



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: WEDNESDAY, 15
FEBRUARY 2012

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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Contact: Natasha Dogra
Tel: 01895 277 488
Fax: 01895 277 373
Email: ndogra@hillington.gov.uk

This Agenda is available online at:
<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=114&MId=999&Ver=4>

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



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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 17 January 2012 1 - 4
- 5 Review 1: Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and beyond
Discussion on possible conclusions and recommendations. 5 - 18
- 6 Forward Plan 19 - 32
- 7 Work Programme 2010 33 - 34



HILLINGDON
LONDON

Minutes

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

17 January 2012

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 David Payne David Yarrow Lynne Allen</p> <p>LBH Officers Present: Jean Palmer, Chief Executive, Corporate Director of Planning, Environment, Education & Community Services Andy Evans, Head of Finance</p> <p>Also Present: Nadia Williams, Democratic Services</p>	
42.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies had been received from Councillor June Nelson. Councillor Lynne Allen attended in her place.</p>	
43.	<p>DECLARATION OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>There were no declarations of interests notified.</p>	
44.	<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 as Part 1 and would be considered in public.</p>	
45.	<p>TO AGREE THE MINUTES OF THE MEETING HELD ON 7 DECEMBER 2011 (<i>Agenda Item 4</i>)</p> <p>The minutes of the meeting held on 7 December 2011 were agreed as an accurate record of the meeting.</p>	

46.	<p>REVIEW 1 - WITNESS SESSION 5 (<i>Agenda Item 5</i>)</p> <p>Due to unavoidable circumstances, the witness for this witness session was unable to attend. Further discussions around the design aspects of telecommunications cabinets had been anticipated.</p> <p>It was highlighted that as individual operators were responsible for their own designs, it might be prudent for the Committee to develop questions on this issue to be directed at individual operators.</p> <p>Councillor Judy Kelly advised that as the Champion of the Arts for Hillingdon with a budget of £15,000 to spend on art projects, she had been in discussion with the Arts Team about using some of this money to fund a design competition. It would be open to anyone within the Borough to create something that could make the telecommunications green boxes more attractive.</p> <p>Members were directed to a briefing that had been circulated by email, as well as at the meeting, which set out plans to follow similar projects that had been undertaken by London Boroughs of Hammersmith & Fulham and Southwark entitled, "Art on Telecom Cabinets". An actual agreement had been signed between BT Openreach and the Boroughs to work jointly on the projects and it was noted that both Boroughs had reported to date that the cabinets had not been posted with graffiti, vandalised or fly posted (The project was undertaken in Southwark 2 years ago).</p> <p>The meeting noted that as well as BT Openreach, Virgin Media had also been an active partner in the project undertaken by Southwark Council and that BT Openreach had already expressed an interest in taking part in a similar project in Hillingdon.</p> <p>It was anticipated that the project would identify 3 cabinets in Uxbridge Town Centre where the top 3 selected designs would be transferred on to the cabinets. The mural artist would work with the winning artist to translate their design into a suitable format and assist them with painting the cabinets using the correct materials and ensuring that they were coated in anti-graffiti paint for protection.</p> <p>During discussion, it was suggested that a catalogue of designs would be required to ensure that appropriate designs were used and were in keeping with the area, taking into consideration issues such as conservation areas.</p> <p>The Committee noted that this proposal could form part of the recommendation of its review on Mitigating the Environmental Effects of Telecommunication Masts and Cabinets in the London Borough of Hillingdon and beyond.</p>	Action by
47.	<p>PLANNING, ENVIRONMENT AND COMMUNITY SERVICES 2012/13 BUDGET PROPOSALS (<i>Agenda Item 6</i>)</p>	Action by

49.	WORK PROGRAMME 2011/12 (<i>Agenda Item 8</i>) Resolved The Committee agreed the Work Programme for 2011/12.	Action by
The meeting, which commenced at 5.30 pm, closed at 6.25 pm.		

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

Agenda Item 5

Review of Mobile Technology and Telecommunications Equipment in Hillingdon Borough and beyond

REASON FOR ITEM

To enable the Committee to discuss possible conclusions and recommendations to present to Cabinet as a result of their review of Mobile Technology and Telecommunications Equipment in Hillingdon Borough and beyond.

INFORMATION

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.

OPTIONS AVAILABLE TO THE COMMITTEE

1. Discuss possible conclusions and recommendations of the review;
2. Ask officers for further information;
3. Schedule an additional enquiry session to seek further information from external witnesses.

SUGGESTED COMMITTEE ACTIVITY

Members to discuss the evidence gathered to date on the review and discuss any potential conclusions and recommendations to be included in the final report.

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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 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

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 Service
- 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
- Bill Ogden, Corporate Landlord, as installation of mobile phones involves the use of Council land

Potential Lines of Enquiry

Technology

Should 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?
Does 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.

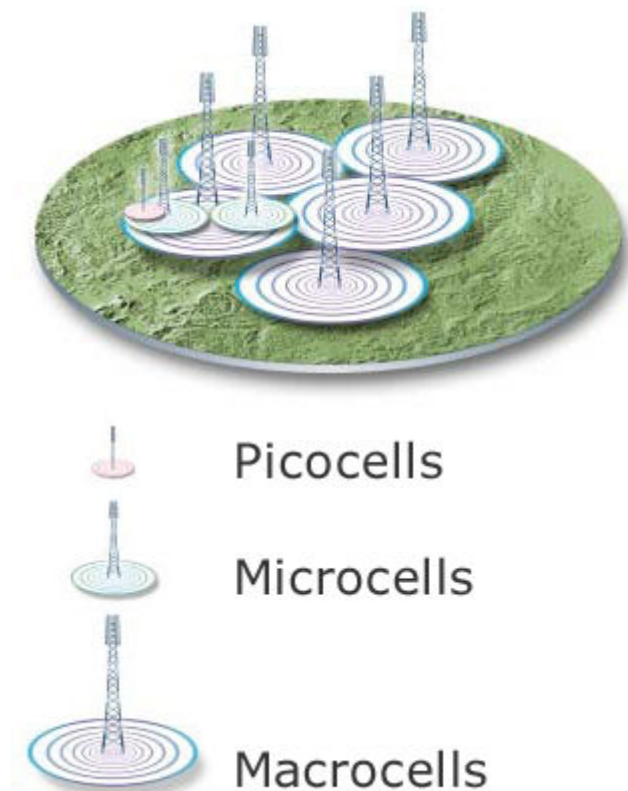
There are about 70 million mobile phones in use in the UK - more than one phone for every person. Many people have a work and a personal mobile, or a mobile and a laptop data card, and mobile phones are used in at least 85 per cent of all households.

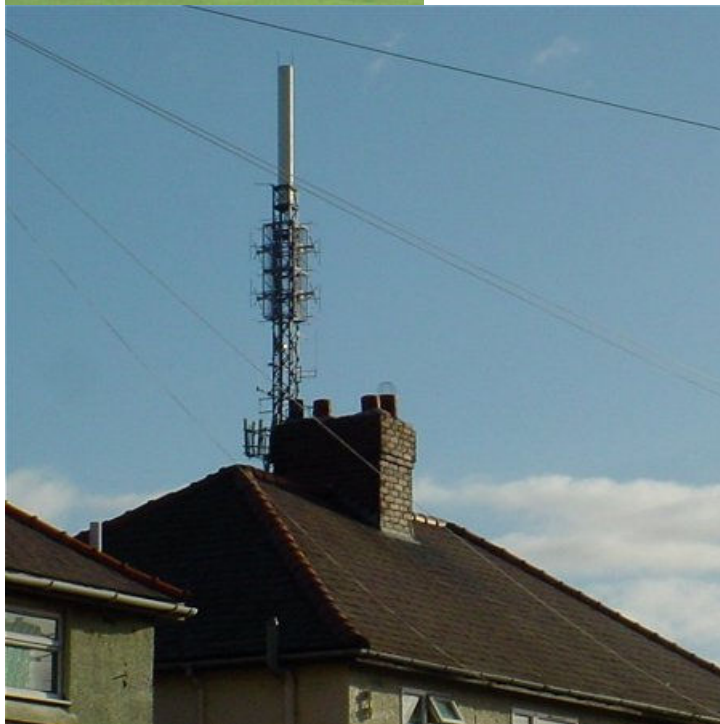
This large number of mobile phones cannot work without the network infrastructure needed to route connections. And installations must be placed close to where people use their phones.

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/AI00016333/\\$coverreportMobilephonemastsreport.docA.ps.pdf](http://www.moderngov.stoke.gov.uk/Published/C00000407/M00002916/AI00016333/$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 2012

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 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
Cabinet - 16 February 2012									
723	Heritage Lottery Fund Bid for Eastcote House Gardens	Following notification that the Stage 1 Bid to the Heritage Lottery Fund was successful, this report to Cabinet will set out the Bid programme, details of the community and educational proposals for the buildings and gardens, the projected costings and the steps required for progressing to the Stage 2 Bid.	Eastcote & East Ruislip		Cllr Ray Puddifoot / Cllr Jonathan Bianco / Cllr Keith Burrows	PEECS - Charmian Baker	Corporate consultees	Heritage Lottery Fund letter and the Stage 1 Bid	
726	Application to Stop Up Adopted Highways Land, Warley Road	Cabinet will be asked to make a decision in relation to application(s) pursuant to the Highways Act 1980 and determine whether or not it supports the stopping up of the adopted public highway at Warley Road.	Barnhill		Cllr Keith Burrows	PEECS - John Fern	Legal Services		
728	Highgrove Pool Refurbishment - second stage tender	The report to Cabinet will seek decisions on the tender price and associated time scales for the refurbishment of Highgrove Pool.	Eastcote & East Ruislip		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Mohamed Bhimani	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									
713	Pan London Highways Alliance Contract	The report seeks the views of the Cabinet on whether the Council should join a proposed Pan London Common Highways Contract for the delivery of scheme based highways maintenance and improvement works upon the expiration of the current highways term contract in April 2013. It is proposed to delegate final approval to sign-up to the scheme to the Leader and Cabinet Member.			Cllr Keith Burrows & Cllr Scott Seaman-Digby	PEECS - James Birch	Corporate Procurement, Transport for London		
691	Broadband and Internet Service Provision Contract	Following a procurement exercise, Cabinet will be asked to agree the contract for Broadband and Internet Service provision for the Council for a period of 4 years from 1st July 2012.	N/A		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Steve Palmer	Corporate Procurement & current and future broadband and ISP providers		
515	Housing Revenue Account (HRA) Rent Setting 2012-2013	To set rents and fees and charges for HRA dwellings and recommend to full Council.	All	23-Feb-12	Cllr Jonathan Bianco / Cllr Phillip Corthorne	SCH&H - Maqsood Sheikh	Tenants and other stakeholders		
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			

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									
SI	Gift Funding for Planning Functions	To seek Cabinet approval for gift funding concerning the redevelopment / regeneration of the former EMI site in Hayes. Such funding from developers would meet the Council's reasonable and justifiable costs associated with discharging its planning function.	Botwell		Cllr Keith Burrows	PEECS - James Rodger			NEW
Cabinet Member Decisions - February 2012									
685	Award of Contract for the collection, counting and banking of cash and cheques from all necessary LBH sites as required	Cabinet will be asked to make a decision following the tendering process for this service. It will include all Council sites and activities ranging from parking services to libraries and the Civic Centre.	N/A		Cllr Jonathan Bianco and Cllr Douglas Mills	CS - Annette Reeves	Corporate Procurement		
701	Supply of Smart Cards and the provision of Bureau Services - contract extension	Cabinet will be asked to extend a contract for 2 years for the supply of Smart Cards and the provision of bureau services in connection with the HillingdonFirst card.	N/A		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Steve Palmer	Corporate Procurement		
674	Appointment of supplier for the provision of translation, interpretation and alternative communication services	This report will seek Cabinet approval following the outcome of the tender exercise to provide the council's translation, interpretation and alternative communication services.	All		Cllr Scott Seaman-Digby	CS - David Holdstock	Corporate Procurement		

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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 - 29 March 2012									
734	Award of SAN backup solution	Following a procurement exercises, this report to cabinet will seek approval for the award of a contract for backing up the Council's Storage Area Network (SAN).	N/A		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Steve Palmer			NEW
735 Page 24	Tender for DEFRA funded projects in relation to Air Quality	Cabinet will be asked to accept a consultancy tender in relation to DEFRA (Department for Environment, Food and Rural Affairs) funded projects to provide recommendations for improvements to air quality in Hillingdon and the Heathrow Airport area. These projects will be aimed at evaluating transport solutions.	All		Cllr Keith Burrows / Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - Val Beale			NEW
736	Award of contract: the maintenance and repair of fencing and gates for Hillingdon Housing Repairs Service	To seek Cabinet agreement to accept a tender for the supply, erection, maintenance and repair of fencing and gating and to award a contract for four years. The tender will be using the framework agreement for fencing previously approved by Cabinet.	Various		Cllr Philip Corthorne / Cllr Scott Seaman-Digby	SCH&H - Grant Walker			NEW

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737	Procurement of Small Street Sweeping Machines	The Council currently has ten small mechanised sweepers utilised on street and pavement cleaning duties across the Borough. Over the previous 12 months there has been a significant increase in maintenance and repair costs for these, affecting their reliability. Cabinet will be presented with a proposal and business case for their replacement following a tender exercise.	All		Cllr Jonathan Bianco / Cllr Scott Seaman-Digby	PEECS - David Fisher			NEW
608	Community Infrastructure Levy	Following approval to develop a scheme in April, Cabinet will be asked to adopt a Community Infrastructure Levy and Charging Schedule.	All		Cllr Keith Burrows	PEECS - Jales Tippell			
709	Equality and Diversity Policy	This updated policy will be presented to Cabinet for approval, outlining the Council's responsibilities under the new Equality Act 2010 and setting out the Council's equality objectives as part of meeting our statutory duties.	All		Cllr Douglas Mills	CS - Vicky Trott	Internal Groups	Opportunity for all - Equal Opportunities Policy, Equality in Employment, Equality Act 2010	
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			

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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	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	PEECS - James Rodger			
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	
Cabinet - 26 April 2012									

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668	Contract Award: Framework Agreement for Support Planning and Brokerage	<p>This report to Cabinet relates to Direct Payments, which enable social care service users to access and control their own fund with which to pay for care services. The Direct Payment Support Service provides independent advice, support and assistance for recipients of Direct Payments to ensure that service users are able to fully benefit from this option.</p> <p>The contract award for this service follows a collaborative tender process across four London boroughs. A framework agreement has been developed with the London Boroughs of Brent, Kensington ad Chelsea and Hammersmith & Fulham. The tender process, being led by Hammersmith & Fulham.</p>	All		Cllr Philip Corthorne & Cllr Seaman-Digby	SCH&H - Paul Feven	Service users, carers and SCHH staff have been consulted in drawing up the service specification and in developing questions to submit to prospective providers at the interview stage.		
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	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	PEECS - James Rodger			

Cabinet Member Decisions - April 2012

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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 - 24 May 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			
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 Page 28	Gift Funding for Planning Functions	To report to Cabinet any gift funding from developers to meet the Council's reasonable and justifiable costs associated with discharging its planning function.	TBC		Cllr Keith Burrows	PEECS - James Rodger			
Cabinet Member Decisions - May 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 MEMBER DECISIONS - LIST OF STANDARD ITEMS CONSIDERED EACH MONTH									
SI	Ward Budget Initiative	To approve the spending of Ward Budgets following applications from Ward Councillors - this will be done on a monthly or regular cycle.	All		Cllr Douglas Mills / Cllr Ray Puddifoot	PEECS - Maggie Allen	Local consultation within the Ward undertaken by Ward Councillors	Ward Budget Initiative Cabinet Report & Protocol - 18 December 2008	

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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	Constitutions of School Governing Bodies and appointment of LA Governors	To approve appointments and reappointments of local authority governors and to approve any changes to school governing body constitutions			Cllr David Simmonds	Democratic Services		Requests from School Governing Bodies	
SI	Appointment of Consultants & agency staff	To consider the appointment of consultants where the cost is between £5,000 and £50,000. To appoint individual temporary and agency workers between this value for senior management posts. To also accept the appointment of any consultants delegated by Cabinet.			as appropriate	various			
SI	Release of Capital Funds	Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members			Cllr Ray Puddifoot and Cllr Jonathan Bianco	various	Corporate Finance		
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	LAU Accident Statistics	

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SI	Pedestrian Crossings	To approve schemes to provide crossing facilities			Cllr Keith Burrows	PEECS David Knowles			
SI	To approve write offs, write offs of arrears and compensation payments	To consider write offs that are in excess of £5000 and compensation payments in excess of £1000.			as appropriate	various			
SI	To consider rent reviews	To consider rent reviews of commercial and other premises.			Cllr Ray Puddifoot and Cllr Jonathan Bianco	PEECS - Mike Patterson			
SI Page 30	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		
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			Cllr Keith Burrows	PEECS David Knowles			

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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	Extension of Leasehold Interests of flats under the 1993 Act	To consider an extension of the leasehold interests for several flats where the Council as freeholder has received an application under the Leasehold Reform Housing and Urban Development Act 1993. The report will recommend grant of the extensions in each case where the Notice is valid and in accordance with legislation.			Cllr Jonathan Bianco and Cllr Philip Corthorne	SCH&H Mike Paterson / David Ollendorf			
SI	Chrysalis Programme of Environmental Improvements	The Cabinet Member(s) will be asked to consider the approval of projects.	Various		Cllr 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	Social Care, Health and Housing Commissioning Quarterly update	Regular report to the Cabinet Member on what the Council is doing in respect of social care commissioning and any necessary decisions that are required within the Cabinet Member's remit.			Cllr Philip Corthorne	SCH&H Gary Collier			
SI	Erection and Renewal of Street Furniture	Following Cabinet's decision on 24th September, final sign-off of any expenditure against this term contract must be made by the Leader of the Council and Cabinet Member for Finance and Business Services.	All		Cllr Ray Puddifoot and Cllr Jonathan Bianco	PEECS - Jamie Birch			

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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			

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 – 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
	Cabinet Forward Plan – review forthcoming decisions and if appropriate, comment to the decision-maker.
15 November 2011	Work Programme – review the annual work programme

Residents' and Environmental Services Policy Overview Committee – 15 February 2011

PART 1 – MEMBERS, PUBLIC AND PRESS

	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
	Khat Review Update
	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.

Residents' and Environmental Services Policy Overview Committee – 15 February 2011

PART 1 – MEMBERS, PUBLIC AND PRESS