

A G E N D A

Environment Scrutiny Committee

Date: **Friday, 2nd April, 2004**

Time: **10.00 a.m.**

Place: **Council Chamber, Brockington**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

**County of Herefordshire
District Council**

AGENDA

for the Meeting of the Environment Scrutiny Committee

To: Councillor J.H.R. Goodwin (Chairman)
Councillor W.L.S. Bowen (Vice-Chairman)

Councillors B.F. Ashton, P.J. Dauncey, G.W. Davis, Mrs. A.E. Gray,
K.G. Grumbley, T.W. Hunt, R. Mills and J.W. Newman

	Pages
1. APOLOGIES FOR ABSENCE	
To receive apologies for absence.	
2. NAMED SUBSTITUTES (IF ANY)	
To receive details any details of Members nominated to attend the meeting in place of a Member of the Committee.	
3. DECLARATIONS OF INTEREST	
To receive any declarations of interest by Members in respect of items on the Agenda.	
4. MINUTES	1 - 6
To approve and sign the Minutes of the meeting held on 23rd January, 2004.	
5. CAPITAL BUDGET MONITORING	7 - 12
To advise Members on the progress of the 2003/04 Capital Programme for Environment Areas within the overall context of the Herefordshire Council Capital Programme.	
6. ENVIRONMENT REVENUE BUDGET MONITORING	13 - 22
To advise members of Budget Monitoring the position for the Environment Programme Area budgets for the period to 29th February 2004. The report lists the variations against budget at this stage in the year.	
7. BEST VALUE REVIEWS - IMPLEMENTATION OF IMPROVEMENT PLANS	23 - 28
To report the remaining actions and the exceptions to the programmed progress in the improvement plan resulting from the reviews of Development Control, Public Conveniences, Public Rights of Way and Highway Maintenance.	
8. MONITORING OF 2003/2004 PERFORMANCE INDICATORS - APRIL 2003 TO JANUARY 2004	29 - 32
To update Members on progress made by the Environment Directorate for the eight months April 2003 to January 2004 towards achieving all the	

	performance indicators / targets which appear in the Council's Performance Plan.	
9.	REVIEW OF PARKING STRATEGY	33 - 36
	To inform the Committee of progress on the review of the countywide car parking strategy.	
10.	POLYTUNNEL REVIEW WORKING GROUP	--
	To receive an interim oral report by the Chairman of the Polytunnel Review Working Group on the work of the Group.	
11.	ENVIRONMENT SCRUTINY COMMITTEE WORK PROGRAMME 2004/5	37 - 38
	To consider an amended work programme following the reduction to four meetings.	

PUBLIC INFORMATION

HEREFORDSHIRE COUNCIL'S SCRUTINY COMMITTEES

The Council has established Scrutiny Committees for Education, Environment, Social Care and Housing and Social and Economic Development. A Strategic Monitoring Committee scrutinises Policy and Finance matters and co-ordinates the work of these Committees.

The purpose of the Committees is to ensure the accountability and transparency of the Council's decision making process.

The principal roles of Scrutiny Committees are to

- Help in developing Council policy
- Probe, investigate, test the options and ask the difficult questions before and after decisions are taken
- Look in more detail at areas of concern which may have been raised by the Cabinet itself, by other Councillors or by members of the public
- "call in" decisions - this is a statutory power which gives Scrutiny Committees the right to place a decision on hold pending further scrutiny.
- Review performance of the Council
- Conduct Best Value reviews
- Undertake external scrutiny work engaging partners and the public

Formal meetings of the Committees are held in public and information on your rights to attend meetings and access to information are set out overleaf

The Public's Rights to Information and Attendance at Meetings

YOU HAVE A RIGHT TO:-

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least three clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public Register stating the names, addresses and wards of all Councillors with details of the membership of the Cabinet, of all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (10p per sheet).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, its Committees and Sub-Committees and to inspect and copy documents.

Please Note:

Agenda and individual reports can be made available in large print, Braille or on tape. Please contact the officer named below in advance of the meeting who will be pleased to deal with your request.

The Council Chamber where the meeting will be held is accessible for visitors in wheelchairs, for whom toilets are also available.

A public telephone is available in the reception area.

Public Transport links

Public transport access can be gained to Brockington via bus route 104 shown in dark grey on the enclosed map. The service runs every half hour from the hopper bus station at Tesco's in Bewell St (next to the roundabout at the junction of Blueschool Street/Victoria St/Edgar St) and the nearest bus stop to Brockington is in Old Eign Hill near to its junction with Hafod Road. The return journey can be made from the same bus stop.

If you have any questions about this Agenda, how the Council works or would like more information or wish to exercise your rights to access the information described above, you may do so either by telephoning Mr Paul James on 01432 260460 or by visiting in person during office hours (8.45 a.m. - 5.00 p.m. Monday - Thursday and 8.45 a.m. - 4.45 p.m. Friday) at the Council Offices, Brockington, 35 Hafod Road, Hereford.

COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

FIRE AND EMERGENCY EVACUATION PROCEDURE

In the event of a fire or emergency the alarm bell will ring continuously.

You should vacate the building in an orderly manner through the nearest available fire exit.

You should then proceed to Assembly Point J which is located at the southern entrance to the car park. A check will be undertaken to ensure that those recorded as present have vacated the building following which further instructions will be given.

Please do not allow any items of clothing, etc. to obstruct any of the exits.

Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.

COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

MINUTES of the meeting of Environment Scrutiny Committee held at Council Chamber, Brockington on Friday, 23rd January, 2004 at 10.00 a.m.

Present: Councillor J.H.R. Goodwin (Chairman)
Councillor W.L.S. Bowen (Vice Chairman)

Councillors: P.J. Dauncey, G.W. Davis, Mrs. A.E. Gray, K.G. Grumbley, T.W. Hunt, R. Mills and J.W. Newman

In attendance: Councillors Mrs. P.A. Andrews, J.W. Edwards, P.J. Edwards, D.J. Fleet, P.E. Harling and R.M. Wilson

45. APOLOGIES FOR ABSENCE

Apologies had been submitted on behalf of Councillor B.F. Ashton who subsequently was able to join the meeting, after its commencement, as an observer.

46. NAMED SUBSTITUTES (IF ANY)

Councillor D.J. Fleet substituted for Councillor B.F. Ashton.

47. DECLARATIONS OF INTEREST

There were no declarations of interest.

48. MINUTES

RESOLVED: That the minutes of the meeting held 21st November, 2003 be approved as a correct record and signed by the Chairman.

49. HUMAN RESOURCES

The Committee received a report on sickness absence and other human resources matters for the Environment Directorate.

The Personnel Manager, Well-being, reported upon the absence statistics for the Directorate, which covered the period 1st December 2002 to 30th November 2003.

The Committee scrutinised the statistics and requested that future reports indicate when exceptional circumstances occurred, i.e. long-term sickness, which may distort the figures.

RESOLVED: That the report be noted and future reports indicate exceptional circumstances affecting the statistics.

50. ENVIRONMENT REVENUE BUDGET MONITORING

The Committee were advised of the position for the Environment Programme area revenue budgets for the period to 30th November 2003 and were informed of variations against budget at this stage of the year.

The Director of Environment reported that the projected outturn for the year was £22,043,000 which was a net underspend of £105,000, virtually all of which related to the Planning Section which had received a Planning Development Grant of £320,000 during the year. He also reported that due to a recent court judgement on new street works charges, income received was now expected to be some £70,000 below budget. The budget monitoring report was attached at Appendix 1.

The Assistant County Treasurer reported that the overall budget for 2003/04 was £22,148,000 as notified to the last meeting which included the carry forward of £220,000 from 2002/03 plus an additional budget transfer of £50,000 in respect of shopmobility.

The Committee debated current workloads, terms and conditions of employment, staff retention and staff training in the Planning Section and noted that efforts were being made to fill a number of current staff vacancies. However, as in a number of professions, recruitment was difficult and the outcome of Job Evaluation would not be known for some time. It was noted that similar issues applied in Environmental Health and Trading Standards.

The Director commented upon the current position regarding Job Evaluation and the possibility of addressing market pressures on staff recruitment.

RESOLVED: that subject to noting the issues concerning staff recruitment and retention the Revenue Budget Monitoring report be noted.

51. CAPITAL BUDGET MONITORING

The Committee were advised of the progress of the 2003/4 Capital Programme for Environment Areas within the overall context of the Herefordshire Council Capital Programme.

The Assistant County Treasurer reported that the total Capital Programme shown at Appendix 1 to the report was £10,822,9421 which indicated an additional £103,000 for "Completing the Jigsaw" for extra public transport in rural areas. He corrected the report in that the total spent at 31st November was £5.298 million (49%) and at the end of December 2003, 6.1 million had been spent. He emphasised that care needed to be taken to ensure that the programme was fully spent and that no conditional resources were lost, as the flexibility to carry amounts forward into 2004/5 was very limited.

In the course of scrutinising the Capital Programme the Committee noted that in relation to rural footway improvements a number of intended schemes e.g. the scheme at Bodenham, had been rescheduled to next year's programme due to problems with land acquisitions. Other, smaller, quicker schemes had been substituted to maximise the use of available finance.

The Committee noted that a proportion of the initial expenditure for the Ross Flood Alleviation scheme was still expected to be received. Following an environmental study, a planning application was expected to be made in spring 2004. A full scheme would then be presented to DEFRA for their 2005/6 programme. It was noted that if the Alleviation scheme was accepted in the DEFRA programme, the Council would still have to fund a percentage of the scheme.

The Committee debated issues concerning the Urban Bus Challenge and the WyeSMoves community scheme. It was noted that a number of complex provision initiatives were being suggested by government and that the crosscutting Best Value review of transportation was looking at bus provision and scheduling. In response to

questions regarding the usage of subsidised bus routes, the Committee requested a report be presented to include issues relating to the receipt of feedback, monitoring and value for money. In relation to WyeSMoves the Committee noted a differing opinion in the passenger take up numbers, an issue that would be looked at as part of a forthcoming review of the service.

RESOLVED: That the report be noted and a full position report on subsidised bus routes be presented to a future meeting.

52. BEST VALUE REVIEWS - IMPLEMENTATION OF IMPROVEMENT PLANS

The Committee received a report on the remaining actions and the exceptions to the programmed progress in the improvement plans resulting from the reviews of Development Control, Public Conveniences, Public Rights of Way and Highway Maintenance.

Exceptions to the programmed actions in the various improvement plans and an assessment of the current potential of the service were detailed in Appendix 1 to the report.

During discussion of the exceptions report the following principal comments were made:

- Development Control - The Head of Planning Services updated the Committee on Development Control IT action and reported that computer hardware and software would soon be updated facilitating further improvements to the service. An example of the service integration was the use of the GIS system to assist in tracking the Legionnaires outbreak. Difficulty was being experienced in assessing outsourced Development Control functions as no other similar authorities had so far outsourced these functions, chiefly due to issues concerning democratic involvement in the planning system. The production of a revised Highway Design Guide was imminent.
- Public Rights of Way – A PROW seminar for all members had been scheduled for 25th February, 2004. Concerning the digitising of map information the Head of Engineering and Transportation reported that work was proceeding and historical information would be transferred as necessary.

RESOLVED: that the report be noted.

53. MONITORING OF 2003/2004 PERFORMANCE INDICATORS - APRIL 2003 TO NOVEMBER 2003

Members were updated on progress made by the Environment Directorate for the eight months April to November 2003 towards achieving all of the performance indicators / targets which appeared in the Council's Performance Plan.

The report of exceptions to the targeted performance was attached to the report at appendix 1.

The Committee debated the performance figures and noted the following principal points:

- BV82b – following a recommendation on a national television gardening programme the sales of compost from recycled material had, for the time being, increased dramatically.

- BV199 – following the transfer of service to Herefordshire Jarvis Services and changes to monitoring standards, training for carrying out inspections of local street and environment cleanliness had been completed by HJS staff.
- While it was desirable from a traffic management point of view that the number of penalty charge notices issued target should be zero, a realistic target had been used to monitor performance. This target also recognised the cost of the Service.
- BV109a – The Head of Planning Services emphasised that other elements of this Best Value Target were being met. However, he reported that the current shortfall in performance (53% against the target of 60%) related to a small number of major commercial and industrial applications, which by their nature, were more complex and therefore took longer to determine. There was also an issue over the length of time the statutory agencies took to respond to enquiries from the Planning Service. He commented that the method of dealing with major applications was under review.

RESOLVED: That the exceptions monitoring report be noted subject to the above comments.

54. REVIEW OF PARKING STRATEGY

The Committee were invited to agree the terms of reference and membership of a review group to review the county-wide car parking strategy.

The Committee debated the terms of reference and questioned the inclusion of the wording suggesting that a net financial contribution to the Engineering and Transportation budget be no less than the existing level. Following further debate it was agreed that it was for the review group to review the whole policy, taking into account its implications on services and budgets, and make its recommendations in the final report. It would then be for the Cabinet Member (Highways and Transportation) to respond to the report.

The Committee agreed that a small group be formed and that it be representative of the different areas of the County.

RESOLVED:

That

- (a) the terms of reference for the Parking Strategy Review Group, as set out in the report, be accepted;**
- (b) the Parking Strategy Review Group comprise of the Chairman, Councillor J.H.R. Goodwin, Councillor J.W. Newman, (Hereford) Councillor K.G. Grumbley (North West), Councillor B.F. Ashton (East) and Councillor Mrs A.E. Gray (South).**
- (c) the review of the Countywide Parking Strategy be completed by October 2004.**

55. HIGHWAY MAINTENANCE

The Committee considered the performance of the Highway Maintenance Service since the completion of the Best Value Inspection Review in 2002.

The Director of Environment reported that in 2002 the Audit Commission had undertaken a Best Value Inspection of the Council's Highway Maintenance Service.

At that time the service was rated fair with uncertain prospects of improvement. A number of recommendations arising from the inspection were detailed in the report. He reported that substantial progress had been made in addressing the identified weaknesses.

The Head of Engineering and Transportation reported that the key measure of progress was the condition of the County's highways. The LPSA target was to achieve a 3% reduction by 2005 in the amount of non-principal road network exceeding national intervention "thresholds". He highlighted that monitoring had been disrupted by changes in the national methodology for undertaking surveys since the target had been set. Therefore it was very difficult to compare performance over the period. However, the performance figures, whilst they needed to be viewed with considerable caution at this stage, did appear to confirm that the condition of the county's non-principal road network was improving, as required to achieve the LPSA target. He outlined the current maintenance strategy and consequent budget implications.

The Committee noted that the government had rejected the Council's Local Transport Plan (LTP) bid for exceptional maintenance funding towards the Roman Road Improvement Scheme. As a result some of the maintenance budget would be diverted to resourcing this scheme in 2004/5 and 2005/6 with resultant constraints for highway maintenance in those years.

Responding to a question regarding the possible declassification of certain trunk roads, the Head of Engineering and Transportation reported that a sum had been negotiated for the maintenance responsibility of the A40 (Ross/Gloucester) to transfer to the Council but no date had been agreed for the transfer. The proposal for detrunking the A465 (Hereford/Abergavenny) had not progressed.

RESOLVED: That the report be noted.

56. ENVIRONMENT SCRUTINY COMMITTEE WORK PROGRAMME 2004/5

The Committee considered the work programme for the Committee.

The Director of Environment presented a proposed work programme for the period to the end of March 2005, which indicated the anticipated date when reports would be considered by the Committee.

He reported upon a complaint concerning Polytunnels, which had been considered by the Ombudsman. The Ombudsman had indicated that he would consider a review of the Council's current arrangements as satisfactory settlement of the complaint. The Director therefore recommended that a review of the Code of Practice for the use of Polytunnels in Herefordshire be undertaken as soon as possible and referred to a supplementary report, which had been circulated to the Committee, proposing the establishment of a working group and the terms of reference for the review.

The issue cut across Environment and Social and Economic Development areas of responsibility and the Committee noted that the Director had already obtained the agreement of the Chairman of the Strategic Monitoring Committee that this Committee would take the lead in this review.

The Committee debated the terms of reference and membership of the review group and agreed that the review should include planning and economic representation.

Members commented that a more proactive stance should be taken to the review of

policy issues. Having considered the work programme the following further amendments were proposed:

- a full position report on subsidised bus routes be presented to a future meeting;
- a brief update report on progress of the Parking Strategy Review Group be presented to each meeting with the review to be completed by October 2004.
- Subject to any major exceptions the Human Resources report be presented to alternate meetings;
- On the basis that it was very early in the financial year, the Capital and Revenue budget monitoring reports be deleted from the June 2004 meeting;

RESOLVED:

That

- (a) subject to the above amendments the work programme be approved and recommended to Strategic Monitoring Committee;**
- (b) the terms of reference as set out in the report for the Polytunnel Review Working Group be approved;**
- (c) the membership of the Polytunnel Review Working Group to comprise of Councillors T.W. Hunt as Chairman of the Group, W.L.S. Bowen, G.W. Davis, J.W. Edwards, the Chairmen of the three Area Planning Sub-Committees together with a request that a member of the Social and Economic Development Scrutiny Committee be nominated by the Chairman of that Committee; and**
- (d) the review of the Code of Practice for the use of Polytunnels in Herefordshire be completed and reported to the April 2004 Committee.**

The meeting ended at 11.35 a.m.

CHAIRMAN

CAPITAL BUDGET MONITORING

Report By: DIRECTOR OF THE ENVIRONMENT

Purpose

1. To advise Members on the progress of the 2003/04 Capital Programme for Environment Areas within the overall context of the Herefordshire Council Capital Programme.

Financial Implications

2. Capital Budgets for the Environment Programme Areas for 2003/04 are shown on an individual basis, with funding arrangements indicated in overall terms.

Considerations

3. The report has been largely based on the third round of capital monitoring, which involved an examination of all schemes at the end of February 2004. Care is being taken to ensure the forecast spend accurately reflects the expected spend in 2003/04. The overall spending position is being kept under careful review by the Environment General capital-working Group.
4. The actual spend against each scheme is shown as at 29th February 2004.
5. The total value of the Capital Programme shown in Appendix 1 totals £10,489,933 which is £333,008 less than reported to the last meeting of this Committee. The difference is accounted for by a transfer of £110,000, in respect of Leominster Bus Station toilets, to the Property Capital Programme with the remaining £223,008 being funding which is being transferred into 2004/05.
6. The total actually spent to 29th February date is £6.955 million or 66% of the Revised Forecast. The scheme total amount spent and committed as 29th February was 97% of the Budget or £10.080 million.
7. Spending on the Roman Road scheme is now expected to total £430,000 in 2003/04 as opposed to the sum originally budgeted of £800,000. This means that the balance of £370,000 will have to be funded from resources available in future years.
8. The capital receipts reserves position is still shown as being overdrawn by £80,000 as funding relating to the Ross Flood Alleviation was not approved as expected. We are now, however, expecting that a proportion of this initial expenditure will at least be funded. This should almost eliminate the amount overdrawn.
9. Although over £3million pounds of work has to be paid for spent in March, if the Capital Programme is to be fully utilised, there are strong indications based on the latest information that this money will be spent. Payment is only made for work which has been done. The risk of losing any conditional funding looks very low at present.

RECOMMENDATION

THAT the report be noted.

BACKGROUND PAPERS

- None identified.

Environment General

Scheme	Original budget for 2003/04	Revised Forecast for 2003/04	Spend per Cedar	Unposted Recharges & Commitments	Total Spend to date	% of Budget Spent	Revised Forecast for 2003/04	Change in Forecast
	2003/04	at 30/11/03	at 29/02/04	at 29/02/04	2003/04	2003/04	2003/04	2003/04
	£	£	£	£	£	%	£	£
Non LTP:								
Minor Highways Schemes - Improvements			(17,014)	17,014			0	
Bye Street - Improvements			(1,865)	1,865			0	
Completing the jigsaw cap Exp		103,000	(816)	103,816	103,000		103,000	
Sec 106 Agree - Friar St	37,630	37,630		6,000	6,000	100%	6,000	(31,630)
LPSA improving road safety	7,036	7,036				0%	0	(7,036)
LPSA improving road safety	96,054	96,054				0%	0	(96,054)
Urban Bus Challenge - WyeSMoves		219,000	30,000	210,000	240,000	100%	240,000	21,000
Countywide Safety Strategy:								
LTP - Review/Upgrade Speed limit signing	40,000	40,000	46,238	24,582	70,820	100%	71,000	31,000
LTP - Low cost Safety Schemes	150,000	150,000	133,260	93,440	226,700	100%	227,000	77,000
LTP - Traffic Calming	75,000	75,000	1,262	28,738	30,000	100%	30,000	(45,000)
LTP - Minor Safety Improvements	50,000	50,000	49,364		49,364	99%	50,000	
LTP - Safety Cameras	10,000	10,000	21,306	(11,306)	10,000	100%	10,000	
LTP - Village Speed limit reductions	10,000	10,000					0	(10,000)
LTP - 20 mph Zones at Schools	100,000	100,000	28,710	(28,710)			0	(100,000)
LTP - Vehicle activated Signs	10,000	10,000	260	46	306	3%	10,000	
Hereford Integrated Transport Strategy:								
LTP - Travel Awareness Campaign	15,000	15,000	15,000		15,000	100%	15,000	
LTP - Bus Priority Schemes	45,000	45,000	2,497	11,924	14,421	100%	14,421	(30,579)
LTP - Bus Public Transport Interchange	40,000	40,000					0	(40,000)
LTP - Public Transport Information 2000	10,000	10,000					0	(10,000)
LTP - Passenger Waiting Facilities	25,000	25,000	18,384	4,181	22,565	98%	23,000	(2,000)
LTP - Park and Ride	19,000	19,000	14,555	617	15,172	80%	19,000	
LTP - Cycle Network Development	70,000	70,000	18,291	85,387	103,678	99%	104,322	34,322
LTP - Safer Routes to Schools	150,000	150,000	129,407	65,434	194,841	100%	195,000	45,000
LTP - Safer Routes to Schools Training Support	10,000	10,000				0%	6,000	(4,000)
LTP - Pedestrian Crossing Improvements	5,000	5,000				0%	5,000	
LTP - Pedestrian Route & Disabled Access Imps	25,000	25,000	28,974	1,026	30,000	100%	30,000	5,000
LTP - Rotherwas Integrated Access	50,000	50,000	8,169	7,543	15,712	100%	15,712	(34,288)
LTP - Monitoring	5,000	5,000	22,051	10,429	32,480	97%	33,400	28,400
LTP - Multi Modal Study	20,000	20,000	500	(500)			0	(20,000)

Reallocated to Safer Routes to schools

Environment General

Scheme	Original budget for 2003/04	Revised Forecast for 2003/04	Spend per Cedar	Unposted Recharges & Commitments	Total Spend to date	% of Budget Spent	Revised Forecast for 2003/04	Change in Forecast
	2003/04	at 30/11/03	at 29/02/04	at 29/02/04	2003/04	2003/04	2003/04	2003/04
	£	£	£	£	£	%	£	£
LTP - WyeS Moves	5,000	5,000	5,000		5,000	100%	5,000	
Rural Areas & Market Towns Int Trans Strat:								
Transport Strategy	75,000	75,000				0%	0	(75,000)
LTP - Travel Awareness Campaign	5,000	5,000	5,000		5,000	100%	5,000	
LTP - PTT - Rail	70,000	70,000		9,000	9,000	100%	9,000	(61,000)
LTP - Public Transport Information Access Points	5,000	5,000					0	(5,000)
LTP - Passenger Waiting Facilities	40,000	40,000	4,311	6,620	10,931	99%	11,000	(29,000)
LTP - Network of Cycle Routes and Cycle Pkg	88,000	88,000	79,411	13,311	92,722	100%	93,000	5,000
LTP - Pedestrian and Disabled Access Imps	20,000	20,000	22,731	2,951	25,682	99%	26,000	6,000
LTP - Safer Routes to Schools	125,000	125,000	42,968	109,132	152,100	100%	152,000	27,000
LTP - Safer Routes to Schools Training Support	15,000	15,000					0	(15,000)
LTP - Rural Footway Improvements	50,000	50,000	27,268	7,113	34,381	86%	40,000	(10,000)
LTP - Leoninster Bus Station Improvements	180,000	180,000		162,000	162,000	95%	170,000	(10,000)
LTP - Monitoring	10,000	10,000					0	(10,000)
Major Minor Schemes:								
LTP - Rotherwas Access Road	250,000	250,000	140,294	95,000	235,294	98%	240,000	(10,000)
LTP - Roman Road	800,000	800,000	232,999	197,001	430,000	100%	430,000	(370,000)
LTP - Rural Low floor Bus Project	1,267,000	1,267,000	879,922	370,510	1,250,432	100%	1,250,000	(17,000)
LTP - Staff costs to be allocated over LTP	301,000	301,000		269,857	269,857	100%	269,857	(31,143)
Capitalised Maintenance:								
Capitalised Maintenance of Principal Roads	910,000	910,000	430,596	382,474	813,070	85%	957,000	47,000
Capitalised Maintenance of Non-Principal Roads	3,090,000	3,090,000	2,770,728	254,072	3,024,800	96%	3,140,000	50,000
Footways - Footways	425,000	425,000	123,354	296,646	420,000	100%	420,000	(5,000)
Capitalised Ass'm't & Strength of Bridges	1,591,000	1,591,000	1,641,534	318,566	1,960,100	100%	1,960,000	369,000
Gross Expenditure	10,396,720	10,615,720	6,954,649	3,125,779	10,080,428	97%	10,385,712	(333,008)
Year End Creditors b/fwd	104,221	104,221					104,221	
Year End Creditors c/fwd								
Expenditure to be Financed	10,500,941	10,719,941	6,954,649	3,125,779	10,080,428	96%	10,489,933	(333,008)
Financed By:	£	£	n/a	n/a	n/a	n/a	£	£

Environment General

Scheme	Original budget for 2003/04	Revised Forecast for 2003/04	Spend per Cedar	Unposted Recharges & Commitments	Total Spend to date	% of Budget Spent	Revised Forecast for 2003/04	Change in Forecast
	2003/04	at 30/11/03	at 29/02/04	at 29/02/04	2003/04	2003/04	2003/04	2003/04
	£	£	£	£	£	%	£	£
BCA	(9,821,000)	(9,821,000)					(9,711,000)	110,000
Objective 2 MTSTI								
Objective 2 Rotherwas Integrated Access	(160,000)	(35,000)					(15,712)	19,288
Objective 2 Rural Transport Startegy		(75,000)						75,000
Objective 2 Rotherwas Access Road		(50,000)					(50,000)	
LPSA	(103,090)	(103,090)					0	103,090
Advantage West Midlands Multi Modal Study	(20,000)	(20,000)					0	20,000
Private Developers Bus Priority Scheme	(15,000)	(15,000)					0	15,000
Private Developers Traffic Calming								
Capital Receipts Reserve	(63,952)	(303,952)					(323,952)	(20,000)
Corporate Capital Receipts Reserve (op cred)	(40,269)	(40,269)					(40,269)	
Section 106 Friar St	(37,630)	(37,630)					(6,000)	31,630
Urban bus chall wyes moves grant		(219,000)	(219,000)	(21,000)			(240,000)	(21,000)
Completing the jigsaw capital grant		(103,000)	(103,000)				(103,000)	
Legion Way bus stop conts			(6,000)					
Cycle network Obj 2			(20,000)					
Safety cameras conts			(7,116)					
Historic Bldg Grants other income			(5,574)					
Countryside Agency-Rural Low Floor Bus Pilot	(240,000)							
	(10,500,941)	(10,822,941)	(360,690)				(10,489,933)	333,008
Capital Receipts Reserve Position:	£	£	n/a	n/a	n/a	n/a	£	£
B/Fwd as at 1 April	357,231	357,231					357,231	
Capital Receipts in year - expected	450,000							
Adjustment as 2002/03 SCA funding not receivable		(113,461)					-113,461	
Transfer from CCRR	40,269	40,269					40,269	
Capital Receipts applied	(104,221)	(344,221)					-364,221	
C/Fwd as at 31 March	743,279	(60,182)					-80,182	

ENVIRONMENT REVENUE BUDGET MONITORING**Report By: DIRECTOR OF ENVIRONMENT****Purpose**

1. To advise members of Budget Monitoring the position for the Environment Programme Area budgets for the period to 29th February 2004. The report lists the variations against budget at this stage in the year.

Financial Implications

2. It is expected that all budget variances will be contained within the overall 2003/04 revenue budget 2002/03 for Environment. Some pressure areas have been identified below but where necessary, management action will be taken to contain these pressures.

Considerations

3. The report on Budget Monitoring is attached at Appendix 1 for Members' consideration.
4. The overall Environment Budget for 2003/04 is £22,148,000, which is the budget notified to the last meeting of the Committee. The budget includes £1,047,200 for Central Support charges.
5. The Environment projected outturn for the year is £21,994,000 which is a net underspending of £154,000.

Environment General

6. The latest information suggests spending will be approximately £240,000 below budget at present.
7. The road maintenance budget is expected to be spent in full. Spending on winter maintenance has been at or slightly above budget.
8. The Waste Collection contract is expected to be overspent because of the recent contract indexing although this is being offset by improved Trade Waste income.
9. A recent court judgement on new street works charges has gone against local authorities. This means that the income received is now expected to be some £40,000 below the budget. The income will also be below budget in future years unless the ruling is overturned.
10. The income from Cemeteries and Crematorium is expected to be approximately £65,000 above budget.
11. Although the income from rents is coming rather more consistently this year, a net overspending of some £15,000 is expected on the Travellers Budget.

Environment Regulatory

12. The spending on these services looks very much in line with the budget at present. Most services are showing very modest underspending at present. It is expected that budget pressures in respect of landfill and contaminated land and licensing can be contained within the overall budget. A net underspending of around £31,000 is predicted for these services.

Environment Planning

13. The total fee income for 2003/04 is now confidently expected to be around £85,000 above the income budgets. The building control budget will show an underspending due to staff vacancies of £96,000.
14. These underspendings are offset by additional spending on I.T (£17,000) and management and administration (£66,000) to give a net underspending projected for Planning as a whole of £99,000 for 2003/04.
15. In addition the balance of the Planning Development Grant unspent during 2003/04 which is estimated at £156,000 will be carried forward into 2004/05.

RECOMMENDATION

THAT the Revenue Budget Monitoring Report for 2003/04 be noted subject to the comments which members may wish to take.

BACKGROUND PAPERS

- None identified.

Environment Budget Monitoring as 29th February 2004

	2003/2004 Budget £	Estimated outturn £	Underspending £
Regulatory	2,275,870	2,245,000	30,870
General	16,674,230	16,650,000	24,230
Planning	2,150,700	2,052,000	98,700
Central Support Costs	1,047,200	1,047,000	200
	22,148,000	21,994,000	154,000
Split as per Cabinet Member			
Environment	11,715,780	11,621,000	94,780
Highways and Transportation	9,385,020	9,326,000	59,020
Central Support Costs	1,047,200	1,047,000	200
	22,148,000	21,994,000	154,000

Analysis of period 1-11 2003/04

Areas of Activity	2003/04 Budget £	Actuals to Period 11 £	Budget to Period 11 £	Variance to Period 11 £	Estimated Out-turn £
Environment Regulatory:					
Air Pollution	8,310	-1,956	7,618	-9,574	3,000
Landfill and Contaminated Land	251,270	153,956	230,331	-76,374	251,000
Water Pollution	52,750	29,468	48,354	-18,886	41,000
Pest Control	55,270	27,667	50,664	-22,997	40,000
Dog Control	82,210	69,065	75,359	-6,294	76,000
Animal Health and Welfare	147,030	137,747	134,778	2,969	155,000
Licensing	63,715	56,793	58,405	-1,613	62,000
Trading Standards	450,195	403,923	412,679	-8,756	442,000
Street Trading	-71,660	-24,473	-65,688	41,215	-28,000
SMSS Head of Env. Health/Trading Standards	381,830	286,782	350,011	-63,229	360,000
SMSS Commercial team	429,960	374,175	394,130	-19,955	425,000
SMSS Pollution Control	424,990	363,352	389,574	-26,222	418,000
Environment Regulatory:	2,275,870	1,876,498	2,086,214	-209,716	2,245,000

Areas of Activity	2003/04 Budget £	Actuals To Period 11 £	Budget to Period 11 £	Variance to Period 11 £	Estimated Out-turn £
<u>Environment General</u>					
Highways:					
Highways - Prof. & Engineering Staff	2,381,590	2,014,272	2,183,124	-168,852	2,312,000
Highways Information Technology	104,510	160,244	0	160,244	160,000
Highways - Roads Maintenance	3,636,310	2,343,279	3,333,284	-990,005	3,636,000
Highways - NRSWA	-111,830	-103,086	-102,511	-576	-70,000
Highways - Winter Maintenance	534,820	648,682	490,252	158,430	535,000
Highways - Drainage/Flood Alleviation	132,130	147,908	121,119	26,788	165,000
Highways - Street Lighting	739,870	454,972	672,409	-217,437	747,000
Highways - Bridgeworks	63,700	-330	58,392	-58,722	15,000
Highways - Public Rights of Way	212,700	210,968	194,975	15,993	250,000
Highways - Shopmobility	50,000	31,324	45,833	-14,510	44,000
Highways- Car Parking	-1,082,410	-1,113,734	-992,209	-121,524	-1,090,000
Highways- DeCrim. of Parking enforcement	12,950	-82,138	11,871	-94,009	-70,000
Highways-Licensing	-5,340	-60,665	-4,895	-55,770	-30,000
Highways Cleansing	795,060	697,097	728,805	-31,708	795,000
Public Conveniences	289,160	290,170	265,063	25,107	320,000

Areas of Activity	2003/04 Budget £	Actuals to Period 11 £	Budget to Period 11 £	variance to Period 11 £	Estimated Out-turn £
Transportation:					
Transport - Prof. & Engineering Staff	703,270	911,000	644,664	266,336	740,000
Transport - Public Transport (incl. Rural)	773,190	765,481	927,868	-162,388	795,000
Transport - Other Funded schemes	0	-60,655	0	-60,655	15,000
Transport - Design/Planning staff	53,070	-12,327	48,648	-60,974	5,000
Transport - Traffic management	102,090	63,933	93,582	-29,649	85,000
Transport - Road Safety	5,260	14,198	4,822	9,376	15,000
Transport - School Crossing Patrols	43,590	30,893	39,958	-9,065	35,000
Transport - Bus Stations	-13,100	-599	-12,008	11,410	-5,000
Transport - Concessionary Travel	295,660	190,075	271,022	-80,946	290,000
Transport - Searches	-1,530	9,002	-1,403	10,405	12,000
Highways - S.38 Fees	-40,540	-126,908	-37,162	-89,747	-60,000

Waste Management/Other:									
Waste Collection (Domestic)	2,699,350	2,382,624	2,474,404	-91,780					2,830,000
Waste Collection (Trade)	-30,110	-216,331	-27,601	-188,730					-140,000
Waste Management	196,130	217,350	179,786	37,564					240,000
Waste Disposal	3,825,100	2,989,325	3,506,342	-517,017					3,825,000
Recycling	164,300	176,056	150,608	25,448					195,000
Admin. Support Team	23,010	26,099	21,092	5,006					30,000
Travellers Sites	-1,530	11,358	-1,403	12,760					15,000
Cemeteries	114,530	53,548	104,986	-51,438					65,000
Crematorium	-166,860	-187,157	-152,955	-34,202					-180,000
Information Technology	176,130	124,033	0	124,033					124,000
Environment General:	16,674,230	12,999,960	15,240,763	-2,240,803					16,650,000

Planning Budget Monitoring Report

Analysis of Periods 1 - 11 2003/04

Areas of Activity	2003/04 Budget £	Actuals to Period 11 £	Budget to Period 11 £	Variance to Period 11 £	Estimated Out-turn £
Planning					
Building Control:					
Building Control Fees	-594,810	-595,381	-545,243	-50,138	-610,000
Building Control Staff	596,742	451,992	547,014	-95,022	500,000
Development Control:					
Development Control Fees	-830,187	-853,684	-761,005	-92,679	-900,000
Development Control Staff	1,384,966	1,278,722	1,269,552	9,170	1,385,000
Forward Planning	414,618	376,340	380,067	-3,727	414,000 ***
Conservation Grants	77,770	14,042	71,289	-57,247	78,000
Conservation Management	546,148	499,561	500,636	-1,075	546,000
Management and Administration	416,123	310,860	363,113	-52,253	483,000 ***
Information Technology	139,330	156,285	127,719	28,566	156,000
Environment Planning:	<u>2,150,700</u>	<u>1,638,737</u>	<u>1,953,142</u>	<u>-314,405</u>	<u>2,052,000</u>
Totals - Environment:	<u>21,100,800</u>	<u>16,515,195</u>	<u>19,280,119</u>	<u>-2,764,924</u>	<u>20,947,000</u>

BEST VALUE REVIEWS – IMPLEMENTATION OF IMPROVEMENT PLANS

Report By: Policy, Performance and Review Officer

Wards Affected

County-wide

Purpose

- 1 To report the remaining actions and the exceptions to the programmed progress in the improvement plans resulting from the reviews of Development Control, Public Conveniences Public Rights of Way and Highway Maintenance.

Financial Implications

- 2 There has been no variation to the financial implications identified in the individual Improvement Plans.

Background

- 3 In response to comments from Members and Officers, the reporting arrangements have been developed by consolidating the reports and only reporting on exceptions to the programmed actions. That is, where actions have been completed earlier than programmed or where the timetable has not been met.
- 4 Appendix 1 of this report covers the following improvement plans:
 - Development Control
 - Public Conveniences
 - Public Rights of Way
 - Highway Maintenance

RECOMMENDATION

THAT members note and comment on, where appropriate, the implementation of the improvement plans.

BACKGROUND PAPERS

- None

Further information on the subject of this report is available from Bob Barker, Policy, Performance and Review Officer on 01432 260985

DEVELOPMENT CONTROL

Priority	Outcome	Action	Milestones	Officer(s)	By When	Progress	Indicator for Improvement
High	Improved speed of applications and responsiveness of service	Produce IT strategy for Development Control	Include use of web and Herefordshire website, MVM, GIS, potential of document management system Exchange of information with internal consultees	Head of Service in liaison with IT	September 2002	Project plan to update MVM and improve functionality currently being implemented. Working to develop use of MVM. GIS, and improve web capabilities underway in accordance with IEG programme. Rollout of new hardware, software together with the input of historical data is under way during March 2004	BV109 – Determine applications within 8/13 weeks and new Best Value Indicator 205 - Quality of Service checklist.
High	Improved speed of applications and responsiveness of service	Review and update Highway Design Guide		Lead Planner Transportation / Consultant	December 2003	Investigate use of Owen Williams. Awaiting outcome of changes to Government guidance which has been delayed.	BV109 – Determine applications within 8/13 weeks

PUBLIC CONVENIENCES

Priority	Outcome	Action	Milestones	Officer(s)	By When	Progress	Indicator for Improvement
High Priority – 2003/5	Improved provision of facilities	Refurbishment programme which will include survey of each PC site, determine level of provision and cost, consultation with local members, submit capital bid for the programme spread over 5 years	Westbury St, Leo, ordered. Ledbury Rd Hereford demolished. Feasibility study being carried out on Union Street.	HOS Property	Starting in 2003 and completed in 2007	In line with the new Jarvis Partnership and Directorate Restructure. Capital bid for Improvement Programme to be considered as part of budget round for 2004/05. Investigate potential for match funding.	Public perception indicator

PUBLIC RIGHTS OF WAY

Priority	Outcome	Action	Comment	Officer(s)	By when	Progress	Indicator for Improvement
High	Improved focus of resources	<p>Write policy and strategy for future delivery of the service to include:</p> <ul style="list-style-type: none"> • Where resources should be focussed • How to meet the requirements of the Disability Discrimination Act • Business plan with targets • An enforcement policy and strategy • The creation of an Asset Register • How to promote PROW 	<p>Resource Implications - Identify funding to pay for consultancy work, DDA cost implications, promotion of network, creation of asset register.</p>	SO/MJ / and others	December 2002	<p>Draft strategy approved by Cabinet Member. Consultation with the public and Local Area Forums.</p> <p>Presentation to Scrutiny in Feb 2004 on Definitive Map issues..</p> <p>Action Plan to be included in draft strategy</p> <p>Initial research started on Enforcement Strategy. Now in draft early form.</p>	BV178 Ease of use of Rights of Way
High	Increase throughput of Diversion Orders	<p>Research, devise and write a fast-track method for determining applications for Diversion Orders</p>	<p>Staff time – possible offset through income generation. Now part of strategy.</p>	RH/MM	1/7/02	<p>Initial drafting and research of new procedures in progress.</p>	
Medium		<p>Assess extending Parish Path Partnership and review progress annually – including investigating the possible part funding from Parishes through precept</p>		RH / TMW / Herefordshire Association of Local Councils	31/3/02	<p>Scheme reviewed in 2003. Parish participation rationalised and increased monitoring introduced. Scope for expansion of scheme within current resources in 2004/5</p>	

Priority	Outcome	Action	Comment	Officer(s)	By when	Progress	Indicator for Improvement
High	More effective use of resources	Increase involvement of Parish Footpath Officers by New guidelines Better guidance and training Annual PFO seminar		RH/MM and others	1/3/02 1/4/02 31/3/02	First of two PFO meetings completed. Waymarking training course currently being set up. 2 Newsletters to be produced per year. First newsletter produced 2003.	BVPI 178

HIGHWAY MAINTENANCE

Priority	Improvement Area	Action	Targets and Outcomes	Officer(s)	Start Date	Programmed completion date	Progress	Indicator for Improvement
High	Customer Focus	Set Clear service standards. Publicise standards, fault reporting, service achievements and future disruption to the network to the public. Management of customer expectations. [Best Value Inspection Recommendation]	Presentation of Highway Maintenance Plan to all Local Area Forums. Outcome - Better public understanding of service standards and reporting mechanisms.	SO/MJ/ Divisional Officers	Apr-02	December 2003	Synopsis of standards in new Highways Maintenance Plan to be prepared for distribution as leaflets. Information on winter gritting completed January 04. Highway and Street Services leaflet due to be published in April 2004.	Improved public perception PI
High	Best Practice procedures	Develop integrated IT systems including reporting via the "web". - in liaison with IT section (contribution to e-government). Links to "Info in Herefordshire". [Best Value Inspection Recommendation]	Target - all service areas covered in compliance with e-government targets. Outcome - Improved customer	BH/IT/FM/RH /DJP	Apr-02	April 2004	Part of the LPSA target to achieve e-gov by April 2004.	Improved public perception PI

Appendix 1

Priority	Improvement Area	Action	Targets and Outcomes	Officer(s)	Start Date	Programmed completion date	Progress	Indicator for Improvement
			responsiveness. Efficiency improvements in responding to defects to achieve higher maintenance standards.					

**MONITORING OF 2003/2004 PERFORMANCE
INDICATORS – APRIL 2003 TO JANUARY 2004****Report By: Director of Environment****Wards Affected**

County-wide

Purpose

1. To update Members on progress made by the Environment Directorate for the eight months April 2003 to January 2004 towards achieving all of the performance indicators / targets which appear in the Council's Performance Plan.

Financial Implications

2. All expenditure in respect of performance indicators / targets is from approved budgets.

Content

3. The report of exceptions to the targeted performance is attached at Appendix 1 for Members' consideration.
4. Also included, for comparative purposes, are the out-turns for 2002/3 and the targets for 2002/3 and 2003/4 and performance April to July, September and November 2003.

RECOMMENDATION

THAT the exceptions monitoring report in relation to the 2003/2004 local and national performance indicators be noted, subject to any comments which Members may wish to raise.

BACKGROUND PAPERS

- None

ENVIRONMENT

National:

Ref	Target/Indicator	Target 2002/2003	Actual 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr-Sept	Performance Apr- Nov	Performance Apr 03 – Jan 04	Comments
	Strategic objective								
BV82b	Percentage of the total tonnage of household waste arisings which has been composted	5%	5.12%	5.74%	7.69%	7.91%	7.42%	6.37%	Seasonal fluctuation. Will reduce over the winter.
BV199	Local Street and Environment Cleanliness – percentage of sites below Grade B – i.e. light	New Indicator		36%					Inspections being carried out during Feb / March

Local:

Ref	Target/Indicator	Target 2002/2003	Actual 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr- Sept	Performance Apr- Nov	Performance Apr 03 – Jan 04	Comments
	Number of missed bins per week – all rounds (not including trade) based on 2 per round per week	46	27.51	46	29.66	32.5	33.22	32.10	

ENGINEERING AND TRANSPORTATION

Local:

Ref	Target/Indicator	Target 2002/2003	Actual 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr- Sept	Performance Apr- Nov	Performance Apr 03 – Jan 04	Comments
	Number of Penalty Charge Notices issued – amended indicator	21,000	21,329	21,000	7,746	11,776	15,991	19,556	End of year projection is 14% above original estimate due to higher levels of staffing than anticipated

Ref	Target/Indicator	Target 2002/2003	Actual 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr-Sept	Performance Apr-Nov	Performance Apr 03 – Jan 04	Comments
	Percentage of Penalty Charge notice appeals cases "lost" at appeal	Baseline	0.24%	0.25%	0.08%	0.04%	0.04%	0.08%	As a % better than target
	Street Lighting								
	The average length of time in repairing street light faults compared with the authorities policies and objectives	10 Days	3.49 days	4.5 days	3.68 days	3.57 days	3.84 days	3.85 days	Time to repair faults increases during winter months therefore end of year figure expected to be close to 4.5 days

ENVIRONMENTAL HEALTH AND TRADING STANDARDS

National: Best Value

Ref	Target/Indicator	Target 2002/2003	Actual 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr-Sept	Performance Apr-Nov	Performance Apr 03 – Jan 04	Comments
BV166a	Score against a checklist of enforcement best practice for environmental health	60%	86.6%	90%	86.6%	86.6%	86.6%	86.6%	Estimated outturn figure 52.1% - figure lower because auditor advised housing to be included
BV166b	Score against a checklist of enforcement best practice for trading standards	60%	71.6%	75%	71.6%	71.6%	71.6%	71.6%	Estimated outturn 68.3% - figure lower because auditor advised taxi licensing has to be included

REVIEW OF PARKING STRATEGY

Report By: DIRECTOR OF ENVIRONMENT

Wards Affected

County-wide.

Purpose

1. To inform committee of progress on the review of the countywide car parking strategy.

Report

2. At their meeting on 23rd January 2004, Environment Scrutiny Committee established a Working Group to review the countywide parking strategy and agreed a remit for that group. The group has met once and established a programme for the task.

Considerations

3. The Task Group met on 8th March 2004 and considered a scoping statement (attached at appendix 1)
4. The scope of the task was agreed. In addition the group agreed that a draft questionnaire be considered at their next meeting on 16th April.

RECOMMENDATION

THAT The scoping statement and timetable be noted.

BACKGROUND PAPERS

- Countywide parking strategy.

APPENDIX 1

REVIEW	Countywide parking strategy	
Committee	Environment Scrutiny	Chair: Cllr J.H.R. Goodwin
Lead support officer		

SCOPING

Terms of Reference

To review the present Countywide parking strategy, in particular the appropriateness of the policies and charges in relation to the aims & objectives of Herefordshire Council as part of an integrated transport policy and addressing the social and economic well being of the people of Herefordshire whilst maintaining a net financial contribution to the Engineering & Transportation budget no less than the existing.

Desired Outcomes

- To have a countywide parking strategy with broad support
- To have a clear position regarding the financial aims of parking provision
- To have a clear understanding of the contribution parking can make to the achievement of wider Transportation objectives, in particular its relation to the Local Transport Plan.
- To understand the contribution parking makes to other Herefordshire Council objectives
- To identify performance management objectives for parking

Key Questions

- Why does the council provide car parking?
- Why does the council make and enforce on street parking restrictions?
- What is the balance between supply to support economic activity and managing demand to reduce congestion and meet Local Transport Plan objectives?
- How can the parking market best be segmented?
- What is the best strategy for each segment?
- What are the constraints within which we must work?
- How should the assets be maintained?

Timetable	
<i>Activity</i>	<i>Timescale (activity completed by)</i>
Agree approach	March 2004
Collect data	May 2004
Agree list of witnesses to interview	May 2004
Interview witnesses	July 2004
Analysis of data and witness evidence	August 2004
Prepare recommendations	September 2004
Report to full Environment scrutiny committee	October 2004
Committee recommendations considered by cabinet member (Highways and Transportation)	November 2004
New strategy reported to cabinet for adoption	December 2004

Members	Support Officers
Cllr. J Goodwin Cllr. J Newman Cllr. K Grumbley Cllr. B Ashton Cllr. Mrs A Gray	J Colyer, Transportation Manager

ENVIRONMENT SCRUTINY COMMITTEE WORK PROGRAMME 2004/5

Report By: Director of Environment

Wards Affected

County-wide

Purpose

- 1 To consider an amended work programme following the reduction to four meetings.

Financial Implications

- 2 None

Background

- 3 The 2004/5 work programme as approved at ScrutinyCommittee in January has had to be revisited in light of the reduction in the number of scheduled meetings to four. An amended programme covering the same issues is attached below.

18 June 2004	
Officer Reports	<ul style="list-style-type: none"> • Human Resources • Capital Budget 2004/5 • Revenue Budget 2004/5 • Best Value Reviews Improvement Plans • Report on Performance - Year 2003/4 • Waste Management • GEM • Contribution to Herefordshire Ambitions
Scrutiny Reviews	<ul style="list-style-type: none"> • Scrutiny Review of Car Parking - update
17 September 2004	
Officer Reports	<ul style="list-style-type: none"> • Capital Budget 2004/05 • Revenue Budget 2004/05 • Best Value Reviews Improvement Plans • Report on Performance - Apr to Jul 04 • LTP • Draft Capital Programme
Scrutiny Reviews	<ul style="list-style-type: none"> • Scrutiny Review of Car Parking

8 December 2004	
Officer Reports	<ul style="list-style-type: none"> • Human Resources • Capital Budget 2004/5 • Revenue Budget 2004/5 • Best Value Reviews Improvement Plans • Report on Performance – Apr to Sept 04 • Scrutiny Review of Car Parking • GEM • Contribution to Herefordshire Ambitions
Scrutiny Reviews	<ul style="list-style-type: none"> • Scrutiny Review of Car Parking

30 March 2005	
Officer Reports	<ul style="list-style-type: none"> • Capital Budget 2004/5 • Revenue Budget 2004/5 • Best Value Reviews Improvement Plans • Report on Performance – Apr 04 to Jan 05

RECOMMENDATION

THAT the Environment Committee work programme be approved.

BACKGROUND PAPERS

- None