

## **PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**

**Tuesday, 25 November 2025**

**Minutes of the meeting of the Port Health & Environmental Services Committee  
held at Guildhall EC2 at 11.00 am**

### **Present**

#### **Members:**

Deputy Peter Dunphy (Chairman)	Antony Manchester
George Abrahams (Deputy Chairman)	Vasiliki Manta
Deputy Christopher Boden	Deborah Oliver
Leyla Boulton	Fraser Peck
Deputy Timothy Butcher	Deputy Henry Pollard
Simon Burrows	Dr Giles Shilson
Deputy John Edwards	Alethea Silk
John Foley	Stuart Thompson
Dawn Frampton	Mandeep Thandi
Deputy Marianne Fredericks	Alderman Kawsar Zaman
Helen Ladele	

#### **In attendance:**

Simon Duckworth OBE DL  
Caroline Haines

#### **Officers:**

Gavin Stedman	- Port Health & Public Protection Director
Jenny Pitcairn	- Chamberlain's Department
Joe Kingston	- Asst Director (Gardens and Cleansing)
Frank Marchione	- Assistant City Solicitor
James Edwards	- Remembrancer's
Katie Stewart	- Executive Director, Environment
Ian Hughes	- City Operations Director
Graham Holmes	- Asst Director, Cemetery & Crematorium
Joseph Smith	- Town Clerk's
Jayne Moore	- Town Clerk's

### **1. APOLOGIES**

Apologies were received from deputy Jaspreet Hodgson, Jason Pritchard, Sushil Saluja and Hugh Selka.

These Members observed the meeting online: Caroline Hanes and Simon Duckworth OBE DL.

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

There were no declarations.

3. **MINUTES**

**RESOLVED**, That the public minutes of the meeting of 07 October 2025 be approved as a correct record of the proceedings.

4. **HEATHROW ANIMAL RECEPTION CENTRE - ANNUAL REVIEW OF FEES**

The Committee considered the report of the Executive Director, Environment noting the Corporation's statutory duties under the Animal Health Act 1981 and related legislation, which are delivered by the Animal Health and Welfare Service (AHWS).

The Committee noted the increases sought of between 5% and 20% to be applied to the Schedule of Charges in respect of services provided at the Heathrow Animal Reception Centre (HARC).

The Committee also noted the request for the introduction of higher fees for services delivered to airlines that do not use HARC for all of their live animal throughput into Heathrow, noting that airlines that use the alternative Border Control Post (BCP) for pet animal imports (and only use HARC for the species that cannot be handled by this BCP) should be charged at a higher rate for those services.

Members noted that a printing error resulted in some figures in appendix 2 not being shown and that the Committee agreed that the listed fees for licensing services delivered by the Animal Health Team are to be considered at the January 2026 meeting.

Referencing this point in section 4 of the report; *"[the Committee] approved a delegated authority to the Executive Director of Environment to amend the fee structure by up to 20% per annum..."* a Member sought confirmation that the 20% variation can still be applied. The meeting noted that the 20% adjustment does still apply.

A Member sought confirmation that the differential pricing strategy is in line with the relevant legislation. The meeting noted that all fees are in line with applicable legislation, noting in particular section 14 of the report setting out the legal implications.

**RESOLVED**, That the Committee

1. Approve the HARC Byelaws presented in appendix 1, with additional fees for non-HARC designated airlines, effective from April 2026. (Option iii); and
2. Recommend to the Court of Common Council that the approved Byelaws be made, and that the Comptroller and City Solicitor be instructed to seal the Byelaws accordingly.

5. **ENVIRONMENT DEPARTMENT BUSINESS PLAN 2025/26**

The Committee received the report of the Executive Director of Environment setting out the mid-year update on progress made towards delivering the Environment Department's high-level Business Plan 2025-30 by the service areas that fall within the remit of the Committee:

- Port Health and Public Protection; and
- The Cleansing Service

Members noted the key performance information summarised within the report and presented in more detail at Appendices 1 and 2, noting that overall performance during the period from 01 April to 30 September 2025 has been positive with all priority workstreams and associated performance measures remaining on track to meet their targets.

A Member asked for more information on the data given relating to the percentage checks undertaken on low and medium risk food and feed imports shown in appendix 2. The meeting noted that the checks are currently on track to meet the 100% target, noting also the note 2 shown in the appendix referring to national issues with the processing of imported food and feed. The Committee noted that the report is received by the Committee every six months.

On section 'a' of appendix 1 (air quality data) a Member asked for an explanation of what appeared to be lower targets. The Committee noted that the 94% figure referred to the performance against a 90% target, and that an update in early 2026 will show a revised percentage figure.

A Member asked for further clarification on any progress achieved regarding to section 2 of point 'c' in appendix 1 ('Put in place an agreement for a facility to deliver jury inquests on behalf of His Majesty's Coroner'). The meeting noted that a draft Memorandum of Understanding has been submitted to the court service as part of a process expected to be completed by late March 2026.

Referencing section 10 of the report on the year-end underspend, a Member asked how that underspend will be handled. Members noted that the underspend is likely to be carried forward for specific purposes to be managed by the Deputy Director, and any other sums are to be returned to central funds.

## 6. **RISK MANAGEMENT UPDATE**

The Committee received the report of the Executive Director of Environment setting out to the Committee the assurance that risk management procedures in place within the Environment Department are satisfactory and that they meet the requirements of the corporate Risk Management Framework.

Members noted the key risks managed by the following service areas that fall within the remit of the Committee:

- Port Health and Public Protection; and
- The Cleansing Service

Members reviewed the report and the actions being taken by the Environment Department to monitor, mitigate and effectively manage risks arising from their operations.

**7. TOBACCO AND VAPES BILL**

The Committee received the report of the City Remembrancer outlining the provisions of the Tobacco and Vapes Bill and any implications for the City of London Corporation.

Referencing sections 11-15 of the report, a Member sought confirmation that City of London Police committees and other relevant entities are being kept informed of the matter. The meeting noted that the City of London Police has been kept updated.

A Member asked for more information on funding for monitoring and enforcement. Members heard that final decisions on the Bill have not yet been made, and that enforcement and monitoring strategies will be reviewed after the Bill has passed into law.

In response to a question on whether retailers will inform the Local Authority if they are expecting to sell the tobacco and vape products referenced. Members noted that there is as yet no information on that.

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

One question was forwarded prior to the meeting: the Member asked for further information on cleansing services in the vicinity of St Bride's Church that may be linked to anti-social behaviour, and asked whether more cleansing teams could be deployed to the area.

The meeting noted these points in response:

- Strong enforcement and engagement with local businesses and residents is taking place relating to waste disposal;
- Cleansing schedules have been examined and weekend schedules have been amended; and
- The City works closely with homelessness outreach teams on a proactive basis to address issues of cleansing and homelessness.

These follow-up questions were put:

- A Member asked whether City residents could take bulk waste to the Tower Hamlets disposal and/or recycling facilities and whether any such information could be circulated to residents and managing agents.
- A Member asked for confirmation that Golden Lane bulky waste disposal facilities are available to all City of London residents.

The meeting noted that City residents are able to use the Tower Hamlets bulky waste disposal facility and that other recycling facilities are available within the City of London. A proposal in respect of fees and charges for bulky waste will be submitted to the Committee in early 2026. Members also noted that Golden Lane bulk waste disposal facilities are available to all City of London residents.

- A Member asked for information on the arrangements for Christmas tree collection. The meeting heard that corporate entities have agreed to handle Christmas tree disposal, and residents are offered free collections at the estates till mid-January 2026.

A Member congratulated the waste disposal service on behalf of the residents of Barts Square for their prompt disposal of building waste during mid-November 2025.

- A Member asked for more information on how quickly graffiti could be removed, noting the importance of speedy graffiti removal and the role of police action against repeat offenders.
- A Member asked whether residents and/or volunteers are able to clean up graffiti.

The meeting heard that the City of London will promptly remove graffiti from buildings managed by the organisation, and other owners will be asked to remove graffiti with enforcement mechanisms available, noting that removal of graffiti from a listed building can be more problematic. Members noted that permission from the building owners is required before cleaning up graffiti.

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

**10. EXCLUSION OF THE PUBLIC**

**11. NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of the meeting of 07 October 2025.

**12. NON-PUBLIC APPENDIX**

**13. PORT HEALTH AND ENVIRONMENTAL SERVICES DEBTORS**

The Committee received the report of the Executive Director of Environment.

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

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

**The meeting closed at 11.45 am**

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Chairman

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