

PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE

Monday, 23 May 2016

Minutes of the meeting of the Port Health & Environmental Services Committee held at the Guildhall EC2 at 2.00 pm

Present

Members:

Deputy John Absalom	Wendy Mead
Keith Bottomley	Barbara Newman
Peter Dunphy	Ann Pembroke
Deputy Bill Fraser	John Scott
George Gillon	Jeremy Simons
Deputy Stanley Ginsburg	Deputy James Thomson
Alderman Peter Hewitt	Deputy John Tomlinson
Wendy Hyde	Michael Welbank (Chief Commoner)
Vivienne Littlechild	Mark Wheatley
Professor John Lumley	Philip Woodhouse
Alderman Julian Malins	

Officers:

David Arnold	- Town Clerk's Department
John Park	- Town Clerk's Department
Jenny Pitcairn	- Chamberlain's Department
Paul Chadha	- Comptroller & City Solicitor's Department
Jim Graham	- Department of the Built Environment
David Smith	- Director of Markets & Consumer Protection
Jon Averbs	- Department of Markets & Consumer Protection
Sue Ireland	- Director of Open Spaces
Gary Burks	- Superintendent, City of London Cemetery & Crematorium
Gerry Kiefer	- Open Spaces Department
Michael Bradley	- City Surveyor's Department

1. APOLOGIES

Apologies for absence were received from Karina Dostalova, Dennis Cotgrove, Graeme Harrower, Andrew McMurtrie, Hugh Morris, and Henrika Priest.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

Deputy Stanley Ginsburg declared a non-pecuniary interest in matters relating to commercial waste collection in Bishopsgate as a business owner on Middlesex Street.

3. **ORDER OF THE COURT OF COMMON COUNCIL**
RESOLVED – That the Order of the Court of Common Council, 21 April 2016, appointing the Committee and its Terms of Reference, be noted.
4. **ELECTION OF CHAIRMAN**
RESOLVED – That in accordance with Standing Order No. 29, Wendy Mead be elected Chairman for the ensuing year.

The Chairman welcomed Dennis Cotgrove and John Scott back the Committee and welcomed Anne Fairweather as a new Committee Member. She added her thanks to the outgoing Members: Deputy John Bennett, Henry Colthurst and Marianne Fredericks, for their contributions to the Committee.
5. **ELECTION OF DEPUTY CHAIRMAN**
RESOLVED – That in accordance with Standing Order No. 30, Jeremy Simons be elected Deputy Chairman for the ensuing year.
6. **MINUTES**
RESOLVED – That the public minutes of the meeting held on 8 March 2016 be approved.

Matters Arising

Heathrow Animal Reception Centre (HARC)

The Director of Port Health and Public Protection advised that the HARC hosted a meeting with the United States Department of Agriculture (USDA) to discuss issues being experienced surrounding both The Pet Travel Scheme and the standards of US veterinary paperwork and Emotional Support Animals. Five members of the USDA based at the US Embassy in London attended. Discussions on these matters proved fruitful and good contacts were made. Since the meeting the HARC had seen an improvement in veterinary paperwork and were made aware that the issue of Emotional Support Animals is being discussed in Washington with US carriers and the US Department of Transport.

Recycling Action Plan

The Assistant Director of Cleansing Operations advised that waste collectors had been instructed to lock waste storage bins within the Middlesex Street Estate and this instruction would be re-iterated. The Assistant Director added that the new Bishopsgate Bin units had been delivered and were soon to be installed to encourage the recycling of newspapers and magazines in and around Train Stations.

Rough Sleepers

The Chairman advised that the various contact methods and details for reporting locations of rough sleepers to relevant Officers had been circulated to Members following the last Committee meeting. Members noted that there remained a number of rough sleepers within the City of London who were offered accommodation through Broadway, a homeless charity who worked in collaboration with the City of London Police to target a reduction in people

sleeping rough in the community. Members of this Committee who were also Members of the Police Committee could raise Members' concerns at a future Police Committee meeting.

Noise Pollution

The Director of Port Health and Public Protection advised that the Chairman of Planning and Transportation Committee and a Planning and Transportation Committee Member had recently met with Transport for London to discuss noise and other matters regarding the London transport network. A briefing regarding the outcome of this meeting would be circulated to Members after the Committee meeting. The Chairman added that she would look into the matter further in consultation with the Director and the Chairman of the Planning and Transportation Committee.

7. **OUTSTANDING ACTIONS**

The Committee received the list of current Outstanding Actions. Members noted that the report from the West London Riverside Waste Authority regarding the piloted recycling-incentive scheme was still being produced so would be reported to the Committee when available.

RESOLVED – That the list of current Outstanding Actions be noted.

8. **OPEN SPACES BUSINESS PLAN 2015-18 YEAR END PROGRESS REPORT**

The Committee received a report of the Director of Open Spaces that provided a year-end update regarding progress against the sections of the Open Spaces Business Plan 2015-18 that related to the City of London Cemetery and Crematorium. Members noted that the Cemetery and Crematorium had 'overachieved' during 2015/16, having achieved more income than anticipated and budgets underspend.

RESOLVED – That the Open Spaces Business Plan 2015-18 year-end progress be noted.

9. **NEW OPEN SPACES BUSINESS PLAN 2016-19**

The Committee considered a report of the Director of Open Spaces that outlined the Open Spaces Business Plan 2016-19, with a particular focus on the elements within the Plan that related to the Cemetery and Crematorium. The Business Manager added that risk management had been reported in January 2016 and would be reported again at the next Committee meeting.

In response to a Member's questions, the Superintendent of the Cemetery and Crematorium agreed that an objective relating to the long-term percentage of market share cremations and burials would be considered in future Plans. The Superintendent added that income could still be generated from burials despite numbers decreasing as competitive prices could be charged for a large variety of burial options.

In response to some Members' suggestions regarding the installation of new fully abated cremators being brought forward from 2020/21, the Superintendent

advised that the some local crematoriums used solely non-abated cremators so the City of London Cemetery and Crematorium was ahead of its competitors in this respect. He added research had shown that the mercury from the current non-abated cremators was released high into the atmosphere and then precipitated over the North Sea, so it was not a threat locally.

In response to another Member's question, the Superintendent advised that the installation of photovoltaic panels on the flat roof of the Crematorium had produced 30,000kw of electricity during 2015/16. He added that the panels could not produce enough electricity to run the Crematorium site as 260,000kw were used during 2015/16.

RESOLVED – That:-

- a) the overall Open Spaces 2016 – 2019 Business Plan be noted
- b) the key actions and performance indicators relating specifically to the Cemetery and Crematorium be approved.

10. NEW DEPARTMENT OF THE BUILT ENVIRONMENT BUSINESS PLAN 2016-19

The Committee considered a report of the Director of the Built Environment that sought approval to the sections of the Department of the Built Environment Business Plan 2016-19 that related to Environmental Services.

RESOLVED – That the Department of the Built Environment Business Plan 2016-19 be approved.

11. DEPARTMENT OF THE BUILT ENVIRONMENT RISK MANAGEMENT

The Committee received a report of the Director of the Built Environment that provided details of the risk management procedures in place within the Department of the Built Environment in accordance with the corporate Risk Management Framework.

RESOLVED - That the actions taken in the Department of the Built Environment to monitor and manage effectively risks arising from the Department's operations be noted.

12. NI195 SURVEY RESULTS 2015-16

The Committee received a report of the Director of the Built Environment that provided details of the NI195 survey results conducted by Keep Britain Tidy (KBT) for the City Corporation Cleansing Service from June 2015 to March 2016. The Committee congratulated the Department for the survey results, which were the best since 2006. The Assistant Director of Cleansing Operations added that the Cleansing Service still faced the challenge to reduce the amount of chewing gum and smoking related litter within the City of London.

In response to a Member's question regarding fly posting, the Assistant Director advised that KBT would be asked to pay particular attention to this during their next survey. The Assistant Director added that the London Borough of Camden had recently prosecuted a music events promoter for fly posting; he would liaise

with the Comptroller and City Solicitor's Department to discuss the possibility of prosecutions within the City of London.

In response to a Member's question regarding the Holborn viaduct staircase, the Assistant Director advised they had recently been cleaned following a site meeting. It had previously been cleaned twice a year but this would be increased to four times per year in addition to daily inspections by sweepers. The Member requested that the cleans be increased beyond four times per year so the Assistant Director agreed to discuss this matter at the next site meeting and report back to the Member.

RESOLVED – That the NI195 Survey results be noted.

13. **PORT HEALTH AND PUBLIC PROTECTION BUSINESS PLAN 2015-18 PERIOD 4 PROGRESS REPORT**

The Committee considered a report of the Director of Markets and Consumer Protection that provided an update regarding the progress against the key performance indicators and objectives outlined in the Port Health and Public Protection Business Plan 2015-18 for Period three of 2015/16.

RESOLVED – That the report be noted.

14. **PORT HEALTH AND PUBLIC PROTECTION BUSINESS PLAN 2016-19**

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the 2016-19 Business Plan of the Port Health and Public Protection Service.

RESOLVED – That the Port Health and Public Protection Business Plan 2016-19 be approved.

15. **MASSAGE & SPECIAL TREATMENT FEES 2016/17**

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the 2016/17 Massage and Special Treatment Licence fees and the fees for those premises seeking to register for acupuncture, tattooing, ear and cosmetic piercing or electrolysis.

In response to a Member's question, the Director of Port Health and Public Protection advised that some fees had reduced in comparison to 2015/16 because the fees could only be set on a full cost recovery basis in accordance with the Licensing Act.

RESOLVED – That the proposed fees for 2016/17 be approved.

16. **HEALTH & SAFETY INTERVENTION PLAN 2016- 2017**

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the City of London Corporation's Health and Safety Intervention Plan 2016/17.

RESOLVED – That the Health and Safety Intervention Plan 2016/17 be approved.

17. **LPHA FOOD SERVICE INTERVENTION PLAN 2016/17**

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the City of London and the London Port Health Authority Food Service Enforcement Plans 2016/17.

In response to a Member's question, the Director of Port Health and Public Protection advised that food market stalls are regularly checked and should always be registered with the Local Authority where they were based.

RESOLVED – That:-

- a) the City of London Food Service Enforcement Plan 2016-2017 be approved; and
- b) the London Port Health Authority Food Service Enforcement Plan 2016-2017 be approved.

18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were none.

19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was none.

20. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

21. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 8 March 2016 be approved.

22. **LONDON GATEWAY - ADDITIONAL OFFICE ACCOMMODATION FOR PORT HEALTH OFFICES AT MANORWAY HOUSE**

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to a new lease of additional office accommodation for Port Health Offices at Manorway House.

23. **DEBT ARREARS - PORT HEALTH & ENVIRONMENTAL SERVICES PERIOD ENDING 31 MARCH 2016**

The Committee received a joint report of the Director of the Built Environment, Director of Markets and Consumer Protection and Director of Open Spaces regarding the arrears of invoiced income outstanding as at 31 March 2016.

RESOLVED – That the report be noted.

24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were none.

25. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

The Chairman reminded Members of the following upcoming Committee events: the Annual River Inspection on Friday 8 July 2016 and the bi-annual visit to the City of London Cemetery and Crematorium on Tuesday 13 September 2016.

The meeting closed at 3.05 pm

Chairman

**Contact Officer: David Arnold
tel. no.: 020 7332 1174
david.arnold@cityoflondon.gov.uk**