



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Michael Markham (Chairman)
Kay Willmott-Denbeigh (Vice-Chairman)
Lynne Allen
Paul Buttivant
Janet Duncan
Judy Kelly

Date: THURSDAY, 8 OCTOBER
2009

Time: 7.00 PM

Venue: COMMITTEE ROOM 3 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

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Published: Wednesday, 30 September
2009

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This Agenda is available online at:
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Agenda

- 1 Apologies for Absence and to report the presence of any substitute members
- 2 Declarations of Interest in matters coming before this meeting
- 3 To agree the minutes of the meeting held on 8 September 2009 1 - 4
- 4 To confirm that all items Marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private
- 5 Street Lighting Review - Verbal Update from Officers and consideration of draft recommendations 5 - 8
- 6 Safety at Sports Grounds - Update 9 - 20
- 7 Future Review topics for consideration by the Committee - Short presentations by Officers on Planning Enforcement (homes in back gardens) and Trading Standards (illegally imported food and cosmetics)
- 8 2009/2010 Work Programme 21 - 22
- 9 Forward Plan - October 2009 to January 2010 23 - 26

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Minutes

RESIDENTS AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE

Meeting held at the Civic Centre, Uxbridge

Tuesday 8 September 2009

Meeting held in Committee Room 4 at the Civic Centre, High Street, Uxbridge



HILLINGDON
LONDON

	<p>Members Present</p> <p>Michael Markham (Chairman) Kay Willmott-Denbeigh (Vice-Chairman) Lynne Allen Tim Barker Janet Duncan David Routledge</p>
1.	<p>Election of Chairman for the remainder of the Municipal Year</p> <p>The Clerk to the Committee sought nominations for the election of the Chairman for the Residents' and Environmental Services Committee for the remainder of the municipal year. Councillor Michael Markham was nominated and seconded. On being put to the vote, Councillor Markham was duly elected as the Chairman of the Residents' and Environmental Services Committee for the remainder of the municipal year.</p>
2.	<p>Election of Vice-Chairman for the remainder of the Municipal Year</p> <p>Nominations were sought for the election of the Vice-Chairman for the Residents' and Environmental Services Committee for the remainder of the municipal year. Councillor Kay Willmott-Denbeigh was nominated and seconded. On being put to the vote, Councillor Willmott-Denbeigh was duly elected as the Vice-Chairman of the Residents' and Environmental Services Committee for the remainder of the municipal year.</p> <p>Councillor Markham proposed a vote of thanks to Councillor Willmott-Denbeigh and all Members of the Committee thanked Councillor Willmott-Denbeigh for all the work she had done as Chairman of the Committee.</p>
3.	<p>Apologies</p> <p>Apologies had been received from Councillors Paul Buttivant and Judy Kelly. Councillors Tim Barker and David Routledge attended in their place.</p>
4.	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>

5.	<p>Minutes</p> <p>The minutes of the meeting held on 28 July 2009 were agreed as a correct record and signed by Chairman.</p>		
6.	<p>To confirm that all items marked Part 1 will be considered in Public and that any items marked Part 2 will be considered in Private</p> <p>It was confirmed that all items of business would be considered in public.</p>		
7.	<table border="1"> <tr> <td data-bbox="304 506 1230 2018"> <p>Update on School Travel Plan</p> <p>Officers introduced the report and advised that accreditation of schools would commence at the start of school in September 2009.</p> <p>Concerns were raised concerns about the School Travel Plans completed by Minet Infant and Junior Schools and Dr Triplets C of E Primary School, which had to be reviewed again because they were deemed to be out of date before any action had been taken. Concerns were also expressed that the Council took three years to agree funding for a crossing requested by Harlington Community School following a severe accident.</p> <p>In response, officers advised that the main problem was due to a lack of funding from TfL for engineering schemes.</p> <p>Officers were requested to write to TfL to express the Committees concerns about the bureaucratic process that was in place.</p> <p>It was noted that the Cabinet Member for Planning and Transportation would be made aware of these issues.</p> <p>The Committee requested officers to provide further details on the following:</p> <ul style="list-style-type: none"> • List of the 56 schools that were participating in the Walk to school on Wednesday or other weekday • A full copy of the report on School Travel Plan that accompanied the Cabinet report to be circulated to members • The reason why crossing at Harlington School was not given a priority <p>Resolved</p> <ol style="list-style-type: none"> 1. That the report on School Travel Plan be noted 2. That the School Travel Plan be reviewed in 6 months to ascertain progress </td> <td data-bbox="1230 506 1473 2018"> <p>Action By:</p> <p>Andy Codd</p> <p>Jales Tippell</p> <p>Andy Codd</p> </td> </tr> </table>	<p>Update on School Travel Plan</p> <p>Officers introduced the report and advised that accreditation of schools would commence at the start of school in September 2009.</p> <p>Concerns were raised concerns about the School Travel Plans completed by Minet Infant and Junior Schools and Dr Triplets C of E Primary School, which had to be reviewed again because they were deemed to be out of date before any action had been taken. Concerns were also expressed that the Council took three years to agree funding for a crossing requested by Harlington Community School following a severe accident.</p> <p>In response, officers advised that the main problem was due to a lack of funding from TfL for engineering schemes.</p> <p>Officers were requested to write to TfL to express the Committees concerns about the bureaucratic process that was in place.</p> <p>It was noted that the Cabinet Member for Planning and Transportation would be made aware of these issues.</p> <p>The Committee requested officers to provide further details on the following:</p> <ul style="list-style-type: none"> • List of the 56 schools that were participating in the Walk to school on Wednesday or other weekday • A full copy of the report on School Travel Plan that accompanied the Cabinet report to be circulated to members • The reason why crossing at Harlington School was not given a priority <p>Resolved</p> <ol style="list-style-type: none"> 1. That the report on School Travel Plan be noted 2. That the School Travel Plan be reviewed in 6 months to ascertain progress 	<p>Action By:</p> <p>Andy Codd</p> <p>Jales Tippell</p> <p>Andy Codd</p>
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<p>8.</p>	<p>Place Survey 2008/09</p> <p>The Head of Highways and Green Spaces introduced the report on the Place Survey Results.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • The Place Survey was in addition to the Council's own Residents' Survey, and it focused on services from all partners across Hillingdon and not just the Council. • That the questions for the Place Survey (a new Government measure) were based on area, rather than on organisation. • That although there were significant gaps in some areas, Hillingdon appeared to be on the same level as the other boroughs. • That the 'Murray' process was used where residents were chosen from the electoral roll on a random basis. Those chosen were pursued to try and get statistical parity. <p>Officers were asked to circulate a list of the Theatres/concert halls in Hillingdon as indicated in the survey.</p> <p>Resolved – That the Place Survey 2008/09 be noted.</p>	<p>Democratic Services</p>
<p>9.</p>	<p>2009/10 Work Programme: Street Lighting Review – First Witness Session</p> <p>The Chairman welcomed the witnesses: Tim Edwards (Public Lighting Manager), Jonathan Westell (Street Scene Maintenance Manager), Bob Alabaster (Head of Procurement) and John Bowdery (Lighting Officer, Harrow).</p> <p>The Committee discussed a number of issues and asked questions of the witnesses. The questions and answers are attached as Appendix 1 to these minutes.</p> <p>At the end of the discussions, Members thanked the officers and witnesses for attending the meeting.</p> <p>It was noted that from the officer's comprehensive report and a very informative witness session, the Council's Policies and priorities for Street lighting demonstrated Best Value and Best Practice.</p> <p>The Committee felt however, that there should be some publicity to inform the public about service improvements.</p>	

	<p>Resolved:</p> <p>That whilst the Committee was very satisfied with the Council's Street Lighting function, its processes and performance, the Committee made the following suggestions:</p> <ol style="list-style-type: none"> 1. Raise awareness of some of the causes in the delay in repairs, and highlight some of the improvements that have been implemented (such as the sticker on lamp post indicating faults had been notified and being followed-up). Communication with members of the public could be improved via: <ol style="list-style-type: none"> i) Hillingdon People (the Council's free monthly magazine) ii) A frequently asked questions section on the Councils website 2) Officers to continue meeting regularly with other London Boroughs to share information and best practice 3) Continue to use new technology to improve efficiency, particularly in the areas of lamp long life and energy reduction 4) Ensure that local Ward Councillors are kept informed as to the placing of new lighting, particularly following requests from the Police 	
10.	<p>Forward Plan: September to December 2009</p> <p>The Committee requested details of any further routes that were being considered in respect of the New allocation of S106 contributions and sponsored Route Agreement with TfL for improved bus services.</p> <p>Resolved – That the Forward Plan be noted.</p>	
11.	<p>Any Other Business</p> <p>Following the closure of the Civic Amenity site at Rigby Lane, the Committee asked whether the Council was exploring the possibility of coming to an arrangement regarding the use of the waste disposal site in Langley.</p>	Kathryn Sparks
	<p>Meeting closed at: 8.45pm</p> <p>Next meeting: 8th October 2009</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Nadia Williams on 01895 277655. Circulation of these minutes are to Councillors, Officers, the Press and Members of the Public.

Street Lighting Review - Update

Contact Officer: Nadia Williams
Telephone: 01895 277655

REASON FOR ITEM

To receive an update from Officers on the progress of the Street Lighting Review, consider the evidence received by the Committee on this review and agree conclusions and recommendations for a final report.

OPTIONS AVAILABLE TO THE COMMITTEE

1. Receive an verbal update from Officers
2. To accept the draft conclusions and recommendations as shown in Appendix 2
3. To amend, add to, or delete conclusions and recommendations as shown in Appendix 2.

INFORMATION

Background

1. At this Committee's meeting of 28 July 2009 approval was given to undertaking a review into Street Lighting in the Borough. The aim of the review was to look at the policies and priorities for Street Lighting in Hillingdon, to demonstrate Best Value and Best Practice. To make recommendations to Cabinet which will improve the service, improve residents' satisfaction and facilitate the production of a formal Street Lighting Policy. Members considered the witnesses to be called at the subsequent meeting and possible lines of question.
3. At the meeting on 8 September 2009 the Committee took evidence on the review from the following witnesses and came forward with a number of recommendations:
 - Tim Edwards – Lighting Officer, London Borough of Hillingdon
 - Jonathan Westell – Highways Maintenance, London Borough of Hillingdon
 - John Bowdrey – Street Lighting Officer, London Borough of Harrow
 - Bob Alabaster – Procurement Officer, London Borough of Hillingdon

A transcript of this discussion and questions asked at this meeting is included in **Appendix 1** (to follow).

Next steps

Officers are currently drafting the review report under the three headings as agreed with the Chairman:

- Where we are now?
- What key issues are we faced with?
- Where do we want to be?

Members will receive an update from officers and are asked to confirm or amend the draft conclusions and recommendations as shown in **Appendix 2**.

Following the Committee's confirmation of the recommendations, a final draft of the report will be presented to the November meeting for formal approval.

PAPERS WITH THE REPORT

Appendix 1 – transcript of last meeting (to follow)

Appendix 2 – draft conclusions / recommendations

SUGGESTED COMMITTEE ACTIVITY

- Consider whether the draft conclusions and recommendations take account of the evidence, advice and views received by the Committee
- Consider whether the draft conclusions had recommendations focus on the key aspects of the review

STREET LIGHTING REVIEW – DRAFT CONCLUSIONS AND RECOMMENDATIONS

The following are proposed as conclusions and recommendations to go into the Committee's final report.

Conclusions and Recommendations

The Committee reviewed the duties, functions, performance of, and potential for improvements in the street lighting of the Borough. A summary of the Committee's conclusions and recommendations are set out below.

The Committee concludes:

1. **Publicity** – the causes in the delay in repairs as well as the improvements that have been implemented needs to be better publicised to raise public awareness.
Communications with members of the public could be improved via:
 - i) Hillingdon People, the Council's free monthly magazine
 - ii) Setting up a frequently asked questions section on the Council's website.
2. **Regular meetings with other London Boroughs** – officers to continue to meet regularly with other London Boroughs to share information and best practice.
3. **Improved Technology** - continue to use new technology to improve efficiency, particularly in the areas of lamp long life and energy reduction.
4. **Notify Local Ward Councillors** – ensure that local Ward Councillors are kept informed when new lights are placed, particularly following requests from the Police.

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SAFETY AT SPORTS GROUNDS

Committee	Residents' & Environmental Services Policy Overview
Officer Contact	Norman Stanley, Licensing Services Manager
Papers with report	Appendix A (incl. Appendix B)

HEADLINE INFORMATION

Purpose of report	This is the annual report to inform the Committee of the action taken by officers in respect of the Council's responsibilities under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987
Contribution to our plans and strategies	A Safer Borough
Financial Cost	There are no direct financial implications beyond the existing budget allocation, unless a decision is made to significantly amend the safety inspection regime.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	All

RECOMMENDATION

That the Committee note and provide any comments on this report, which will then be sent to the Cabinet Member for Environment for approval.

NB. The Committee may wish to draw their attention to Appendices A&B. Following any comments, the Cabinet Member will be asked to note and approve the action taken by Officers in respect of the Council's responsibilities to ensure the safety of the public (as spectators) at sports grounds within the Borough during 2009 and determines the level of safety inspections which should be implemented in 2010.

REASONS FOR OFFICER RECOMMENDATION

The Council is the enforcing authority under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987 and following the publication of Lord Chief Justice Taylor's report in respect of Safety at Sports Grounds, the Council agreed a protocol and liaison procedure between the other agencies involved with sports grounds, being the Metropolitan Police Service, the London Fire and Emergency Planning Authority and the

London Ambulance Service. This group is known as the Safety Advisory Group. The SAG identified the enclosed sports grounds detailed in Appendix A, as premises that should be inspected by representatives of the SAG at least once a year.

Alternative options considered

To increase, decrease, or maintain the same level of safety inspections in 2010.

Comments of Policy Overview Committee

To be provided by the Committee and reported to the Cabinet Member.

Supporting Information

1. Following Lord Justice Taylor's recommendations after the Hillsborough Stadium disaster, local authorities were advised to review their arrangements for discharging their responsibilities under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sport Act 1987. In addition, local authorities were advised to ensure that an accountable structure was in place, whereby the enforcing department/personnel were regularly and effectively supervised by Senior Officers who would then report direct to elected Members on the action instigated. The object is to ensure that Senior Officers and elected Members are fully aware of the action being instigated on their behalf in discharging the Authority's duties.

In Hillingdon we seek accountability via the relevant Policy Overview Committee and also more formally via the relevant Cabinet Member.

2. The principal instruments aimed at achieving a framework for safety of spectators at sporting events are:
 - a) Safety of Sports Grounds Act 1975
 - b) The Fire Safety and Safety of Places of Sport Act 1987
 - c) The Guide to Safety at Sports Grounds (5th edition Department of Culture, Media and Sport).
3. The Fire Safety and Safety of Places of Sport Act 1987 makes provision for the safety of stands at sports grounds. It requires the local authority to issue a 'Safety Certificate' in respect of covered spectator stands which accommodate 500 or more people. There is only one stand within Hillingdon's boundaries which comes into that category, being the North Stand at Hayes Football Club
4. The Safety of Sports Grounds Act 1975 makes provision for safety at sports stadia and other sports grounds. It governs the issue of safety certificates in respect of "designated sports grounds". It is for the Secretary of State to set the criteria for designation and in the case of football grounds the trigger spectator capacity for designation is 5000 and for other sports stadia it is 10,000. The Act also empowers a local authority to issue a prohibition notice in respect of all or part of any sports ground, irrespective as to whether or not it is a "designated" ground, where it feels that spectators cannot be accommodated

safely. The legislation also requires the local authority to consult the police and fire authorities in respect of safety at sports grounds within their boundaries, it also places a duty on the Council to conduct periodic inspections of any “designated” sports ground and at any sports ground at which there is a regulated spectator stand which is subject to a Safety Certificate.

5. None of the sports grounds listed in Appendix A are ‘designated’ and are therefore not subject to a safety certificate. However, if the Council or a member of the Safety Advisory Group were of the opinion that the unrestricted admission of spectators to a ground for a particular game or event, could present a significant safety risk, then the Council has a duty to use its powers under the Safety of Sports Grounds Act 1975 to serve a ‘Prohibition Notice’. The Prohibition Notice would stipulate the numbers of people that the Council has determined that could be safely accommodated within the sports ground.
6. The Guide to Safety at Sports Grounds advises the managers/owners of sports grounds to consult with it’s Local Authority, the Fire Brigade, the Ambulance Service and the Metropolitan Police in regard to safety issues. In order to ensure good liaison between all the responsible authorities, the Council agreed to set up a Safety Advisory Group, which should co-ordinate the input, observations and advice from each Authority, which could then be transmitted in a single communication to the managers/owners of the sports grounds. The Licensing Service Manager acts on behalf of the Council as the Senior Liaison Officer for the Safety Advisory Group.
7. Whenever the Safety Advisory Group becomes aware that a particular game or event may attract large numbers of spectators (normally in excess of 1,000), the club’s officials are contacted and requested to submit their risk assessments, emergency contingency plans etc for consideration and approval prior to the proposed event. The Safety Advisory Group then advises the Club’s management team on any additional safety precautions that need to be put into place (additional stewards etc;) and the maximum number of persons who may be admitted into the stadium or ground.
8. If the Safety Advisory Group were concerned that the Club’s management were not going to follow their advice, then the Licensing Service Manager would, on behalf of the Council, be requested to serve a ‘Prohibition Notice’ accordingly.
9. The procedures and inspections detailed in this report and as set out in Appendix A are considered as reasonable and correct in discharging the Council’s responsibilities under the afore-mentioned legislation. These procedures and inspections were implemented in 2009.
10. The Cabinet Member for Environment can decide whether to maintain these procedures and inspections in 2010. Alternatively, the level of inspections can be increased, or decreased.

Conclusion

The Cabinet Member for Environment will be advised that the regular inspections, reviews and reporting procedures (as detailed in Appendix A) would appear to comply with the recommendations and guidelines issued by the Department of Culture, Media and Sport.

Financial Implications

The recommendation to approve the report and action taken has no direct financial implications beyond the existing budget allocations.

CORPORATE CONSULTATIONS CARRIED OUT

Corporate Finance

A corporate finance officer has reviewed the report and is satisfied that the content and recommendation has no direct financial implications on the service concerned or for the Council's resources in total, unless Members opt to significantly amend the safety inspection regime away from the status quo.

Legal

Members will note from the contents of the report that the Council is responsible for regulating the safety of sports grounds. There are 2 pieces of legislation which govern this area. Both Acts impose a duty on the Council to carry out periodic inspections of the grounds to ensure that they are complying with the requirements of the legislation.

As indicated in the report, officers are required to advise members of the inspections they carry out. This requirement stems from guidance which was issued following inquiries into the Bradford Stadium fire and the Hillsborough Stadium disaster.

If the Council failed to carry out inspections of the relevant sports grounds it would be in breach of its statutory duties under the 2 pieces of legislation covering this area.

EXTERNAL CONSULTATIONS CARRIED OUT

The Metropolitan Police Service
The London Fire and Emergency Planning Authority
The London Ambulance Service

BACKGROUND DOCUMENTS

Published

Safety of Sports Grounds Act 1975
Interim Report on Hillsborough Stadium Disaster
Final Report on Hillsborough Stadium Disaster
The Fire Safety and Safety of Places of Sport Act 1987
Guide to Safety at Sports Grounds

Home Office Statutory Guidance under Section 26(8) and 34(2) of the
Fire Safety and Safety of Places of Sport Act 1987
Home Office Circular 11/1990
Guidance on Safety of Sports Grounds Act 1975 published by
The Department Culture Media and Sport– November 1995
The Guide to Safety at Sports Grounds (5th edition issued by the Department of Culture Media
and Sport)

Not published

The annual committee reports on this subject to the relevant committees from June 1987.

APPENDIX A

Standard Procedures Currently In Place Under The Safety of Sports Grounds Act 1975 and The Fire Safety And Safety Of Places Of Sports Act 1987

1. The following enclosed sports grounds are inspected once a year and recommendations are made to the management of each club on measures that they should implement to improve safety. Brief details of each club are set out in Appendix B
 - a) AFC Hayes (formally know as Brook House) Football Club
 - b) Gaelic Athletic Association sports ground
 - c) Harefield Football Club
 - d) Hayes and Yeading Football Club
 - e) Hillingdon Athletics Stadium
 - f) Hillingdon Borough Football Club
 - g) Northwood Football Club
 - h) Uxbridge Football Club
 - i) Wealdstone (formally Ruislip Manor) Football Club
 - j) Yeading Football Club (now used as Hayes and Yeading Reserves ground)

2. The spectator stand detailed below, which is subject to Safety Certificate, is inspected once a year and the terms and conditions of the Safety Certificate are reviewed to ensure that they are still appropriate.
 - i) The North Stand at Hayes and Yeading Football Club

3. Whenever it becomes known that a larger than average number of spectator (normally over 1,000) may be attracted to a special game/event, then the Licensing Service Manager contacts the SAG representatives from the Fire Brigade, the Metropolitan Police Service and the Ambulance Service to seek their requirements. The SAG's requirements/recommendations are then communicated to the club's management committee. If necessary, enforcement action is instigated to ensure the safety of the spectators who may be attracted to that particular game/event.

4. Whenever possible, an officer from the Licensing Service attends the special game/event to ensure that the Safety Advisory Group's requirements/recommendations are being implemented.

5. When considered necessary, an officer from the Licensing Service inspects any temporary spectator stand, or marquee etc; which may be erected in connection with special sporting events, to ensure that it is safe and will not put the public at risk.

Reporting Procedures

- a) The Council's Licensing Services Manager is responsible for ensuring the matters detailed above are implemented and reports directly to the Deputy Director of Environment and Consumer Protection.

- b) An annual report is prepared by the Licensing Service Manager and it is then submitted to the Deputy Director of Environment and Consumer Protection.
- d) Once approved by the Deputy Director of Environment and Consumer Protection, this report is submitted to the Policy Overview Committee.
- e) Following scrutiny by the Policy Overview Committee the report is passed to the Member with the Portfolio for Environment for formal approval on behalf of the Council.

APPENDIX B

Guidance in regard to the safety of spectators at sports grounds is detailed in the publication **Guide to Safety at Sports Grounds**. This publication has 20 chapters and contains 223 pages of very detailed specific safety requirements, consequently the following is just a very brief resume of each ground. If required full detailed information on each ground can be obtained from the Licensing Service.

AFC Hayes (formally known as Brookhouse) Football Ground

This ground is not suitable for large numbers of spectators in that it does not have:-

- a) An emergency lighting system.
- b) A public address system with a secondary source of power.
- c) A suitable alternative means of escape route
- d) Crush barriers.

Gaelic Athletic Association's Sports Ground

This ground does not have:-

- a) An emergency lighting system.
- b) A public address system.
- c) A suitable purpose made alternative means of escape route.
- d) Crush barriers.

In addition to its normal weekly games the ground is usually used once a year for a "special" game between two professional Gaelic Football Clubs. Such games normally attract approximately 3000 to 4000 spectators. Prior to this "special" match, the club notifies the Licensing Service's Manager who then consults members of the Safety Advisory Group.

Following consideration of the club's safety proposals by the SAG, the Licensing Service's Manager notifies the club of any additional safety measures that may be required in order to safe guard the large numbers of spectators that are to be accommodated within the ground.

At the Special Match in May 2009, a Licensing Officer was in attendance to monitor the number of spectators present and to check that specific safety requirements from the SAG were implemented by the club.

Harefield Football Club

This ground could accommodate about 1000 spectators however additional safety measures should be implemented in the event of a game that would attract that number of people.

- a) The public address system is not to the required standard.
- b) The installed emergency lighting system is limited and does not cover all the public areas
- c) Crush barriers have not been installed.

Hayes and Yeading Football Club

This ground can accommodate 4000 spectators, however if the proposed number of spectators were to exceed 4000 then additional safety measures would have to be implemented.

The covered spectator stand located on the north side of the ground is a *Regulated Stand* and is therefore subject to a *Safety Certificate*.

Some crush barriers have been installed on the North side of the ground.

The side and rear barriers to some of the spectator standing areas do not comply with the safety standards required.

The emergency lighting system does not cover the whole stadium.

Hillingdon Athletics Stadium

The stadium's public address system does not have a secondary source of power.

The stadium does not have a designated alternative means of escape route for spectators.

Hillingdon Borough Football Club

Exit A and Exit B are located immediately adjacent to the main social club-house building and consequently a fire or suspect package would effectively take out those two exit routes.

Exit C is remote from the social club-house, however this alternative means of escape pathway is routed up to and adjacent to the social club-house.

The installed public address system does not have a secondary source of power.

The ground has not been provided with crush barriers.

Northwood Football Club

This ground is not suitable for large numbers of spectators in that it does not have:-

- a) An emergency lighting system.
- b) A public address system with a secondary source of power.
- c) The main entrance/exit to the ground, and the alternative means of escape from the grounds are not clearly identified..
- d) Crush barriers have not been installed.

Occasionally this ground is used for a "special" game that attracts many more spectators than the normal league games, for example, Northwood sometimes play a pre-season friendly match against a Championship side and such games attract large numbers of spectators. On being notified that such a match is to be played, the Licensing Service Manager will contact the other

members of the Safety Advisory Group in regard to what additional safety measures should be implemented and then those requirements are passed onto the club's management committee.

Wealdstone (formally Ruislip Manor) Football Club

This ground is not suitable for large numbers of spectators in that it does not have:-

- a) An emergency lighting system
- b) A public address system with a secondary source of power.
- c) Crush barriers have not been installed.

In addition the changing rooms, the refreshment hut and all the outbuildings are constructed from wood. These buildings are surrounded by vegetation and if the leaves, litter, twigs etc, are not removed on a regular basis then there is a significant fire risk.

A number of pre-season friendly matches have been played at the ground this year, namely Watford F.C and Leeds United F.C. In accordance with the agreed procedure with the club's management committee, the Licensing Service's Manager was notified he consulted the SAG representatives to obtain their requirements/recommendations. The Licensing Service's Manager then conveyed the SAG's requirements/recommendations to the club officials and they were implemented accordingly.

A Licensing Officer attended the large match between Wealdstone F.C and Leeds United F.C ensure that the SAG's requirements were implemented and also to monitor the number of spectators within the ground.

Uxbridge Football Club

This ground is not suitable for large numbers of spectators as it does not have:-

- a) A comprehensive emergency lighting system
- b) The public address system does not have a secondary source of supply.
- c) Crush barriers have not been installed.

Yeading Football Club (now used as Hayes and Yeading Reserves ground)

This ground is not suitable for large numbers of spectators in that it does not have:-

- a) A comprehensive emergency lighting system.
- b) The public address system does not have a secondary source of supply.
- c) Crush barriers have not been installed.

Notes:-

The safe accommodation of spectators depends on all the factors, set out in the **Guide to Safety at Sports Grounds** document. Particular consideration must be to be given to each individual ground's infrastructure such as the pitch perimeter fence, the structural stability of walls and fences, the disposition and size of exits and the experience, competency and training of the management team and stewards.

All the above clubs are advised to consult with the Licensing Service's Manager Norman Stanley before they stage any match that will attract more than the normal match day numbers.

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Agenda Item 8

2009/10 WORK PROGRAMME:

Contact Officer: Nadia Williams
Telephone: 01895 277655

REASON FOR ITEM

That the Committee consider revisions to the scheduling of existing and future meetings based upon likely review topics during 2009/10 as set out below:

8th October 2009	Street Lighting Review –Update
	Annual Safety Sports Grounds Report
	Choose Review Topics
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
18th November 2009	Street Lighting – Final Report agreed
	Review Topic (tbc)
	Gambling Act 2007-10 – report sent to Committee for comments. Stephanie Waterford & Norman Stanley
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions
15th December 2009	Review topic (tbc): Witness Session
	Work Programme for 2009/10
19th January 2010	Review topic (tbc): Witness Session
	Budget Reports and Group Plans 2010
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

17th February 2010	Review topic (tbc):
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
10th March 2010	Review topic (tbc): Witness Session
	Work Programme for 2009/10
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
13th April 2010	Cabinet Forward Plan - review forthcoming decisions and if appropriate, comment to the decision-maker.

FORWARD PLAN: OCTOBER 2009 – JANUARY 2010

Contact officer: Nadia Williams
Telephone 01895 277655

REASON FOR ITEM

The Committee is required by its terms of reference to consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within its remit (before they are taken by Cabinet or Cabinet Member).

OPTIONS OPEN TO THE COMMITTEE

- To comment on items going to the Cabinet or Cabinet Members for decision.
- Or to note the items and decide not to comment.

INFORMATION

The Forward Plan

1. The Forward Plan for **October 2009 till January 2009** has been published. Those items that are within this Committee's remit are shown on the attached version of the Forward Plan. The Committee may wish to consider these items and comment to the decision-maker.

The next Cabinet meeting

2. The subsequent Cabinet is due to meet on Thursday 15th October 2009.
3. Committee Members are requested to send in any questions they have on any items in the attached Forward Plan or in the published Cabinet agenda and reports, and to request any officers that they wish to be present to give advice.

SUGGESTED COMMITTEE ACTIVITY

- To consider whether there are comments or suggestions that the Committee wishes to make that will aid Cabinet's decision-making.

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Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<p>ASCH&H = Adult, Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; E&CP = Env't & Consumer Protection; F&R = Finance & Resources; P&CS = Planning & Community Services</p>									
CABINET - 15 OCTOBER 2009									
352	Review of Conservation Areas in Northwood: Consultation Response	Cabinet will receive a report on the response to the public consultation exercise, undertaken during July and August, on the proposed extension of the Northwood Frithwood Conservation Area and the designation of a new Conservation Area in Northwood.	Northwood Hills		Cllr Keith Burrows	P&CS Sarah Harper	Public consultation has been undertaken on this.		NEW
CABINET - 17 DECEMBER 2009									
354	The Council's Budget - Medium Term Financial Forecast 2010/11 - 2013/14	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2010/11 for consultation, along with indicative projections for the following three years.	All		Cllr Jonathan Bianco	F&R Paul Whaymand	Internal only with Council departments - the proposals will then be subject to public consultation through the Policy Overview Committee in accordance with the Budget and Policy Framework rules and statutory consultation with business ratepayers	Local government finance settlement information on DCLG website	NEW
358	Gambling Act 2005 & Licensing Policy Review 2009	The Gambling Act 2005 requires the Council, as the licensing authority, to review the Gambling Policy every 3 years. This is the first review of the policy since the implementation of the Act in 2007. As a policy framework document, a revised policy must be approved by the full Council and it will be effective between 2010 and 2013.	All	Council on 14 January 2010	Cllr Sandra Jenkins	ECP Stephanie Waterford	Licensing Committee and Responsible Authorities	Gambling act 2005, Gambling Commission Guidance to Licensing Authorities	NEW

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SI	Quarterly Council Plan, Performance, Local Area Agreement and Achievements monitoring - Quarter 2	Regular monitoring report about how the council and partner organisations are performing and how the council is delivering its priorities as set out in the Council Plan.	All			Cllr Ray Puddifoot & Cllr Douglas Mills	DCEO Susie Kemp / Ian Edwards 01895 277182			
SI	Quarterly Performance Monitoring of the Sustainable Community Strategy - Quarter 2	Regular quarterly monitoring report of the Sustainable Community Strategy about how the council and its partners are performing and delivering its priorities as set out in the Strategy.	All			Cllr Douglas Mills	DCEO Ian Edwards 01895 250612			
SI	Quarterly Planning Obligations Monitoring report - Quarter 2	Regular monitoring report with information about All spending on section 106 (developer contribution) monies.	All			Cllr Keith Burrows	P&CS Jales Tippell / Vanessa Scott 01895 250402		Previous Cabinet Reports	