



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: TUESDAY, 13 SEPTEMBER
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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Published: Monday, 5 September 2011

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Lloyd White

Head of Democratic Services

London Borough of Hillingdon,

3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW

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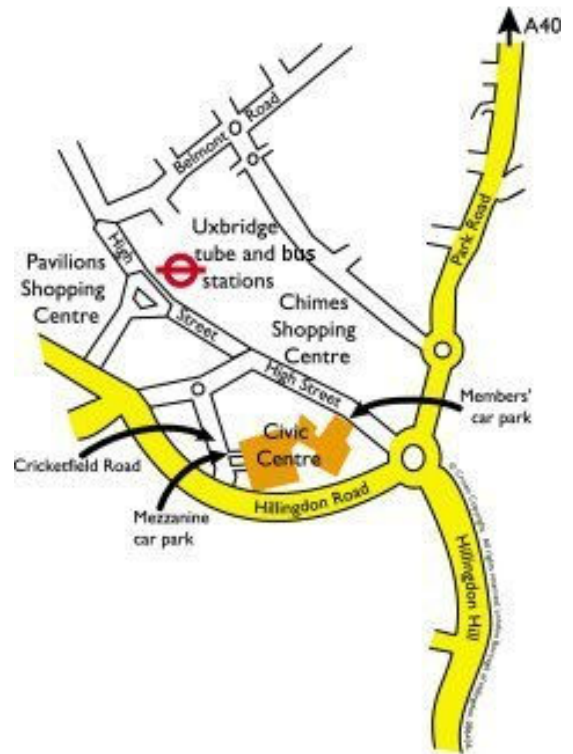
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Residents' & Environmental Services Policy Overview Committee

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 meeting held on 26 July 2011 1 - 4
- 5 Review 1: Witness Session 1 - Review of Mobile Technology and Telecommunications Equipment in Hillingdon Borough: the effect on residents and beyond 5 - 16
Representatives from Residents' Associations
- 6 Forward Plan 17 - 28
- 7 Work Programme 2011 29 - 30



HILLINGDON
LONDON

Minutes

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

26 July 2011

Meeting held at Committee Room 4 - Civic Centre,
High Street, Uxbridge UB8 1UW

	<p>Committee Members Present: Councillors Michael Markham (Chairman) Susan O'Brien (Vice-Chairman) Jazz Dhillon Shirley Harper-O'Neill Judy Kelly June Nelson David Yarrow</p> <p>LBH Officers Present: James Rodger, Head of Planning and Enforcement Gareth Gwynne, Planning and Enforcement Officer Natasha Dogra & Nadia Williams, Democratic Services</p>	
8.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies had been received from Cllr David Payne.</p>	
9.	<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 (<i>Agenda Item 3</i>)</p> <p>It was confirmed that all items on the agenda were marked part 1 and would therefore be considered in public.</p>	
10.	<p>TO AGREE THE MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 4</i>)</p> <p>The minutes of the previous meeting were agreed as an accurate record by the Committee.</p>	
11.	<p>2011/12 REVIEW TOPIC DISCUSSION (<i>Agenda Item 5</i>)</p> <p>The Chairman invited James Rodger and Gareth Gwynne to present the scoping report on “<i>The Review of Mobile Technology and Telecommunications Equipment in Hillingdon Borough: the Effect on Residents and beyond.</i>”</p> <p>The Chairman suggested that an appendix be included in the review final report highlight the key health aspects arising from phone masts to ensure the Committee had recognised this issue but could not review it as it was out of their remit. The Committee decided there are two elements that should be concentrated on: planning and design.</p>	Action by

Officers informed that Committee that in 2007 new Council procedures were introduced regarding telephone masts, but Hillingdon had not yet implemented these. The Chairman suggested that the Committee investigate the issue of phone masts in Hillingdon *and beyond*. This would enable the Committee to look at formulating a new national guidance and circulating this document to Local Authorities nationwide. Responses to the guidance would be collated and submitted to the Royal Town Planning institute for their consideration, and following their response the guidance could be presented to Government.

Members asked whether the guidance would be applicable in Europe. Officers said this was a possibility and would be investigated throughout the review.

Mr Rodger said although mobile phone and wireless technology was constantly changing the telecommunications equipment was yet to be changed. The Government's Planning Policy Guidance note 8 (PPG8) had also not been revised. Planning Officers referred to the PPG8 when considering planning applications. The Committee asked Mr Rodger if it was possible for him to work with the Committee to redraft the PPG8 and submit this to Government. Mr Rodger said this was definitely a possibility and could be undertaken during the Committee's review.

Members queried whether the review should cover the health issues posed by phone masts. Officer said appeals regarding phone masts were rarely overturned on health. However, it would be beneficial to monitor the radiation exposure from phone mats. The International Commission on Non-Ionizing Radiation Protection (ICNIRP) would be able to provide further information in relation to safe exposure to electronic magnetic fields. The Committee requested a briefing note on ICNIRP.

The Chairman drew Members attention to the design of phone masts. Members said they would like to consider the design of phone masts as part of their review and research other design possibilities by working with telecommunications operators and engineers in this field.

The Committee asked Officers whether it would be useful to investigate further mast sharing. Mr Rodger said the Council could already refuse an application on the grounds of mast sharing, but many operators were already sharing masts.

The Committee requested scientific guidance from appropriate witnesses to ensure they were able to understand the technological side of the review and find out the future plans for mobile technology. The Committee also asked Officers to circulate the number of applications received by the Council since 2007. Mr Rodger said Heads of Planning departments meet at an annual rollout meeting every January when mobile operators inform them of their plans for the year.

The Committee said one aim of the review would be to investigate the

	<p>monetary value of the telecommunications masts market. Officers informed the Committee that roadside cabinets situated near the phone mast were valued at £50,000 each. Members agreed that they the review should cover the costs and profits of erecting phone masts.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. the Committee agreed the scoping report for the major review 2. Members asked Officers to draft a questionnaire which could be circulated to local authorities and mobile phone associations nationwide as part of the review consultation 3. Officers would circulate the current PPG8 4. Officers would provide Members with a briefing note on ICNIRP 5. Officers would provide Members with the number of applications received by the Council since 2007 6. Officers would begin to redraft the PPG8 which would be completed in February 2012. 	<p>Natasha Dogra</p> <p>James Rodger</p> <p>James Rodger</p> <p>James Rodger</p> <p>James Rodger</p> <p>James Rodger/ Gareth Gwynne</p>
12.	<p>BUDGET AND PERFORMANCE MONITORING REPORTS (<i>Agenda Item 6</i>)</p> <p>The Chairman invited Andy Evans (Head of Finance for Planning, Environment, Education & Community Services) to present the Budget and Performance monitoring report. Mr Evans stated that the budget challenges were based around the size of savings required, economic difficulties affecting the council's income streams, demographics pressures on education services and social care, and the implications of having Heathrow Airport situated within the borough.</p> <p>Mr Evans said the Business Improvement Delivery Programme and the Hillingdon Improvement Programme were designed to help achieve the savings target. Last year the Council had £17m in savings. Mr Evans stated that further challenges faced included the savings target being difficult to reach whilst trying to maintain frontline services for residents. The directorate had been looking at modernisation of services and improved access to services which could help the Council enhance service delivery for residents. The chairman thanked Mr Evans for presenting the report and recognised the challenges faced by the council.</p> <p>Resolved: The Committee noted the Budget and Performance monitoring report.</p>	
13.	<p>FORWARD PLAN (<i>Agenda Item 7</i>)</p> <p>Resolved: The Committee agreed the Forward Plan.</p>	
14.	<p>WORK PROGRAMME 2011 (<i>Agenda Item 8</i>)</p> <p>Resolved: The Committee agreed the Work Programme for 2011/12.</p>	

The meeting, which commenced at 5.30 pm, closed at 6.45 pm.

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.



HILLINGDON LONDON

Residents' and Environmental Services Policy Overview & Scrutiny Committee Review Scoping Report 2011/12

OBJECTIVE

Review of Mobile Technology and Telecommunications Equipment in Hillingdon Borough: the effect on residents and beyond

Aim of review

To look into the future growth of mobile telephone masts and ancillary equipment and the effects on the residents and environment of Hillingdon and beyond.

Terms of Reference

1. To explore the future of mobile phone technology, e.g. 4G/5G and the transmission facilities that will be required
2. To review the Council's existing planning policies on the installation of mobile phone masts generally, e.g. on roofs and specifically in relation to council owned premises;
3. To investigate the new generation of telecommunications and explore new designs of telecommunications masts;
4. To explore how local authorities liaise with mobile phone operators and their subsidiaries over mobile phone mast locations;
5. To investigate the appropriate use of phone masts in localities and their design within the local environment
6. To explore the views of residents, residents' associations and other key stakeholders who experience mobile phone masts in their vicinity or use mobile telephones, e.g. businesses.
7. To identify further opportunities for the sharing of mobile phone masts within the current regulatory framework
8. To examine best practice through information-sharing with other local authorities at home and overseas
9. To present the Committee's findings and any recommendations to Cabinet for consideration as Council policy.

Reasons for the review

Although the demand for mobile and wireless products and services is increasing as technology develops and consumer demand increases, Hillingdon residents are increasingly concerned as to the escalating number of planning applications being received for larger masts and ancillary equipment and the effect these are having on the environment and landscape.

The review would investigate the following:

- views of resident and key stakeholders
- the future demand for mobile technology
- the effect on transmission facilities required
- how such technology could be shared by mobile phone operators
- how operators might be encouraged, by public opinion, or required, by regulation, to use such technology in such a way as to alleviate residents' concerns, particularly over their siting.

The review would also cover current national and local planning policies, including the Hillingdon policy dating from April 2007 following a Policy Overview Committee review: "Cabinet agreed that the moratorium is lifted and replaced with a more flexible policy that allows telecommunications equipment to be installed on Council owned property, land and buildings subject to each site being considered on an individual basis. We propose Cabinet asks officers to devise a suitable process for dealing with applications that ensures elected Members consider each site."

The review would focus primarily on 'environmental' effects rather than any health issues.

Supporting the Cabinet & Council's policies and objectives

It is hoped that this review will propose a better balance of regulation / control of mobile phone masts within local environments with the overwhelming public demand for such services, which will only grow into the future.

INFORMATION AND ANALYSIS

Key Issues

- Concerns about the increasing number of planning applications for larger masts and ancillary equipment and the effect these were having on the environment
- Investigating future design of telecommunication masts

Remit

- Phone mast operators
- Manufacturers of phone masts
- Current national and local planning policies
- The Hillingdon Policy (2007) following the review by the Policy and Overview Committee

Connected Policies

Hillingdon Planning Policies

<http://www.hillingdon.gov.uk/index.jsp?articleid=12930>

Planning Policy Guidance 8: Telecommunications

<http://www.communities.gov.uk/publications/planningandbuilding/ppg8?view=Standard>

Annual Roll-Out Plan

http://www.hillingdon.gov.uk/media/excel/0/5/roll_out_plan_2010_to_2011.xls

Application form

http://www.hillingdon.gov.uk/media/pdf/n/8/020_Application_for_Prior_Notification_of_Proposed_Development_by_Telecommunications_code_system_oper.pdf

Key information required

Provide a list of the types of information the Committee requires in order to successfully meet its objectives and terms of reference.

EVIDENCE & ENQUIRY

Witnesses

The year long review by the Committee will take evidence from:

- Mobile Telecommunication Companies – Orange, O2, Vodafone, 3
- Mobile Operators Association
- Network Railways were replacing current systems and were installing masts – could ask for a representative to attend meeting
- The Airwave system currently used by emergency services for their own telephone network. We could ask them if they are going to be active in the future
- Apple
- BT
- Virgin Mobile
- BskyB
- Ofcom
- LBH ICT team
- Birmingham City Council
- East Lincolnshire Council
- Haringey Council
- Greater London Authority
- Home Office
- Hillingdon Chamber of Commerce
- Royal Borough of Windsor and Maidenhead telecommunications team
- European Union: Council for Communications
- LBH Local Development Framework team
- The Phone Mast Company
- Mobile Broadband Networks Limited
- Chairman of Hillingdon Planning Committees
- St Johns Church, Hillingdon
- Residents' Associations
- Support should be sought from Bill Ogden in Corporate Landlord as installation of mobile phones involves the use of Council land

- Approach Steve Palmer and ask him to allocate an officer who would assist in providing information about the latest innovations on mobile phone technology

Potential Lines of Enquiry

Technology

Shouldn't we be cautious of this new technology?
 What happens if a household is near to several different transmitters at the same time?
 What is a 'beam of greatest intensity'?
 Isn't the difference that mobile phones use 'pulsed' radio waves?
 Do mobile phone transmitters interfere with other electrical devices?
 Do masts affect members of the public who wear pacemakers?
 How much power is emitted by a phone mast?
 What is the frequency of the radiation?
 How do these figures compare with the radiation emitted by a domestic wireless router? And a mobile phone?
 Where locally is there an example of a similar mast/flagpole already in operation that we could visit?
 Can antenna be placed inside lampposts?
 Do 3G phones use lower frequencies?

Science

What are radio waves?
 Does 3G technology mean more masts? Or mast sharing?
 What is the 'heating effect'?
 How close do you have to be to experience the heating effect?
 Shouldn't we use the precautionary approach in dealing with phone masts?
 What research is there?
 Doesn't all this research suggest that the authorities are worried - and that we are right to be as well?
 What is the difference between good and bad quality science?

Mast Locations

Do we need new masts?
 How do you choose new sites?
 Do you need agreement from the property owner?
 Do you need planning permission?
 What are the main issues on deciding on an application for a phone mast?
 Is visual amenity and character of the area taken into consideration?
 What is the radius for network around a phone mast?

General

What are telecommunications developments?
Do all telecommunications developments require permission?
How can I find out about any proposals for mobile phone masts near to me?
What are the main issues in deciding on an application for this type of development?
How do I comment on applications for mobile phone masts?
Can I object to a mobile phone mast because of concerns over health impact?
Can I find out where existing telecommunications masts or antennae are near to my home or work?
What forms of mast sharing can take place?
How much does a mast cost to manufacture?
What is the time delay between gaining planning permission and placing a mast?
Does European Law affect placement of masts within the UK?
What are the advantages in placing a phone mast?
Can signal boosters be used in place of phone masts?
How do phone masts connect to the phone network?
To what extent does phone mast placement affect house prices?

Information & Intelligence

Research into reviews already undertaken in this area by other local authorities

Consultation and Communications

Views of residents, residents associations and other stakeholders by SNAP survey online and emails

PROPOSALS

To be announced

LOGISTICS

Proposed timeframe & milestones *

Meeting	Action
26 July 2011	Agree Scoping Report
13 September 2011	Witness Session 1
6 October 2011	Witness Session 2
15 November 2011	Witness Session 3
7 December 2011	Witness Session 4
17 January 2012	Witness Session 5
15 February 2012	Conclusions and Recommendations
7 March 2012	Draft Final Report
10 April 2012	Agree Final Report

** Specific meetings can be shortened or extended to suit the review topic and needs of the Committee.*

BACKGROUND

A mast is a freestanding structure which supports antennas at a height where they can transmit and receive radio waves. When you make a call, your mobile phone transmits a signal to the nearest base station; the signal is then transmitted through mobile and fixed line networks to connect to the person receiving the call.

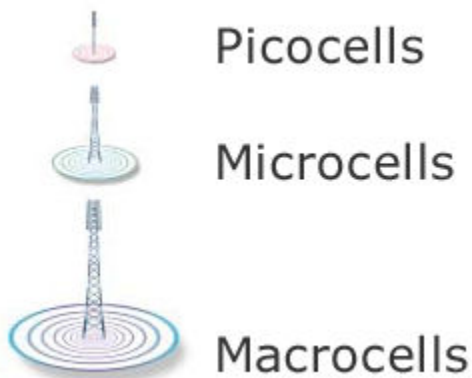
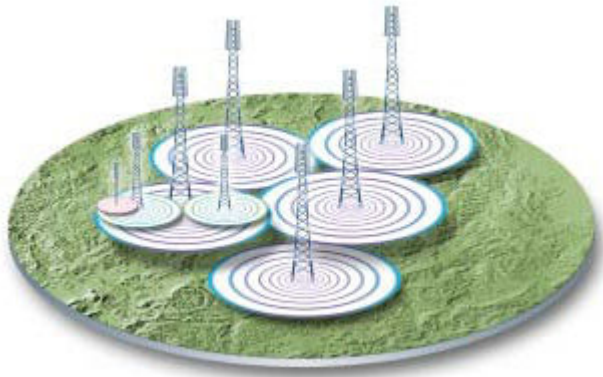
There are about 70 million mobile phones in use in the UK - more than one phone for every person. Many people have a work and a personal mobile, or a mobile and a laptop data card, and mobile phones are used in at least 85 per cent of all households.

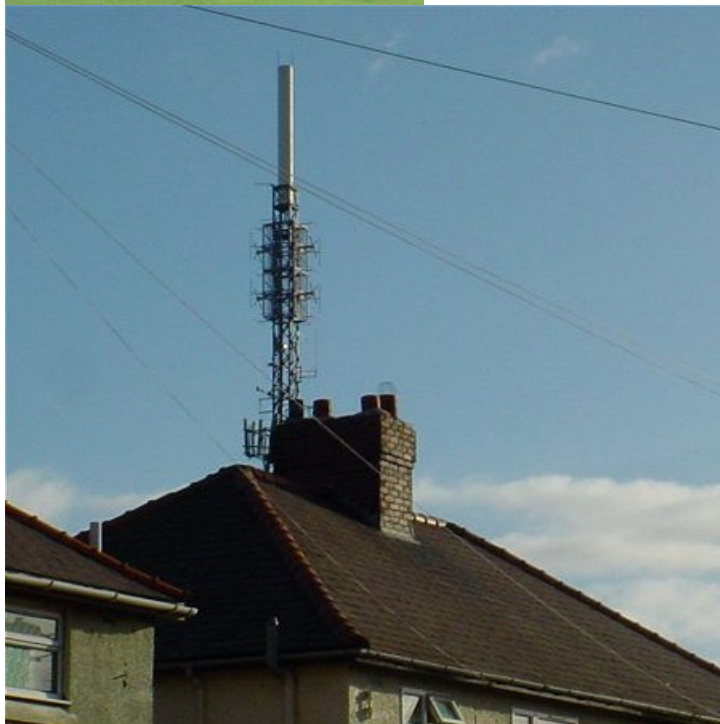
This large number of mobile phones cannot work without the network infrastructure needed to route connections. And installations must be placed close to where people use their phones.

Government policy is to help the growth of new and existing telecommunications systems while minimising the environmental impact.

How mobile phone networks operate

A mobile phone must have a wireless connection to a base station in order to make a call. A base station is no more than a wireless telephone exchange, designed to provide local connections, with wider links to other national and international networks.





Each base station provides coverage over a limited area, or cell, in the area around the site. That's why in some countries mobile phones are called cell phones. To offer comprehensive network coverage, the cells must overlap each other like a patchwork quilt, so that users can move from one cell to another without breaking connection. As each cell can only handle a limited

number of calls, the density of base stations has to be high in areas of heavy use.

The UK government received 22.6 billion pounds from selling the 3rd generation licences in 2000, and total mobile phone related tax revenue now exceeds 20 billion pounds per year. Neither Government nor industry wants to restrict the use of phones or the location of the base stations.

There are many factors that affect the signal levels at any location. These include the number of operators and systems; the tilt and angle of the antennas; the geography of the area and the distance the base-station needs to cover. Microwaves are reflected off flat surfaces. The level of microwaves in an area will depend on things like metal roofs, lamp posts and other structures, building materials and structural additions, cars and lorries, etc.

The only way to know for certain how a particular place, such as a house, flat, school or workplace, is affected by environmental microwave radiation is to measure the exposure.

There is a UK government website which has a reasonably accurate map of the masts currently integrated into the national network. Details are only put up when the mast is up and running. Ofcom, which maintains the site, depends on the phone operators to give them accurate information about the base station. They update the site every 3 months.

Some mobile phone operators are going to extraordinary lengths to conceal the masts that form their networks. They are being disguised as chimneys, clocks, windows, drainpipes, even as weathervanes, all in an effort to meet the demands of planning departments.

Controversy often surrounds applications to site phone networks. Mobile operators were recently barred from putting the masts close to schools in the UK; many parents had said they were worried about health and safety implications. But the number of masts around the country is set to increase, as networks upgrade to second and third generation mobile technologies.

Each British mobile network has about 8,000 cells, which means about as many masts, and the maximum size of a cell is 35km. In third generation (3G) mobile networks the cell can be a maximum of 8km wide, which means they need lots more masts.

Mobile abuse

Masts used to be about 30 metres high but as technology improves shrink. Some firms have used fake trees as masts which resembled Scots pines, put in the bird muck, the pollution, everything. The result is that phone masts become utterly invisible.

The support pole for the golden angel weathervane on Guildford Cathedral is actually a mobile mast and supports several antennas. In return for using the site, which sits on a hilltop and is a coveted location, the angel was regilded. The street sign for Northumberland Avenue in Westminster is also a plastic

sign hiding a few antennas. Dotted around Britain are fake chimney pots, fake flagpoles, fake drainpipes and fake signs all made of glass-reinforced plastic and concealing mobile antennas.

At the Town Hall clock in Hungerford in Berkshire antennas are mounted at the centre of each of the four faces of the clock next to the hands. The four faces have been renewed and the clock hands themselves have been replaced with glass-reinforced plastic versions that have been balanced to ensure the clock keeps the right time.



Planning Laws

Equipment on masts over 15 metres high, and other limited, special circumstances, need full planning permission. Small additional changes do not need permission. Several companies can share a mast or site. Lower height antennas, including those mounted on lamp-posts do not need full planning permission.

Press

- You Tube: <http://www.youtube.com/watch?v=bADQQEpirAA>

- Facebook Groups

- People against phone masts –
<http://www.facebook.com/group.php?gid=17369597151#!/group.php?gid=17369597151&v=wall>
- We hate phone masts disguised as trees –
<http://www.facebook.com/home.php#!/group.php?gid=2255669130>
- Mobile Phone Masts -
<http://www.facebook.com/group.php?gid=105989366087911>
- Phone Masts -
<http://www.facebook.com/home.php#!/group.php?gid=2255669130>

Officer Involvement

Head of Planning & Enforcement and Head of ICT to act as Lead Officers, guided closely by Democratic Services Officer.

Equality Implications

The Council has a public duty to eliminate discrimination, advance equality of opportunity and foster good relations across protected characteristics according to the Equality Act 2010. Our aim is to improve and enrich the quality of life of those living and working within this diverse borough. Where it is relevant, an impact assessment will be carried out as part of this review to ensure we consider all of our residents' needs.

Related Work

Ofcom Sitefinder website

<http://www.sitefinder.ofcom.org.uk/>

RESPOC working group review on the siting of major telecoms equipment in the borough

http://www.hillingdon.gov.uk/ctteedocs/other_decisions/telecoms_working/rep_telecoms_working_14mar07.pdf

<http://www.hillingdon.gov.uk/media/pdf/h/9/telecom equip.pdf>

Birmingham City Council review

<http://www.cfps.org.uk/scrutiny-exchange/library/environment-and-planning/?id=904>

Haringey Council Review

<http://www.cfps.org.uk/scrutiny-exchange/library/environment-and-planning/?id=1132>

North East Lincolnshire Review

<http://www.cfps.org.uk/scrutiny-exchange/library/environment-and-planning/?id=441>

Stoke-on-Trent Review

[http://www.moderngov.stoke.gov.uk/Published/C00000407/M00002916/A100016333/\\$coverreportMobilephonemastsreport.docA.ps.pdf](http://www.moderngov.stoke.gov.uk/Published/C00000407/M00002916/A100016333/$coverreportMobilephonemastsreport.docA.ps.pdf)

Useful video:

http://www1.orange.co.uk/about/phone_masts/index_flash.html

Agenda/Minutes Documents

All public documents will be available for Councillors/Public/Press to view online or by contacting Democratic Services.

Definitions

Antenna

The part of the radio system through which a radio signal is transmitted and received.

Transmitter

The electronic equipment needed to generate and send radio waves which are fed to the antenna.

Mast

The structure that supports the antenna in a position high enough for signals to reach over a wide area.

Base station

Mast, transmitter, receiver, antenna and any other supporting equipment.

GSM

Global System for Mobile communications, the second generation (2G) digital technology originally developed for Europe but which now has in excess of 71 per cent of the world market.

3G

A new standard for mobile phones that will allow the transmission of much larger amounts of data - a type of mobile 'broadband'.

Microwave

Microwave means 'very small wave' and refers to the fact that radio signals in this band have shorter wavelengths - and higher frequencies - than long, medium or short-wave radio.

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FORWARD PLAN: September 2011 – March 2012

**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.

The Cabinet Forward Plan

Period of Plan: September 2011 to early 2012

Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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Ref Report Title Advance information Ward(s)

SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services

Cabinet - 29 September 2011

660	Re-organisation of the Highways Responsive Maintenance Operation	This report to Cabinet puts forward proposals to re-organise the current in-house Highways Responsive Maintenance Team to undertake all responsive highways maintenance works. Currently, works generated which cannot be completed by the in-house team within a set time period are allocated to an external contractor for completion. Cabinet will be asked to consider the merits of delivering the service in-house or to re-tender.	All		Cllr Keith Burrows and Cllr Scott Seaman-Digby	PEECS - James Birch				NEW
640	LIP Delivery Plan 2012-13 Funding, Submission to Transport for London	The report sets out the basis of the Local Implementation Plan (LIP) funding submission for 2012/13 to Transport for London (TfL). The LIP funding submission document will request funding from TfL based on a set allocation for capital expenditure on transport in 2012/13. The submission document also indicates the bid for two subsequent years 2013/14 and 2014/15.	All		Cllr Keith Burrows	PEECS - David Knowles / Bob Castelijn				
644	Planning Delivery Agreement - redevelopment of the Former National Air Traffic Service Site in West Drayton (Phase 2)	This report to Cabinet considers the offer of gift funding to meet the Council's reasonable and justifiable costs associated with the discharging its planning function. This will ensure dedicated resources are given to Phase 2 of this project in the Porters Way, West Drayton area.	West Drayton		Cllr Keith Burrows	PEECS - Matthew Duigan				

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
645	Consideration of whether an Article 4 Direction to control HMOs around Brunel University should be introduced	A number of University cities have taken advantage of recent changes in regulations so they can withdraw existing planning permitted development rights for student houses, so that the number of HMOs (Houses in Multiple Occupation) in individual streets can be controlled for the benefit of other residents amenity. Cabinet will be asked to consider whether this should be introduced around Brunel University.	Brunel and nearby wards		Cllr Keith Burrows	PEECS - James Rodger			
654	Queens Walk Learning and Development Centre	Cabinet will be asked to make decisions on future options regarding the use of Council's Learning and Development Centre, based adjacent to Queensmead School.	South Ruislip		Cllr Ray Puddifoot / Cllr Jonathan Bianco	PEECS - Steve Smith	Staff and Users		
632	Total approach to Town Centre Regeneration - Support for Hillingdon's small, independent traders	Following a competitive tender process, this report recommends the award of a consultancy contract for a 2-year visual merchandising programme supporting small independent traders in three town centres, Hayes, Ruislip Manor and Northwood Hills. This initiative has been funded in full through the Local Area Agreement Reward Grant as agreed with partners within the Local Strategic Partnership	Various		Cllr Douglas Mills / Cllr Scott Seaman-Digby	CS - Jales Tippell / Kevin Byrne / Helena Webster	Corporate Procurement		

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									
635	Acceptance of tender for the collection and processing of Highways Arisings, Soil and Assorted Rubble / Hardcore.	The Council generates inert waste from activities such as Highways works, Mechanical Street Cleansing and the collection / removal of flytipped waste. This material is tipped at Harlington Road Depot. Cabinet will be requested to approve a contract to allow for it's collection and disposal seeking the most economically advantageous contractor, following an OJEU tender.	All		Cllr Keith Burrows / Cllr Scott Seaman-Digby	PEECS - Colin Russell	Corporate Procurement		
631	New years green Lane Landfill Site	At its meeting in March, Cabinet requested an update report on the New Years Green Lane Landfill Site.	Harefield		Cllr Jonathan Bianco	PEECS - Peggy Law			
SI 20	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

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
659	Council Petition to allow the Ramgarhia Sikh Association Hayes to purchase the former Golden Crescent Library in Hayes: Consideration of response following Council resolution	<p>SCH&H = Social Care, Health & Housing; PEECS = Planning, Environment, Education & Community Services</p> <p>Following consideration by full Council on 7th July 2011 of a petition submitted by Mr Dhillon regarding the former Hayes library site, Council resolved that the individual views of the local Ward Councillors and local MP on 4 specific questions should be received before a final decision is made on the future of the site.</p> <p>A single response has been received, within the deadline agreed by Council, by the local MP on behalf of himself and the local Ward Councillors. The Leader of the Council and Cabinet Member for Finance, Property and Business Services will consider this response and determine, in accordance with the Council resolution, if a) reasoned individual responses have been received so that Cabinet should reconsider the matter or b) that the original Cabinet decision of 14th April 2011 should stand.</p>	Botwell / Townfield		<p>Clr Ray Puddifoot / Clr Jonathan Bianco</p>	<p>PEECS / Democratic Services - Bill Ogden / Nikki Stubbs</p>	<p>Petition Hearing with local residents & interested parties; petition at full Council; all Members of the Council; views of the local MP and Ward Councillors</p>	<p>Cabinet Decision 14 April 2011; Petition from the local MP; Petition from Mr Dhillon; Cabinet Member Petition Hearing Minutes 6 July 2011; Council Decision 7th July 2011</p>	
589	Anaerobic Digestion: Waste and Energy Technology	<p>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. The Cabinet Member will be asked to agree to look at generating revenue from food and agricultural waste and to provide funding for further feasibility advice and study to be undertaken by an expert in Anaerobic Digestion.</p>	Harefield / All Wards		<p>Clr Keith Burrows / Clr Jonathan Bianco</p>	<p>PEECS - David Haygarth / Hannah Bloxham</p>			

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SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
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 - 27 October 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		Clr Keith Burrows	PEECS - Jales Tippell			
Page 22									
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		Clr 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									

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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			
612	Highgrove Pool Refurbishment - Second Stage Tender	The report will highlight the outcome of the second stage of a two stage tender process for the Council's Construction partner for the refurbishment of Highgrove Pool.	Eastcote & East Ruislip		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Mohamed Bhimani			
613	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			
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		
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

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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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 - 15 December 2011

647a	The Council's Budget - Medium Term Financial Forecast 2012/13 - 2015/16	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2012/13 for consultation, along with indicative projections for the following three years.	All		Cllr Jonathan Bianco	CS- Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		
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			
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			

Cabinet Member Decisions - December 2011

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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 - 26 January 2012									
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			NEW
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			NEW
Cabinet Member Decisions - January 2012									
SI 25	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 - 16 February 2012									
647b	The Council's Budget - Medium Term Financial Forecast 2012/13 - 2015/16	This report will set out the Medium Term Financial Forecast (MTFF), which includes the proposed General Fund reserve budget and capital programme for 2012/13, along with indicative projections for the following three years.	All	23-Feb-12	Cllr Jonathan Bianco	CS- Paul Whaymand	Public consultation through the Policy Overview Committee process and statutory consultation with businesses & ratepayers		NEW

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SCH&H = Social Care, Health & Housing; CS = Central Services; PEECS = Planning, Environment, Education & Community Services									
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	Democratic Services			NEW
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			NEW
Cabinet Member Decisions - February 2012									
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 - 29 March 2012									
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	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			NEW
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			NEW
Cabinet Member Decisions - March 2012									
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	

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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CABINET MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH

SI	New allocation of S106 contributions	To approve allocation of planning obligation funds for use locally.			Cllr Ray Puddifoot & Cllr Jonathan Bianco	PEECS - Nikki Wyatt			
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.			as appropriate	Democratic Services		Petitions to the Council	
SI	Local Safety Schemes and Parking Revenue Account funded schemes	To consider petitions received and decide on future action			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group	LAUU Accident Statistics	
SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Cllr Keith Burrows	PEECS David Knowles			
SI	To consider parking management schemes & Traffic Regulation Orders	To consider and decide on the form of parking management schemes including stop and shop schemes at shopping centres. To also consider objections to traffic regulation orders and to decide whether to approve the orders in the light of objections			Cllr Keith Burrows	PEECS David Knowles			
SI	Road Safety Programme, Traffic Congestion Mitigation Programme and School Travel Plan Programme	To approve any schemes in the programmes			Cllr Keith Burrows	PEECS David Knowles	Traffic Liaison Group, Motorists' Forum, Ward Councillors		

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
SI	London Cycle Network Schemes and Cycling Initiative Schemes	To approve any schemes that are part of the London Cycle Network or are cycling initiative schemes			Clr Keith Burrows	PEECS David Knowles			
SI	Acceptance of Tenders	To accept tenders for contracts of between £50k and £250k in their Portfolio Area where funding is previously included in Council budgets and to accept any tenders delegated by Cabinet.			as appropriate	various			
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member(s) will be asked to consider the approval of projects.	Various		Clr Douglas Mills & Cllr Jonathan Bianco	PEECS Maggie Allen			
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.			as appropriate	various			
SI	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		as appropriate	Democratic Services			

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Agenda Item 7

RESIDENTS' AND ENVIRONMENTAL SERVICES POLICY OVERVIEW COMMITTEE 2011/12

Contact Officer: Natasha Dogra/Nadia Williams
Telephone: 01895 277488/277655

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 – consideration of scoping report
	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 – first witness session
	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 -second witness session
	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 – third witness session
	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 – fourth witness session
	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 – fifth witness session
	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 – conclusions and recommendations
	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 – draft final report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
10 April 2012	Work Programme – review the annual work programme
	Agree final report
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.