

## PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE

Tuesday, 13 May 2014

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

### **Present**

#### **Members:**

Wendy Mead (Chairman)	Professor John Lumley
Deputy John Tomlinson (Deputy Chairman)	Andrew McMurtrie
Deputy John Absalom	Deputy John Owen-Ward
Deputy John Bennett	Alderman Dr Andrew Parmley
Henry Colthurst	Henrika Priest
Deputy Billy Dove	Deputy Richard Regan
Kevin Everett	Delis Regis
Deputy Bill Fraser	Jeremy Simons
Alderman John Garbutt	Deputy Michael Welbank
Wendy Hyde	Mark Wheatley
Vivienne Littlechild	Philip Woodhouse

#### **Officers:**

Katie Odling	Town Clerk's Department
David Arnold	Town Clerk's Department
Jenny Pitcairn	Chamberlain's Department
Julie Smith	Chamberlain's Department
Paul Chadha	Comptroller & City Solicitor's Department
Philip Everett	Director of the Built Environment
Doug Wilkinson	Department of the Built Environment
Steve Presland	Department of the Built Environment
Jim Graham	Department of the Built Environment
David Smith	Director of Markets and Consumer Protection
Tony Macklin	Markets & Consumer Protection Department
Peter Davenport	Markets & Consumer Protection Department
Jon Averbs	Markets & Consumer Protection Department
Sue Ireland	Director of Open Spaces
Gary Burks	Superintendent & Registrar, City of London Cemetery & Crematorium
Jennifer Allott	Open Spaces Department

1. **APOLOGIES**

Apologies for absence were received from Karina Dostalova, Peter Dunphy, George Gillon, Hugh Morris, Barbara Newman, Anne Pembroke, Deputy Gerald Pulman and Deputy James Thomson.

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

There were no declarations of interest received.

3. **APPOINTMENT OF COMMITTEE**

RESOLVED – That the draft Order of the Court of Common Council, 1 May 2014, appointing the Committee be received and its Terms of Reference approved.

4. **ELECTION OF CHAIRMAN**

RESOLVED - That in accordance with Standing Order No 29, Wendy Mead be elected Chairman for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

RESOLVED – That in accordance with Standing Order No 30, Deputy John Tomlinson be elected Deputy Chairman for the ensuing year.

Deputy Bill Fraser paid tribute to Deputy John Tomlinson, the past Chairman.

**RESOLVED UNANIMOUSLY:**

*It was the sincere wish of the Members of the Port Health and Environmental Services Committee to place on record their deep appreciation and thanks to Deputy John Tomlinson showed enthusiasm, integrity and professionalism through his Chairmanship of the Port Health and Environmental Services Committee.*

*Deputy Tomlinson put considerable effort into preparations for the 2012 Olympic Games. He was a source of extremely useful constructive challenge but also extremely supportive of our efforts and always recognised hard work and determination of staff.*

*Deputy Tomlinson's commitment to the improvement of street cleansing standards has seen him oversee the introduction of solar powered compacting litter bins and the development and agreement a new Waste Strategy for the City.*

*Deputy Tomlinson has fostered closer working relationships between officers and members and his personal intervention has seen the increase in toilet provision, especially within the innovative Community Toilet Scheme which now boasts some 75 members.*

*Deputy Tomlinson has been a driving force behind limiting the times when waste can be left out on our streets with the innovative 'Time banding' system.*

*His fastidious approach to the delivery of this scheme ensured high compliance and wide spread support of the initiative.*

*Deputy Tomlinson has overseen the introduction of the Food Hygiene Rating Scheme and a record throughput at Heathrow Animal Reception Centre with year-on-year increases in income, again to record levels. He instigated a Health & Safety Information campaign and a revision of the Code of Practice for good practice in construction and deconstruction, focussing on improved consultation with neighbouring residents and businesses.*

*During Deputy Tomlinson's chairmanship, new and specific legislation to control the scourge of ice cream vans in the City has received Royal assent. He has instigated a Health & Safety Information campaign as well as influencing changes to the 'Consumer landscape'. Ongoing issues with scams have led to improved cooperation of Trading Standards with the police over economic crime.*

*Deputy Tomlinson has been a champion for improving air quality in London. He was given a 'Clean Air in Cities Award' in 2013 by Clean Air London and is becoming an Honorary Founder Supporter of Clean Air in London.*

*And so in taking leave of Deputy Tomlinson as their Chairman, Members of this Committee wish to thank him for his service and excellent leadership with which he has conducted the Committee's demanding agendas to decision and to wish him every possible success in the future.*

Deputy Tomlinson responded, thanking Members of the Committee for their support and hard work during his chairmanship.

**6. MINUTES**

RESOLVED – That the Minutes of the meeting held on 11 March 2014 be approved as a correct record.

Pursuant to item 8, it was agreed that a report on the financial incentives for occupied buildings to engage with the sustainability issue of light pollution be provided at the next meeting.

**7. OUTSTANDING ACTIONS**

The list of outstanding actions was noted.

**8. PUBLIC CONVENIENCES**

The Committee received a presentation from Karen Bunt, the Director of TNS, on Public Conveniences and the Community Toilet Scheme (CTS).

Karen Bunt presented an overview of the findings of research into satisfaction with public conveniences, views of public toilets, and awareness and views of the CTS. It was reported that there were low levels of dissatisfaction, with

satisfaction being particularly high amongst existing users of public conveniences. A perceived lack of toilets for public use, signage, and promotion of public conveniences by the City of London Corporation were key reasons for dissatisfaction.

The Chairman thanked Karen Brunt for her interesting presentation and it was agreed to circulate a list of participants in the CTS to the Committee.

9. **APPOINTMENT OF REPRESENTATIVES AND SUB COMMITTEE**

Consideration was given to a report of the Town Clerk which sought approval for the Appointment of Representatives to the various Sub Committees.

RESOLVED – That,

- a) The appointment of a Reference Sub Committee be deferred until one was required; and
- b) Wendy Mead be appointed to the Community and Children’s Services Health and Social Care Scrutiny Sub Committee.

10. **CONSUMER RIGHTS BILL**

The Committee received a report of the Remembrancer in relation to the Consumer Rights Bill.

RESOLVED – That the report be noted.

11. **EXTENDING BURIAL SPACE AT THE CITY OF LONDON CEMETERY (THE SHOOT)**

The Committee received a report of the Director of Open Spaces in relation to extending the burial space at the City of London Cemetery (The Shoot).

Members noted that the redevelopment of The Shoot totalled £504,000 and would provide space for 3,000 new lawn burials, which would achieve income in excess of £14,000,000 in the long-term. The redevelopment cost would be funded through the cemetery reserve fund, details of which would be included in a long-term business plan to follow this report.

In response to a question from a Member, the Superintendent and Registrar advised the Committee that there were planned long-term increases in fees for burial and that the City of London Corporation currently aimed to provide a sustainable burial space.

RESOLVED – That,

- a) the development of the ‘shoot’ area for lawn burial as described in the report and the attached appendix (1) be approved; and
- b) approval be given to allow the cemetery and crematorium service to use its reserve fund to achieve point one above.

12. **2014 BUSINESS PLAN - OPEN SPACES DEPARTMENT**

The Committee received a report of the Director of Open Spaces seeking approval of the Open Spaces Department Business Plan for 2014-17.

RESOLVED – That the Open Spaces Department Business Plan 2014 – 2017 be approved.

13. **ADVERTISING ('A') BOARDS IN THE CITY OF LONDON**

The Committee received a report of the Director of Built Environment on the current practices in relation to Advertising Boards ('A' Boards) on the highway in the City.

Members noted that prior to the decision being taken by the Planning and Transport Committee; comments were being sought from all relevant committees.

In expressing support for the report, the Committee agreed that removal of 'A' Boards should be mandatory and a zero tolerance approach towards obstruction should be implemented. The Assistant Director of Street Scene and Strategy advised that enforcement would be in accord with the City's enforcement policy and that businesses with 'A' Boards would be made aware of the policy position before formal action was taken. This would be the same approach as that taken in the successful enforcement of the time banding of bagged waste being presented on our streets.

RESOLVED – That the Committee supports the recommendations of the report and that comments of the Committee be forwarded to the Planning and Transportation Committee.

14. **2014 BUSINESS PLAN - DEPARTMENT OF THE BUILT ENVIRONMENT**

The Committee received a report of the Director of the Built Environment regarding the Business Plan for 2014-17.

A Member suggested that the target percentage for relevant land and highways from which unacceptable levels of litter, detritus, graffiti and fly-posting were visible should be 0% instead of 2%. The Director of Built Environment advised that the target of 2%, based on random inspections of streets in the City, was the lowest in London and a target of 0% would be unattainable.

In response to a question from a Member, the Director of Built Environment advised the Committee that he was satisfied with the targets for processing major and minor planning applications.

RESOLVED – That the Department of the Built Environment's Business Plan 2013 – 2017 be approved.

15. **MARKETS & CONSUMER PROTECTION BUSINESS PLAN 2013-2016: PROGRESS REPORT (PERIOD 3)**

The Committee received a Progress Report (Period 3) on the Department of Markets and Consumer Protection Business Plan 2013-2016.

RESOLVED – That the Department of Markets and Consumer Protection Business Plan 2013 – 2016 Progress Report (Period 3) be approved

16. **2014 BUSINESS PLAN - DEPARTMENT OF MARKETS AND CONSUMER PROTECTION**

The Committee received the Department of Markets and Consumer Protection Business Plan 2014-2017.

RESOLVED – That the Department of Markets and Consumer Protection Business Plan 2013 – 2017 be approved.

17. **STREET TRADING POLICY**

The Committee received a report of the Director of Markets and Consumer Protection recommending that the Street Trading Policy & Procedure be approved and the Street Trading fees be agreed.

In response to a question from a Member, the Director of Port Health and Public Protection advised the Committee that the issue of ice cream vans trading illegally was being addressed in conjunction with the City of London Police.

A Member raised the issue that a number of ice cream vans from a particular company are still trading in the City. The Director of Port Health and Public Protection advised that from June 2014 the policy would allow for the seizure of both vehicles and items that were trading or being sold illegally.

RESOLVED – That the Street Trading Policy & Procedure and Fees be approved and an oral update would be provided to the next meeting.

18. **MESSAGE & SPECIAL TREATMENT FEES 2014/15**

The Committee received a report of the Director of Markets and Consumer Protection on the Massage & Special Treatment License Fees 2014/15.

RESOLVED – That the Department of Markets and Consumer Protection Massage & Special Treatment License Fees 2014/15 be approved.

19. **HEALTH AND SAFETY INTERVENTION PLAN 2014/15**

The Committee received a report of the Director of Markets and Consumer Protection on the Health & Safety Intervention Plan 2014-2015.

RESOLVED – That the Department of Markets and Consumer Protection Health and Safety Intervention Plan 2014-2015 be approved.

20. **APPROVAL OF THE 2014-2015 FOOD SAFETY ENFORCEMENT PLANS FOR THE CITY AND THE LONDON PORT HEALTH AUTHORITY**

The Committee received a report of the Director of Markets and Consumer Protection on the 2014-2015 Food Safety Enforcement Plans for the City and the London Port Health Authority.

RESOLVED – That the Department of Markets and Consumer 2014-2015 Food Safety Enforcement Plans for the City and the London Port Health Authority be approved.

21. **HOMELESSNESS STRATEGY 2014-2019**

The Committee received a report of the Director of Community and Children's Services on the Homelessness Strategy 2014/2019.

In response to a question from a Member, the Policy Development Manager of Housing and Social Care advised the Committee that the Police were aware of the partnership with Broadway to deliver an innovative programme of week-long 'popup hubs' to provide rapid intervention and support for those sleeping rough in the City.

RESOLVED – That the report be noted.

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

In response to a question from a Member, an Officer of Built Environment advised the Committee of the procedure for donation of surplus food by fresh food outlets in the City.

The Committee were advised that the City of London Corporation encouraged food outlets to make arrangements with local charities through Clean City Awards Scheme (CCAS) best practice meetings, but there were no food banks located in the City. The Clean City Awards team targeted food outlets to promote best practice and encourage redistribution of surplus food.

Officers had visited the food outlet in question the day before this meeting to discuss their procedure on this matter and had established that the company distributed surplus food to its 'hub' stores from where it was given to charities or otherwise disposed of.

A Member responded to a question regarding the issue of a pedestrian crossing at Ludgate Hill. The Committee were advised that a 12 month trial of a signalled pedestrian crossing at Ludgate Hill would begin around September 2014.

23. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There were no items of urgent business.
24. **EXCLUSION OF THE PUBLIC**  
MOTION – That under Section 100(A) 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 I of the Schedule 12A of the Local Government Act.
25. **NON-PUBLIC MINUTES**  
RESOLVED – That the non-public minutes of the meeting held on 11 March 2014 be approved.
26. **DEBT ARREARS - PORT HEALTH AND ENVIRONMENTAL SERVICES PERIOD ENDING 31 MARCH 2014**  
The Committee received a joint report of the Directors of Built Environment, Markets and Consumer Protection, and Open Spaces on debt arrears in Port Health and Environmental Services for the period ending 31 March 2014.
27. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
28. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no items of urgent business.

**The meeting closed at 12.25pm**

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Chairman

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