



HILLINGDON
LONDON



Residents' and Environmental Services Policy Overview Committee

Councillors on the Committee

Michael Markham (Chairman)
Susan O'Brien (Vice-Chairman)
Jazz Dhillon (Labour Lead)
Shirley Harper-O'Neill
Judy Kelly
June Nelson
David Payne
David Yarrow

Date: THURSDAY, 9 JUNE 2011

Time: 5.30 PM

Venue: COMMITTEE ROOM 4 -
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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information.**

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This Agenda is available online at:
<http://lbh-modgov:9071/ieListMeetings.aspx?CId=114&Year=2009>

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Residents' & Environmental Services Policy Overview Committee

Terms of Reference

To perform the policy overview role outlined below:

1. conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. monitor the performance of the Council services within their remit (including the management of finances and risk);
3. comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions which relate to services within their remit (before they are taken by the Cabinet);

In relation to the following services:

1. culture, arts and sport including the provision and/or management of museums, art galleries, theatres, archives and local history activities, libraries, leisure centres, swimming pools and other like facilities;
2. lifelong learning;
3. community safety;
4. the provision, planning and management of parks and open spaces, allotments, cemeteries, pitches and other like facilities;
5. transport, highways and parking;
6. waste management and recycling;
7. conservation and biodiversity;
8. safety education;
9. licensing and registration;
10. trading standards;
11. consumer protection;
12. environmental health functions
13. planning and building control
14. the Council's planning policies (including the Unitary Development Plan and other plans for the use and development of land), Local Agenda 21 Strategy and Local Transport (Implementation Plan).

Policy Overview Committees will not investigate individual complaints.

Agenda

Chairman's Announcements

- 1 Apologies for Absence
- 2 Declaration of Interest in matters coming before this meeting
- 3 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
- 4 To agree the Minutes of the previous meeting 1 - 2
- 5 Review Topics Discussion 2011/12 3 - 4
- 6 Forward Plan 5 - 16
- 7 Work Programme 2011/12 17 - 18

Minutes

**RESIDENTS' AND ENVIRONMENTAL SERVICES
POLICY OVERVIEW COMMITTEE**

12 May 2011



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

	<p>Committee Members Present: Councillors Michael Markham (Chairman), Susan O'Brien (Vice-Chairman), Jazz Dhillon (Labour Lead), Shirley Harper-O'Neil, Judy Jelly, June Nelson David Payne ad David Yarrow.</p>	
1.	<p>APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN (<i>Agenda Item 1</i>)</p> <p>RESOLVED: That:</p> <ol style="list-style-type: none"> 1. Councillor Michael Markham be elected Chairman of the Residents' and Environmental Services Scrutiny Committee for the municipal year 2011/2012; and 2. Councillor Susan O'Brien be elected as Vice-Chairman of the Residents' and Environmental Services Scrutiny Committee for the municipal year 2011/2012. 	Action by
	<p>The meeting, which commenced at 9.04 pm, closed at 9.05 pm.</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Natasha Dogra on 01895 277 488. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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RESPOC
Review Topics 2011/12

Contact Officer: Natasha Dogra
Telephone: 01895 277488

REASON FOR ITEM

To enable the Committee to agree the review it wishes to undertake in the 2011/12 Council year.

OPTIONS OPEN TO THE COMMITTEE

1. Agree a topic for in-depth review in 2011/12

INFORMATION

1. The Committee is responsible for undertaking the 'policy overview' role in relation to the services provided by the Environment and Consumer Protection Group and the Planning and Community Services Group. The full range of services under the Committee's remit is outlined in the terms of reference at the start of the agenda.

2. Previous experience from both Hillingdon and other Councils indicates that the Committee can have the greatest impact by focusing on a work programme agreed at the start of the Council year. Similarly, focusing upon one or two items at each meeting can help Members engage with the major issues and encourage stakeholder engagement.

3. As in previous years, the Committee is recommended to use this first meeting of the year to set a work programme for the next 12 months and select one or two topics for major review.

4. In selecting topics, Members are reminded of the Committee's work in from 2006 to 2010, which included reviews of:

2006/7

Tackling anti-social behaviour
Increasing recycling and reducing waste
A specialist domestic violence court for Hillingdon

2007/8

Highways maintenance
Community consultation and engagement
Cleanliness of the environment

2008/9

CCTV Strategy
Heritage in Hillingdon

2009/10

Street Lighting

Illegal Imported Cosmetics and Food

Planning Enforcement – construction and use of back buildings (homes in back gardens).

2010/11

Khat

Town Twinning

SUGGESTED SCRUTINY ACTIVITY

Members agree one or two topics for in-depth review, using the selection criteria below suggested by the Audit Commission and their knowledge of residents' priorities.

Selection criteria recommended by the Audit Commission

(A) Possible Reasons for Scrutiny

Strong public interest

Government pressure

Included in the council plan or Hillingdon Improvement Programme

Inspection report recommendation (e.g. performance below target)

(B) Scope for Making an Impact

Area within Council's control/influence

High impact on residents

Expertise available on which to draw

Good practice available elsewhere

FORWARD PLAN: 2011 – 12

**Contact officer: Natasha Dogra / Nadia Williams
Telephone: 01895 277488**

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 the following months 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.
2. 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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The Cabinet Forward Plan

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
CABINET - 16 June 2011									
616	Planning for Crowded Places	Cabinet approval is required for this draft Supplementary Planning Document to guide major development and development which would create crowded places. The objective being to encourage planning proposals that 'design out' risk from terrorism when it is considered appropriate to do so. The document is completely Central Government funded, but would be specific to Hillingdon	All		Cllr Keith Burrows and Cllr Douglas Mills	PEECS - James Rodgers / Gareth Gwynne			NEW
618 Page 7	Review of the Local List of Buildings of Architectural or Historic Importance	Following the successful adoption and publication of the 'Local List of Buildings of Architectural and Historic Importance' and the 'Gazetteer of War Memorials in the Borough', revisions and new entries have been requested. These have been assessed and a summary of the proposed changes is included in the report. This report seeks Cabinet approval for the revision of some existing entries in the Local List, and a number of new entries, together with additions to the Gazetteer of War Memorials. Approval is also sought for a period of consultation with the owners and interested groups re the proposed new entries in the Local List and the new notification of owners of the additional war memorials.	Various		Cllr Keith Burrows	PEECS - Nairita Chakraborty			NEW

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SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
549	Local Implementation Plan 2011-14	The report will present to Cabinet the Final Local Implementation Plan (LIP) and its Strategic Environmental Assessment (SEA) for the period 2011-14 for general consultation including Transport for London (TfL). The LIP submission document will form the basis for TfL fund allocation in 2011/12, 2012/13 and 2012/14	All		Cllr Keith Burrows	PEECS - Jales Tippell / David Knowles / Bob Castelijin	Various stakeholders		Slipped
594	Sustain, Renew & Prosper' Hillingdon Approach to Regeneration 2011-2016 '	This report to Cabinet outlines Hillingdon's approach to regeneration over the next 5-years, putting residents at the heart of regeneration within Hillingdon. The focus is on promoting the economic viability of Hillingdon's town centres and ensuring that residents are supported quickly and effectively into sustained employment.	All		Cllr Douglas Mills	CS - Kevin Byrne / PEECS Jales Tippell	External Consultation with partners such as Jobcentre Plus, Higher & Further Education, Training Providers and Business support organisations	Core Strategy to 2026. Hillingdon Local Economic Assessment and Economic Dashboard	Slipped
609	Support and development of the Customer Relationship System (CRM)	Cabinet will be requested to extend the existing contract for the support and development of the CRM system.	All		Cllr Jonathan Bianco	PEECS - Steve Palmer			
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	PEECS - Jales Tippell / Vanessa Scott		Previous Cabinet Reports	
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
CABINET MEMBER DECISIONS - JUNE 2011									
626	Knightscope Farm Barn - New Lease over 7 years	The Cabinet Member will be asked to consider a new lease for the Farm Barn.	Harefield		Cllr Jonathan Bianco	PEECS - Hannah Bloxham			NEW

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627	1/1a New Pond Parade, West End Road, Ruislip Gardens	The Cabinet Member will be asked to consider property matters in relation to this site.	Manor		Cllr Jonathan Bianco	PEECS - Hannah Bloxham			NEW
614	Highway Winter Service Operational Plan 2011/12	This report seeks the Cabinet Member's approval for the Winter Service Plan 2011/12. The Council has a statutory duty to ensure, so far as is reasonably practicable, that safe passage along the highway is not endangered by snow or ice. Severe winters in recent years have highlighted the importance of the winter service to the public. The Winter Service Plan sets out how the winter maintenance service is to be provided by the Council.	All		Cllr Keith Burrows	PEECS - John Fern			
SI Page 9	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	Democratic Services	Various	Various	
CABINET - 28 July 2011									
612	Highgrove Pool Refurbishment - Appointment of Contractor at First Stage of a Two Stage Tender Process	The report will highlight the outcome of the first stage of a two stage tender process for the appointment of the Council's Construction partner. Subsequently the report will seek to appoint the contractor for the second stage of the tender process to bring their experience, knowledge and build ability expertise to develop the design and tender packages to arrive at a fixed lump sum for the refurbishment works of the project. The second stage outcome would then be reported to Cabinet in July to seek appointment to proceed with the refurbishment of Highgrove Pool subject to construction costs being within budget.	Eastcote & East Ruislip		Cllr Jonathan Bianco	PEECS - Mohamed Bhimani			NEW

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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552	High Speed 2 - Consultation Response	The Cabinet will give a comprehensive and robust response on behalf of the Borough and its residents to the Government consultation on proposals for a High Speed Rail route impacting upon the Borough.	West Ruislip, Manor, Ickenham, South Ruislip, Harefield and beyond		Cllr Keith Burrows	PEECS - Jales Tippell	Residents, Residents Associations and relevant organisations within the Borough, other local authorities.	Department for Transport Consultation Documents	Slipped
589	Anaerobic Digestion: Waste and Energy Technology	Anaerobic digestion is a well proven waste management technology and also a renewable energy source in the form of biogas from organic materials such as manures and slurries, food waste and sewage sludge. Cabinet will be asked to agree to look at generating revenue income from food and agricultural waste and to provide funding for further feasibility advice and study to be undertaken by an expert in Anaerobic Digestion.	Harefield / All Wards		Cllr Keith Burrows / Cllr Jonathan Bianco	PEECS - David Haygarth / Hannah Bloxham			Slipped
510	West London Home Energy Retrofit programme	The London Development Agency have awarded West London £1,281,875 over 2010 - 12 for the delivery of their pan London home energy efficiency retrofit programme, entitled "RE:NEW". Hillingdon has been selected as the lead borough for this programme in West London and are responsible for the procurement of contractors off the LDA procured Framework Agreement. This report will seek authorisation to award the contract to the winning tenderer/s for the delivery of the programme across West London	Charville		Cllr Philip Corthorne / Cllr Scott Seaman-Digby	SCH&H - Jo Gill	LBH Legal, Finance and Procurement teams including West London Housing Partnership		Slipped
606	Manor Farm - Stables: Acceptance of Tender	Cabinet will be asked to make the necessary decisions following the tendering exercise for the refurbishment of Manor Farm Stables. The report will inform Cabinet of the preferred construction partner and their programme to complete the refurbishment works.	Eastcote & East Ruislip		Cllr Jonathan Bianco	PEECS - Mohamed Bhimani			

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600	Extension of IP network and IP telephony support contracts	Cabinet will be asked to agree the extension of current contracts for supporting the Council's key communications networks.	N/A		Cllr Jonathan Bianco	PEECS - Steve Palmer			
563	Local Development Framework - Core Strategy and Development Management Documents (POLICY FRAMEWORK)	Following consultation, Cabinet will be asked to recommend to Council the adoption of an amended Core Strategy.	All	08-Sep-11	Cllr Keith Burrows	PEECS - Jales Tippell	Public consultation has been carried out during the preparation of the documents.	Draft Core Strategy and Development Management documents.	
564	West London Waste Plan: Proposed Sites and Policies	Following consultation by the six West London boroughs - Hillingdon, Brent, Ealing, Harrow, Hounslow and Richmond-upon-Thames, Cabinet will be asked to approve an up-to-date policy framework to assess planning applications for waste management facilities - also forming part of the Local Development Framework for each Borough.	All		Cllr Keith Burrows	PEECS - Jales Tippell			
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	PEECS - Gregory Morrison			
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	CS - Paul Whaymand			

CABINET MEMBER DECISIONS - JULY 2011

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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620	Grant of Lease - Hilliard House, Station Road, Cowley	The Cabinet Member will be asked to approve granting a lease to the contractor appointed to provide housing related support services. The lease to be for the duration of the service contract period.	West Drayton		Cllr Jonathan Bianco	PEECS - Mike Paterson			NEW
621	Imported Food Office - lease of premises at Building 550, Shoreham Road East, Heathrow Airport	This report seeks Cabinet Member approval for taking a further lease of premises at this building for the functions of the Imported Food Office.	Heathrow Villages		Cllr Jonathan Bianco	PEECS - Mike Paterson			NEW
622	Grant of Lease - Civic Centre, Uxbridge	This report seeks Cabinet Member approval for the grant of a lease to the contractor appointed to provide the Meals Service using Civic Centre kitchen facilities. The lease to be for the duration of the service contract period.	Uxbridge South		Cllr Jonathan Bianco	PEECS - Mike Paterson			NEW
602	Works to Stock Programme 2010/11 - confirmation of adjustments	The Cabinet Member will be asked to approve changes and adjustments to the Housing Revenue Account (HRA) Capital Projects Investment Programme work to existing stock.	Various		Cllr Philip Corthorne	SCH&H - Grant Walker			
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	Democratic Services	Various	Various	

AUGUST

No Cabinet meeting scheduled

CABINET MEMBER DECISIONS - AUGUST 2011

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	Democratic Services	Various	Various	
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CABINET - 29 September 2011

608	Community Infrastructure Levy	Following approval to develop a scheme in April, Cabinet will be asked to adopt a Hillingdon's Community Infrastructure Levy and Charging Schedule.	All		Cllr Keith Burrows	PEECS - Jales Tippell			
582b	Music tuition in Hillingdon	Cabinet will receive the second report from the Working Group (Phase 2), chaired by Councillor Judy Kelly, with its recommendations following a review of support for music tuition in the Borough.	All		Cllr Ray Puddifoot / Cllr David Simmonds	PEECS / Democratic Services	Working Group, Petition Hearing, Public Meetings		
SI	Quarterly Planning Obligations Monitoring report	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	PEECS - Jales Tippell / Vanessa Scott		Previous Cabinet Reports	
SI	Voluntary Sector Leases Report	Regular report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	PEECS - Gregory Morrison			
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	CS - Paul Whaymand			

CABINET MEMBER DECISIONS - SEPTEMBER 2011

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	Democratic Services	Various	Various	
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CABINET - 27 October 2011

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
625	Future ICT Applications - Desktop Review Tender	Following a tendering exercise, Cabinet will be asked to make the necessary decisions in relation to awarding a software license contract and services agreement to support the future desktop computing model for the Council. Cabinet will receive details of how the project will proceed and also precipitate the savings identified for future years as part of the MTFF.	N/A		Cllr Jonathan Bianco and Cllr Scott Seaman-Digby	PEECS - Steve Palmer			NEW
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
SI Page 1	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	CS - Paul Whaymand			
CABINET MEMBER DECISIONS - OCTOBER 2011									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	Democratic Services	Various	Various	
CABINET - 24 November 2011									
617	Hillingdon Khat Review	An update from the Committee on progress so far on implementing its recommendations to tackle the legal high, Khat.	Various		Cllr Douglas Mills	Democratic Services			NEW
584	Responsible Retailer Pilot	Cabinet requested a further report back following the implementation of the pilot scheme and to consider any roll-out across the Borough.	All		Cllr Douglas Mills	PEECS - Peggy Law / Sue Pollitt	Feedback from pilot		

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SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	CS - Paul Whaymand			
CABINET MEMBER DECISIONS - NOVEMBER 2011									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	Democratic Services	Various	Various	

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Agenda Item 7

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2011/12

Contact Officer: Natasha Dogra
Telephone: 01895 277488

REASON FOR ITEM

All Committee meetings will begin at 5.30 p.m. That the Committee consider revisions to the scheduling of existing meetings based upon review topics during 2011/12 as set out below:

WORK PROGRAMME

9 June 2011	Work Programme – review the annual work programme
	Review Discuss – to discuss potential review topics for 2011/12
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
26 July 2011	Work Programme – review the annual work programme
	Review Discussion
	Budget Reports for consideration
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
13 September 2011	Work Programme – review the annual work programme
	Review 1 Discussion
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
6 October 2011	Work Programme – review the annual work programme
	Review Discussion
	Khat Review Update Report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.

Residents' and Environmental Services Policy Overview Committee
PART 1 – MEMBERS, PUBLIC AND PRESS

15 November 2011	Work Programme – review the annual work programme
	Statement of Licensing Policy - consultation update
	Annual Safety at Sports Ground Report – Committee update.
	Review Discussion
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
7 December 2011	Work Programme – review the annual work programme
	Review Discussion
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
17 January 2012	Work Programme – review the annual work programme
	Review Discussion
	Budget Reports for consideration
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
15 February 2012	Work Programme – review the annual work programme
	Review Discussion
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
7 March 2012	Work Programme – review the annual work programme
	Review Discussion
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
10 April 2012	Work Programme – review the annual work programme
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.