliveries were underway, and officers were actively engaging with residents to explain the purpose of the service. It was confirmed that 19,000 additional properties had already received the service. The rollout to private blocks was expected to be completed shortly, and the flats-above-shops element was expected to be completed by 31 March 2026.

Performance indicators were reported to be positive overall. Commercial waste was forecast to generate £2.1 million in income. The Harefield Civic Amenity Site diversion rate had risen to 74%, and recycling contamination continued to decrease in monitored areas. Reports from October, November and December showed a reduction in refuse waste collected compared with the same period the previous year, resulting in disposal-cost savings. It was noted that the Council's recycling rate remained above the London average, having increased from 36.7% in 2023 to 39% as of December 2025. Additionally, 836 more tonnes of household food waste had been collected between April and November 2025 compared with the previous year, equivalent to approximately £120,000 in avoided disposal costs.

In summary, it was stated that the service developments supported environmental targets, improved resident experience, strengthened compliance with new national simpler-recycling legislation, and enabled continued review of services to achieve further reductions in waste and operational efficiencies.

Members enquired whether lessons had been learned from lost commercial waste contracts and how much the Council was likely to spend on recovering outstanding debts. Officers explained that commercial waste debt recovery was often limited because business closures made it difficult to identify owners. It was stated that robust debt-recovery processes were followed, but in many cases, businesses left the area entirely, or owners could not be traced. Small debts were not pursued where recovery would cost more than the amount owed.

Councillors queried whether the collection of contaminated residential recycling waste would be reviewed, highlighting inefficiencies caused when bags were left behind and later needed separate collection. Officers reported that recycling education officers were deployed to properties with persistent contamination issues and undertook door-knocking and resident engagement. Education was prioritised before enforcement. It was confirmed that waste left for extended periods posed environmental, health, and street-cleansing issues and was therefore cleared where necessary.

The Chair referred to a previous performance report, noting the Committee's interest in quantified contamination data. **Officers stated that the data was not immediately available but would be provided at a later date.** The Cabinet Member added that contamination issues were continually reviewed and that new waste-segregation legislation and the food-waste scheme would support improvements.

The Committee praised the Community Waste Day event in Charville and asked how locations were selected. It was confirmed that the scheme was a pilot selecting areas with high fly-tipping rates or strong resident demand. Positive feedback and high tonnage levels were noted. The Cabinet Member added that locations were in the south of the Borough, where fly-tipping was most prevalent, and that proximity to Harlington Road Depot was also a factor.

Councillors asked whether commercial waste services were being sufficiently advertised and whether additional bin sizes could be offered. Officers responded that further expansion could be considered, but larger containers required different vehicles. Officers highlighted ongoing work integrating waste-service sales with enforcement visits, where businesses without trade-waste agreements were offered Council services.

Councillors queried how businesses were being encouraged to reduce waste generation. In response, it was stated that legislation required businesses to segregate waste and that enforcement teams and sales staff promoted compliance.

Members asked whether soft-plastics recycling could be better supported by providing information on locations such as supermarkets. **It was confirmed that national trials were ongoing and that website improvements, including locator links, would be explored.**

The Committee sought further clarification as to whether issues with bag quality had been addressed and whether compensation was received from the supplier. It was confirmed that compensation had been agreed and that contractual issues were being

resolved. With regard to the lifespan of compostable food-waste liners, it was explained that lifespan depended on storage conditions and could be up to 12 months in warm, dry environments. **Clearer public guidance would be considered.**

Councillors raised concerns about inconsistent collections, particularly around schools, and the increased interval between waste being piled and removed. Officers acknowledged the issues and stated that stronger management oversight was being introduced to reduce delays, prevent blocked pavements, and improve operational consistency.

Members queried whether operatives could report split bags so that street-cleansing teams could attend. Officers stated that closer working between the waste collection and street-cleansing teams was already taking place, ensuring that follow-up crews were deployed. **Councillors requested that thanks be passed to the waste collection crews, which officers agreed to relay.**

Councillors requested enforcement data regarding commercial waste and what challenges existed. It was reported that data was held in Power BI and that ASBET and waste services were working collaboratively. Repeat offenders were monitored, and first-time issues were approached through education.

The Committee enquired how private commercial operators' waste-disposal practices were verified. It was explained that businesses were required to hold valid waste-carrier licences, which could be inspected by the Council.

In response to Members' queries as to whether bin lorries could be wrapped to advertise Christmas collection changes, it was noted that wrapping had been used previously and was cheaper than bolted-on boards, though less flexible. **Future exploration was possible.**

Questions were also raised about selling advertising space. Officers explained that revenue in other boroughs had not met expectations, but opportunities to promote council initiatives were commonly used.

Concerns were raised by several Councillors that street sweepers were attending roads on incorrect days or ahead of refuse vehicles. It was confirmed that a review of sweeping rotas, including solo operatives, was underway to improve alignment with waste collection schedules. Councillors asked whether residents could be notified in advance so they could move vehicles. Officers responded that advance notification through flyers or online messaging was feasible in heavily parked areas.

A further question sought data on the number of solo sweepers; **officers stated that a full review was needed to determine whether capacity was sufficient.**

Members reported widespread misuse of litter bins for household waste and asked what action was being taken to tackle this. It was explained that a borough-wide litter-bin rationalisation exercise was planned. Bins that attracted persistent fly-tipping could be removed, though impacts on local amenity would be considered. Education and signposting to waste-disposal options would continue.

Councillors raised issues about fly-tipped waste in gullies and ditches that crews could not safely access. Officers confirmed that signage or notices could be introduced to inform residents that the Council was aware but awaiting specialist equipment or safe

conditions. A grab lorry was available for certain cases, though health and safety risk assessments remained paramount.

The Committee enquired how usage and frequency of emptying litter bins were monitored. It was stated that part of the rationalisation project involved reviewing collection frequencies and staff observations. The Cabinet Member confirmed that the forthcoming Love Clean Streets app would support resident reporting and hotspot identification.

In response to Members' questions as to whether discount schemes such as Hillingdon First could be applied to commercial waste, it was explained that the Council's selling point was reliability rather than low cost, but flexible pricing models could be explored. The competitive London market made discounted initiatives challenging. The Cabinet Member added that removing votes from the public domain empowered officers to make commercial decisions and offer discretionary discounts where appropriate.

Councillors asked why the Council did not service Heathrow Airport commercially. Officers explained that the Council's operations were geared toward small and medium enterprises, not large-scale waste producers requiring compactor bins, skips, and multiple daily collections. **Opportunities could be explored but would require significant investment.**

Members suggested that QR codes could be placed on bins to report fullness. In response officers highlighted cybersecurity risks involving cloned QR codes leading to fraudulent websites. Location-based labels or the new reporting app were considered safer alternatives.

Councillors sought further clarification as to what happened when dumped waste contained identifiable addresses. Officers stated that an address alone did not prove who dumped the waste. Investigations required further evidence and were conducted by the enforcement team.

The Chair recognised the Borough's strong waste-collection service and thanked refuse crews. The Cabinet Member concluded by thanking the Committee for its questions, acknowledging ongoing challenges, and expressing commitment to continued improvements and collaboration with Councillors.

RESOLVED: That the Residents' Services Select Committee noted the update in the report.

144. **WEST LONDON WASTE PLAN** (*Agenda Item 7*)

Gavin Polkinghorn, Planning Policy Team Leader, was in attendance to respond to Members' questions regarding the West London Waste Plan paper as set out in the agenda pack.

Councillors enquired whether, given that the boroughs worked collectively across London, any changes to the London Plan could allow the waste-apportionment targets to be altered mid-process. It was asked whether such changes could be made or whether targets would remain fixed.

In response, it was explained by the Officer that the West London Waste Plan had been required to respond to the apportionment figures set out in the 2021 London Plan.

It was further explained that, if the new London Plan currently under consultation were to be adopted with different figures, then the West London Waste Plan would need to be revised accordingly, as the targets would differ.

Members queried whether any backup or emergency arrangements were in place in case existing waste sites in Hillingdon became unusable or required closure. They asked whether contingency planning existed or whether it was assumed that services would continue smoothly.

The Planning Policy Team Leader responded that the Plan had demonstrated that sufficient waste-site capacity existed to meet both current and projected requirements. It was stated that additional waste sites could come forward ad hoc through the development-management process, providing further capacity between plan cycles if needed. The Officer noted that historically there had been very little churn in safeguarded waste sites, which tended to remain long-term. However, if a significant reduction in available sites occurred, additional provision could be brought forward.

Councillors referred to a contribution of £30,000 per borough per year over a five-year period and asked how this figure had been determined. They enquired whether value for money was being achieved and whether Hillingdon had scrutinised its contribution in comparison with that of neighbouring boroughs.

It was explained by the officer that all West London boroughs contributed the same amount. The pooling of resources for waste planning was described as a significant cost saving, encouraged by the London Plan. Although specific procurement details were not available at the meeting, it was confirmed that value-for-money considerations were embedded in procurement processes and that further information could be provided if required.

The Committee asked about the adaptability of the five-year plan in light of technological developments, including the introduction of Love Clean Streets. Members sought clarification as to whether the Plan had been prepared in a way that allowed for technological evolution.

The Planning Policy Team Leader responded that the requirement to update local waste plans every five years was itself intended to ensure responsiveness to technological change. It was stated that new recycling requirements, new approaches to handling contaminated waste, and other technological developments had been incorporated into the Plan.

Members sought further clarification relating to housing-target increases across West London. They enquired how effectively the Plan had accounted for expected growth and whether the Borough risked under-anticipating the impact of significant housing expansion or proposed new settlements. Councillors asked whether the five-year plan was robust enough or whether an emergency review might be required.

It was explained that growth would be addressed through the standard five-year update cycle. If the new London Plan introduced higher housing targets, these would be reflected in the Council's local plan and handled through the natural progression from site identification to planning permission and build-out. It was confirmed that plans could be updated more frequently than every five years, if necessary, though in practice the five-year cycle aligned with development timescales and allowed for ongoing adjustment over time.

	<p>It was agreed that the drafting of Select Committee comments to Cabinet regarding the West London Waste Plan would be delegated to Democratic Services in consultation with the Chair and Labour Lead.</p> <p>RESOLVED That the Residents' Services Select Committee:</p> <ol style="list-style-type: none"> 1. Noted the contents of the draft West London Waste Plan; and 2. Agreed that the drafting of Select Committee comments to Cabinet regarding the West London Waste Plan be delegated to Democratic Services in conjunction with the Chair and in consultation with the Opposition Lead.
145.	<p>FORWARD PLAN (<i>Agenda Item 8</i>)</p> <p>RESOLVED: That the Forward Plan be noted.</p>
146.	<p>WORK PROGRAMME (<i>Agenda Item 9</i>)</p> <p>It was recalled that Councillor Gardner had submitted a motion on CCTV at the meeting of Full Council, and that the Select Committee had been delegated to undertake a review of the matter.</p> <p>It was noted that the Select Committee's Work Programme for March and April was very busy. Moreover, local elections were due to be held in May, followed by the first meeting of the new Committee in June, which was not an appropriate time to commence such a review. The item had therefore been scheduled for the July meeting. Members indicated that they were happy with this approach.</p> <p>RESOLVED: That the Work Programme be noted.</p>
	<p>The meeting, which commenced at 7.00 pm, closed at 8.36 pm.</p>

These are the minutes of the above meeting. For more information on any of the resolutions please contact Liz Penny, Democratic Services Officer on democratic@hillingdon.gov.uk. Circulation of these minutes is to Councillors, officers, the press and members of the public.

Community Cohesion

Committee name	Residents' Services Select Committee
Officer reporting	Fiona Gibbs, Stronger Communities Manager
Papers with report	None
Ward	All

HEADLINES

This report aims to provide an update in relation to the work being undertaken in Hillingdon to build stronger communities, promote community cohesion and manage the risk relating to extremism. It also outlines work undertaken in meeting the aims of the Government's Prevent duty, under the Counter Terrorism and Security Act 2015 and the Government's counter terrorism strategy CONTEST.

RECOMMENDATIONS

That the Residents' Services Select Committee:

1. Notes activity undertaken to build stronger communities and promote community cohesion particularly in light of the challenges emerging from national and global events, a national rise in hate crime and threats from extremist influence and the impacts on local communities.
2. Notes the activity that has been undertaken during the past year in relation to delivering against the Prevent duty.

SUPPORTING INFORMATION

1. Building stronger communities

1.1 What is community cohesion?

Community cohesion is not a precise term and can be interpreted in many ways. Broadly speaking it is about creating a sense of belonging, valuing diversity, tackling inequalities and promoting interaction to develop positive relationships within a community.

Recently "Belong" (commissioned by the LGA) published their report into community cohesion. They recognised that, whilst there have been successive initiatives and reports commissioned by the Government since 2001, there has never been an official government definition of social cohesion. However, there is some consensus that it is a social glue or the 'ties that bind' us together in communities and wider society. It involves subjective conditions such as inter-personal trust, a sense of belonging, mutual support and shared values (*Common ground – building cohesive communities report by Belong for LGA Jan 2026*).

To help inform the Council's approach to community cohesion, Belong's Model of Social Cohesion draws on research and practice to explain what makes communities strong, connected, and

resilient (Figure 1.1).



At its core, social cohesion aims to build stronger more connected and resilient communities. This is shaped by 5 interrelated conditions:

- Participation
- Belonging
- Democracy
- Trust
- Safety

These core conditions are influenced by relevant policy and service areas at the local level. They provide the essential environment for social cohesion and for communities to thrive and underscore the need for a joined up and holistic approach across all council services and with partners and communities.

1.2 Prevent and countering extremism

The aim of Prevent is to stop people becoming terrorists or supporting terrorism and was placed as a duty on local authorities under the Counter Terrorism and Security Act 2015.

The threat from terrorism continues to be significant and recent incidents in Europe as well as in the UK demonstrate the need to ensure a robust approach, not only in enforcement but also in prevention and protection.

Whilst there continue to be individuals willing to carry out violent attacks, there has also been a significant shift from radicalisation to extremism rather than terrorism attracting a wider following. Events since October 2023 and the unrest during the summer 2024, including around the elections, have changed the picture of what is being experienced.

Use of the online space to spread disinformation and escalate reactions and mobilise individuals has been a major development and has a real impact upon communities and community

cohesion.

The Counter terrorism risk profile identifies a complex and changing landscape, with one main influencer or ideology no longer dominant.

Threat from self-initiated terrorist attacks remains of most concern. Islamist-inspired attacks remain a significant threat, but the extreme right wing is ever emerging and increasing in influence. The online space and multiple platforms provide a complex and ever-changing picture with other influences including Incel, fascination with extreme violence and mass casualty attacks providing a new dynamic.

Throughout all these influences there are a number of common themes including: misogynistic views and homophobic, anti-government, anti-immigrant, Islamophobic and antisemitic attitudes.

There has also been an increase in numbers of young people being arrested for terrorist offences, which continues to be an ongoing trend.

Numbers of those with neurodivergence and mental health conditions are also increasingly present within Prevent referral cases. Whilst there is a need to be mindful that not everyone who is neurodivergent or has mental ill health is more likely to become a terrorist, it is noted that these factors can increase someone's vulnerability and susceptibility to being radicalised.

Emerging threats:

The focus moving forward is upon the increasing involvement and influence from state threats – this can be linked to cyber, social media – mis and dis information as well as offline. It is becoming more organised and far reaching. Therefore, countering state threats requires a new consideration for all agencies in countering terrorism and extremism, and implications for resilience and response planning.

Channel referrals and review:

Following the reviews held in relation to the incident in Southport and the murder of Sir David Ames, new guidance has been issued. This guidance is aimed at improving the management of referrals including those relating to fascination with extreme violence and mass casualty attacks.

1.3 Hillingdon Context

Hillingdon has become more diverse with many areas seeing the proportion of white and ethnic minority communities more evenly spread. At the same time the Borough is experiencing increases in the number of young people together with a growing older population.

The impact of economic pressures and squeezed resources on public services inevitably places a strain on families and communities as resources become reduced and access to support and services is limited. Threats from extremism and terrorism have increased and can cause conflict, tensions, prejudice and misunderstanding within communities.

Over recent months, there has been a noticeable increase in community tensions, protest activity, and visible street-based issues, including incidents relating to rough sleeping, hate crime, anti-immigrant sentiment, influence of global conflicts and wider community safety concerns. Many of

these challenges are being shaped by both local and national factors and global events, alongside wider social influences, including the spread of mis and dis information online and links with an increasingly complex extremism landscape, exploiting grievances and vulnerabilities.

The approach has been to understand what the community cohesion challenges are in Hillingdon and where in the Borough the risks to community cohesion are greatest. But it is also equally important to recognise where the positive contributions to community cohesion are taking place and to promote greater opportunities for building on those positives and underpin the resilience within communities. Improving knowledge of what works and what helps can reduce the risk and needs to be considered, such as:

- Strong local leadership (political, community etc)
- Strong communication activity/strategy to engage with local communities
- Visible local initiatives
- Developing a local sense of civic pride
- Uniting local people on issues affecting the Borough
- Strong partnership approaches to local solutions
- Community capacity building and a sustainable approach to community engagement and community development which is inclusive and embraces the diversity of the Borough.

2. What the Council is doing

The work of the Stronger Communities team supports the Council's aim "along with its partners, to create a strong and resilient community in Hillingdon, to counter extremism and hate in all its forms, while bringing communities together to promote cohesion and integration. To build a strong sense of belonging and pride where all people feel valued and included, whether living, working within, or visiting the borough."

This is delivered by –

- Managing and coordinating a partnership approach to building stronger communities.
- Leading on the implementation of the Prevent Duty, as set out in the Counter Terrorism and Security Act 2015.
- Supporting the local voluntary sector and community organisations, including faith groups in developing communities and community cohesion.
- Maintaining and developing community engagement and reach into Hillingdon's diverse communities as part of building stronger communities.
- Monitoring and management of community tensions with partners.

2.1 Work with communities

In order to support community cohesion, officers have worked with, and built strong relationships with, Hillingdon's diverse communities and voluntary sector. This approach has involved supporting community programmes and networks which bring people together or build resilience. The Council's focus has been predominantly on young people, women, faith communities, and addressing inequalities, whilst also working across Council services and with other partners to enable and improve reach and engagement and access to services.

This has involved-

- Supporting local faith leaders in the development of the inter faith community network and supporting Hillingdon women's centre and other local women's groups to establish a women in the community network.
- Supporting the development of the Hillingdon LGBTQ+ network.
- Working collaboratively with health and community organisations during and post Covid to support health and well-being initiatives to address health inequalities.
- Working with Council services and other partners and voluntary sector to support asylum seekers and refugees and Hillingdon's diverse communities to promote integration and inclusion.
- Working with the Family hubs to engage with Hillingdon's diverse communities and mapping of community activity and resources that support children and families.
- Working with Brunel University and supporting their Civic University activities.
- Working with partners to deliver Hillingdon's junior citizens programme for Yr6 pupils.
- Working with local Police to manage community tensions and concerns.

In 2025 officers were successful in securing extra funding to support local work from the MHCLG through their Community Cohesion Resilience Programme and want to highlight this as an example of cohesion work, and the partnerships established with local communities.

Hillingdon's Programme was aimed at working with local organisations who were already working within local communities, delivering local cohesion priorities and outcomes and addressing emerging concerns relating to impacts of national tensions and global events.

Each project has a clearly defined purpose and is specifically targeted at identified cohorts. These beneficiaries were identified through local community demographics and understanding of local community cohesion pressures, including significant numbers of asylum seekers being housed in local hotels, an increasingly diverse community and inter faith dynamic, and known impacts relating to recent global events and national increase in antisemitism and islamophobia.

Women and LGBTQ+ communities were also relevant cohorts where community safety had been raised as a concern from the work already being undertaken with these groups.

The first project worked with REAP and Bell Farm to build upon the work they are already doing in the Borough in supporting asylum seekers and refugees with activities to foster cohesion, positive relations and resilience between long-term residents and new asylum and refugee arrivals in Hillingdon. By reducing isolation and increasing interaction among people with diverse experiences, the project aimed to create a more inclusive and supportive community.

REAP (Refugees in Effective and Active Partnership) are a Hillingdon based charity working with and supporting refugees and asylum seekers. The Council has worked with the organisation for many years, and they provide a crucial service for communities in Hillingdon in supporting cohesion and integration and raising awareness.

Bell Farm Christian Centre (BFCC) is a Christian Church and Charity that has a declared policy of working with other agencies to help meet the needs of the local community. Officers have also worked closely with the team at Bell Farm for many years. Bell Farm provides advice, information and care services including a foodbank, children's clubs and families support, older people's groups, classes, befriending and outreach activities and support for asylum seekers and refugees. Their services attract and support over 2500 beneficiaries each year. Bell Farm Christian Centre is situated in West Drayton.

Bell Farm has recently been successful in gaining funding from the GLA in partnership with other local voluntary groups, from the Loved and Wanted Programme. The Mayor of London and the National Lottery Community Fund have committed £1.8 million to build a network of community spaces across the capital. These Loved and Wanted Community Spaces will bring London's communities together and affirm that every Londoner belongs in the city. This programme will build upon the work Bell Farm already delivers for local communities and in fostering community cohesion and connections.

The project aim is to foster an inclusive, resilient, and cohesive community in the south of the Borough through BFCC as a Loved and Wanted Centre through engagement that brings people together to address social, cultural, and economic barriers, promote shared identity, and support vulnerable and newly arrived residents. The engagement target is 3000 people in person per year and online 2000 in 26 months.

Project two was aimed at supporting the newly founded Hillingdon LGBT+ Network. The goal was to harness the experiences and ideas of community members to move the Network forward, addressing the needs of LGBT+ residents in Hillingdon in ways that truly meet their needs.

The third project focused on women and was delivered by Hillingdon Women's Centre (HWC). The project aimed to empower marginalized women in the Borough by encouraging their participation and amplifying their voices.

HWC held a series of storytelling sessions providing women with a safe space to share experiences and focused on the theme of violence against women and the patriarchy. Through these sessions they were able to bring women from different backgrounds together in a confidential and non-judgemental space where they felt comfortable being open and discussing topics that are not usually explored in their day-to-day work. Participant feedback was overwhelmingly positive, with many requests for more activities like this to take place.

Further to the specific programme funded through CCRP funding, and the work HWC do to support women in need or those experiencing domestic abuse, HWC support community cohesion and connection through their wider work including:

- The Women's Hub: this is a project created by Hillingdon Women's Centre through which they provide support to women-led community groups in Hillingdon. In addition to covering the cost of their venue spaces to ensure these groups can continue meeting and supporting women in their communities, the Council also hosts events to bring both group members and facilitators together. These groups are meeting specific needs of women in Hillingdon who are experiencing loneliness, isolation, mental health struggles, and often domestic abuse as well. It is important to not only fund these small groups, but to also create opportunities for them to connect and learn from each other.
- Positive Energy: this is a weekly group held at Hillingdon Women's Centre for over 5 years. The purpose is to provide a consistent, safe space for service users to connect with other women who have shared experiences. Many of their service users continue to attend Positive Energy sessions long after their support with one of the centre caseworkers has come to an end, as it provides them with an opportunity to get out of the house and make new connections. For many clients, coming to Positive Energy might be the only opportunity they have to leave the house each week. Topics and themes for the group vary

but are often focused on well-being, goal setting, self-care, meditation, reflection, and arts and crafts. Given the diverse nature of the client base at HWC, this group has a positive impact on a wider scale as it brings women together who otherwise would have been unlikely to meet.

Project four was to work with faith communities through the Hillingdon Inter Faith Community network (HIC). The aims of HIC are to bring communities together, enable friendships to develop, and promote learning through encounter and dialogue. The project included involving young people in interfaith dialogue, increasing the engagement of local faith leaders, and enhancing the involvement of women in the interfaith space.

They were able to bring people together from the different faith communities to engage in constructive topics and training surrounding social cohesion. These have included young people, women, lay and ordained faith leaders. They have also –

- Raised profile in the educational sector with interfaith resources.
- Produced videos of local places of worship as a resource for schools to help improve understanding of different faiths.
- Developed an exhibition about different faiths to take out to schools and enable dialogue with volunteers from different faiths.
- Successfully launched the Hillingdon Interfaith Community website to showcase past and upcoming events.
- Network Expansion: Increased database of faith leaders, community workers, and educators.
- Women's Circle: Established a new women's committee to amplify women's voices in interfaith work.
- Community Intervention: Engaged with primary schools to address religious division among parents and students.

In addition to the funded programme, HIC brings together faith leaders from across the Borough who are committed to improving inter faith relations and understanding. Other activities this year include:

- Addressing safety concerns:
- Providing a joint media statement linked to the protests around the hotels accommodating asylum seekers – calling for calm and tolerance.
- Delivering hate crime awareness sessions for faith leaders.
- Currently planning Counter Terrorism workshop with Police
- Involvement in the Making Hayes Safer initiative aimed at tackling youth violence and contextual safeguarding
- Health promotion and awareness: working with local health services to host health and wellbeing sessions across places of worship

These projects have enabled local community organisations to build upon and enhance their existing work and build an even stronger relationship with the local authority. As demonstrated, all the organisations continue to build upon the activities delivered for future work.

2.2 Managing community tensions

Officers work closely with the Police, partners and local communities to monitor and respond to

community tensions and concerns, utilising their relationships to help reassure and understand community impacts.

This year has witnessed a number of events that have caused tensions and concerns between and within communities. Hillingdon has not been immune to these influences. The conflict between Hamas and Israel continues to impact communities in the UK. Synagogues and Hillingdon's Jewish community have expressed their concerns at the rise in antisemitism. Working in partnership with Police, officers have met with community members and offered reassurance and support.

The increase in anti-immigrant sentiment and protests outside hotels in the Borough being used by the Home Office for asylum seekers and refugees has increased tensions and fear within some communities. The raising of flags contributed to some groups feeling targeted and not welcome. Schools have also raised concern about increased racist rhetoric and have sought advice and support.

Working closely with the Police, officers have supported a multi-agency approach, with regular meetings put in place to manage the concerns and provide a joint planned response.

3. Prevent Duty

As part of the Prevent duty refresh, the Home Office has updated its assurance process to help ensure that local authorities are delivering their statutory Prevent duty in line with the Prevent duty guidance. The Prevent duty toolkit for local authorities outlines the benchmarks Prevent delivery is measured against. The assurance process is designed for local authorities to assure themselves via a self-assessment that they are effectively delivering their statutory duty.

Home Office: Summary of Assurance Process 2024/25

The overall assessment of prevent delivery in Hillingdon is that the Local Authority continues to demonstrate an exceptional standard of delivery as an unfunded Prevent area. Despite the resource limitations, the borough consistently maintains strong and effective communication with local and regional partners, particularly through its contribution to funding bids and active participation in multi-agency meetings. Benchmarking performance has remained at a good standard throughout the year, reflecting a high level of commitment, organisation, and strategic focus.

Benchmarking is assessed against these areas:

1. Multi Agency Partnership
2. Local Risk Assessment
3. Partnership Plan
4. Referral Pathway
5. Training Programme
6. Reducing permissive environments
7. Communications and Engagement

These are assessed as 'not met', 'met' and 'exceeding'; Hillingdon was assessed as 'exceeding' in 4 areas and other areas were all 'met.'

Key areas of work

- i) The emergence of the growth of support for right wing extremism and other influences including Incel and fascination with extreme violence and mass casualty attacks.

Officers have ensured, through staff training, that agencies are aware of the potential influence and importance of safeguarding those who might be at risk from these emerging ideologies. Bespoke sessions are being delivered in collaboration with Counter Terrorism Policing colleagues.

- ii) Support to schools and further and higher education.

Officers are working with schools to raise awareness through staff training in order to identify those who might be vulnerable and to make the relevant referrals. Building resilience is also key, and the Council has introduced a programme working with young people to tackle hate and extremism and stay safe online; this remains a priority for the coming year.

Officers have provided all schools with briefings on how to have those difficult conversations, alongside guidance as to what makes a Prevent referral and what does not.

- iii) Vulnerability of those with a learning disability/autism and mental health needs

Trends emerging from local referrals received during the past year have highlighted an increase in vulnerability of those with a learning disability / on the autistic spectrum alongside those with mental health needs. The Council has been successful in securing funding from the Home Office to commission a programme of workshops as detailed below:

- Workshops for young people – particularly those with special needs, to identify and question online influence and understand extremism and risk of radicalisation and where to seek help and support.
- Workshops for parents/carers to be able to support young people to have discussions around extremist influence and ideology and identify online risk.

- iv) Safeguarding procedures and referral pathways

Channel is the multi-agency process for the management of cases relating to vulnerability to radicalisation and support of terrorism. The Channel panel in Hillingdon meets monthly and is currently chaired by the Council's Stronger Communities Manager (Prevent Lead). The deputy Chair is a Senior Manager from Children's services. Core members include social care, NHS, mental health services, and police, with other agencies attending as required.

- v) Training for staff

The Council provides support to local partners and agencies in delivering training and has provided training to more than 5000 staff across the Borough from within the Council, education (including schools, FE&HE), health, voluntary and other settings.

This programme is ongoing and promotion of Home Office e-learning modules as well as face to face training are provided across the Council's partnership working.

The Channel Chair and Deputy Chair and panel members also undertake regular training provided by the Home Office.

vi) Building resilience

As mentioned, the Council was successful in obtaining funding from the Home Office Preventing Radicalisation fund to deliver a series of workshops and awareness raising activity to build resilience to extremism and online influence, particularly for vulnerable young people. There are also workshops for parents/carers, to give them the confidence to put safeguards in place, recognise signs of radicalisation and seek support. This will enable those parents / carers to be able to identify concerns at an earlier stage and divert young people away from the influence of radicalisers, building resilience and reducing the need for referrals and Channel interventions. This is to build on a programme delivered in 2024 which was aimed at professionals and young people.

This current programme is due for completion by the end of March 2026.

PERFORMANCE DATA

Channel data published annually by the Home Office

RESIDENT BENEFIT

This work supports the Council's aim, "along with its partners, to create a strong and resilient community in Hillingdon, to counter extremism and hate in all its forms, while bringing communities together to promote cohesion and integration. To build a strong sense of belonging and pride where all people feel valued and included, whether living, working within, or visiting the borough."

RESIDENTS' SERVICES SELECT COMMITTEE - SAFER HILLINGDON PARTNERSHIP REPORT

Committee name	Residents' Services Select Committee
Officer reporting	Richard Webb, Director of Community Safety and Enforcement
Papers with report	Appendix 1 - London Fire Brigade Report Appendix 2 –MPS Report
Ward	All

HEADLINES

As part of its statutory responsibility to undertake crime and disorder scrutiny, this report provides the Residents' Services Select Committee with reports from the Metropolitan Police Service and London Fire Brigade and an update on the work of the Safer Hillingdon Partnership, as the statutory community safety partnership for the Borough.

RECOMMENDATION

That the Residents' Services Select Committee notes the contents of the reports and asks questions in order to clarify matters of concern or interest in the Borough.

SUPPORTING INFORMATION

The Residents' Services Select Committee acts as a Crime and Disorder Committee as defined in the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and carries out the bi-annual scrutiny of decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions.

Witnesses

Supt. Priya Shome and Chief Inspector Ben Wright, MPS, and Daniel Johnson, Borough Commander for Hillingdon from the London Fire Brigade, will be attending the meeting to answer questions relating to crime in the Borough and the Policing response to that crime.

Richard Webb, Director of Community Safety and Enforcement will attend the meeting to answer questions relating to the Safer Hillingdon Partnership and the work of the Council to prevent and reduce crime.

Supporting information

On the 29th of July 2025 the Safer Hillingdon Partnership met, and at this meeting the partnership reviewed and approved a draft Community Safety Strategy for the Borough. As the statutory community safety partnership for Hillingdon, the partnership is required to have a community safety strategy which sets out the community safety priorities and the partnership arrangements for working together to reduce crime, disorder and anti-social behaviour in the area.

To prepare this strategy and determine local priorities, a strategic assessment was undertaken and considered by the partnership. This assessment profiled crime and anti-social behaviour levels and

trends in recent years. In addition, a public survey was undertaken to provide insight into community perceptions of crime and anti-social behaviour and to seek resident and business views on the priorities for the partnership. Key data from the assessment and survey is included in the draft strategy.

The draft strategy was brought to this Committee for review in September 2025 and all comments were captured to ensure that this was reflected within the strategy. The draft strategy was then considered by the Council's Cabinet in October 2025, and it was agreed the strategy would go to public consultation. A further public consultation on the draft strategy was carried out and was formally launched on the 14 November 2025 and remained open until 29 December 2025, providing a six-week period for public feedback

The consultation feedback on the draft Community Safety Strategy revealed several recurring themes where residents expressed a strong desire for change. Many respondents felt the strategy broadly addressed key issues such as anti-social behaviour, violence reduction, and support for vulnerable groups. Following the conclusion of the consultation, the draft strategy was reviewed and amended to reflect comments received from residents, the Select Committee, and partner organisations. These amendments have ensured that the final strategy is comprehensive, robust, evidence-led, and responsive to local concerns. The final strategy was agreed by Cabinet on 19th February 2026 and adopted by Full Council on 26th February 2026.

To ensure that the Council is focussing activity on the priorities set out in the Community Safety Strategy, a partnership delivery plan has been developed. Officers have adopted a robust delivery plan which will serve as the operational framework for implementing the priorities outlined within the Community Safety Strategy. Each of the key themes within the plan will be assigned a Senior Responsible Officer (SRO). The plan defines the specific actions, timescales and responsibilities required to deliver against the priorities, while providing a structured mechanism for monitoring progress. The delivery plan will also track and evaluate outcomes, ensuring a clear and demonstrable linkage between the strategic objectives set out in Community Safety Strategy and the measurable improvements achieved within our communities. The progress against the delivery plan will be monitored through the Safer Hillingdon Partnership on a quarterly basis providing transparency, accountability and the opportunity for corrective action where necessary.

To support the delivery of the strategy and the delivery plan we have underpinned the approach with a specific focus on how the partnership uses data, insight and performance information to inform decision-making and drive improvement. Central to this has been close working with the Business Intelligence team to design and develop a robust data product that brings together and triangulates datasets from across key partner agencies, including children's services, probation, adult services, ASB and the police. All data has been aligned to the agreed strategic priorities, enabling a consistent and shared understanding of risk, demand and harm across the Borough. This integrated, multi-agency view allows the partnership to clearly identify where interventions are delivering the greatest impact, where outcomes are improving, and where additional focus, resource or system change may be required.

The use of hotspot mapping, trend analysis and pattern identification provides greater insight into both place-based and thematic issues, enabling the partnership to understand how issues are evolving over time, anticipate emerging risks and respond more proactively. This approach supports more targeted activity, better prioritisation of resources and a stronger focus on prevention and early intervention.

At the most recent Safer Hillingdon Partnership (SHP) in January 2026, this work was showcased through the presentation of an in-depth data driven quarterly picture, bringing together intelligence, performance and delivery information into a single, coherent and accessible product for partners

and stakeholders. This marked a significant step forward in the partnership's ability to support informed discussion and enable constructive challenge across agencies. Taken together, the delivery plan and data product provide the SHP with a robust, evidence-led quarterly framework for oversight, performance management and assurance.

This method enables a clear line of sight on progress against priorities, supports timely escalation of risk and underperformance, and strengthens exception reporting and accountability. Collectively, this approach enhances governance, supports continuous improvement and ensures the partnership is better equipped to respond to current and emerging challenges across the borough.

Appendix 1 – LFB Report

The LFB carry out fire safety awareness around every interaction we have. Centrally, we have a proactive comms team who are regularly releasing messaging on both mainstream and social media around some of the key campaigns such as #chargesafe or other increasing trends we identify. This is supplemented by messaging on the side of fire engines which again, raises awareness amongst the public.

As part of the LFB's Community Risk Management plan, each watch and station must spend at least 12% of their time delivering prevention work which can include visits to the vulnerable, local schools, attendance at local fetes and events, joint days of action with other blue light partners or via home fire safety visits which look to target those most at risk. The Borough Risk Management Plan looks at the demographics of the Borough along with incident data to ensure a bespoke community safety strategy is developed and applied across Hillingdon. Each fire station within the Borough will then look to their individual risk areas and demonstrate their approach via their station delivery plan.

Hillingdon has an active Fire Cadet programme which is open to young people within Hillingdon between 12 – 17 Years old. The programme follows the school year and, in addition to other life skills, increases the awareness of fire safety and safety in general amongst those young people taking part.

January saw the annual Junior Citizens event which was organised and delivered by Officers and Firefighters in the Hillingdon Borough. The 3-week event held at Brunel University saw over 3000 year 6 pupils receive safety advice on Fire, Water, Internet, Cycle, Road, Knife Crime, Health and Transport. Feedback from schools attending is very positive, with the 8 scenarios being interactive and engaging, preparing the pupils for moving up to secondary school. There are 2 dedicated SEND sessions which means that everyone is able to experience this fantastic learning environment. Should, during any of our interventions with the community, we encounter fire setting behaviour amongst young people, we have a dedicated Juvenile Fire setters Intervention Scheme which specifically looks to address these behaviours.

The LFB data team have been supplying data to the GLA for some time for inclusion on the SafeStats data sharing platform. In addition to this and around data sharing protocols, I also share Borough specific data as part of my participation in the Safer Hillingdon Partnership group. As part of this group, I ensure the LFB actively support, as a public facing organisation, Hillingdon Council's strategies such as domestic abuse and violence against women and girls.

The LFB will always attend all fires and emergencies where we have a statutory responsibility to respond. The LFB has a dedicated and highly trained fire investigation team who work very closely with our colleagues in the MPS to ensure any incidents that are crime related are investigated thoroughly. I also work locally with MPS partners to ensure we jointly address identified risks as required. In addition to this, I have a visual audit strategy within the Borough which combines information received from Hillingdon around fly tipping and cross references this with our incident data to ensure we target possible deliberate fire locations and reduce the likelihood of them occurring.

I sit in on the Borough Resilience Forum including its sub working groups and actively play a part in the organising of exercising and training i.e. the power outage exercise hosted recently. I have also put forward Hillingdon Fire Station as the location to host the multi-agency resilience roadshow scheduled for May this year. To ensure risks are reduced amongst the many events in Hillingdon, I also sit on the safety advisory group.

The LFB will always attend any major incidents, and I have built up solid working relationships with MPS colleagues to ensure we can support them where required as they deal with crime related incidents.

Policing and Crime - Resident Services Select Committee

Chief Inspector Ben Wright

Policing and Crime - Resident Services Select Committee

1. Introduction

Purpose of the report: This report provides a concise update on crime and community safety in the London Borough of Hillingdon. It sets out the strategic, change and operational context for local policing; summarises the latest performance on neighbourhood crime, serious violence and violence against women and girls (VAWG); and provides the most recent position on Stop and Search. It is intended to support transparent scrutiny while remaining suitable for live broadcast and wider public circulation.

2. Executive Summary

The latest monthly picture shows a mixed but manageable set of movements. Theft from the person increased by 12.0% (93 vs 83) and theft of motor vehicles by 6.8% (110 vs 103). Residential burglary fell by 23.4% (105 vs 137) and interfering with motor vehicles fell by 22.9% (27 vs 35).

Year-to-date trends remain broadly stable in key areas: burglary (-7.7%), personal robbery (-8.2%) and theft from vehicle (-8.3%) show sustained improvement. Theft from the person (+16.6%) and theft of motor vehicles (+14.9%) remain priority lines of operation.

Serious violence shows violence with injury up 7.1% year-to-date (2,005 vs 1,872), with a 17.6% increase in the latest month (174 vs 148). Possession of weapons is up 11.9% year-to-date (169 vs 151) with a month-on-month fall following targeted activity. Homicide and attempted murder remain rare and are fully supported by specialist resources.

VAWG-flagged offences are up 8.5% year-to-date (4,165 vs 3,837). Domestic-abuse-related VAWG has risen by 12.2% (2,160 vs 1,925) and non-domestic-abuse VAWG by 4.9% (2,005 vs 1,912). Rape reports are up 11.5% (290 vs 260). These increases reflect both improved identification/reporting and genuine demand, which we continue to tackle through strengthened safeguarding and offender management.

Stop and Search in the 12 months to 31 January 2026 totalled 3,260 searches (+20.7%) with 1,264 positive outcomes (+31.4%), giving a positive outcome rate of 38.8% (+3.2 percentage points). Body-Worn Video (BWV) was used in 98.3% of encounters. Under-18s accounted for approximately 16% of persons searched (excluding vehicle-only searches). Drugs remain the primary search ground, followed by weapons.

Investigative outcomes: Detection performance has strengthened across the main neighbourhood crime and VAWG categories in recent months, reflecting more focused investigations and partnership working. For the most serious offences, including murder and attempted murder, detection remains consistently high.

3. The Operating Environment

Strategic environment. Local policing operates under high public expectations. The Met's reform programme continues to embed locally, focusing on standards, visibility and community problem-solving. Careful attention to data quality ensures the Committee receives an accurate Hillingdon picture.

Change environment. We are strengthening frontline capability, sharpening tasking around harm and vulnerability, and improving professional practice in safeguarding and investigation. Partnership with the Council, health and the voluntary sector remains central to delivering sustainable outcomes.

Operational environment. Demand and harm are uneven across West Area BCU. We flex resources to the times and locations of highest risk, balance visible reassurance with covert disruption, and use targeted deployments - including technology-enabled tactics and cocooning after burglaries - to reduce risk and reassure residents.

4. Neighbourhood Crime

Latest month (current four weeks vs previous four weeks).

- **Theft from the person:** increased by 12.0% (93 vs 83), centred on specific high-footfall locations. Our response combines visible patrols for reassurance, plain-clothes deployments, CCTV-led suspect development and joint prevention with retailers and transport partners.
- **Theft of motor vehicles:** increased by 6.8% (110 vs 103), with clustering around known parking areas. We are using intelligence-led deployments and technology to deter and disrupt offending, with proportionate management of repeat offenders through the courts.
- **Residential burglary:** decreased by 23.4% (105 vs 137). We will sustain hotspot patrols, victim cocooning and target-hardening activity with the Council to lock in the gain.
- **Interfering with motor vehicles:** decreased by 22.9% (27 vs 35). We will maintain prevention messaging and targeted patrols in repeat locations.

Year-to-date (FY24/25 vs FY23/24).

- **Improving indicators:** burglary -7.7% (886 vs 960); personal robbery -8.2% (415 vs 452); theft from vehicle -8.3% (1,818 vs 1,982).
- **Ongoing pressure:** theft from the person +16.6% (1,017 vs 872); theft of motor vehicles +14.9% (1,077 vs 937). Vehicle offences overall are broadly flat (-0.9%). Shoplifting is marginally down (-1.5%; 2,821 vs 2,864) following sustained focus on top venues/offenders, although volumes remain above the two-year average.

Investigative approach and outcomes. We are sustaining hotspot-led tasking, proportionate covert/plain-clothes activity against prolific offenders, targeted prevention with the Council, CCTV-led investigations, cross-border work on vehicle crime and appropriate criminal justice levers, including Criminal Behaviour Orders where justified. Detection improvements across neighbourhood crime reflect earlier arrest of suspects, better evidence capture (including BWV/CCTV) and tighter case-builds.

5. Serious Violence

Violence with injury is up 7.1% year-to-date (2,005 vs 1,872) and up 17.6% month-on-month in the latest period (174 vs 148). Deployments are aligned to the times and locations of highest risk, with rapid intervention to prevent escalation and close working with partners to reduce retaliation and repeat harm.

Possession of weapons is up 11.9% year-to-date (169 vs 151). Month-on-month, offences fell following targeted operations, reflecting proactive recovery. Weapon sweeps, intelligence-led activity and offender management continue.

Homicide and attempted murder remain rare (small-number volatility: 4 vs 2; 5 vs 1 respectively year-to-date). All such cases receive specialist investigation and robust safeguarding for victims and witnesses, and detection rates for these categories remain consistently high.

6. Violence Against Women and Girls (VAWG)

VAWG-flagged offences have increased by 8.5% year-to-date (4,165 vs 3,837). Domestic-abuse-related VAWG has risen by 12.2% (2,160 vs 1,925) and non-domestic-abuse VAWG by 4.9% (2,005 vs 1,912). Rape reports are up 11.5% (290 vs 260).

Our approach is survivor-centred and perpetrator-focused: strengthened Public Protection resourcing, enhanced management of the most harmful suspects, evidence-led prosecutions, and targeted deployments in the night-time economy to deter and detect predatory behaviour. We continue to work closely with partners to ensure consistent safeguarding and support pathways. Investigative performance has strengthened across VAWG categories, with earlier suspect identification, improved digital evidence handling and closer partner coordination improving outcomes for victims.

7. Stop and Search

In the 12 months to 31 January 2026, 3,260 Stop and Searches were conducted (+20.7%) with 1,264 positive outcomes (+31.4%), delivering a 38.8% positive outcome rate (+3.2 percentage points). No-further-action outcomes were 1,996 (+14.8%). Body-Worn Video was used in 98.3% of encounters. Under-18s accounted for approximately 16% of persons searched (excluding vehicle-only searches). Primary search grounds were drugs, followed by weapons. Use is intelligence-led and subject to community oversight to ensure fairness and accountability.

ENFORCEMENT OF PUBLIC SPACES PROTECTION ORDERS, STREET TRADING & FIXED PENALTY NOTICES

Committee name	Residents' Services Select Committee
Officer reporting	Daniel Ferrer, Licensing Team Manager David Holmes, Anti-Social Behaviour Team Leader
Papers with report	Borough Wide, Parks & Public Spaces PSPO – Appendix A Private Hire Vehicle & Taxi PSPO – Appendix B Restricted Areas for PSPO – Appendix C Street Trading Policy - Appendix D
Ward	All

HEADLINES

This report provides information on the Council's responsibilities under the Public Spaces Protection Orders, Street Trading licensing legislation and the use of Fixed Penalty Notices. It provides an overview of activity, trends and enforcement cases.

RECOMMENDATIONS

That the Residents' Services Select Committee:

1. Notes the content of this report

SUPPORTING INFORMATION

INTRODUCTION

The purpose of this report is to provide the Residents' Services Select Committee with a clear view of enforcement performance against PSPO breaches and illegal street trading, and how FPNs are being used to support compliance and deter repeat offending. The scope covers enforcement activity, trends, the legal basis for interventions, and representative case studies that demonstrate how enforcement protects the public realm, supports town centre and economic activity, and upholds community safety standards.

LEGISLATIVE FRAMEWORK

The Council enforces PSPOs under Part 4 of the Antisocial Behaviour, Crime and Policing Act 2014 (sections 59–75). The Act enables prohibitions and requirements where activities have a detrimental, persistent or continuing effect and where restrictions are reasonable. Breaches may be addressed by FPNs or prosecution. Hillingdon's Orders include the Parks & Public Places PSPO found at **Appendix A** and the Private Hire Vehicle & Taxi PSPO found at **Appendix B**, both with a 3-year duration, setting borough wide and ward specific obligations and requirements. There are also Restricted Areas for the PSPOs found at **Appendix C**.

Illegal street trading is enforced under Part 3 of the London Local Authorities Act 1990 (as amended). The Council's Street Trading Policy found at **Appendix D** sets the application process, consultation periods, grounds for refusal, standard and special licence conditions, lists of designated licence streets, and enforcement tools such as warnings, revocation, seizure, and prosecution—with decisions guided by the Council's current Enforcement Policy and 'The Code for Crown Prosecutors' published by the Crown Prosecution Service.

ENFORCEMENT ACTIVITY OVERVIEW

PSPO Enforcement

Enforcement has concentrated on behaviours identified by the Orders as causing harm or nuisance. Boroughwide conditions include controls on alcohol consumption and surrender, drug influence, engine idling, e-scooter / e-bike and vehicle misuse on footways and green spaces, urination, defecation and spitting, and dog control. Parks and Open Spaces add conditions around fires/BBQs/fireworks, amplified sound, metal detecting, fishing/dredging, and park closing times; Town Centre conditions include controls on unauthorised street trading and distribution of printed matter. Targeted ward restrictions in the PHV & Taxi PSPO address nuisance arising from hire and reward vehicles waiting or parking within Heathrow Villages, Pinkwell and West Drayton. Enforcement Officers are able to issue verbal/written warnings, FPNs and, where proportionate and evidentially robust, proceeded to prosecution. Patrols have been scheduled to match demand patterns—early mornings/after school for dog control and fouling, evenings/weekends for town centre ASB and PHV waiting, and event related deployments. In addition, further enforcement actions are targeted during strategic activity such as multi departmental, intelligence led operations or routine operations between the enforcement services.

Street Trading

Under the London Local Authorities Act 1990 (as amended) Hillingdon currently have **167** Shop front street trading licences and **11** pitches. Tables and chairs were previously licenced under the same legislation; however, following the Covid pandemic, tables and chairs are now authorised under the pavement licensing scheme under the Business & Planning Act 2020. Hillingdon currently have **81** pavement licences. It should be noted that unlike the London Local Authorities Act 1990 (as amended) the Business & Planning Act 2020 does not authorise powers for Officers to issue FPNs. Breaches of Pavement Licence conditions can lead to removal of furniture, revocation or variation of the Pavement licence. Enforcement relies solely on administrative actions and there are no criminal offences.

Street trading operations under London Local Authorities Act 1990 (as amended) have focused on pitches and shop fronts. Officers have used policy conditions and designated street schedules to check compliance, applying graded interventions - warnings, FPNs, the option of seizure, consideration for not renewing licences and prosecution. Enforcement has been coordinated with Highways, Licensing and the Anti-Social Behaviour Team but also main stakeholders such as Uxbridge BID and the Police. Where traders have engaged constructively, officers have promoted licensing pathways and compliance education to reduce repeat offences.

Fixed Penalty Notices remain an out of court disposal in lieu of prosecution and provide an administrative tool for swift, proportionate enforcement, while maintaining escalation routes for non-payment, persistent offending, or aggravated circumstances and providing enforcement whilst offering a route to avoid prosecution to a suspected offender.

Environmental Enforcement Team (APCOA)

APCOA currently hold the contract to supply Environmental Enforcement Officers (EEOs) to the London Borough of Hillingdon. These officers conduct a wide range of public-space and street-scene enforcement tasks designed to maintain cleanliness, safety, and compliance with Public Space Protection Orders. Access to the team is via a simple one-page request form.

The team operate with ten officers and are deployed from 7am to 11pm each day.

Patrols & Monitoring of Environmental Byelaws

APCOA's Environmental Enforcement Officers conduct regular foot patrols to monitor compliance with environmental law. Their core focus includes:

- Littering/ fly tipping offences
- Compliance checks for controlled waste from businesses
- Failing to comply with Public Space Protection Orders
- Street trading, Licencing and failure to produce documents.
- Highway obstruction
- Unauthorised Advertising
- Skip/ Scaffolding
- Unlicenced Commercial Activity
- Deposits on the highway

Issuing Fixed Penalty Notices (FPNs)

Officers have authority to enforce environmental law through issuing Fixed Penalty Notices for appropriate offences. Offences carry a fixed penalty of £100. The role of the team is to patrol identified hotspot areas and issue penalties where an offence is clearly observed. Where a problematic area is identified, the ward officer submits a tasking form requesting patrols at a specified location, date, and time. The duration of these patrols will depend on availability and the officer's request. Areas may be monitored for several days or weeks, depending on the nature and frequency of the offence.

The Council monitors issue to payment timelines (14/28 days), payment rates, cancellations/withdrawals and prosecutions for unpaid notices. The mix of PSPO vs Street Trading FPNs varies by location and season; hotspots are typically linked to town centre footfall, transport hubs, parks, and areas with PHV/taxi activity.

PSPO related Fixed Penalty Notices – Overview of Enforcement -

Offence	Total	January	February	March	April	May	June	July	August	September	October	November	December
Spitting £50	292	59	30	11	13	3	5	8	17	53	46	30	17
Idling £50	1363	318	396	113	70	31	31	48	29	48	85	102	92
Urinating/defecating £50	92	5	11	5	10	9	6	12	4	7	16	3	4
BBQ's/Fires £50	0	0	0	0	0	0	0	0	0	0	0	0	0
Drinking/ Drugs PSPO £50	184	11	10	6	1	6	3	15	44	32	37	10	9
Feeding birds £50	1	0	0	0	0	0	0	0	0	0	1	0	0
Begging £50	0	0	0	0	0	0	0	0	0	0	0	0	0
Being verbally abusive £50	151	5	6	6	12	26	26	0	0	0	33	17	20
Dog Fouling £50	3	0	0	0	0	0	1	0	0	0	0	0	2
More than 4 dogs	1	0	0	0	0	1	0	0	0	0	0	0	0
Dogs off Lead £80	2	0	0	0	0	0	0	1	1	0	0	0	0
Fishing £100	0	0	0	0	0	0	0	0	0	0	0	0	0
Having more than 4+dogs in a persons	0	0	0	0	0	0	0	0	0	0	0	0	0
Car meets/racing PSPO	0	0	0	0	0	0	0	0	0	0	0	0	0
Being verbally abusive £50	49	0	0	0	0	0	0	19	12	18	0	0	0
Amplification (PSPO) £50	0	0	0	0	0	0	0	0	0	0	0	0	0
Distribution of free printed matter £10	0	0	0	0	0	0	0	0	0	0	0	0	0
Motorised electric Veh (PSPO) (50.00)	229	10	4	7	2	0	2	29	49	6	23	24	73
Abatement Notice	0	0	0	0	0	0	0	0	0	0	0	0	0
Obstruction	9	0	0	0	0	0	0	0	0	0	4	3	2
PSPO PHV in resident area	6047	0	0	948	972	1027	0	1109	537	535	528	391	0
Footpath Obstruction PSPO	404	1	1	0	0	0	0	1	0	0	0	0	401
Total for the Year	8827	409	458	1096	1080	1103	74	1242	693	699	773	580	620

Figure 1: PSPO FPNs by offence type

Looking at Figure 1, above, last year, the Council issued **8,827** FPNs across PSPO and allied street-scene enforcement. Enforcement action was dominated by the Public Spaces Protection Order (PHV in resident areas), which accounted for 6,047 notices (68.5%), reflecting the Council's focus on hire-and-reward vehicles waiting or parking in restricted residential zones. Engine idling remained a strong and consistent strand of activity, contributing 1,363 FPNs (15.4%).

Additional PSPO categories - Footpath Obstruction (404; 4.6%), Spitting (292; 3.3%), Motorised e-vehicles in restricted places (229; 2.6%), Verbal abuse (151; 1.7%), and Urinating/defecating (92; 1.0%) - supported wider public realm standards, Anti-Social Behaviour and town-centre management.

Seasonality and operational deployment shaped the profile of issuing. The highest months were July (1,242 FPNs), May (1,103), March (1,096) and April (1,080), with a low in June (74). PHV PSPO activity concentrated from March to November, with zeros in January, February, June and December, indicating targeted deployments. A notable town-centre compliance operation in November led to 401 Footpath Obstruction FPNs (virtually the full-year total) in a single month.

What this means for 2025/26 is that the PSPO remains an effective instrument for deterring PHV waiting/parking in sensitive residential areas, while idling and other PSPO behaviours require continued, visible enforcement - particularly in colder months and in town-centre settings. The data supports intelligence-led deployments to known hotspots and the continuation of short, high-impact operations ahead of seasonal peaks.

Fixed Penalty Notice Income (PSPO)– Overview

Charge	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00
£25.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£25.00	£0.00	£0.00
£30.00	£360.00	£240.00	£480.00	£150.00	£240.00	£420.00	£450.00	£240.00	£330.00	£210.00	£180.00	£90.00
£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£50.00	£11,400.00	£15,200.00	£27,050.00	£36,250.00	£35,400.00	£55,550.00	£48,300.00	£34,650.00	£26,950.00	£27,650.00	£21,700.00	£25,450.00
£60.00	£480.00	£660.00	£180.00	£240.00	£120.00	£660.00	£960.00	£840.00	£2,520.00	£360.00	£660.00	£720.00
£80.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£85.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£90.00	£180.00	£180.00	£90.00	£0.00	£90.00	£0.00	£0.00	£0.00	£90.00	£90.00	£90.00	£90.00
£100.00	£8,000.00	£6,800.00	£7,400.00	£9,000.00	£8,400.00	£9,700.00	£11,400.00	£11,600.00	£10,700.00	£8,000.00	£7,200.00	£8,900.00
£110.00	£0.00	£0.00	£0.00	£110.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£120.00	£0.00	£120.00	£0.00	£0.00	£0.00	£120.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£150.00	£1,650.00	£2,250.00	£2,250.00	£4,050.00	£3,450.00	£7,500.00	£6,750.00	£1,950.00	£150.00	£0.00	£300.00	£150.00
£180.00	£180.00	£0.00	£180.00	£180.00	£180.00	£0.00	£0.00	£360.00	£540.00	£360.00	£1,260.00	£900.00
£200.00	£8,400.00	£10,600.00	£6,600.00	£3,400.00	£1,800.00	£5,000.00	£2,400.00	£2,600.00	£6,600.00	£8,000.00	£6,400.00	£8,800.00
£225.00	£0.00	£0.00	£0.00	£0.00	£0.00	£225.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£240.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£250.00	£750.00	£500.00	£1,500.00	£1,000.00	£1,750.00	£2,250.00	£250.00	£2,250.00	£500.00	£0.00	£0.00	£0.00
£300.00	£0.00	£600.00	£600.00	£0.00	£300.00	£900.00	£0.00	£0.00	£0.00	£300.00	£0.00	£900.00
£400.00	£400.00	£1,200.00	£2,400.00	£800.00	£0.00	£400.00	£400.00	£400.00	£0.00	£2,800.00	£2,400.00	£1,200.00
£1,000.00	£0.00	£0.00	£1,000.00	£2,000.00	£2,000.00	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£0.00
Total	£31,800.00	£38,350.00	£49,730.00	£57,180.00	£53,730.00	£83,726.00	£70,910.00	£55,890.00	£49,380.00	£48,795.00	£41,190.00	£47,200.00
Refunds	£0.00	£0.00	£0.00	£-50.00	£0.00	£-1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Figure 2: PSPO FPNs issued by month (trend and seasonality)

From Figure 2, above, total income from Fixed Penalty Notices in the last year was **£627,830** net (gross £627,881 less £51 refunds). Income exhibits moderate seasonality with an average of £52,323 per month and peaks in June (£83,726) and July (£70,910), reflecting the typical one-month lag between issuing and payment cycles.

Overall, April–September accounted for ~59% of annual receipts, aligning with the Council’s enforcement deployments over spring and summer. The November town-centre compliance activity continued to yield receipts into December, with some items settling in January, while refunds were negligible across the year.

What this means for 2025/26 is that the Council can continue to rely on a predictable collections lag following major operations, while focusing on early-payment prompts to improve settlement within 14/28 days and reduce escalation costs. Seasonal operations (spring/summer and pre-Christmas) should be retained, with communications and signage refreshed to maximise early compliance.

Figure 3, below, shows monthly FPN income (bars, left axis) and FPNs issued (line, right axis). Note the ~1-month lag between issue volumes and receipts.

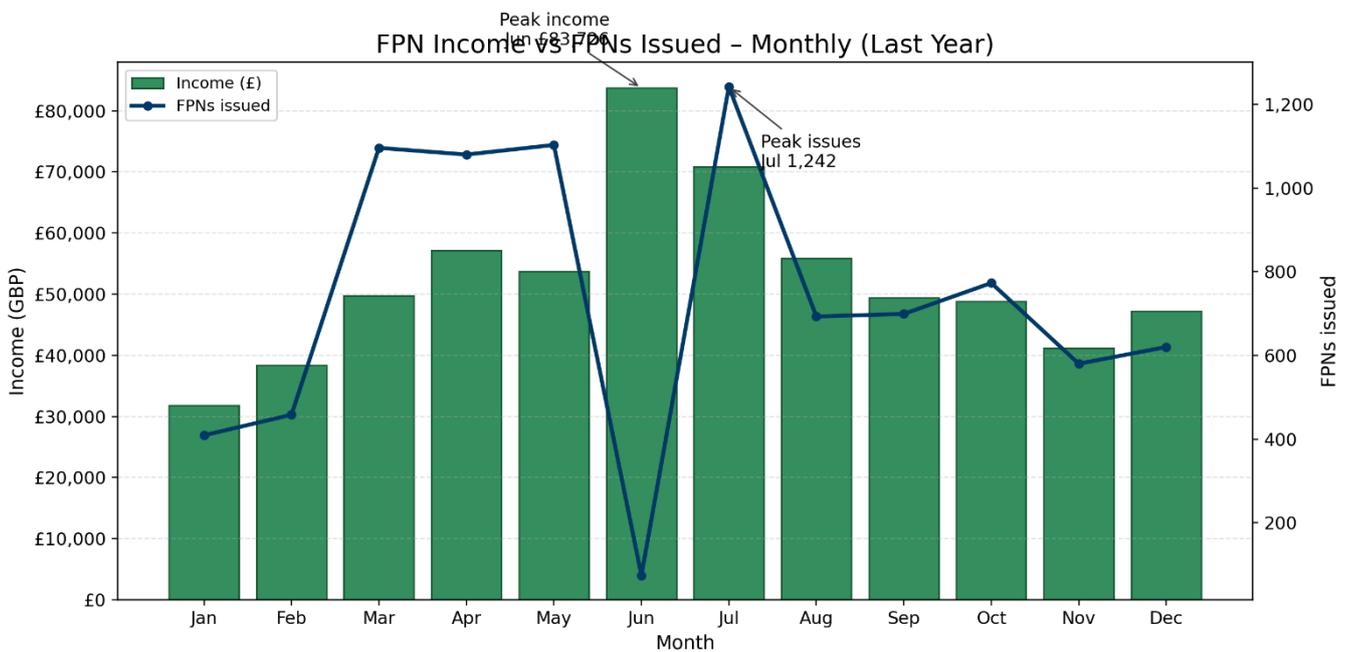


Figure 3: Monthly FPN income (bars, left axis) vs FPNs issued (line, right axis)

Business related Fixed Penalty Notices

Offence	Amount
Contravention of condition of street trading licence or temporary licence contrary to s34 (1) of the London Local Authorities Act 1990 (as amended)	21
09 - Contravention of condition of street trading licence or temporary licence contrary to the Clean Neighbourhoods and Environment Act 2005	3
Displaying advertisement in contravention of regulations, contrary section 224 (3) of the Town & Country Planning Act 1990	459
15 - Displaying advertisement in contravention of regulations, contrary to the Town & Country Planning Act 1990 s224(3)	112
Failing to produce street trading licence on demand contrary to section 34(4) of the London Local Authorities Act 1990 (as amended)	4
08A - Failure to comply with a waste receptacles Notice contrary to the Environmental Protection Act 1990 section 46	2
08B - Failure to comply with a waste receptacles Notice contrary to the Environmental Protection Act 1990 section 47/47za/47zb	2
Failure to produce waste documents (waste transfer notes) contrary to section 34 (5) of the Environmental Act 1990 & Regulations made under s34 (6)/34 (a)	103
07 - Failure to produce waste documents (waste transfer notes) contrary to section 43 of the Anti-Social Behaviour Act 2003	33
Unlicensed Street Trading contrary to section 38 (1) the London Local Authorities Act 1990 (as amended)	14
11 - Unlicensed Street Trading contrary to the London Local Authorities Act 1990 (as amended) Section 38(1)	9
Total	762

Figure 4: Business-related (non-PSPO) FPNs by offence type

As Figure 4, above shows, last year, the Council issued **762** business-related FPNs outside of PSPO enforcement. Advertising offences account for 571 notices (74.9%), making this the

primary driver of business FPNs. Waste duty of care/documentation is the second largest category at 136 notices (17.8%). Street Trading licensing issues - unlicensed trading (23) and licence condition contraventions (24) - represent smaller but recurrent volumes.

CASE STUDY – Street Trading (Shop Front) Application Refused on Suitability Grounds (2024)

A town-centre homewares retailer in Ruislip applied for a temporary street trading shop-front licence to display goods up to 2.0 metres from the frontage (plastic storage, flowerpots, suitcases). A statutory consultation ran for three weeks in April–May 2024, generating 15 objections (pedestrian flow and highway safety concerns). Prior to the application being determined, the business had been warned and then issued a Fixed Penalty Notice (paid) for trading without a street trading licence. At the 2024 Sub-Committee hearing, the applicant did not attend. A potential mitigation proposed by Highways - reducing the depth to 1.0 metre on one side - could not be explored with the applicant due to this non-attendance.

Decision: The Sub-Committee refused the application, citing the London Local Authorities Act 1990 (as amended) and the Council's Street Trading Policy. The Committee placed significant weight on suitability including the recent FPN for unlicensed trading and procedural non-compliance and the lack of reassurance from non-attendance that licensing requirements would be observed. Relevant policy paragraphs referenced included 3.2 (suitability and enforcement history) and 10.5(b) (discretionary refusal: unsuitable to hold

CASE STUDY – Street Trading (Pitch) Application: Private Land with Covenant (2026)

A Hayes hot food retailer applied for a pitch street trading licence to place display/serving equipment on the frontage. The area of land was private but within 7 metres of the public highway and so required a street trading licence. The landowner had indicated consent; however, the frontage area was subject to an existing restrictive covenant that prohibits trading on that strip of land. Legal advised that the London Local Authorities Act 1990 (as amended) does not explicitly preclude the Council from granting a licence in these circumstances and that, in principle, a licence could be granted with conditions to protect the authority. However, the Council also has discretion under the Act and its Street Trading Policy to refuse where consent is not "sufficient" in practice or where doing so could be seen as tacitly permitting a breach of a known covenant. Legal advice highlighted that, given the Council now has notice of the covenant, it would be preferable to require the applicant to resolve/remove the covenant before a licence is considered. The operators also had a history of being served a number of fixed penalty notices for trading without a licence. Prosecution had also been considered as well as Planning issues being detected. Following a review of options, the recommendation was to refuse the current application and to review policy wording to ensure clear, consistent handling of applications where private-law encumbrances (such as covenants) conflict with operational trading.

CASE STUDY – Licensed Pitch: Boundary Non-Compliance (2025)

A licensed pitch trading near a major transport hub was the subject of repeated complaints that goods and ancillary materials were encroaching beyond the approved pitch. Initial concerns were raised in late 2024, and again in late 2025, with the Leader's Office requesting checks to be carried out and, if necessary, clear demarcation of the licensed area. Licensing Officers attended and measured the layout against the approved plan. On a number of visits officers confirmed goods, structures and waste (e.g., display tables, gazebo, cardboard) outside the authorised

boundary. Photographs were taken; staff on site were advised to bring stock back within bounds. Officers noted that existing ground markings were faded and appeared to reflect a previous footprint, increasing the risk of inadvertent drift. Further monitoring patrols were carried out by Officers which led to a total of 3 FPNs being issued. Officers held a meeting with the licence holder and advised them of the history and potential consequences if future breaches were detected. This included the consideration of prosecution and objections being raised against any future renewal application. All 3 FPN's have now been fully paid and further monitoring continues.

CHALLENGES

Delivering visible, proportionate enforcement requires balancing resource capacity against demand spikes across parks, town centres and ward areas. Evidential robustness including clear signage, contemporaneous notes, and body worn video footage is essential to support FPNs and prosecutions, particularly where behaviours are contested or exemptions are claimed. Public perception needs careful management, pairing enforcement with education and engagement. Seasonality and events drive peaks requiring pre-planned operations and flexible rostering. Finally, data integration across complaints, patrol logs, FPNs and legal outcomes is necessary to maintain a reliable single-view dashboard for performance and hotspot analysis.

OPPORTUNITIES & NEXT STEPS

There is scope to intensify targeted enforcement campaigns in the top hotspots, aligning patrols to evenings/weekends and peak footfall periods. A signage and communications refresh including update to web pages for reporting and licence applications would simplify resident engagement and trader compliance. Policy alignment can be pursued through a review of the Street Trading Policy which is being planned, designated streets and commodities, ensuring conditions remain fit-for-purpose. Technology enhancements such as dashboards, heatmaps, and payment funnels will make performance more transparent and actionable. Furthermore, regular refresher training in relation to the legislation, enforcement policies and customer engagement is always beneficial.

FINANCIAL & LEGAL IMPLICATIONS

Enforcement generates income from licence fees and FPNs, though FPN receipts are not a substitute for resourcing and should be understood within legal parameters. Operational costs include patrol staffing, signage, mapping, legal file preparation and court time. Legally, the Council must continue to comply with statutory powers and due process for PSPOs and Street Trading (consultation, publication, signage sufficiency, and PACE-compliant evidence gathering). Sensitive case material should be anonymised with consideration for Part 2 classification where appropriate, and Legal Services consulted for live matters.

CONCLUSION

PSPOs and the Street Trading framework, enforced through proportionate use of FPNs and prosecution where necessary, continue to be effective tools to protect Hillingdon's public spaces and support town centre vitality. Enforcement has been intelligence led, responsive to resident concerns, and grounded in robust legal processes.



HILLINGDON

LONDON

Public Spaces Protection Order

Anti Social Behaviour Crime and Policing Act 2014 s.59

Notice is hereby given that London Borough of Hillingdon ("the Council") has made the following Public Spaces Protection Order under section 59 of the Anti-Social Behaviour Crime and Policing Act 2014 ("the Act"):

1. The land described in the schedule below ("the restricted areas") being land in the area of the Council is land to which the Anti-Social Behaviour Crime and Policing Act 2014 applies and will be protected by the making of this Order

2. The Order may be cited as the (Parks and Public Places) Public Spaces Protection Order ("the Order") and came into force on 1st May 2025 for a duration of 3 years.

3. BOROUGH WIDE CONDITIONS

The effect of the Order is to impose the prohibitions and requirements in this Part E within all public places and housing communal areas within the Borough Wide Restricted Area (as shown edged in Schedule 1) at all times.

1. Alcohol and Drugs

- (a) A person commits an offence if without reasonable excuse they are in possession of an open container of alcohol and/or are consuming alcohol (other than in premises licensed for the sale of alcohol or at a venue where a Temporary Event Notice is in place) after having been required to stop by an authorised person.
- (b) A person commits an offence if without reasonable excuse they fail to hand over immediately any alcohol, whether in an open or closed container, when required to do so by an authorised person who believes that the person has consumed, is consuming or intends to consume alcohol in breach of the prohibition 1 (a) above.
- (c) A person commits an offence if without reasonable excuse they are under the influence of controlled drugs and/or other psychoactive substance.

Penalties - In the restricted areas any person who continues drinking alcohol having been required to desist by an authorised officer under condition (a) above or fails to hand over any alcohol in his or her possession when required to do so by an authorised officer under condition (b) a above commits an offence under section 63 and is liable on summary conviction to a fine not exceeding level 2 on the standard scale or fixed penalty notice of a maximum £100.

2. Vehicles

- (a) A person commits an offence if without reasonable excuse, they use an electric powered e-scooter or e-bicycle, motorised, or powered vehicle to drive over any footway, footpath, grass verge adjacent to any part of the public highway, or within the Councils Green Spaces. (This prohibition does not apply to those persons using mobility vehicles or powered wheelchairs).
- (b) A person commits an offence if without reasonable excuse they allow any vehicle in their charge, to idle unnecessarily when parked, whether attended or otherwise, on any part of the public highway, unless as part of an official examination or assessment by a mechanic.
- (c) A person commits an offence if they use remote controlled model vehicles or aircraft that is likely to cause nuisance from noise or cause harassment, alarm, or distress to another person.
- (d) A person commits an offence if they use drones or small unmanned aircraft (SUA) of any mass without the express consent of the Council.

Penalties – A person who is guilty of an offence under this part of the order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

3. Car Meets

- (a) No person shall participate in a car meet as a driver or passenger being carried in or on a motor vehicle.
- (b) No person shall congregate to spectate a car meet.
- (c) No person shall use any water outlet for the purpose of flooding the road to facilitate performance of stunts at a car meet.
- (d) No person shall promote, organise or publicise a car meet (including but not limited to via email, the internet, social media, or any publication or broadcast medium).

4. Urinating, Defecating and Spitting

No person shall urinate, defecate, or spit except in a premises or receptacle designed for that purpose.

5. Dogs, birds and vermin

- (a) A person commits an offence if they are in sole charge of more than four dogs in a public place within the administrative area of the London Borough of Hillingdon (The 'Restricted Area') without a licence.

- (b) Where a valid licence is in force, a person commits an offence if they are in sole charge of more than six dogs in a public place within the administrative area of the London Borough of Hillingdon (The 'Restricted Area').
- (c) A person commits an offence if, without reasonable excuse, any dog in their charge defecates on land within the 'restricted area' and they fail to remove the faeces and deposit it in a dog faeces receptacle, forthwith.
- (d) A person commits an offence if they fail to place a lead on a dog (which at the time the person is in charge of or responsible for) when the dog is on a pavement by a road (within 3 metres of a carriageway) or when required to do so by an authorised officer.
- (e) A person commits an offence if they place or distribute of any type of food source in a street or Green Space to either feed or attract birds or vermin.

Penalties – A person who is guilty of an offence under this part of the order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Notes relating to condition (C) - placing faeces in a receptacle on the land which is provided for the purpose or for the disposal of waste, shall be sufficient removal from the land under requirement (C) above; being unaware of the defecation or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces; this requirement does not apply if the person is a registered assistance dog owner.

5.1. Exempted persons

The following are exempt from conditions 5(c) to 5(e) above:

- i. any person with a disability within the meaning of the Equality Act 2010 whose disability affects their mobility, manual dexterity, physical coordination, ability to lift, carry or move everyday objects, or otherwise comply with the condition where they are in charge of a dog upon which they rely for assistance
- ii. any person who is in charge of an assistance dog trained by a relevant charity
- iii. any person who has been given permission by the owner, occupier or person or authority in charge of the relevant land not to comply with the condition on that land
- iv. the police, emergency services or other agencies permitted by the Council using a dog for official purposes

6. General Prohibitions

- (a) A person commits an offence if they encamp (with or without a vehicle) without the express consent of the Council.

- (b) A person commits an offence if they are being verbally abusive to any person or using foul language or behaving in a way which causes or is likely to cause harassment, alarm or distress to another person.
- (c) A person commits an offence if they are engaged in the act of begging for food or money that causes harassment, alarm, or distress to another person

7. Obstruction of an Authorised Officer

- (a) Any person who attempts to obstruct an Authorised Officer in carrying out their duties under this Public Spaces Protection Order shall commit an offence.
- (b) Obstruction includes, but is not limited to, giving false information, physically obstructing an Authorised Officer, and refusing to comply with any reasonable instruction given to ensure compliance with this PSPO.

F. PARKS AND OPEN SPACES CONDITIONS

The effect of the Order is to impose the prohibitions and requirements in this Part F within all Green Spaces and Parks within the Borough Wide Restricted Area (as shown in Schedule 1) at all times.

- (a) A person commits an offence if they light or are in control of or responsible for activity involving a fire, barbecue, or fireworks without the express consent of the Council.
- (b) A person commits an offence if they use any device designed or adapted for detecting or locating any metal or mineral on or in the ground without the express consent of the Council.
- (c) A person commits an offence if they smoke any substance including cigarettes, cigars, electronic cigarettes (vapes), herbal cigarettes or similar within the boundary of a children's play area.
- (d) A person commits an offence if they engage in any type of fishing or dredge or remove any material from any park or open space without the express consent of the Council.
- (e) A person commits an offence if they do not leave a park at the designated closing time or when required to do so by an authorised officer.
- (f) A person commits an offence if they do not extinguish a fire and/or barbecue or firework (if appropriate and safe to do so), removing all waste and/or associated items for safe disposal
- (g) A person commits an offence if they fail to ensure that any dog (which at the time the person is in charge of or responsible for) having entered a children's play area, leaves that play area forthwith
- (h) No person shall use a microphone, loudspeaker, megaphone, loud hailer or any other similar equipment designed to amplify the volume of speech or music unless authorised by the council.
- (i) No person shall use mains electricity or generator power for the purposes of amplification unless authorised as above.

G. TOWN CENTRE CONDITIONS

The effect of the Order is to impose the prohibitions and requirements in this Part G within all public places in the Uxbridge, Hayes and Ruislip Town Centres Restricted Area (as shown edged in Schedule 2) at all times:

1. Financial Agreements in the Street

Any person involved in stopping people for the purpose of encouraging them to enter into financial agreements for charitable or other purposes must only operate from a stand and may only approach people a maximum of 2 metres from the stand.

2. Street Trading

No person shall sell any product or item, including but not limited to from bags, trolleys, or other mobile means, in outdoor public places without authorisation.

3. Distribution of printed matter

No person shall distribute any free printed matter without Council authorisation unless they are distributing the matter by, or on behalf of a charity and it relates to or is intended for the benefit of a charity, or they are distributing the matter for political purposes or for the purposes of a religion or belief.

H. OFFENCES AND PENALTIES

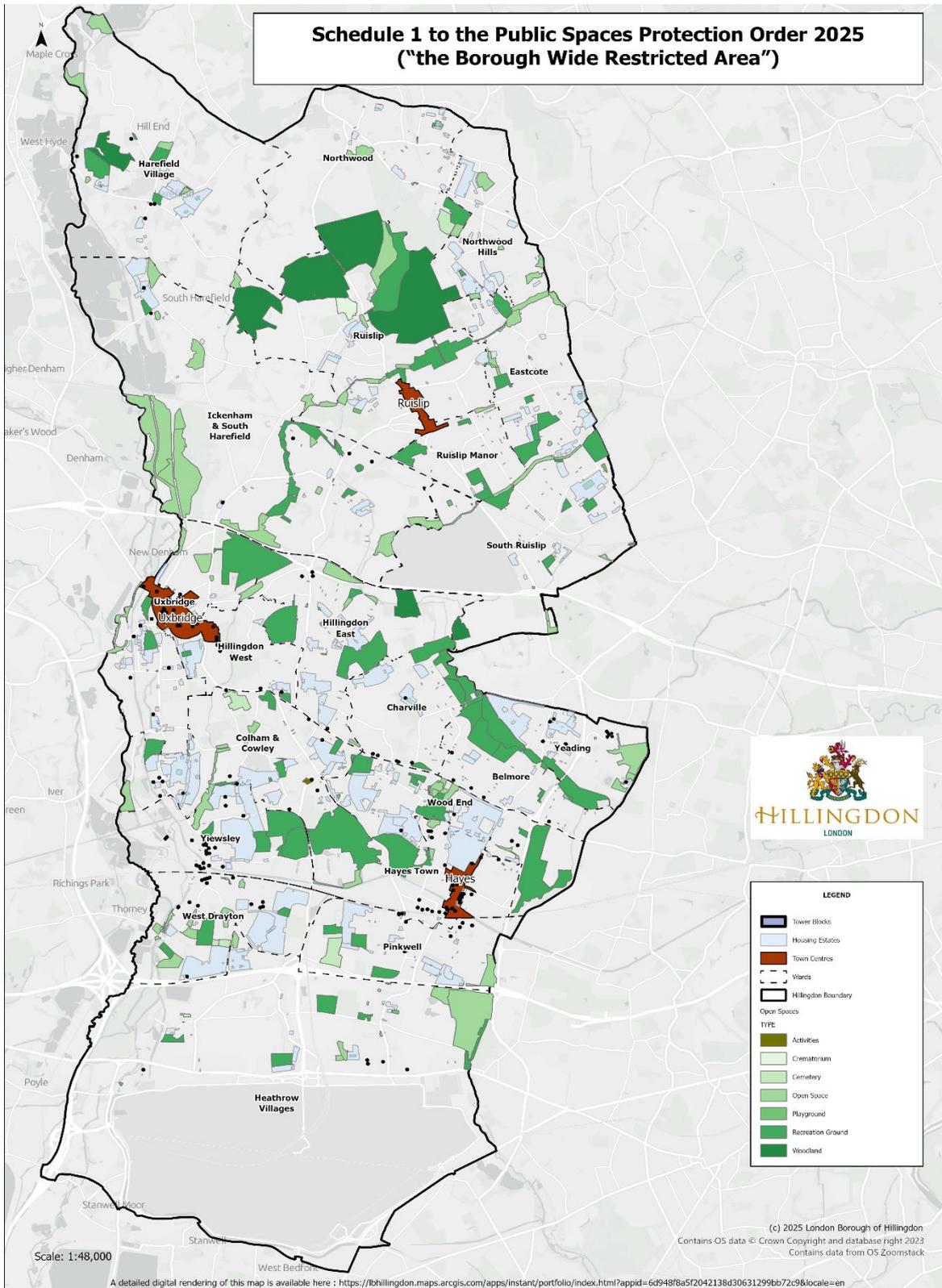
1. If an authorised officer who reasonably believes that a person is or has been consuming alcohol in breach of a condition of the Order, or intends to consume alcohol in circumstances in which doing so would be a breach of such a condition requires that person:
 - (a) not to consume, in breach of the Order, alcohol or anything which the authorised officer reasonably believes to be alcohol;
 - (b) to surrender anything in their possession which is, or which the authorised officer reasonably believes to be, alcohol or a container of alcohol;and that person fails without reasonable excuse to comply with such a requirement validly imposed commits an offence under section 63 of the 2014 Act and is liable on summary conviction to a fine not exceeding level 2 on the standard scale.
2. A person who without reasonable excuse does anything that they are prohibited from doing by the Order or fails to comply with a requirement to which they are subject under the Order is guilty of an offence under section 67 of the 2014 Act and shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.
3. An authorised officer may issue a fixed penalty notice under section 68 of the 2014 Act to any person they have reason to believe has committed an offence in relation to the Order, offering the person to whom it is issued the opportunity of discharging any liability to conviction for the offence by payment of a fixed penalty to the Council within 14 days.

I. APPEALS

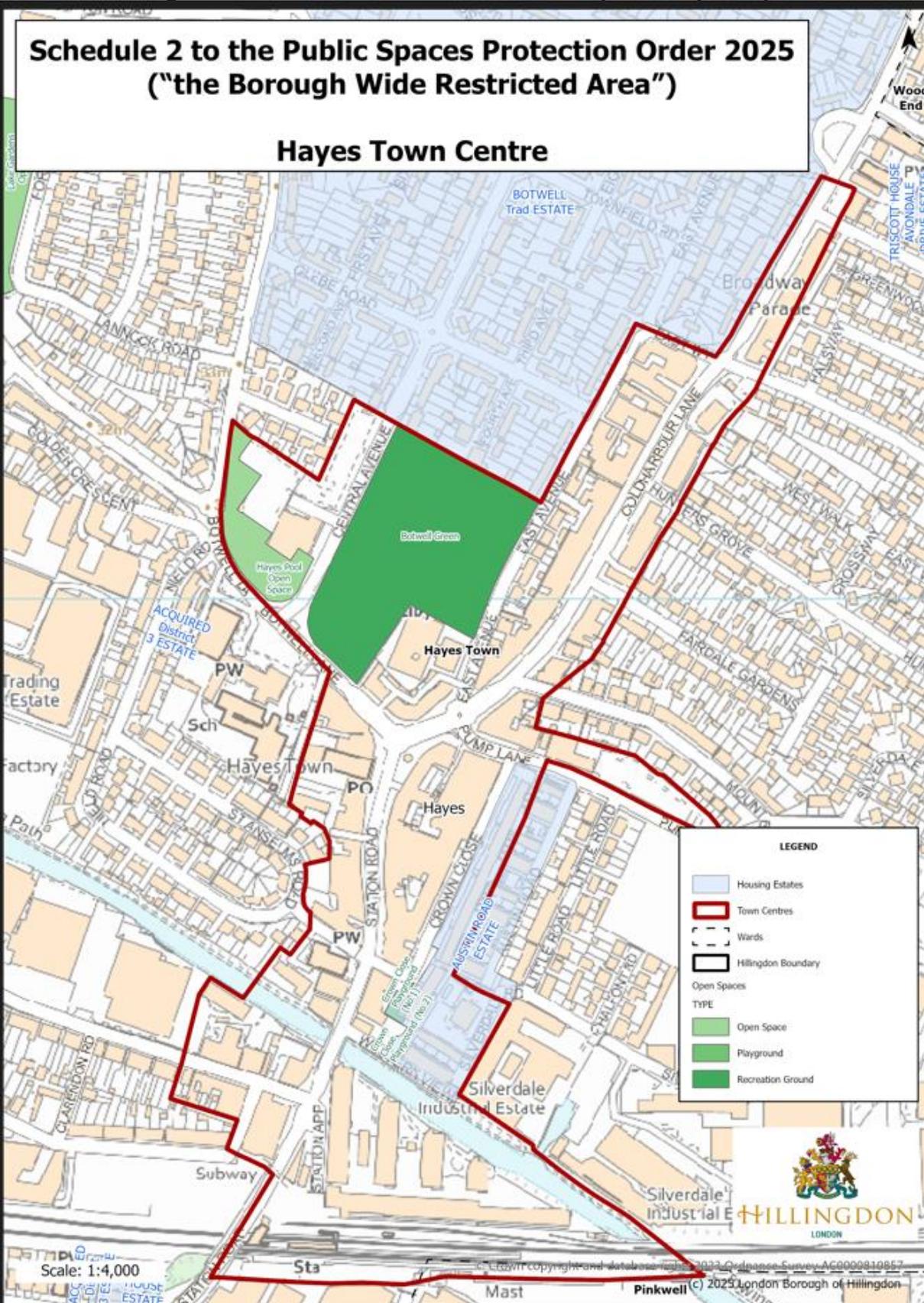
Under section 66 of the 2014 Act, an individual who lives in the Restricted Areas or who regularly works in or visits the Restricted Areas and wishes to question the validity of the Order on the grounds that the Council had no power to make it or that any requirement of the 2014 Act was not been complied with in relation to the Order may make an application to the High Court within the period of 6 weeks beginning from the date on which the Order is made.

SCHEDULE 1

Borough Wide Restricted Area and Green Spaces/Open Spaces

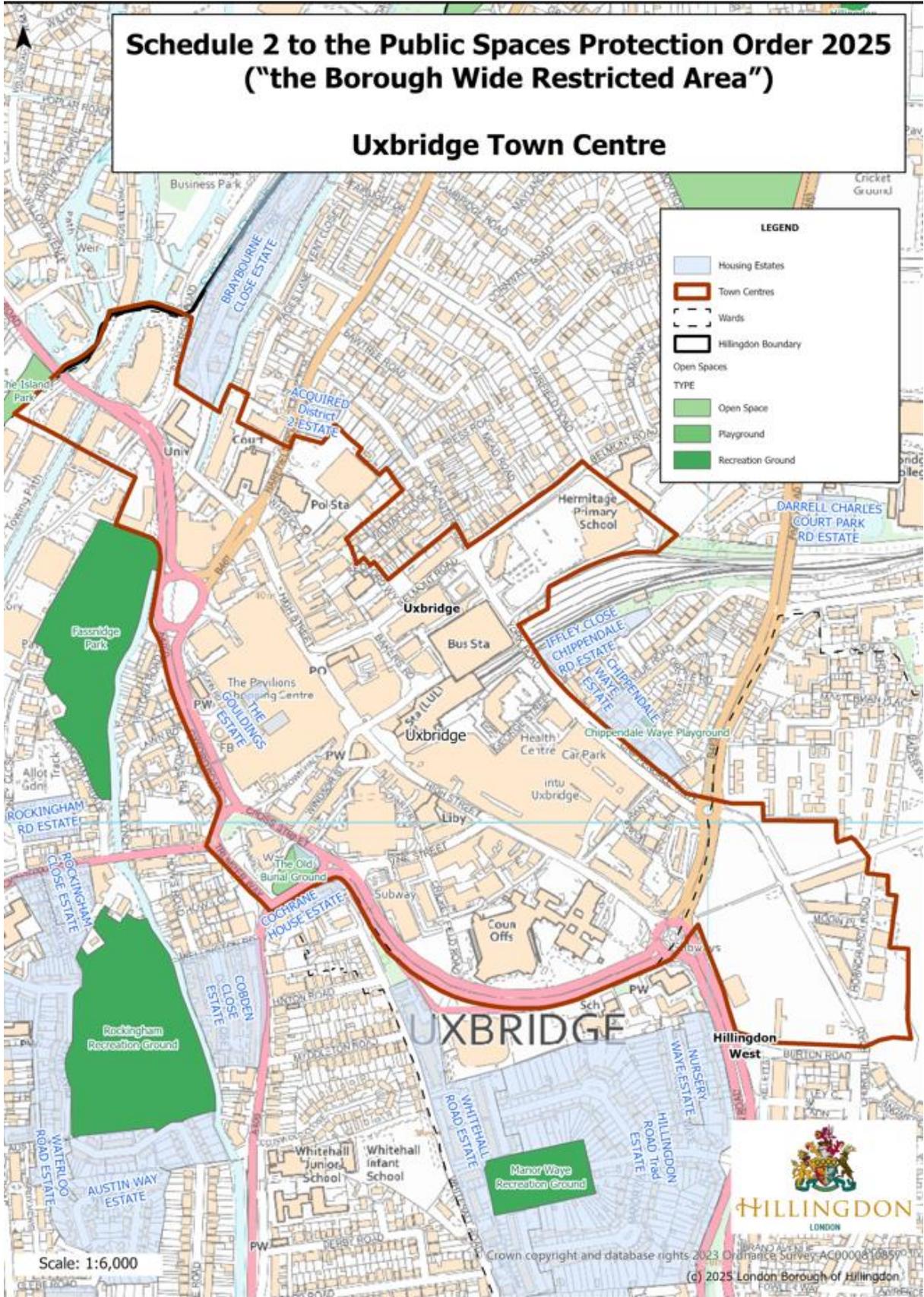


SCHEDULE 2
Borough Wide Restricted Area and Green Spaces/Open Spaces



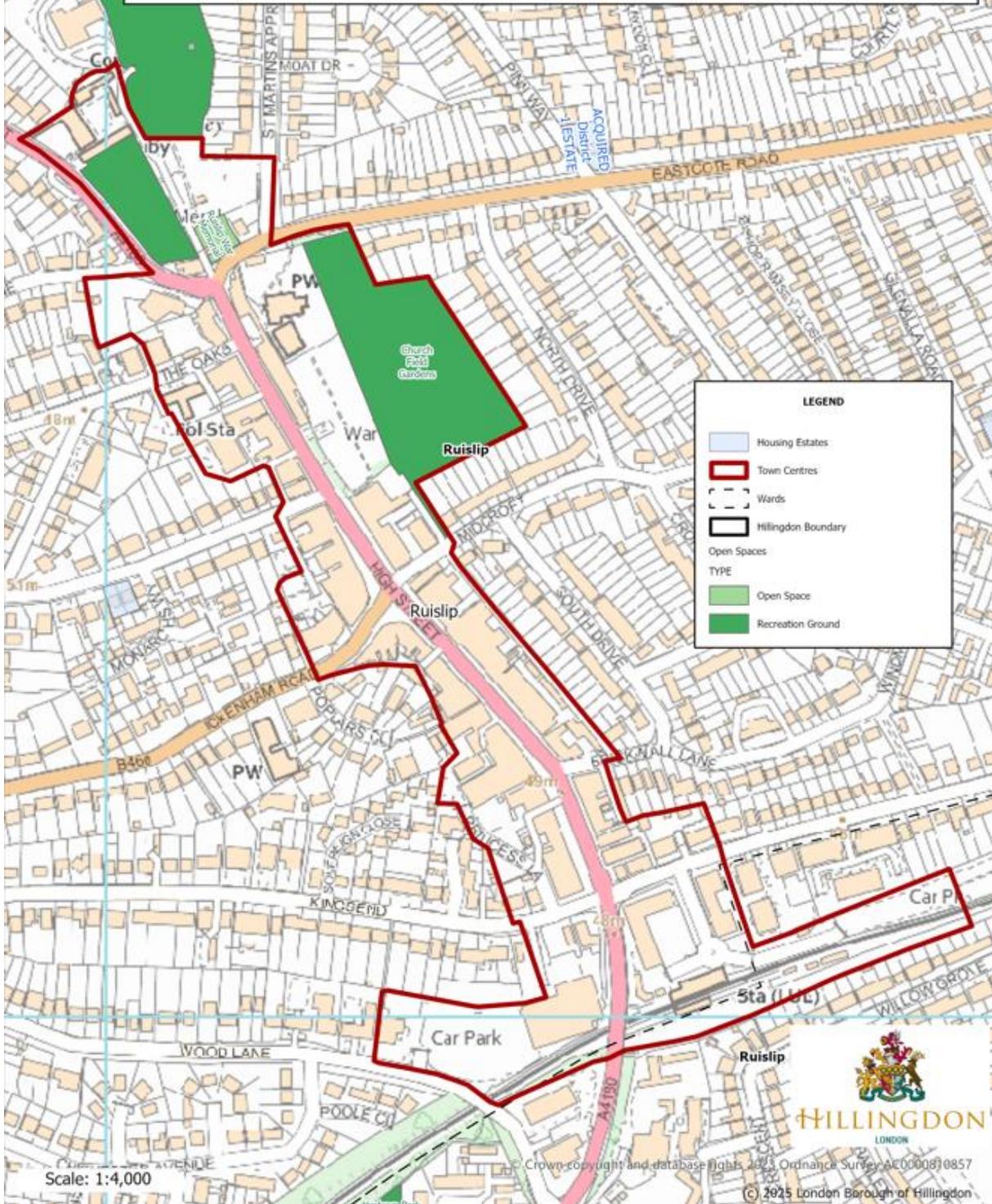
Schedule 2 to the Public Spaces Protection Order 2025 ("the Borough Wide Restricted Area")

Uxbridge Town Centre



**Schedule 2 to the Public Spaces Protection Order 2025
("the Borough Wide Restricted Area")**

Ruislip Town Centre



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HILLINGDON

LONDON

Appendix 1 - Public Spaces Protection Order

Anti-Social Behaviour Crime and Policing Act 2014 s.59

Notice is hereby given that London Borough of Hillingdon ("the Council") has made the following Public Spaces Protection Order under section 59 of the Anti-Social Behaviour Crime and Policing Act 2014 ("the Act"):

1. The land described in the schedule below ("the restricted areas") being land in the area of the Council is land to which the Anti-Social Behaviour Crime and Policing Act 2014 applies and will be protected by the making of this Order.
2. The Order may be cited as the (Private Hire Vehicle and Taxi) Public Spaces Protection Order ("the Order") and came into force on 1st February 2025 for a duration of 3 years.
3. The effect of the Order is to impose the following conditions on the use of the land:

Conditions in the Order which are prohibitions:

1. A person in charge of a motor vehicle being utilised as a taxi, private hire vehicle, chauffer vehicle or any other type of vehicle used for hire or reward purposes will be guilty of an offence if they park and/or wait within the restricted area described in the schedule below unless:
 - a. The person in charge of the motor vehicle is either collecting or dropping off a passenger/passengers from within the exclusion area, or;
 - b. The person in charge of the motor vehicle resides within the restricted area, or;
 - c. The business operating the motor vehicle (i.e. Taxi/PHV operator) is based within the restricted area and the offence has taken place within the vicinity of the business premises.

Penalty

A person who fails without reasonable excuse to comply with condition 1 above commits an offence under section 67 of the Act and is liable on summary conviction to a fine not exceeding level 3 on the standard scale or fixed penalty notice of a maximum £100.

Any authorised officer may issue a fixed penalty notice to anyone he/she has reason to believe has committed an offence under section 67 of the Act in relation to this order.

Schedule of the restricted areas:

Wards – Heathrow Villages, Pinkwell and West Drayton. Map attached.



HILLINGDON

LONDON

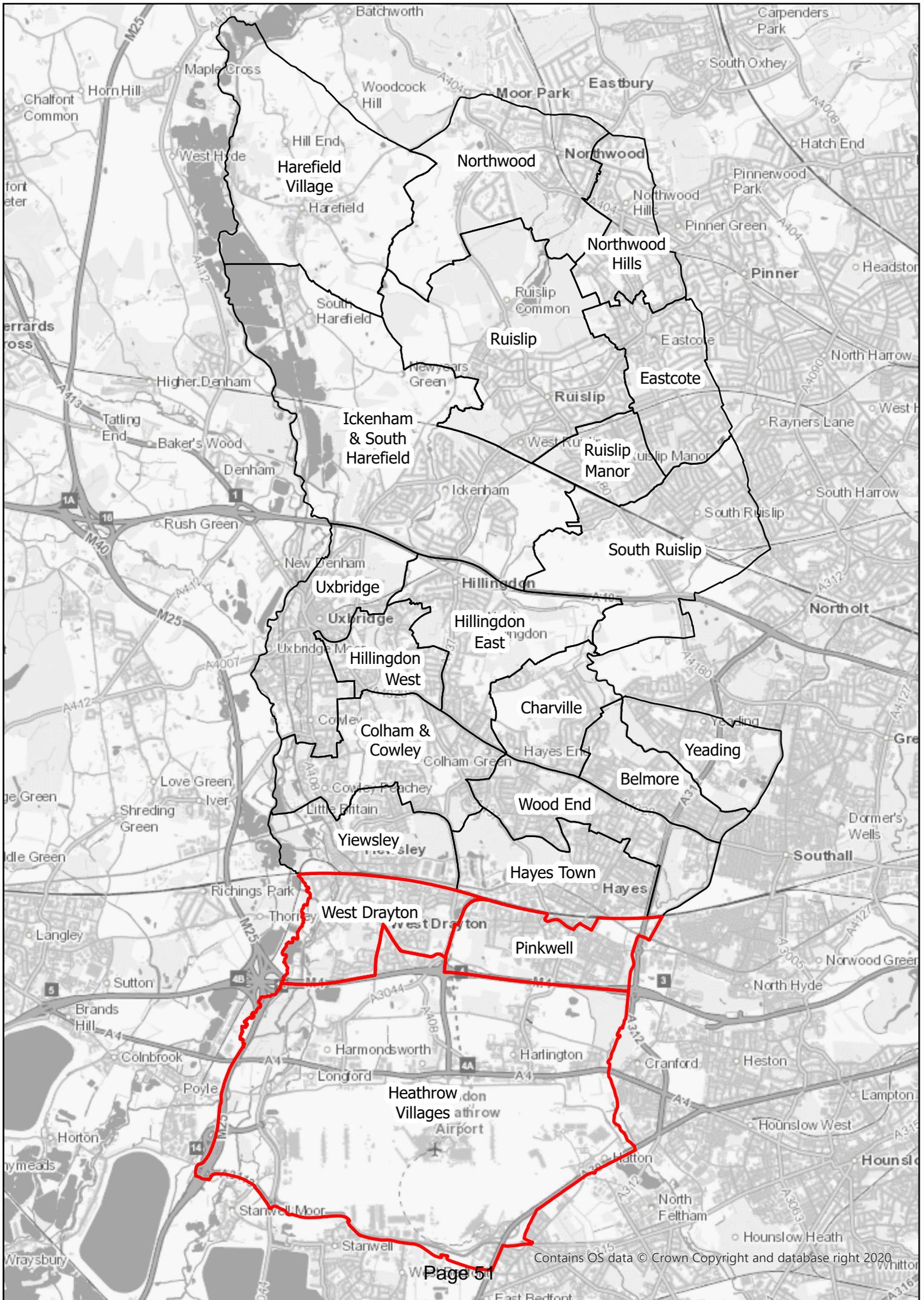
General

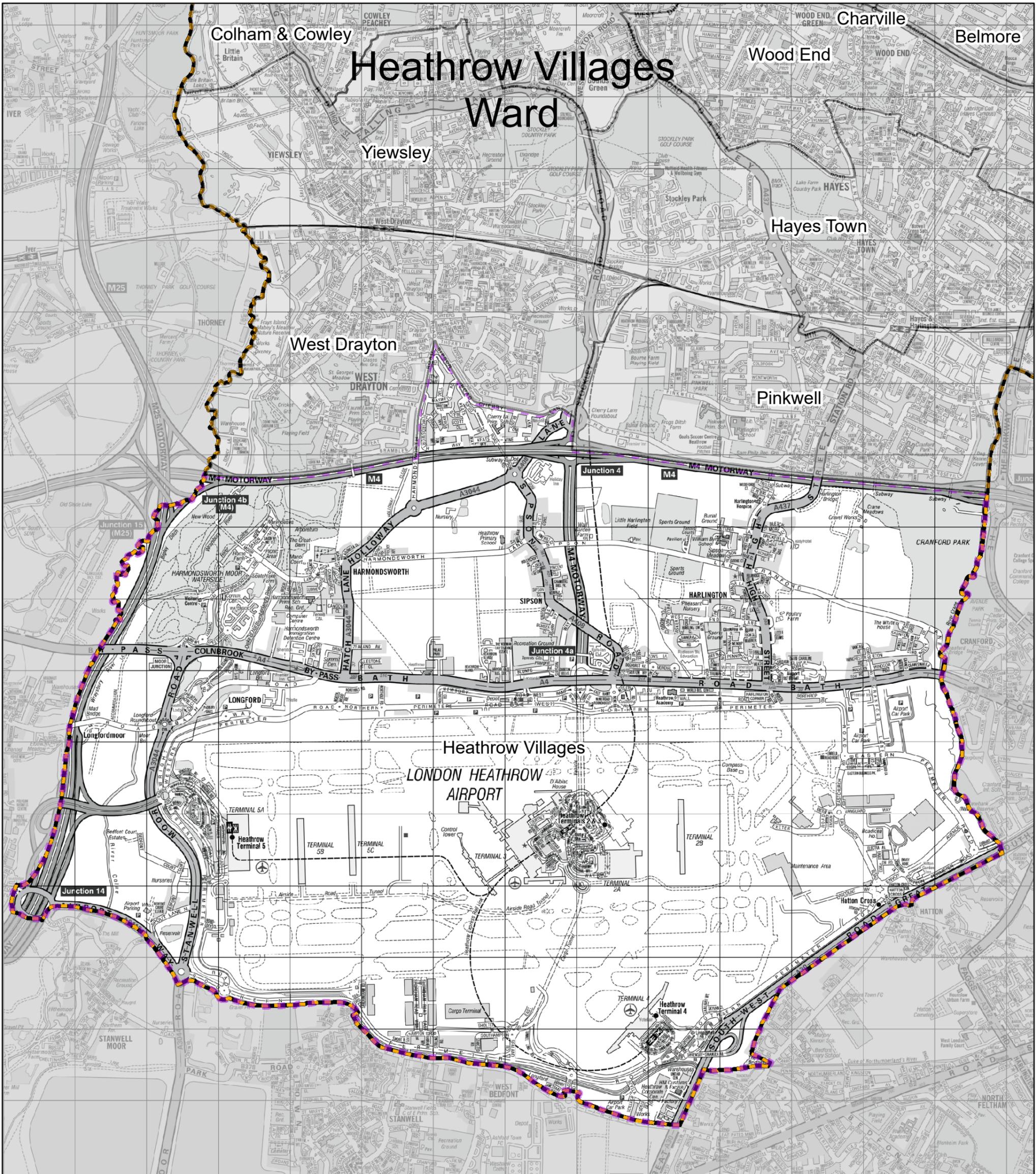
An authorised officer means a Local Authority Employee, a person designated by the Local Authority, a Police Officer or Police Community Support Officer. The Council is satisfied that the conditions set out in sections 59, 64 & 72 of the Act have been satisfied and that it is in all the circumstances expedient to make this order for the purposes of reducing anti-social behaviour in the restricted areas. The Council makes the order because anti-social behaviour in the restricted areas has had a detrimental effect on the quality of life of those in the locality. The effect or likely effect of this is of a persistent or continuing nature such as to make this unreasonable, and justifies the restrictions imposed in this order. If any "interested person" desires to question the validity of this Order on the grounds that the Council had no power to make it or that any requirement of the Act has not been complied with in relation to this Order, he or she may apply to the High Court within six weeks from the date on which this Order is made.

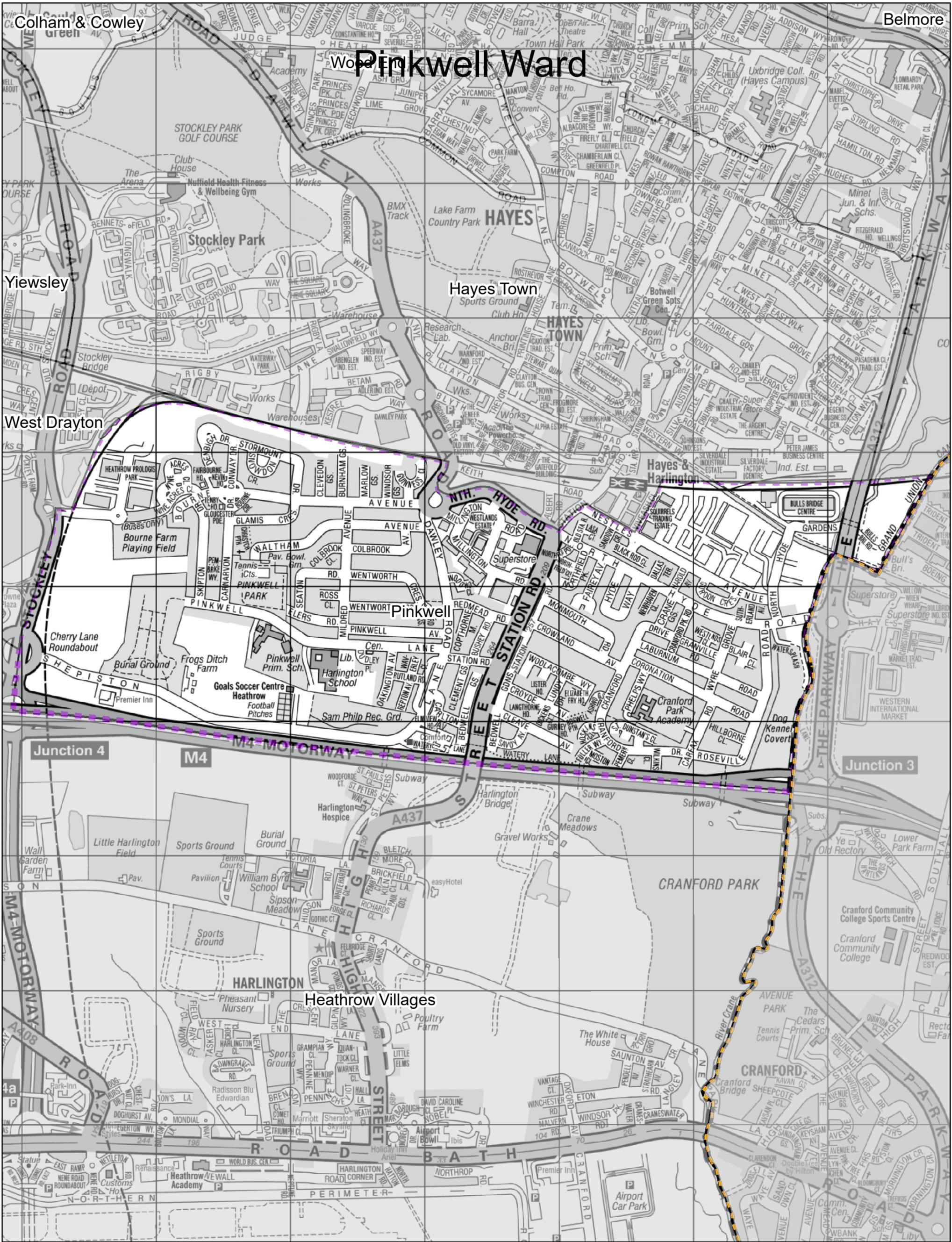
Signed:.....

.....
Designation: TONY ZAMAN, CHIEF EXECUTIVE, LB HILLINGDON
(The officer appointed for the purpose)

Date: 07/02/2025







Colham & Cowley

Belmore

Pinkwell Ward

Yiewsley

West Drayton

Junction 4

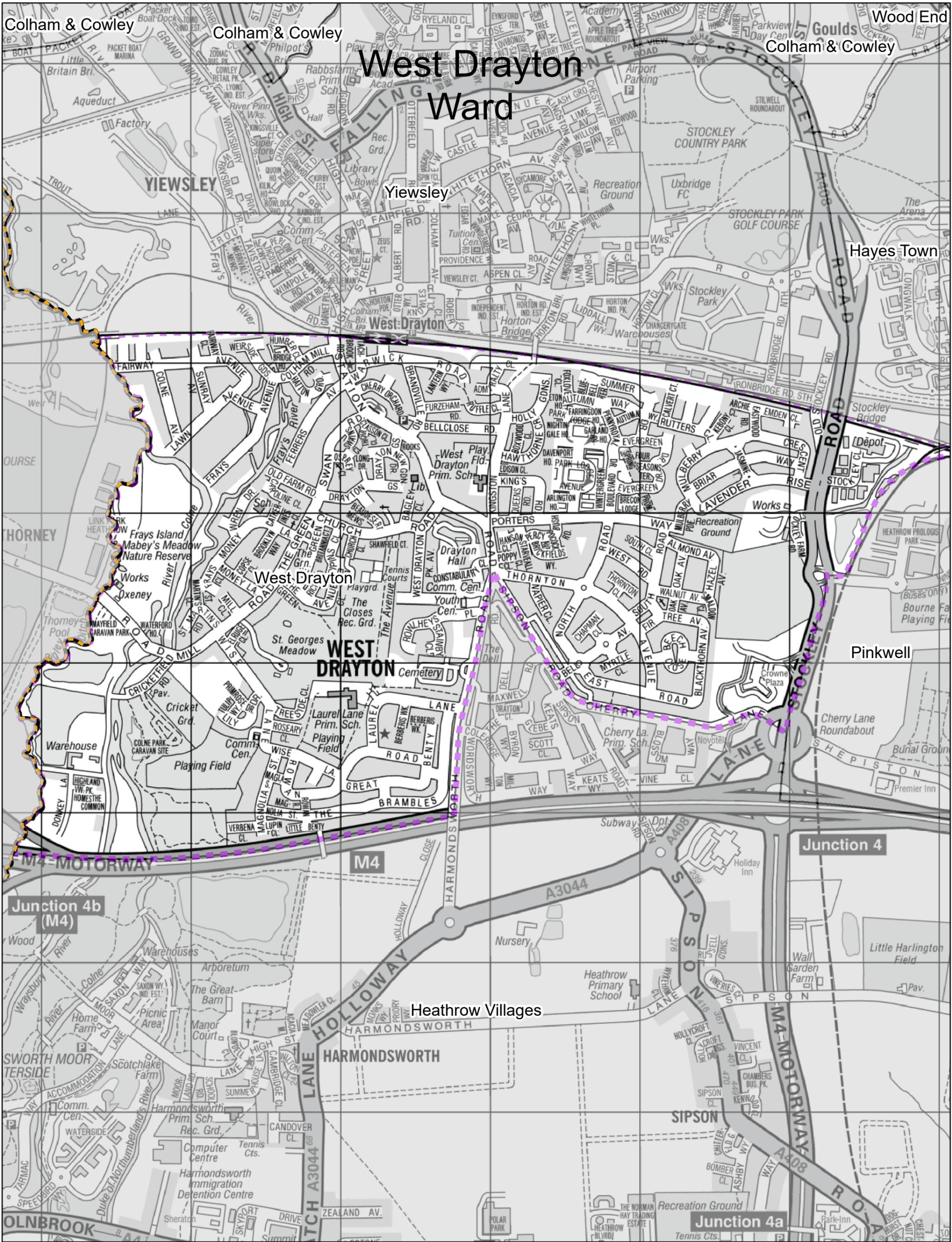
M4

M4-MOTORWAY

Junction 3

Heathrow Villages







HILLINGDON

LONDON

Street Trading Policy
The London Local Authorities Act 1990
(As amended)

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1. Introduction and intention

- 1.1 Local Authorities may regulate street trading activities and apply local controls in their area. For the purposes of controlling street trading in the London Borough of Hillingdon, the Council has previously adopted the relevant provisions of the 'London Local Authorities Act (as amended)'.
- 1.2 This policy is intended to provide a framework for the Council to administer and regulate street trading to ensure a consistent approach is taken. It also serves as a reference for licence holders, relevant stakeholders and enforcement officers as to the Councils intended vision and approach to street trading activities.
- 1.3 The Council is keen to create a thriving street trading environment which is sensitive to the needs of traders and residents and one which promotes consumer choice and enhances the trading and business opportunities in the borough.
- 1.4 In regulating street trading activities, the Council aims to reduce the administrative burdens on applicants and licence holders by reducing administrative burdens from the application process and also creating a clear and transparent guide for traders.
- 1.5 The Council will not deviate from this policy unless there is an unavoidable reason to do so.
- 1.6 In the development of this policy, the Council has consulted with licence holders, partner agencies and other stakeholders
- 1.7 Street trading activities are regulated by Part 3 of the London Local Authorities Act 1990 (as amended) which provides Local Authorities in London with an authorisation process to control the following activities;
 - Street Trading Pitches
 - Tables and Chairs on the Highway
 - Shop Front Displays
- 1.8 The Council has powers to designate a street as a 'licence street' and can prescribe the types of commodities or services which will be authorised by a licence.
- 1.9 Licences may be granted to persons aged seventeen or over and last for up to three years or a shorter period as determined by the Council.

2. Other Legislative Considerations

- 2.1 Traders should be aware that this policy relates only to street trading activities and it is the responsibility of the trader to ensure that they are compliant with other legislation. Traders should consider whether their activities are likely to require authorisation and/or compliance with other regulatory regimes. For example; Planning, Building Control, Food Safety, Health & Safety, Control of Waste, Highway Obstruction, Trading Standards, Late Night Refreshment/Entertainment/Alcohol Licensing etc.

3. Eligibility and Suitability Criteria for Applicants

- 3.1 Applicants wishing to be granted a street trading licence may apply to the Council provided that they are aged seventeen or older.
- 3.2 The Council will assess the suitability of the applicant on a case by case basis and may have regard to any relevant enforcement history concerning the applicant and/or the location of the proposed street trading.

4. Types of Authorisation

4.1 *Permanent licences*

A permanent licence will usually be issued to applicants for pitch, shop front and tables and chairs licences and will be valid for one year. In some circumstances, the Council may decide to issue a temporary licence to a new trader, or to a trader renewing a licence where there have been issues with enforcement.

4.2 *Temporary Licences*

Temporary licences will be issued to applicants for pitch licences where the trade is only proposed for one day to six months, or where the trading activity is part of an event or promotion. Temporary Licences will also be available to applicants of pitch, shop front or tables and chairs licences who may wish to trade seasonally or for short periods of time. For example; where a business is going to be sold and a licence is only required for a short time; a seasonal extension to accommodate trade at specific times of the year.

5. Fees

- 5.1 Street Trading licence fees will be set and reviewed from time to time by the Council and any changes to those fees will be advertised in accordance with the provisions of the London Local Authorities Act 1990 (as amended).
- 5.2 The fees are licence fees and are only applicable to licences granted. The Council respectfully requests that payment is made at the time of application

and where a licence is refused for any reason, a full refund will be given to the applicant.

- 5.3 Where a licence is revoked for reasons beyond the licence holders control, for example, where the highway has been redeveloped and there is no longer sufficient space for the trading activity to take place or where the Council has introduced a ban on certain commodities that were previously licensed, the Council will offer a partial refund of the licence fee. This will be calculated on pro-rata basis in whole months.
- 5.4 Where a licence has been revoked for reasons within the control of the licence holder, the Council will not issue a refund of the street trading licence fee.

6. Application Requirements

- 6.1 The Council will require the following submissions to be made in respect of applications, in line with the legislation;
- a) Full name, home address and date of birth of applicants;
 - b) The location of the proposed street trading activity including the days and times;
 - c) The description of goods and/or services offered for sale;
 - d) Proof of permission to trade from the landowner or a statement from the applicant if he is the landowner;
 - e) One passport style photograph of the applicant;
 - f) Proof of public liability insurance (minimum £2million).
- 6.2 In addition to those legislative requirements, the Council will also seek the following information from the applicant;
- a) Details of any installations needed to carry out the street trading activity for example, a vehicle, shop front display units, tables and chairs;
 - b) The names and addresses of the applicants nominated assistants;
 - c) The name and address of a person nominated for succession of the licence.
- 6.3 Unless there is a specific need to do so, the Council will not routinely require any further submissions from applicants.
- 6.4 Specific licence types will require the applicant to supply the Council with specific information. Most of this will be contained within the application form. Some examples of what information the Council will be seeking are outlined below;

6.5 Pitch applications

The Council will require details of the vehicle or stall set up being proposed. There will be an opportunity to give this information within the application form however, it may also be appropriate for the applicant to provide photographs or site plans of the proposed installations.

6.6 Shop front display applications

The Council may authorise shop front displays in the area directly outside a shop. The applicant will usually make an application in whole metres from the boundary of the shop frontage, however in some circumstances, it may be appropriate to issue licences for a portion of a metre. This will be dependent upon the availability of space and level of footfall in the surrounding area.

6.7 Tables and chairs applications

Licences for tables and chairs will contain a standard condition requiring the licence holder to create a temporary barrier around the trading area. The applicant may be asked to provide full details of the barriers and the tables and chairs, this may include photographs. Details of the type of furniture to be placed on the highway should also be included in the application form.

6.8 In addition to the above, for applications for shop front and / or tables and chairs licences, consultation and advertisement will take the form of a "Notice of Application" which must be placed in the window of the relevant premises – so that it can be easily seen from outside. The notice will be at least A4 in size and must be in place and easily visible from the outside throughout the consultation period.

7. Special Provisions for Community/Charity Trading Licences

7.1 Community/Charity trading licences will be issued to organisations that are not carrying out trading activity for the purpose of making a profit on an occasional or temporary basis. Whilst the activity may be legally regarded as Street Trading activity, the overall purpose may be non commercial and the Council may apply a 'light touch' to the application process.

7.2 The Council will consider individual applications for Community/Charity trading licences on a case by case basis and acceptance will be assessed in the following circumstances:

- fundraising activities,
- promotion of charity or other local cause,
- promotion of community services.

7.3 The licences will be applied for in the same way as Temporary Street Trading Licences.

7.4 The Council may also consider the grant of a waiver or reduction of the licence fee where requested.

8. Consultation

8.1 Upon receipt and acceptance of an application, the Council will carry out a consultation with the relevant Ward Councillors, the Council's Highways Service, the Council's Enforcement Officers and any trade representative i.e. Chamber of Commerce or Town Centre Management. The Council's Food Safety team will be consulted where the application is proposing to trade in food items. Applications will also be displayed on the Council's website.

8.2 The purpose of the consultation is to seek assurances that the applicants proposals satisfy the requirements of the legislation and that they are suitable to be licensed. Through the consultation process, certain discretionary grounds for refusal or modification of applications may be identified.

8.3 For Permanent and Temporary Street Trading Licences, the consultation period will last for twenty one consecutive days starting with the day after the application has been received.

8.4 For Community/Charity Trading Licences, the consultation will be for a minimum of five consecutive days starting with the day after the application was received.

9. Assessing consultation feedback and objections

9.1 Where the Council receives feedback or an objection to an application consultation, it will carefully consider whether that feedback/objection may influence the Councils discretionary decision making powers.

9.2 The Council will not consider any feedback or objections where they are; frivolous, vexatious or repetitious. Such objections are considered not 'relevant'.

10. Decision Making

10.1 The Council has powers to consider a wide range of matters on which to refuse street trading licences. Any decisions made upon these grounds will be evidenced and justified after careful investigation into any responses received to the consultation process. The Council's decision making powers are split between mandatory and discretionary grounds for refusal.

10.2 Certain grounds for refusal may also present themselves through the application process. Where these grounds are identified, the applicant will be offered the opportunity to amend the application before it is determined.

10.3 The mandatory grounds for refusal are:

- a) The applicant is under the age of seventeen.
- b) The proposed trading location is not within a designated licence street.
- c) The applicant is proposing to sell goods or services which the Council has resolved to ban.
- d) There is not enough physical space within the proposed trading location and any trading activity would have an adverse impact on the surrounding area by causing obstructions to persons or vehicles using the street.
- e) The applicant has made an application to trade in a location which does not satisfy the definition of a 'street' for the purposes of the legislation.

10.4 The determination of applications where no relevant adverse feedback has been received during the consultation period, will be determined by Officers delegated for the purpose, and may be changed from time to time as appropriate.

10.5 The discretionary grounds for refusal are:

- a) There are enough street traders in the area offering the same or similar goods to those of the applicant.
- b) The applicant is unsuitable to hold a licence.
- c) The applicant has previously demonstrated misconduct or unscrupulous behaviour whilst being the holder of a street trading licence.
- d) The applicant has failed to comply with the terms or failed to pay a fee of a street trading licence.
- e) The applicant has failed to propose suitable measures for the storage of perishable items when street trading is not taking place.
- f) The applicant of a shop front licence is proposing to sell goods or offer services which are not sold or offered for sale within that shop.
- g) The applicant is not the owner/occupier of a shop outside which a shop front trading licence is sought.

10.6 Where relevant adverse feedback has been received within the consultation period and discretionary grounds for refusal have been identified, the Council's Licensing Sub-Committee will be tasked with making determinations. Where applications are heard by the Licensing Sub-Committee, the Sub-Committee may exercise its discretion on accepting late objections if they are relevant and where there are demonstrable mitigating circumstances for being submitted outside the consultation period.

10.7 The Council may also have regard to the other following factors when considering the impact on the local area of the proposed trading activity. This may result in additional conditions being imposed upon any licence granted.

- a) Public Safety – whether the street trading activity represents, or is likely to represent, a substantial risk to members of the public from the point of view of obstruction of the highway for emergency vehicles, or otherwise, a fire hazard, unhygienic conditions or other danger that can be reasonably foreseen, that may occur when a trader is using the site.
- b) Prevention of Crime and Disorder – whether the street trading activity represents, or is likely to represent, a substantial risk to public order. This is potentially more of an issue for traders wishing to operate as part of the night time economy.
- c) Prevention of public nuisance or environmental damage – whether the street trading activity represents, or is likely to represent, a substantial risk of nuisance or environmental issues. Examples include; damage to street surfaces; noise; litter; refuse; vermin; fumes/odours etc.
- d) Appearance of trading area – Whether the street trading area is properly constructed and presented and enhances the aesthetic street scene of an area. Guidance will be given to applicants regarding the standard expected by the Council.
- e) Needs of the area – amongst other things, the Council will consider the demand for the articles for sale, and the geographical location of the proposed site.

10.8 Where grounds for refusal do exist, the Council may still award a licence but this could be a modification from what was originally applied for. For example, it may be appropriate to reduce the days/times of trading activity, to reduce the size of the proposed trading area or add conditions.

10.9 In accordance with the EU (Provision of Services) Regulations, tacit consent will apply to street trading licence applications if no grounds for refusal are identified through the consultation process within twenty eight days following receipt of a valid application. In all cases where a Licensing Sub-Committee hearing is required, the applicant will be notified.

11. Hearings

11.1 Where the Licensing Sub-Committee is to consider grounds for refusal of a licence application, Officers will aim to convene a hearing within twenty working days following the end of the consultation period or as soon as reasonably practicable.

- 11.2 Where a street trading licence is being considered for revocation, the Council is required to afford the licence holder an opportunity to address the Licensing Sub-Committee. The Council will give at least twenty one days notice of any revocation proceedings being brought against the trader.
- 11.3 The Licensing Sub-Committee constituted for the purpose of determining street trading licences shall be made up from Members of the Licensing Committee as constituted under the Licensing Act 2003.
- 11.4 Applicants will normally be notified of the decision on the day of the hearing and can expect a written decision within five working days of the decision.
- 11.5 In certain circumstances, the Licensing Sub-Committee may defer their decision or they may adjourn a hearing. This will be dependent upon the severity and complexity of the case before them and it may be appropriate to gather additional information to aid the decision making process.

12. Appeals

- 12.1 Any person aggrieved by the Council's decision to refuse or revoke a street trading licence may lodge an appeal to the Magistrates Court within twenty one days of receipt of the written decision notice following the outcome of the Licensing Sub-Committee.
- 12.2 All decision notices will contain full details of the appeal rights including how to lodge an appeal. Applicants for temporary licences do not have any appeal rights, notwithstanding statutory rights to seek Judicial Review proceedings.

13. Conditions and Standards for Licence Holders

- 13.1 The council expects all licence holders to carry out their trading activities in accordance with the conditions imposed upon it.
- 13.2 When the Council issues a street trading licence, it shall include the following:
 - a) The trading address to which the licence relates;
 - b) The full name of the licence holder and any named assistants;
 - c) The size and location of the licensed trading area;
 - d) The commodities/services authorised by the licence;
 - e) A photograph of the licence holder;
 - f) Any non-standard conditions relating to the licence;
- 13.3 In addition to the above information, the Council will also impose standard conditions on all street trading licences. Standard conditions will be reviewed from time to time. The standard conditions can be found at Appendix 3.

13.4 The Council expects all licence holders to maintain their trading area in a proper manner and to ensure that any trading/display equipment is of a good quality and tidy appearance. The Council will provide traders and applicants with examples of the standards expected and will offer assistance and advice to traders and applicants on how to improve the look and quality of their trading/display equipment.

13.5 The intention of the Council is to create a vibrant and thriving shopping environment for residents and also add to the aesthetics of a shopping area.

14. Special Provisions for certain geographical locations

14.1 From time to time, the Council may consider imposing certain trading restrictions in certain geographical locations. For example, it may be appropriate to standardise trading times or maximum trading areas within very busy areas with a high concentration of traders. The Council may also determine to grant only Temporary Licences in a geographical area.

14.2 The Council will consider this action as part town centre regeneration or as part of other town centre incentives.

14.3 Details of these special provisions are detailed in Appendix 4

14.4 Where the Council is minded to impose new restrictions, it will consult with those traders affected to ensure transparency in the process.

15. Delineation

15.1 Where the Council issues a licence, it may be appropriate to define the trading area by delineating with studs or similar.

15.2 The Council will consider the following factors when deciding to delineate in certain areas:

- a) Whether there is a need to define the trading area to assist traders in keeping within their licensed trading area
- b) Where licence holders of pitch licences, and the Council's enforcement officers, need to easily identify a specified trading area.
- c) Where there is a high concentration of traders in a particular area and trading boundaries need to be defined

15.3 Delineation will be considered in consultation with the Council's Highways Service to ensure the appropriate materials are used. The cost for delineating trading areas will be borne by the Council.

16. Duration of Licences

16.1 The Council has powers to issue permanent licences for up to three years and temporary licences for up to six months.

16.2 The Council will normally issue permanent licences for one year. Temporary licences are issued for periods from one day to six months.

17. Offences

17.1 S's 34 & 38 of The Act outline the offences which include;

- a) Failure to comply with the street trading terms and conditions
- b) Making a false statement in connection with an application
- c) Obstruction of an authorised officer of the Council
- d) Failure to produce a valid street trading licence

18. Enforcement and review action

18.1 The decision to use enforcement action will be taken on a case by case basis and, to ensure consistency of approach, in accordance with the Residents Services Enforcement Policy which may be applicable. The action taken, which may be immediate, will be proportionate to the seriousness and nature of the non-compliance.

18.2 Factors that will be taken into consideration include, but are not limited to:

- a. The risk that the non-compliance poses to the safety, health or welfare of the public at large or to individuals;
- b. Evidence suggests that there was pre-meditation in the commission of an alleged offence;
- c. The alleged offence involved a failure to comply in full or in part with the requirements of this policy and / or the terms of the street trading licence;
- d. There is a history of previous warnings or the commission of similar offences;
- e. Aggravated circumstances such as obstruction of an officer or negative conduct;
- f. If the alleged offence, though not serious itself, is widespread in the area where it is committed;
- g. The gravity of an alleged offence, taken together with the seriousness of any actual or potential harm;
- h. There has been a repetition of a breach that was subject to a formal caution or issue of a Fixed Penalty Notice;

- i. False information has deliberately been supplied and/or intention to deceive.
- 18.3 The Council may take the following types of enforcement action (in no particular order):
 - a) Verbal/written warnings – e.g. a contravention and / or where Officer contact has not resolved the contravention;
 - b) Simple cautions;
 - c) Licence revocation e.g. where fees go unpaid, a breach of a licence condition; conduct of the licence holder etc.
 - d) Fixed Penalty Notices;
 - e) Prosecution.
- 18.4 Where grounds for revocation have been identified, the case will be considered by a Licensing Sub-Committee in the form of a licence review hearing.
- 18.5 Any decision to prosecute will be taken as a last resort and such a decision will be made in accordance with the Residents Services enforcement policy and the Code for Crown Prosecutors. Council enforcement officers will carry out their enforcement-related work with due regard to the Enforcement Concordat. Information concerning non-compliance may be shared with other enforcement agencies. Any such action will only be undertaken in the public interest and in compliance with the Data Protection Act 1998.
- 18.6 Officers will regularly inspect street trading areas to ensure compliance with the licence terms and conditions i.e. the trader is only trading in the licensed pitch area. In addition, all complaints of unlicensed street trading will be investigated.

19. Renewals

- 19.1 When a permanent street trading licence is due to expire, the Council will notify the licence holder three months in advance of this date and invite a renewal application.
- 19.2 Renewal applications must be submitted to the Council at least two months prior to the date of expiry.
- 19.3 Licence holders can expect to provide the same information as would be required for a new licence, however, if nothing has changed since the licence was granted, the Council may resolve not to require certain documentation i.e. photograph of the applicant, landowners permission etc.
- 19.4 In addition to the above, for applications for the renewal of shop front and / or tables and chairs licences, consultation and advertisement will take the form

of a “Notice of Application” which must be placed in the window of the relevant premises – so that it can be easily seen from outside. The notice will be at least A4 in size and must be in place and easily visible from the outside throughout the consultation period.

- 19.5 Renewal applications are also subject to the same consultation requirements as new applications and the Council may identify grounds for refusal during that process.
- 19.6 Where discretionary grounds for refusal have been identified, the application will be determined by the Licensing Sub-Committee; a hearing will be arranged as soon as reasonably practicable.
- 19.7 If a licence is due to expire and the Council has not determined the renewal application, the trader may be allowed to continue trading during the interim period. This will usually be allowed save for circumstances where the trader has been subject to enforcement action or other reasons where the Council may not wish for the licence to continue during this period.
- 19.8 Each case will be considered on its own merits and on a case by case basis.

20. Variations

- 20.1 Whilst not specifically addressed in the street trading legislation, the Council will allow traders to apply for variations to their licences within the duration of the licence. Variations may include, but not limited to; the size of the trading area; the authorised trading times; the authorised commodities; the conditions imposed upon the licence.
- 20.2 Variations must be applied for, using the appropriate form and will be subject to the same consultation process as for new and renewal applications.
- 20.3 A processing fee will be charged and should accompany the application. Where a variation is sought for an increase in a shop front display area, the fee for any additional metres will be charged as well as the processing fee.
- 20.4 Where the variation is administrative, e.g change of licence holder's address; change of assistant's details, a lesser processing fee will be charged.
- 20.5 Where grounds to revoke a licence have been identified, the Council may, instead, choose to vary the licence by imposing additional conditions or making restrictions on the licensed area or times. Any such variations will be imposed by the Licensing Sub-Committee when considering a case for forced revocation/variation.

21. Succession

21.1 The legislation allows 'Succession rights' which allow the licensed trader to nominate a relative whom he desires the licence be granted to under the following circumstances;

- a) When the licence holder dies;
- b) When the licence holder retires, having reached the normal age for retirement;
- c) When the licence holder advises the Council that owing to ill health, he is unable to continue to operate the licence.

21.2 The Council will consider the circumstance of the individual trader when assessing succession rights. Officers can provide advice on these rights and it is advised that the trader seeks their own independent legal advice on the matters involved before any assumptions about the entitlement can be made.

21.3 Holders of temporary licences are not entitled to succession rights.

22. Lapsing of Street Trading Licences

22.1 A Street trading licence will automatically lapse where permission to trade from the landowner ceases.

22.2 Where the Council is the owner of the land upon which the street trading activity is taking place, the Council may withdraw permission to trade where there are exceptional circumstances to justify a decision for example, street works and or/redesign of a street where it would no longer be possible to maintain the trading area.

23. Designation of Licence Streets

23.1 If the Council considers that street trading should be allowed or licensed in any area, it may pass a resolution designating any further street or part of a street as a licence street under Section 24 of the Act. In deciding if a street or site should be designated for street trading, the following may be considered;

- a. The presence of any existing or planned street furniture;
- b. The proximity and nature of any road junctions and pedestrian crossing points;
- c. The number of street trading sites already licensed in the vicinity;
- d. Whether the proposed site for designation would impact on accessibility for members of the public i.e. pedestrians, pushchairs, wheelchairs etc.
- e. Whether the safety of the public will be put at increased risk;

- f. Whether the proposed site will leave the recommended clearance of two metres clear passage between the trading area and the edge of the kerb or footway;
- g. Whether there will be a negative impact on the character or appearance of the area.

23.2 For designation, there is a consultation period of twenty eight days, when the Council consults with the Police, Highways Authority, existing licence holders in the affected area, and any other relevant body. The Council may also pass a resolution to rescind or vary the designation of a licence street, and must consult on any intentions to do so in a notice published in a local paper. After publishing the consultation notice, the Council will consider any representations received, before making a decision.

23.3 A street does not have to be designated as a licence street for street trading purposes where a temporary street trading licence is issued.

23.4 For traders wishing to trade on a street which is not designated, the Council is open to considering new locations where designation has not previously been made. In these circumstances, the trader will be required to submit full plans of their proposals to the Council for consideration.

23.5 Designation of new streets will not normally be considered for streets with parking restrictions and/or a speed limit of 40mph or more.

23.6 A list of current licence streets found in Appendix 1

24. Exemptions

24.1 The Council recognises that certain trading activities do not constitute street trading and are therefore exempt from the licensing regime. The following exemptions are outlined in the legislation:

- a) A person trading as a 'Pedlar' under the authority of a pedlars certificate granted under the Pedlars Act 1871, provided that the trading is only carried out 'house to house';
- b) Trading as part of a street market – these are licensed by the Council under a separate statutory regime;
- c) Trading in a trunk road picnic area;
- d) Trading as a news vendor;
- e) Trading by a rounds man delivering milk and/or other perishable goods;
- f) Charity collections;
- g) The selling or offering for sale goods or services on private land adjacent to a shop provided that the trade forms part of the normal business of that shop. For example; a fruit/vegetable display outside a grocers shop or tables and chairs for diners outside a café.

25. Commodities

- 25.1 Applications for street trading licences must be made in accordance with the Council's approved list of commodities and banned commodities (Included as Appendix 2). The Council will consider commodities that are not on the approved list at its own discretion.
- 25.2 The Council may amend this list in order to ensure fair trading opportunities to all traders in the relevant area. The Council may, from time to time, ban certain commodities in certain areas where there is a need to do so. If the Authority amends the list of banned commodities, a twenty one day consultation with traders will be held in the affected area prior to a decision being made.

26. Motor Vehicles

- 26.1 It is an offence for traders to expose or offer for sale any motor vehicle on a public street.
- 26.2 Where motor vehicles for sale are displayed on a street, this will be determined as an improper use of the highway for which the seller of the vehicle may be subject to legal action and the vehicle seized.
- 26.3 Persons operating motor vehicle trading activity from their residential address may only do so if they have planning permission for the trading activity and do not display their vehicles on the public highway.

27. Ice Cream Traders

- 27.1 Ice cream trading means the selling, exposing or offering for sale from a vehicle, goods which consist mainly of ice cream, frozen confectionery or other similar items.
- 27.2 Itinerant ice cream traders are defined as traders from a vehicle who go from place to place remaining in a particular location for no more than fifteen minutes and who do not return to the same location or the same street on the same day.
- 27.3 Ice cream traders may not trade from a designated licence street, or in areas where such trade has been prohibited by the Council.
- 27.4 Where the Council is considering the prohibition of ice cream trading in certain locations, it will pass a resolution under S37 of the Act.
- 27.5 A current list of prohibited locations can be found in APPENDIX 5.

Appendix 1

List of Designated Licence Streets

Pursuant to Section 24(10) of the London Local Authorities Act 1990 (as amended) the following streets are designated as “licence streets” for the purposes of street trading.

Shop front displays and tables and chairs only;

Bakers Road, Uxbridge	Lansbury Drive, Hayes
Barra Hall Circus, Hayes	Laurel Lane, West Drayton
Belmont Road, Uxbridge	Long Lane 1-12, Ickenham
Betam Road	Long Lane 305-321, Hillingdon
Botwell Lane, Hayes	Long Lane 370-396, Hillingdon
Bourne Avenue, Gloucester Parade, Hayes	Long Lane, Crescent Parade, Hillingdon
Byron Way, West Drayton	Long Drive, South Ruislip
Cocks Yard, Uxbridge	Manor Way, Ruislip Manor
Coldharbour Lane, Hayes	Maxwell Road, Northwood
Coleridge Way, West Drayton	Moorfield Road, Cowley
Cowley Road 100-118, Uxbridge	Moorhall Road, Harefield
Cowley Road 18-20, Uxbridge	Mulberry Crescent, West Drayton
Dawley Road 1-19, Hayes	North Hyde Road 141-171, Hayes
Dawley Road, Dawley Parade, Hayes	Old Stockley Road
East Lane, Hayes	Park Way, Ruislip Manor
Eastcote High Road, Black Horse Parade, Eastcote	Park Lane, Harefield
Falling Lane, Yiewsley	Pembroke Road, Ruislip Manor
Field End Road, Eastcote	Pield Heath Road, Cowley
Field End Road 702-724, South Ruislip	Pinner Road, Northwood
Green Lane, Northwood	Pinner Road, Northwood Hills
Harlington Road 305-315, Hillingdon	Pump Lane, Hayes
Harmondsworth Road, West Drayton	Redmead Road, Hayes
Harlington Road 305-315, Hayes	Rickmansworth Road, Harefield
Harvil Road, Harefield	Romney Road, Romney Parade, Hayes
Hayes By-Pass (The Parkway)	Royal Lane, Yiewsley
Hercies Road, Hillingdon	Ryefield Avenue, Hillingdon
High Road 28-34, Cowley	Salisbury Road, Eastcote
High Road 81-97, Ickenham	Sipson Road, West Drayton
High Road, Ickenham	Station Approach, South Ruislip
High Street, Cowley	Station Road, West Drayton
High Street, Dellfield Parade, Cowley	Station Road, Cowley
High Street, Harefield	Station Road, Hayes (<i>NOT pedestrianised</i>)
High Street, Harlington	Station Road Hayes, <i>pedestrianised area between Pump Lane and Crown Close;</i>
High Street, The Parade, Cowley	St Dunstons Road, Hayes
High Street, Uxbridge	Sutton Court Road, Hillingdon
High Street, Uxbridge – <i>pedestrianised area between Vine Street and Belmont Road.</i>	Swakeleys Road 1-31, Ickenham
High Street, Ruislip	Swan Road 58-66 and 81, West Drayton
High Street, Yiewsley	The Green 1-16, West Drayton
High Street 110-118, Northwood	Victoria Road, South Ruislip
High Street 2-88, Northwood	Victoria Road, Ruislip Manor
Hillingdon Hill, Hillingdon	Victoria Road 439-445 and 490, South Ruislip
Horton Road, Yiewsley	Violet Avenue 53-65, Yiewsley
Howletts Lane, Ruislip	West Drayton Road 177-183, Yiewsley
Ickenham Road, Station Parade, West Ruislip	West End Road, Ruislip Gardens
Ickenham Road, Ruislip	Whitby Road 143-163 and 208-218, South Ruislip
Joel Street, Northwood Hills	Windmill Hill, Ruislip Manor
Kingshill Avenue, Hayes	Uxbridge Road 1172-1380, Hayes End

Appendix 1 (cont)

Uxbridge Road 124-152, Hayes Uxbridge Road 641-693, Hayes Uxbridge Road 759-849, Hayes End Uxbridge Road, Blenheim Parade, Hillingdon Uxbridge Road, Byron Parade, Hillingdon Uxbridge Road, Crescent Parade, Hillingdon Uxbridge Road, Heathside Parade, Hillingdon Uxbridge Road, Marlborough Parade, Hillingdon	Uxbridge Road, Westbourne Parade, Hillingdon Uxbridge Road, Whiteleys Parade, Hillingdon Vine Street, Uxbridge Welbeck Avenue, Yeading Willow Tree Lane, Hayes Windsor Street, Uxbridge Yeading Lane, Yeading
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Pitch traders only

Hayes Bypass (The Parkway) High Street, Uxbridge High Street, Uxbridge – <i>pedestrianised area between Vine Street and Belmont Road.</i> Moorhall Road, Harefield Pasadena Close, Hayes Pump Lane (Eastern End)	Rickmansworth Road, Harefield Old Stockley Road, West Drayton Silverdale Road, Hayes Skyport Drive, Springfield Road, Hayes Swallowfield Way, Hayes
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Appendix 2

Commodities

Category	Commodity
Clothing	<ul style="list-style-type: none"> • Women's clothing • Gents clothing • Children's clothing • Baby wear • Sportswear • Clothing accessories i.e. hats scarves, ties, belts etc • Underwear/Nightwear • Footwear/slippers • Other items (must be specified)
Flowers	<ul style="list-style-type: none"> • Cut flowers and plants • Uncut flowers and plants • Artificial flowers • Flower accessories i.e. pots, food, hanging baskets etc. • Seasonal i.e. Christmas Trees, Holly, Mistletoe etc • Other items (must be specified)
Fruit & Vegetables	<ul style="list-style-type: none"> • Raw fruit/vegetables • Other items (must be specified)
Food	<ul style="list-style-type: none"> • Pre-packed groceries • Dried fruit, seeds, pulses, beans etc • Cheese and dairy • Meat/fish • Bread/cakes • Deli food i.e. olives, pickles, nuts etc • Confectionary • Other items (must be specified)
Household goods	<ul style="list-style-type: none"> • Cleaning products • Laundry products • Cleaning utensils • Plastic storage and accessories e.g. crates, boxes etc • Light bulbs • Other items (must be specified)
Toiletries & Cosmetics	<ul style="list-style-type: none"> • Toiletries • Hair products • Make-up • Perfume • Other items (must be specified)
Kitchen/Dining	<ul style="list-style-type: none"> • Cookware • Serve ware • Glassware • Table wear • Other items (must be specified)
Soft furnishings	<ul style="list-style-type: none"> • Cushions & throws • Bedding • Curtains & blinds • Rugs & mats • Dining linen • Other items (must be specified)

Appendix 2 (Cont)

Electrical & Audio/Visual	<ul style="list-style-type: none"> • Audio/amplification equipment • Visual/display equipment • Computer hardware and accessories • Games consoles • Musical Instruments • Cameras • Electrical accessories • Other items (must be specified)
Travel Accessories	<ul style="list-style-type: none"> • Luggage • Sports bags • Handbags • Other items (must be specified)
Jewellery and accessories	<ul style="list-style-type: none"> • Costume jewellery • Precious jewellery • Hair accessories • Sunglasses • Watches • Other items (must be specified)
Stationery	<ul style="list-style-type: none"> • Office supplies • Paper • Greetings cards • Wrapping supplies/gift bags • Other items (must be specified)
Toys	<ul style="list-style-type: none"> • Children's toys • Outdoor games and toys • Baby/nursery equipment • Other items (must be specified)
Tools, DIY & Gardening	<ul style="list-style-type: none"> • Tools • Garden tools • DIY supplies • Other items (must be specified)
Furniture	<ul style="list-style-type: none"> • Furniture including antiques • Other items (must be specified)
Sports equipment	<ul style="list-style-type: none"> • Exercise equipment • Track & Field • Golf • Sports equipment • Other items (must be specified)
Pet supplies	<ul style="list-style-type: none"> • Pet food • Pet beds • Pet cages/hutches/tanks/carriers • Grooming and care supplies • Other items (must be specified)
Arts & Crafts (original handmade goods)	<ul style="list-style-type: none"> • Art • Sculpture • Craft items • Handmade textiles • Other items (must be specified)
Textiles	<ul style="list-style-type: none"> • Fabric • Haberdashery • Yarn/Wool • Knitting/Sewing supplies • Other items (must be specified)
Miscellaneous	<ul style="list-style-type: none"> • Other items not in any category above (must be specified by the applicant)

Appendix 2 (Cont)

Banned Commodities

Commodity	Ward/Area of ban
Continuous or regular street trading of food (e.g. Mobile food traders)	Uxbridge Town Centre

Appendix 3

Terms and Conditions for all Street Trading Licences & Market Licences

1. PITCH SIZE

The licensed area must be within the dimensions specified on the licence, or any relevant pitch limits marked out on the ground by the Council. An awning may be permitted to extend 30 cm (12 inches) at the front of the trading area, but no articles are to be suspended from the awning beyond the permitted trading area.

2. COMMODITIES / ITEMS TO BE TRADED OR SOLD

Only those commodities or groups of specified on the licence may be sold from the licensed street trading pitch.

3. ADVERTISEMENTS

No advertisement shall be displayed on the licensed trading area for goods, commodities or services other than those licensed for sale or provided on that licensed trading area.

4. DAYS AND TIMES OF TRADING OR BUSINESS

Trading may only take place on the days and during the times specified on the licence. The Council shall advise traders of any extension of trading times for specified trading periods when and as relevant.

5. TRADING ALONGSIDE PERMANENT BUSINESSES

Licence times shall be the same as trading times applicable to shops in the vicinity of the licensed street trading pitch. However, traders may trade only during the times stated on the licence.

6. REFUSE OR WASTE

It is the trader's responsibility to ensure that all litter and waste generated by their licensed activity is collected for recycling or disposal, in ways that are compliant with legislation. This can mean storage in suitable bins or containers within the licensed area until collection can take place by a registered carrier of waste. To prevent blockages, odours or nuisance to others, road gullies or surface water drains may not be used for the disposal of food based liquid wastes or other noxious substances.

7. STREET CLEANLINESS

The trader must keep the immediate licensed area and the area within 5 metres in any direction from the licensed area, free of any wastes or spillages resulting from the trading activity, throughout the trading day. When trading is finished or upon leaving the site the trader/market operator must leave it in a clean condition.

8. DISPLAY OF LICENCE

The licence must be shown at all times, in a prominent position, so that it can be easily read.

9. SAFETY OF EQUIPMENT

Electrical equipment should be tested by a competent person at intervals recommended by the competent person. Records should be kept of all inspections and tests together with any defects and/or remedial works, so as to demonstrate compliance.

10. USING A MAINS VOLTAGE ELECTRICAL SUPPLY

Traders using a mains electrical supply must have consent from the Council before seeking installation from an electricity supplier. Where relevant, the trader and the electricity supplier will be required to provide the Council with certification for the safety of the electricity supply.

11. INTERFERENCE WITH ELECTRICAL SUPPLIES

A trader will be subject to suspension of a licence if they tamper with, or use an electricity supply belonging to the Council without a prior arrangement to do so. A trader causing damage to any Council installation or equipment will be required to pay the full cost of any repair or replacement.

12. PITCH EQUIPMENT, OR TRADING STALLS

Pitch equipment or stalls should be easily and quickly assembled and removed. The Council reserves the right to inspect for stability and safety and to ensure that they are fit for purpose. Any obviously dangerous item must be made safe or immediately removed on request by the Council. It is the trader's responsibility to ensure that items and structures are put up and taken down safely, are properly designed, well sited and in a good, clean condition.

13. GENERAL CONDUCT

Any trader and/or any assistants employed by them shall conduct themselves in a decent manner and ensure that all members of the community are fairly treated and shown courtesy and respect. Trading activities should not give rise to noise inappropriate to the area, or cause other nuisance.

14. PRODUCTION OF LICENCES ON REQUEST

All licensed traders shall produce their licence when requested to do so by an authorised officer the Council or a police officer.

15. NOTIFICATION OF LOCATION FOR STORAGE OF FOOD COMMODITIES, PITCH EQUIPMENT, OR TRADING STALLS etc.

Traders in foodstuffs must notify the Council in writing of any change of address or addresses at which the pitch equipment stalls etc (the "receptacles") and any commodities are stored. Such notice must be given within 7 days of the change. Checks may be made to confirm details and suitability.

16. EMPLOYMENT OF CHILDREN

A licensed trader shall not employ any person under the age of 17 years in any capacity in the course of his trade or business.

17. PORTABLE GENERATORS

Generators shall be positioned so that they do not present problems for other street users or traders. Generators shall be checked and certified for safety and shall be erected in a secure location and barriered to prevent interference by members of the public.

18. ASSISTANCE TO COUNCIL OFFICERS

A trader shall give immediate assistance to Council officers when requested to do so. In dealing with an emergency, this might mean moving a stall or equipment away from the area, quickly.

19. GAS CYLINDERS

The use of gas cylinders is permitted only where;

- traders have checked the valves and hoses of gas cylinders for defects before bringing them into the licensed market place, and;
- the cylinders are in safe working order

Appendix 4

Special Provisions

Conditions Specific to Tables & Chairs Licences

In addition to the conditions relating to all street trading licences, these conditions apply specifically to “Tables and Chairs” licences.

1. The grant of a tables and chairs trading licence does not give any approval or consent which may be needed under any other legislation other than under the Act(s).
2. A copy of the tables and chairs licence must to be displayed in the window of the licensed premises. The copy licence is to be displayed so as to be clearly visible and legible from the street.
3. Only those commodities sold in the relevant shop premises can be served under the tables and chairs licence.
4. Only those services provided within the relevant shop premises can be provided in the licensed area where a licence permits tables and chairs to be placed on the street.
5. Temporary barriers of an approved type must be in place around the trading area during licensed hours and the same must be removed outside of the hours permitted by the licence
6. A tables and chairs licence is not transferable.

Conditions Specific to Shop Front Licences

In addition to the conditions relating to all street trading and market licences, these conditions apply specifically to “Shop Front” licences only

1. A copy of the shop front trading licence must to be displayed in the window of the premises outside which trading is permitted. The copy licence is to be displayed so as to be clearly visible and legible from the street.
2. Monetary exchange or payment cannot be made in the licensed street trading pitch.
3. The dimensions of a licensed street trading pitch shall be such that a minimum of 2m clear of any obstruction shall be maintained on the Public Highway for the safe pass, re-pass and free flow of pedestrian and vehicular traffic.
4. No equipment, stall, container, or display or tables(s) or chair(s) shall at any time be permitted to obstruct an entrance or exit to any adjacent premises or to any part of the building to which the licence applies that is under separate occupation.
5. A shop front trading licence is not transferable.
6. Only those commodities sold in shop premises can be displayed outside premises provided they are not excluded items as defined in these regulations.
7. Only that equipment, stall, container, or display or tables(s) or chair(s) and containers which is suitable and fit for purpose and approved by the Council shall be used by the licence holder and assistants for shop front trading or ancillary to shop front trading.
8. The following items may not form part of the commodities displayed under a shop front licence:
 - a. Alcoholic beverages, tobacco and tobacco products;
 - b. Lottery tickets, phone cards, raffles, tombola and/or other games of chance;
 - c. Medicines, drugs and other prescribed substances
 - d. Cooked or uncooked meat or fish of any kind
 - e. New and used cars and motorcycles
 - f. Pets and livestock
 - g. Containers of Liquid Petroleum Gas (LPG) including any which are fully or partly discharged or emptied;
 - h. Explosives, including fireworks;
 - i. Goods considered by the Council to pose a Health and Safety risk to the public. i.e cooking.
9. Items that are likely to cause damage the street or street furniture may not be used.
10. An awning may be permitted to extend up to a maximum of 30 cm (12 inches) at the front of the licensed shop front pitch but no articles are to be suspended from the awning beyond the permitted area. Additionally, the placement of the awning must permit safe pass and re-pass by pedestrian traffic.

Appendix 5

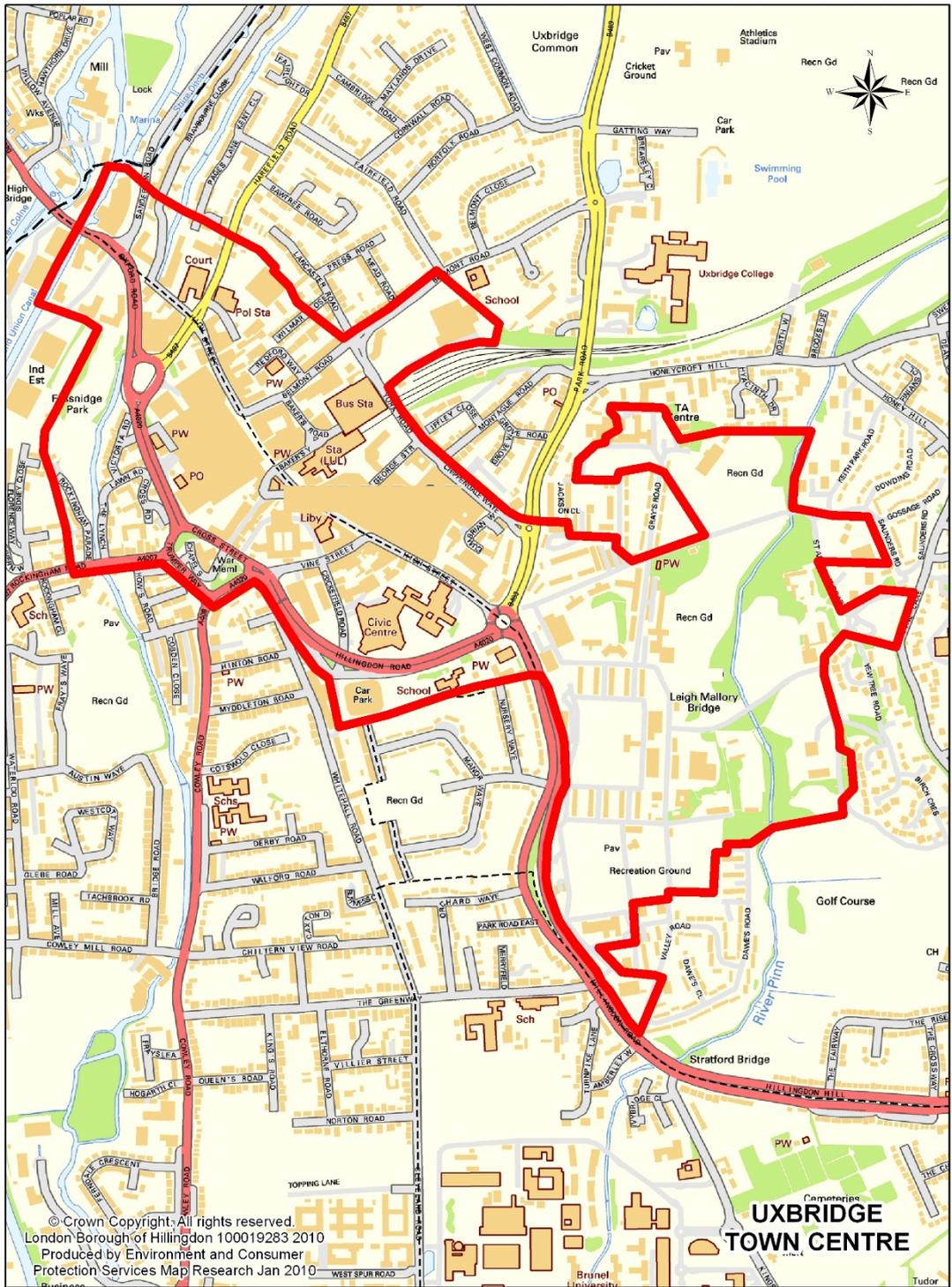
Prohibition of mobile or “itinerant” ice cream trading

1. Any street or part of streets or side streets within 65 metres of any exit used by children from the following premises:
 - (i) Primary schools
 - (ii) Under 5 centres
 - (iii) Day nurseries
 - (iv) Secondary schools
 - (v) Any other similar premises

2. Any street or side street falling within the Uxbridge Town Centre. The Uxbridge Town centre falls within the area bordered in red on the map below.

3. All streets, part of streets and side streets falling within major retail areas in
 - (i) Eastcote
 - (ii) Harefield
 - (iii) Harlington
 - (iv) Hayes
 - (v) Hillingdon Circus Area
 - (vi) Ickenham
 - (vii) Northwood
 - (viii) Northwood Hills
 - (ix) Ruislip
 - (x) Ruislip Manor
 - (xi) South Ruislip
 - (xii) Uxbridge
 - (xiii) Uxbridge Road Hayes
 - (xiv) Yiewsley and West Drayton

Area of Uxbridge town centre



Appendix 6

Definitions of Street Trading

'Street Trading' is defined in the legislation as

- a) the selling or the exposure or offering for sale, any article (including living things); and*
- b) the purchasing or offering to purchase any ticket; and*
- c) the supplying or offering to supply any service*

in a street for gain or reward

'Street' is defined in the legislation as;

- a) any road or footway;*
- b) any other area, not being within permanently enclosed premises, within 7 metres of any road or footway to which the public obtain access without payment*
 - i. whether or not they need the consent of the owner or occupier and*
 - ii. if they do, whether or not they have obtained it*
- c) any part of such road, footway or area;*
- d) any part of housing development provided or maintained by a local authority under Part II of the Housing Act 1985.*

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BUDGET & SPENDING REPORT - SELECT COMMITTEE MONITORING

Committee name	Residents' Services Select Committee
Corporate Director(s) responsible	Daniel Kennedy, Corporate Director, Residents Services
Papers with report	None
Ward	All

RECOMMENDATIONS

That the Select Committee:

- 1. Notes the budget monitoring position as of December 2025 (Month 9) for the Council.**
- 2. Notes the budget monitoring position as of December 2025 (Month 9) for the services within the remit of the Residents' Services Select Committee.**

HEADLINES

3. This monitoring report provides an update on the Month 9 budget monitoring position for the Council and an update on the Month 9 budget monitoring position for the services relevant to the Select Committee. Corporate Directors, supported by their Head of Finance, will attend the meeting to provide further details and clarifications.

GENERAL FUND

2025/26 MONTH 9 BUDGET MONITORING POSITION (COUNCIL)

4. As at Month 9, the Council is forecasting a net overspend of £35.9m on its core operating activities, a favourable movement of £0.1m from Month 7. This includes overspends of £26.1m across Service Operating Budgets, a £4.2m pressure against the budgeted use of reserves and a £6.5m pressure across centralised and Corporate Budgets including Corporate Funding. These pressures are partially mitigated by £1.0m of interventions, which are expected to benefit the revenue position through measures such as spend control measures, increased grants, and a rebate from the WLWA.
5. This overall position has remained stable since the month 6 (September) report, but with underlying favourable and unfavourable movements. Much of the overspend relates to adverse variances on savings delivery, unbudgeted growth and inflation, assumed use of reserves and reduced application of flexible capital receipts against transformation expenditure, offset by the release of £10.5m of contingency.
6. Within centralised and Corporate Budgets, a pressure of £7.1m is forecast from an under-delivery against unallocated savings (See table 1 below). A further pressure of £1.3m is reported against Corporate Funding due to the Children's Prevention Grant that was announced as part of Core Spending Power needing to be spent on new initiatives leading to the grant being transferred to the Children's Social Care service. The forecast then includes two mitigations, firstly the remaining £1.8m general contingency and secondly £1.0m of interventions and mitigations as described in paragraph 4 above. The interventions and mitigations forecast has reduced by £1m since period 6 as directorates have found underspends, additional grants or income which have been able to meet this level of mitigation. There are further mitigation opportunities anticipated to arise in the remaining months leading up to year end which will address this residual requirement.
- 7.

Table 1 – General Fund Overview

Service	Approved Budget	Forecast Outturn	Underlying Variance	Forecast Variance Prior Month	Change in Variance
	£'m	£'m	£'m	£'m	£'m
Service Operating Budgets	272.1	298.2	26.1	26.7	(0.6)
Development & Risk Contingency	1.8	0.0	(1.8)	(1.8)	0.0
Unallocated Budget Items: Pay Award Inflation	0.0	0.0	0.0	0.0	0.0
Unallocated Budget Items: Unallocated Savings	(7.1)	0.0	7.1	7.1	0.0
Budgeted Use of Reserves	(4.2)	0.0	4.2	4.2	0.0
Total Net Expenditure	262.6	298.2	35.6	36.7	(0.6)
Corporate Funding	(262.6)	(261.3)	1.3	1.3	0.0
Net Total	0.0	36.9	36.9	38.0	(0.6)
Interventions	0.0	(1.0)	(1.0)	(2.0)	1.0
Total	0.0	35.9	35.9	36.0	0.4
Opening General Reserve			1.5	1.5	0.0
Less: Underlying Variance			(35.9)	(36.0)	(0.1)
Closing General Reserve			(34.4)	(34.5)	(0.1)
Opening Controllable Earmarked Reserves			3.7	5.2	1.5
Less: Use of Earmarked Reserves			(2.0)	(2.0)	0.0
Closing Controllable Earmarked Reserves			1.7	3.2	1.5

SAVINGS (COUNCIL)

8. The savings requirement identified for 2025/26 was for £34.0m in new or increased savings as set out in the Council's budget strategy. This position has been supplemented by a further £4.8m of savings carried forward from 2024/25 as set out in the outturn report presented to July Cabinet, resulting in an overall programme of £38.8m savings being targeted and monitored in year. The savings at a whole council level are summarised by directorate and by deliverability RAG rating in the table below:

Table 2 – Savings Tracker

Corporate Director	Blue Banked £'m	Green Delivery in progress £'m	Amber I Early stages of delivery £'m	Amber II Potential problems in delivery £'m	Red Serious problems in delivery £'m	Write Out £'000	Total £'m
Finance	(0.8)	0.0	0.0	0.0	(0.2)	(0.1)	(1.1)
Adult Services & Health	(3.2)	(0.7)	(0.6)	(0.1)	(2.0)	(1.7)	(8.3)
Children & Young People's Services	(3.0)	(1.2)	0.0	(0.3)	0.0	0.0	(4.5)
Place	(2.6)	(1.5)	0.0	(0.6)	(0.9)	(1.1)	(6.7)
Homes & Communities	(1.6)	(1.1)	(2.9)	0.0	(1.1)	(0.3)	(7.0)
Corporate Services	(2.8)	(0.3)	0.0	0.0	(0.4)	(0.1)	(3.6)
Chief Executive Office	(0.1)	(0.1)	(0.3)	0.0	0.0	0.0	(0.5)
Cross-Cutting	0.0	0.0	0.0	0.0	0.0	(7.1)	(7.1)
Total 2025/26 Savings Programme	(14.1)	(4.9)	(3.8)	(1.0)	(4.6)	(10.4)	(38.8)
	36%	13%	10%	3%	12%	27%	100%
Prior Month	(14.1)	(4.9)	(3.8)	(1.0)	(4.6)	(10.4)	(38.8)
	36%	13%	10%	3%	12%	27%	100%
Change	0.0	0.0	0.0	0.0	0.0	0.0	
	0%	0%	0%	0%	0%	0%	

9. As of Month 9, £19.0m (48%) of the savings and interventions are being recorded as banked or on track for delivery. A further £4.8m (13%), being tracked above as amber, are in delivery but may not deliver in full this financial year. Of this, £0.5m is currently anticipated to slip but deliver in 2026/27. There are £4.6m (12%) of savings reported as red and having challenges in delivery, with mitigations being sought in-year where feasible. Of these, £4.2m are forecast to slip into 2026/27 but are ultimately expected to be delivered. Thus, a total of £4.7m in savings is forecast to slip into 2026/27 and forms part of the overall forecast overspend. A further £10.4m of savings are considered to be undeliverable and will be written out of the Council's budget from 2026/27. Of these, £2.3m relate to the brought forward balance from the prior year while £8.1m of savings budgeted for delivery in 2025/26 can no longer be delivered. Where savings are at risk of not being delivered in full during 2025/26, the associated pressures have been factored into the monitoring position with compensating actions being implemented where possible to offset the impact.
10. Where savings are at risk of not being delivered in full during 2025/26, the associated pressures have been factored into the monitoring position with compensating actions being implemented where possible to offset the impact.

RISKS AND MITIGATIONS

11. As part of the Month 9 review, the Council has continued its analysis of exposure to risks and opportunities. The updated risks total is £5.7m against identified opportunities of £2.6m. The level of risk continues to reduce (M7 was £6.9m) as demand risks fall away, or are embedded into the forecast, as year-end approaches. Risks not able to be quantified include the cost of redundancies that may arise from any savings implementation (redundancies would precede any savings generated) although this risk for 2025/26 is diminishing also.
12. Opportunities of £2.6m within Residents Services include Waste funding.
13. Additional details regarding the Council's general fund revenue position are available in the most recent Month 9 budget monitoring report: [Final Cabinet Report M9](#)

2025/26 MONTH 9 BUDGET MONITORING POSITION (SELECT COMMITTEE PORTFOLIO)

14. Table 3 summarises the Committee's Month 9 budget monitoring position by directorate, showing a projected overspend of £6.9m which represents a £0.5m favourable movement from Month 7. Place has seen a favourable movement of £0.3m collectively, due to compensating movements across services. Environment and Leisure services has reported an adverse movement of £0.3m driven by increased fleet insurance costs, a review is being undertaken to mitigate this moving forward. This has been offset by a favourable movement of £0.6m within the Planning Regeneration and Environment service from increased PPA income and Major and Minor Planning fees. Homes and Communities is projecting an overspend of £6.4m for 2025/26. This is primarily due to higher-than-expected demand for homelessness support throughout the year. This overspend is a reduction of £0.3m from Month 7. The table also reflects adjustments for Earmarked Reserves, Provisions and Transformation Capitalisation
15. **Residents Services: Place**
16. **Resident Services: Place** – Are reporting an overspend of £0.5m at Month 9, representing a £0.3m favourable movement from Month 7 as detailed above. £0.8m of this variance relates to income, the largest driver for which is the forecast shortfall against the Garden Waste subscription fee (£0.9m), with further pressures across other income streams including the delivery of the Trade Waste income target rolled forward into 2025/26. This has been partially mitigated with improved Planning income in Month 9 of £0.3m. Expenditure is forecast to be underspent by £0.4m mainly driven by reduced Waste Disposal costs of £0.5m due to reduced tonnages.

17. Residents Services: Homes and Communities

18. **Resident Services: Homes & Communities** – Are reporting a net overspend of £6.4m, representing a favourable movement of £0.3m from Month 7. This was driven by gross expenditure pressure of £17.0m offset by additional income of £10.2m.

19. The gross pressure is largely driven by temporary accommodation and homelessness support pressures. This reflects a national pressure. However, Hillingdon is particularly impacted by Heathrow having a material effect on local supply and demand economics. The additional income is linked to the same driver whereby the additional demand for temporary accommodation attracts Housing Benefit Subsidy payments and grant funding where applicable.

20. Community Safety and Enforcement is reporting a £0.6m overspend. This pressure is driven by fire safety concerns in a privately owned residential building in the borough and the need to provide a waking watch service to ensure resident safety. There are minor over and underspends within this area however these have been offset by increased income for Parking and enforcement at Heathrow.

21. Community Services is showing a favourable net variance of £0.1m, mainly due to small underspends across the Museum and Libraries services

22. Table 4 provides a detailed breakdown of the budget monitoring position by service area and shows forecast changes for Earmarked Reserves, Provisions and Transformation Capitalisation.

23. SAVINGS (SELECT COMMITTEE PORTFOLIO)

24. The savings requirement for 2025/26 relating to the services overseen by this Committee is £11.2m, as outlined in the Council's budget strategy and detailed in Table 5 of this report, which provides a breakdown of the savings position by directorate. Table 5 additionally presents the savings slippage incorporated into the forecast position.

25. Of the savings identified within the **Residents Services** select committee, £4.4m (40%) are classified as banked or on track, £0.9m (8%) are marked as amber and currently in delivery but may not be fully delivered this financial year and £1.0m (9%) are reported as red and having challenges in delivery, with mitigations being sought in-year where feasible. A further £4.9m (43%) of savings are considered to be undeliverable and will need to be written out of the Council's budget from 2026/27.

26. **Residents Services - Place** is on target to achieve £2.8m (62%) of the planned savings. £0.6m (13%) are classified as amber due to delivery challenges this year; however, these are anticipated to be fully delivered next year. An additional £0.8m (17%) is tracking as red and £0.4m (8%) of savings are considered undeliverable and will require removal from the Council's budget for 2026/27.

27. **Residents Services – Homes and Communities** is on target to achieve £1.6m (24%) which are banked or on track to be delivered in the year. 8% (£0.5m) are facing problems with delivery and 68% (£4.5m) are considered undeliverable and will be removed from the council's budget for 2026/27.

28. HRA

29. 2025/26 MONTH 9 BUDGET MONITORING POSITION

30. The Housing Revenue Account (HRA) is currently forecasting a breakeven position, with ongoing market and demand risk being closely monitored throughout the year. The 2025/26 closing HRA General Balance is forecast to be £15.0m, in line with the target level set out in the Council's budget strategy. Table 6 in the attached appendix presents key variances with a £1.3m pressure against operating costs being compounded by a £0.4m adverse variance against rental income. This position is kept to breakeven by a reduction in the capital financing costs, with the Council opting to reduce

the revenue contribution to capital schemes to maintain the target level of balances, whilst ensuring the HRA remains in a financially sustainable position. This position represents a £0.5m adverse operating cost movement since Month 7 offset by a corresponding movement in revenue contributions to capital.

31. The HRA Operating Costs budget is £38.8m and at Month 9 is forecasting £1.3m overspend against the budget, due to staffing pressures, B&B costs associated with emergency housing and leaseholder insurance premiums. Operational Assets are forecast to underspend by £0.2m. This incorporates several minor pressures, the most material of which is a reduction in the cost of subsidence surveys, offset by in-year mitigations, predominantly linked to a reduction in boiler repairs driven by the replacement programme. At Month 9, rent and other income is forecasting a pressure of £0.4m which shows the impact of void levels and the delivery levels of new properties.

PERFORMANCE DATA

32. N/A

RESIDENT BENEFIT

33. Regular monitoring of financial performance is used to assess whether spending and savings targets are being met, thereby supporting the efficient delivery of services to residents. By closely tracking expenditure and identifying variances, the council can take timely corrective actions to address overspending and mitigate risks. This also enhances public transparency and accountability, providing residents with confidence that their Council is managing finances prudently and prioritising their needs. Overall, regular monitoring supports safeguarding the Council's finances and the delivery of quality services to residents.

FINANCIAL IMPLICATIONS

34. This is primarily a finance report and the implications are set out in the main body of the report above.

LEGAL IMPLICATIONS

35. There are no direct legal implications arising from regular monitoring of the council's finances by select committees.

36. Democratic Services advise that effective overview and scrutiny arrangements require access to the information under the committee's purview and, in accordance with the 2024 Statutory Scrutiny Guidance, such information includes finance and risk information from the Council, and its partners where relevant.

BACKGROUND PAPERS

37. NIL

APPENDICES

1 – Tables 3-7

Appendix 1 – Tables 3-7

Table 3 – 2025/26 Month 9 Budget Monitoring Position by Directorate

Directorate		Approved Budget	Underlying Forecast	Earmarked Reserves	Provisions	Transformation Capitalisation	Management Action	Forecast Outturn	Final Forecast Variance	Forecast Variance Prior Month	Change in Variance
Residents Services (Place)	Expenditure	56,329	56,940	(391)	0	(292)	(317)	55,940	(389)	(562)	173
	Income	(23,253)	(22,468)	55	0	0	0	(22,413)	840	1,263	(423)
	Sub-Total	33,076	34,472	(336)	0	(292)	(317)	33,527	451	701	(250)
Residents Services (Homes and Communities)	Expenditure	41,603	59,547	(237)	0	(610)	313	59,013	17,410	16,316	1,094
	Income	(33,914)	(44,405)	0	0	0	(500)	(44,905)	(10,991)	(9,629)	(1,362)
	Sub-Total	7,689	15,142	(237)	0	(610)	(187)	14,108	6,419	6,687	(268)
Residents Services Total	Expenditure	97,932	116,487	(628)	0	(902)	(4)	114,953	17,021	15,754	1,267
	Income	(57,167)	(66,873)	55	0	0	(500)	(67,318)	(10,151)	(8,366)	(1,785)
	Total	40,765	49,614	(573)	0	(902)	(504)	47,635	6,870	7,388	(518)

Table 4 – 2025/26 Month 9 Budget Monitoring Position by Service

Service Area		Approved Budget	Underlying Forecast	Earmarked Reserves	Provisions	Transformation Capitalisation	Management Action	Forecast Outturn	Final Forecast Variance	Forecast Variance Prior Month	Change in Variance
Director Environment And Leisure Residents	Expenditure	47,419	47,281	(53)	0	(26)	(371)	46,831	(588)	(1,019)	431
	Income	(17,923)	(16,290)	3	0	0	0	(16,287)	1,636	1,726	(90)
	Sub-Total	29,496	30,991	(50)	0	(26)	(371)	30,544	1,048	707	341
Head of Transport & Town Centres Projects	Expenditure	2,302	1,997	(113)	0	0	0	1,884	(418)	(414)	(4)
	Income	(582)	(359)	0	0	0	0	(359)	223	223	0
	Sub-Total	1,720	1,638	(113)	0	0	0	1,525	(195)	(191)	(4)
Corporate DirectorPlace	Expenditure	516	960	0	0	(266)	0	694	178	207	(29)
	Income	0	0	0	0	0	0	0	0	0	0
	Sub-Total	516	960	0	0	(266)	0	694	178	207	(29)
Director Planning Regeneration and Environment	Expenditure	6,092	6,702	(225)	0	0	54	6,531	439	664	(225)
	Income	(4,748)	(5,819)	52	0	0	0	(5,767)	(1,019)	(686)	(333)
	Sub-Total	1,344	883	(173)	0	0	54	764	(580)	(22)	(558)
Residents Services (Place) Total	Expenditure	56,329	56,940	(391)	0	(292)	(317)	55,940	(389)	(562)	173
	Income	(23,253)	(22,468)	55	0	0	0	(22,413)	840	1,263	(423)
	Sub-Total	33,076	34,472	(336)	0	(292)	(317)	33,527	451	701	(250)
Housing	Expenditure	19,634	35,302	(237)	0	(270)	270	35,065	15,431	14,193	1,238
	Income	(11,239)	(20,617)	0	0	0	(500)	(21,117)	(9,878)	(8,598)	(1,280)
	Sub-Total	8,395	14,685	(237)	0	(270)	(230)	13,948	5,553	5,595	(42)
Community Safety And Enforcement	Expenditure	15,783	17,493	0	0	(310)	(434)	16,749	966	1,193	(227)
	Income	(20,368)	(20,737)	0	0	0	0	(20,737)	(369)	(277)	(92)
	Sub-Total	(4,585)	(3,244)	0	0	(310)	(434)	(3,988)	597	916	(319)
Community Services	Expenditure	6,355	6,959	0	0	0	0	6,959	604	520	84
	Income	(2,307)	(3,018)	0	0	0	0	(3,018)	(711)	(722)	11
	Sub-Total	4,048	3,941	0	0	0	0	3,941	(107)	(202)	95
Director Homes and Communities	Expenditure	(319)	(452)	0	0	0	452	0	319	319	0
	Income	0	0	0	0	0	0	0	0	0	0
	Sub-Total	(319)	(452)	0	0	0	452	0	319	319	0
Health & Safety And Emergency	Expenditure	150	245	0	0	(30)	25	240	90	91	(1)
	Income	0	(33)	0	0	0	0	(33)	(33)	(32)	(1)
	Sub-Total	150	212	0	0	(30)	25	207	57	59	(2)
Residents Services (Homes and Communities) Total	Expenditure	41,603	59,547	(237)	0	(610)	313	59,013	17,410	16,316	1,094
	Income	(33,914)	(44,405)	0	0	0	(500)	(44,905)	(10,991)	(9,629)	(1,362)
	Sub-Total	7,689	15,142	(237)	0	(610)	(187)	14,108	6,419	6,687	(268)
Residents Services Total	Expenditure	97,932	116,487	(628)	0	(902)	(4)	114,953	17,021	15,754	1,267
	Income	(57,167)	(66,873)	55	0	0	(500)	(67,318)	(10,151)	(8,366)	(1,785)
	Total	40,765	49,614	(573)	0	(902)	(504)	47,635	6,870	7,388	(518)

Table 5 – 2025/26 Savings Position by Directorate

Directorate	Description	RAG Rating			2025/26 & B/fwd savings						Total 2025/26	Slippage
		B/fwd £'000	2025/26 £'000	Total £'000	B	G	A1	A2	R	W/O	£'000	£'000
					£'000	£'000	£'000	£'000	£'000	£'000		
Residents Services - Place	Develop Commercial Trade Waste Service	- 260	-	260	-	-	-	-	-	-	260	260
Residents Services - Place	Review of Golf Delivery Model	- 267	-	267	-	267	-	-	-	-	267	-
Residents Services - Place	Household recycling centre	- 100	-	100	-	-	-	-	-	100	100	100
Residents Services - Place	Charging for Garden Waste	-	2,500	2,500	1,621	-	-	100	779	-	2,500	779
Residents Services - Place	Christmas Lighting Growth	-	230	230	230	-	-	-	-	-	230	-
Residents Services - Place	Fees & Charges Inflationary Uplifts	-	58	58	-	58	-	-	-	-	58	-
Residents Services - Place	Green Flag Award Scheme	-	43	43	43	-	-	-	-	-	43	-
Residents Services - Place	Hillingdon in Bloom and the Autumn Show.	-	17	17	17	-	-	-	-	-	17	-
Residents Services - Place	Remove Seasonal Hanging Basket Displays	-	92	92	92	-	-	-	-	-	92	-
Residents Services - Place	Review of Burial Charges	-	200	200	-	-	-	200	-	-	200	-
Residents Services - Place	Review of Crematoria & Cemetery Charges	-	300	300	-	-	-	300	-	-	300	-
Residents Services - Place	Proposal 1: Environmental Specialists Staffing Costs Realignment	-	66	66	66	-	-	-	-	-	66	-
Residents Services - Place	Proposal 2: Vacant Post Deletion	-	39	39	39	-	-	-	-	-	39	-
Residents Services - Place	Proposal 3: Building Control Fee Uplift	-	16	16	16	-	-	-	-	-	16	-
Residents Services - Place	Proposal 4: Discretionary Planning Fees Uplift	-	13	13	-	13	-	-	-	-	13	-
Residents Services - Place	Proposal 5: Fast Track Planning Service	-	60	60	60	-	-	-	-	-	60	-
Residents Services - Place	Proposal 6: Statutory Planning Fee Increase - Householders	-	300	300	150	150	-	-	-	-	300	-
Residents Services - Place Total		- 627	- 3,934	- 4,561	- 2,334	- 488	-	- 600	- 779	- 360	- 4,561	- 1,139
Residents Services - Homes & Commun	Community run Library	- 135	-	135	-	-	-	-	-	135	135	135
Residents Services - Homes & Commun	Beck Theatre Parking	-	50	50	-	-	-	20	30	-	50	30
Residents Services - Homes & Commun	Decentralised Operating Model for Corporate Policy & Projects	-	77	77	-	-	-	-	-	77	77	77
Residents Services - Homes & Commun	Increase MVF by 1%	-	139	139	-	-	-	-	139	-	139	-
Residents Services - Homes & Commun	Fees & Charges Inflationary Uplifts	-	58	58	-	58	-	-	-	-	58	-
Residents Services - Homes & Commun	Hillingdon Women's Centre Grant	-	30	30	30	-	-	-	-	-	30	-
Residents Services - Homes & Commun	Increase in Car Park Revenue	-	50	50	50	-	-	-	-	-	50	-
Residents Services - Homes & Commun	Library Stock Budget	-	30	30	30	-	-	-	-	-	30	-
Residents Services - Homes & Commun	Meeting Room Hire Revenue in Libraries	-	40	40	-	-	-	40	-	-	40	-
Residents Services - Homes & Commun	Out of Hours Noise Nuisance Service	-	220	220	-	-	50	170	-	-	220	-
Residents Services - Homes & Commun	Parking fine level change – prior MITF growth	-	600	600	600	-	-	-	-	-	600	-
Residents Services - Homes & Commun	Pay and Display Machine Cash Collection	-	66	66	-	66	-	-	-	-	66	-
Residents Services - Homes & Commun	PBH - Domestic Abuse Support Contracts	-	79	79	79	-	-	-	-	-	79	-
Residents Services - Homes & Commun	Platinum Jubilee Leisure Centre Management Fee	-	80	80	-	-	-	-	80	-	80	80
Residents Services - Homes & Commun	Parking Fees & Charges	-	411	411	-	-	-	-	-	411	411	411
Residents Services - Homes & Commun	Review of Parking Enforcement Charges	-	140	140	140	-	-	-	-	-	140	-
Residents Services - Homes & Commun	Stronger Communities Service Reductions	-	79	79	79	-	-	-	-	-	79	-
Residents Services - Homes & Commun	Environmental Enforcement - Fines	- 110	-	110	-	-	-	-	-	110	110	110
Residents Services - Homes & Commun	Community & Voluntary Grants	- 175	-	175	-	-	-	-	-	175	175	175
Residents Services - Homes & Commun	Use of s106 Funding for Revenue	- 500	-	500	-	-	-	-	-	500	500	500
Residents Services - Homes & Commun	Additional Leased temporary accommodation	-	1,600	1,600	-	-	-	-	-	1,600	1,600	1,600
Residents Services - Homes & Commun	Temporary Accommodation - re-negotiate to reduce rates with all B&B/ private sector providers	-	500	500	500	-	-	-	-	-	500	-
Residents Services - Homes & Commun	Temporary Accommodation Commissioning - Zero / Low Subsidy Accommodation	-	1,500	1,500	-	-	-	-	-	1,500	1,500	1,500
Residents Services - Homes & Communities Total		- 920	- 5,749	- 6,669	- 1,508	- 124	- 50	- 230	- 249	- 4,508	- 6,669	- 4,618
Residents Services Total		- 1,547	- 9,683	- 11,230	- 3,842	- 612	- 50	- 830	- 1,028	- 4,868	- 11,230	- 5,757

Table 6 - HRA

Service	Budget £m	Forecast Outturn £m	Variance £m	Prior Month £m	Change £m
Rent & Other Income	(85.7)	(85.3)	0.4	0.4	0.0
Net Income	(85.7)	(85.3)	0.4	0.4	0.0
Operational Assets	16.2	16.0	(0.2)	0.0	(0.2)
Director of Housing	9.7	11.1	1.4	0.5	0.9
Other Service Areas	1.0	1.3	0.3	0.3	0.0
Contribution to Shared Services	11.9	11.7	(0.2)	0.0	(0.2)
HRA Operating Costs	38.8	40.1	1.3	0.8	0.5
Capital Programme Financing	31.0	27.0	(4.0)	2.7	(6.7)
Interest and Investment Income	15.9	18.2	2.3	(3.9)	6.2
Total Capital Programme Financing	46.9	45.2	(1.7)	(1.2)	(0.5)
(Surplus) / Deficit	0.0	0.0	0.0		
General Balance 01/04/2025	15.0	15.0	0.0		
General Balance 31/03/2026	15.0	15.0	0.0		

Table 7 – HRA Savings

Saving Description	Total	RAG Rating 2025/26 savings				
	2025/26	B	G	A1	A2	R
	£'000	£'000	£'000	£'000	£'000	£'000
Reduction of Recharges for Back Office functions from the General Fund	(1,000)	0	0	(1,000)	0	0
Total	(1,000)	0	0	(1,000)	0	0

CABINET FORWARD PLAN

Committee name	Residents' Services Select Committee
Officer reporting	Liz Penny, Democratic Services Officer
Papers with report	Appendix A – Latest Forward Plan
Ward	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 Residents' Services Select Committee notes the Cabinet Forward Plan.

SUPPORTING INFORMATION

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

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

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

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

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

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

	Committee action	When	How
1	To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.	<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	To request further information on future reports listed under its remit.	<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	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.	<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	To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting	<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>

BACKGROUND PAPERS

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

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Ref	Business Item	Further information	Ward(s)	NEW ITEM	Decision-Maker			Cabinet Member Lead & Officers				Status		
					CABINET meeting	Cabinet Member	Shareholder Committee	Full COUNCIL	Cabinet Member(s) Responsible	Relevant Select Committee	Report Author		Corporate Director Responsible	Public or Private (with reason)
MARCH 2026														
113	Rough Sleeper Prevention and Recovery Services	Cabinet will consider the renewal or extension of contracts in relation to rough sleeping and prevention and recovery services up to March 2027, supported by external funding.	N/A	NEW ITEM	19 March					Cllr Steve Tuckwell - Planning, Housing Growth	Residents' Services	Kellie Murphy	Dan Kennedy	Private (3)
116	Local Plan Scoping Consultation	Cabinet will consider approving the Local Plan Scoping Consultation for public consultation. The consultation is a statutory requirement in the new plan-making system. This is a 'call for views' consultation. No planning policies or proposals will be consulted upon. The consultation asks stakeholders what the plan should contain and sets out how the Council will engage with stakeholders for the Local Plan.	All	NEW ITEM	19 March					Cllr Steve Tuckwell - Planning, Housing Growth	Residents' Services	Gavin Polkinghorn	Dan Kennedy	Private (3)
114	Extension of the existing Dynamic Purchasing System (DPS) for Temporary Accommodation placements.	This report seeks Cabinet consideration to extend the existing Dynamic Purchasing System (DPS) for Temporary Accommodation placements for a further two years, in accordance with the original procurement terms approved by Cabinet in October 2021. In addition, the report will seek continuation of the existing delegated authority to officers to approve Temporary Accommodation placements, under the DPS to enable the Council to meet its statutory homelessness duties.	N/A	NEW ITEM	19 March					Cllr Steve Tuckwell - Planning, Housing Growth	Residents' Services	Lorrita Johnson / Adam Stephenson	Dan Kennedy	Private (3)
41	HRA Business Plan	The Housing Revenue Account (HRA) business plan will set out a long-term financial strategy for managing council housing stock, maintain homes, fund improvements, and support new housing opportunities and development.	All		19 March					Cllr Steve Tuckwell - Planning, Housing Growth / Cllr Jonathan Bianco - Corporate Services & Property	Residents' Services	Sam Strong	Dan Kennedy	Public

Ref	Business Item	Further information	Ward(s)	NEW ITEM	Decision-Maker				Cabinet Member Lead & Officers				Status
					CABINET meeting	Cabinet Member	Shareholder Committee	Full COUNCIL	Cabinet Member(s) Responsible	Relevant Select Committee	Report Author	Corporate Director Responsible	
112	Homelessness and Rough Sleeping Strategy	Cabinet will consider an updated Strategy, setting out the Council's long-term approach to preventing homelessness and reducing rough sleeping by improving access to housing, support services, and early intervention.	All		19 March				Cllr Steve Tuckwell - Planning, Housing Growth	Residents' Services	Debbie Weller	Dan Kennedy	Public
SI	Public Preview of matters to be considered in private	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		19 March				TBC	TBC	Democratic Services		Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		19 March				TBC	TBC	Democratic Services		Public

APRIL 2026

24	Page 100	Temporary Accommodation Action Plan Monitoring	Cabinet will receive a quarterly update, or at a frequency as determined by the Cabinet Member, on progress on the delivery of the Temporary Accommodation Strategy and Action Plan presented to Cabinet in February 2025. This will be aligned with the Homelessness Prevention and Rough Sleeping Strategy and the Medium-Term Financial Strategy, which is to include details of actions taken to bring empty homes across the Borough back into occupation.	All		23 April				Cllr Steve Tuckwell - Planning, Housing Growth	Residents' Services	Debbie Weller	Dan Kennedy	Public
SI		Public Preview of matters to be considered in private	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		23 April				TBC	TBC	Democratic Services		Public
SI		Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		23 April				TBC	TBC	Democratic Services		Public

BOROUGH LOCAL ELECTIONS - 7 MAY 2026

MAY 2026

Ref	Business Item	Further information	Ward(s)	NEW ITEM	Decision-Maker				Cabinet Member Lead & Officers				Status
					CABINET meeting	Cabinet Member	Shareholder Committee	Full COUNCIL	Cabinet Member(s) Responsible	Relevant Select Committee	Report Author	Corporate Director Responsible	
SI	Corporate Disposals Programme 2026/27	As part of the Corporate Disposal programme, Cabinet will consider recommendations on property and land disposals for the financial year 2026-2027 and make the necessary decisions on sites to be declared surplus and provide delegated authority to enable the implementation of any decisions made.	Various		28 May				TBC	TBC	Andrew Low / Richard Mortimer	Dan Kennedy	Private (3)
SI	Minor Property Transactions	This monthly standing report to Cabinet covers operational property matters requiring approval. These may include: granting discounted leases to voluntary organisations; approving easements, wayleaves, or utility leases supporting capital projects; authorising academy school property issues; and agreeing leases for temporary housing or other service-related property needs.	All		28 May				TBC	TBC	Andrew Low	Dan Kennedy	Private (3)
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		28 May				TBC	TBC	Democratic Services		Public
SI	Public Preview of matters to be considered in private	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		28 May				TBC	TBC	Democratic Services		Public
SI	Review of Council Constitution	The Council may reviews it's Constitution on a regular basis and may make changes at any Council meeting. The Annual Council meeting in May also provides an opportunity for such reviews at the start of the new Municipal Year, if any changes are required.	N/A					14 May (AGM)	N/A	N/A	Lloyd White		Public
SI	Annual Report of the Select Committees	This annual report sets out the important work undertaken by the Council's Select Committees during the previous Municipal Year. The Select Committee are responsible for monitoring and scrutinising council services and the Cabinet, holding to account external bodies and making recommendations on policy to the decision-making Cabinet.	N/A					14 May (AGM)	N/A	All	Mark Braddock		Public

JUNE 2026

Ref	Business Item	Further information	Ward(s)	NEW ITEM	Decision-Maker			Cabinet Member Lead & Officers				Status	
					CABINET meeting	Cabinet Member	Shareholder Committee	Full COUNCIL	Cabinet Member(s) Responsible	Relevant Select Committee	Report Author		Corporate Director Responsible
82b	West London Waste Plan (policy framework)	Following consultation, Cabinet will consider regulation 19 consultation to commence on the Joint Waste Plan. This Plan forms part of the Council's development plan documents, therefore it is policy framework.	N/A	NEW ITEM	25 June			26 November	TBC	TBC	Gavin Polkinghorn	Dan Kennedy	Public
45a	Housing Strategy (Policy Framework)	The Housing Strategy is a key policy framework document and provides the borough's strategic direction and priorities for housing services. Cabinet will approve commencement of formal consultation process. This is policy framework document under the Council's Constitution so it will be subject to statutory public consultation including by the relevant select committee, before further Cabinet, and ultimately full Council, consideration.	All		25 June			26 November	TBC	TBC	Debbie Weller	Dan Kennedy	Public
84b	Local Plan - Draft for consultation (policy framework)	To seek Cabinet agreement to undertake a public consultation on the Local Plan at Draft Plan stage in line with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations. This is policy framework document under the Council's Constitution so it will be subject to statutory public consultation including by the relevant select committee, before further Cabinet, and ultimately full Council, consideration.	All		25 June			Date TBC	TBC	TBC	Gavin Polkinghorn	Dan Kennedy	Public
26	Biannual Performance Report	Cabinet will receive its biannual report performance report for the current year, looking back on how the Council is delivering on key service metrics and the Council Strategy - and looking ahead at planned actions.	All		25 June				TBC	TBC	Ian Kavanagh	Matthew Wallbridge	Public
SI	Budget Outturn 2025/26	Cabinet will review the Council's budget outturn position for the previous financial year.	All		25 June				TBC	TBC	Andy Goodwin	Steve Muldoon	Public

Ref	Business Item	Further information	Ward(s)	NEW ITEM	Decision-Maker				Cabinet Member Lead & Officers				Status
					CABINET meeting	Cabinet Member	Shareholder Committee	Full COUNCIL	Cabinet Member(s) Responsible	Relevant Select Committee	Report Author	Corporate Director Responsible	
SI	Corporate Disposals Programme 2026/27	As part of the Corporate Disposal programme, Cabinet will consider recommendations on property and land disposals for the financial year and make the necessary decisions on sites to be declared surplus and provide delegated authority to enable the implementation of any decisions made.	Various		25 June				TBC	TBC	Andrew Low / Richard Mortimer	Dan Kennedy	Private (3)
SI	Minor Property Transactions	A regular report to Cabinet on minor property matters that may arise during the course of the year that require a Cabinet decision. These will relate to discounted leases to voluntary sector organisations and/or any easements, wayleaves and leases relating to utilities in order to support the Council's capital programmes and other such similar matters.	All		25 June				TBC	TBC	Andrew Low	Dan Kennedy	Private (3)
66	Reports from Select Committees	A report from the Select Committee into Homelessness and the customer journey	All		25 June				TBC	TBC	Democratic Services	N/A	Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		25 June				TBC	TBC	Democratic Services	TBC	Public
JULY 2026													
104	Landlord Service Annual Complaint & Service Improvement Report 2025/26	Cabinet will review the Landlord Service Annual Complaints and Service Improvement report before submission to the Housing Ombudsman.	N/A	NEW ITEM	23 July				TBC	TBC	Sam Strong / Debbie Weller	Dan Kennedy	Public
94	Hillingdon Parking Strategy	The Cabinet will consider a Parking Strategy following public consultation. A parking strategy will seek to establish a framework through which the Council will provide a fair, accessible, and sustainable parking service that supports residents, local businesses, and visitors, while contributing to Hillingdon's wider transport, economic, environmental, and land use goals.	All		23 July				TBC	TBC	Richard Webb	Dan Kennedy	Public

Ref	Business Item	Further information	Ward(s)	NEW ITEM	Decision-Maker				Cabinet Member Lead & Officers				Status
					CABINET meeting	Cabinet Member	Shareholder Committee	Full COUNCIL	Cabinet Member(s) Responsible	Relevant Select Committee	Report Author	Corporate Director Responsible	
24	Temporary Accommodation Action Plan Monitoring	Cabinet will receive a quarterly update, or at a frequency as determined by the Cabinet Member, on progress on the delivery of the Temporary Accommodation Strategy and Action Plan presented to Cabinet in February 2025. This will be aligned with the Homelessness Prevention and Rough Sleeping Strategy and the Medium-Term Financial Strategy, which is to include details of actions taken to bring empty homes across the Borough back into occupation.	All		23 July				TBC	TBC	Debbie Weller	Dan Kennedy	Public
SI	Corporate Disposals Programme 2026/27	As part of the Corporate Disposal programme, Cabinet will consider recommendations on property and land disposals for the financial year and make the necessary decisions on sites to be declared surplus and provide delegated authority to enable the implementation of any decisions made.	Various		23 July				TBC	TBC	Andrew Low / Richard Mortimer	Dan Kennedy	Private (3)
SI	Minor Property Transactions	This monthly standing report to Cabinet covers operational property matters requiring approval. These may include: granting discounted leases to voluntary organisations; approving easements, wayleaves, or utility leases supporting capital projects; authorising academy school property issues; and agreeing leases for temporary housing or other service-related property needs.	All		23 July				TBC	TBC	Andrew Low	Dan Kennedy	Private (3)
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the Council's revenue and capital position.	All		23 July				TBC	TBC	Andy Goodwin	Steve Muldoon	Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		23 July				TBC	TBC	Democratic Services	N/A	Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		23 July				TBC	TBC	Democratic Services	TBC	Public

Schedule of Individual Cabinet Member Decisions that may be taken each month (standard items non key-decisions)

Ref	Business Item	Further information	Ward(s)	NEW ITEM	Decision-Maker				Cabinet Member Lead & Officers				Status
					CABINET meeting	Cabinet Member	Shareholder Committee	Full COUNCIL	Cabinet Member(s) Responsible	Relevant Select Committee	Report Author	Corporate Director Responsible	
SI	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various						Cllr Ian Edwards - Leader of the Council	TBC	TBC		Public / Private
SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC						Cllr Eddie Lavery - Finance & Transformation (in conjunction with relevant Cabinet Member)	All - TBC by decision made	various		Public but some Private (1,2,3)
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC						All	TBC	Democratic Services		Public
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a						All	TBC	various		Private (1,2,3)
SI	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a						Cllr Ian Edwards - Leader of the Council OR Cllr Eddie Lavery - Finance & Transformation / in conjunction with relevant Cabinet Member	TBC	various		Private (3)

Ref	Business Item	Further information	Ward(s)	NEW ITEM	Decision-Maker			Cabinet Member Lead & Officers				Status	
					CABINET meeting	Cabinet Member	Shareholder Committee	Full COUNCIL	Cabinet Member(s) Responsible	Relevant Select Committee	Report Author		Corporate Director Responsible
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC			Cabinet Member Decision - date TBC			All	TBC	various		Public / Private (1,2,3)
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member will be asked to consider the approval of projects.	Various			Cabinet Member Decision - date TBC			Cllr Wayne Bridges - Community & Environment	Residents' Services	Neil O'Connor		Public
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a			Cabinet Member Decision - date TBC			All	TBC	various		Public
SI Page 106	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC			Cabinet Member Decision - date TBC			All	TBC	various		Public

SI = Standard Item that may be considered each month/regularly

The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK

WORK PROGRAMME

Committee name	Residents' Services Select Committee
Officer reporting	Liz Penny, Democratic Services Officer
Papers with report	Appendix A – Work Programme
Ward	All

HEADLINES

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

RECOMMENDATION:

That the Residents' Services Select Committee considers the Work Programme report and agrees any amendments.

SUPPORTING INFORMATION

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

Meeting Date	Room
12 June 2025	CR6
15 July 2025	CR6
9 September 2025	CR5
6 November 2025	CR5
8 January 2026	CR5
18 February 2026	CR5
10 March 2026	CR5
22 April 2026	CR5

Site Visits

Members of the Residents' Services Select Committee have undertaken a number of site visits to include the CCTV room in the Civic Centre, Harlington Road Depot, Heathrow Imported Food Office, Hillingdon Fire Station, Botwell Leisure Centre, Breakspear Crematorium, the Recycling Centre at Edmonton, visits with the Traffic Wardens and the Noise Team, the Platinum Jubilee Leisure Centre works and Heathrow Skills Academy.

Implications on related Council policies

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

How this report benefits Hillingdon residents

Select Committees directly engage residents in developing policy proposals and recommendations to Cabinet - and as such, Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

Nil.

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