

# Environment Scrutiny Committee

Date: **Monday, 25th February, 2008**

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Time: **10.00 a.m.**

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Place: **The Council Chamber, Brockington, 35  
Hafod Road, Hereford**

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

*For any further information please contact:*

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**County of Herefordshire  
District Council**



# AGENDA

## for the Meeting of the Environment Scrutiny Committee

To: Councillor RI Matthews (Chairman)  
Councillor KG Grumbley (Vice-Chairman)

Councillors: CM Bartrum, WLS Bowen, JHR Goodwin, JW Hope MBE,  
MAF Hubbard, TW Hunt, PM Morgan, A Seldon and PJ Watts

### 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.

#### GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.

A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is and leave the meeting room.

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<b>5. SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY</b>	To consider suggestions from members of the public on issues the Committee could scrutinise in the future.	
<b>6. GOOD ENVIRONMENTAL MANAGEMENT (GEM) REVIEW</b>	To review the Council's corporate environmental management / ISO 14001 system to ensure that it continues to be suitable, adequate and effective, delivering improvement in environmental performance and full compliance with all relevant legal and other requirements.	11 - 34
<b>7. TRANSPORT ASSET MANAGEMENT PLAN</b>	To update the Committee on the progress of developing a Transport Management Plan (TAMP) to improve long term planning of investment in transport network.	35 - 38
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## **PUBLIC INFORMATION**

### **HEREFORDSHIRE COUNCIL'S SCRUTINY COMMITTEES**

The Council has established Scrutiny Committees for Adult Social Care and Strategic Housing, Childrens' Services, Community Services, Environment, and Health. A Strategic Monitoring Committee scrutinises corporate 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

## **PUBLIC INFORMATION**

### **Public Involvement at Scrutiny Committee Meetings**

You can contact Councillors and Officers at any time about Scrutiny Committee matters and issues which you would like the Scrutiny Committees to investigate.

There are also two other ways in which you can directly contribute at Herefordshire Council's Scrutiny Committee meetings.

#### **1. Identifying Areas for Scrutiny**

At the meeting the Chairman will ask the members of the public present if they have any issues which they would like the Scrutiny Committee to investigate, however, there will be no discussion of the issue at the time when the matter is raised. Councillors will research the issue and consider whether it should form part of the Committee's work programme when compared with other competing priorities.

Please note that the Committees can only scrutinise items which fall within their specific remit (see below). If a matter is raised which falls within the remit of another Scrutiny Committee then it will be noted and passed on to the relevant Chairman for their consideration.

#### **2. Questions from Members of the Public for Consideration at Scrutiny Committee Meetings and Participation at Meetings**

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Generally, members of the public will also be able to contribute to the discussion at the meeting. This will be at the Chairman's discretion.

(Please note that the Scrutiny Committees are not able to discuss questions relating to personal or confidential issues.)

## **Remits of Herefordshire Council's Scrutiny Committees**

### **Adult Social Care and Strategic Housing**

*Statutory functions for adult social services including:  
Learning Disabilities  
Strategic Housing  
Supporting People  
Public Health*

### **Children's Services**

*Provision of services relating to the well-being of children including education, health and social care.*

### **Community Services Scrutiny Committee**

*Libraries  
Cultural Services including heritage and tourism  
Leisure Services  
Parks and Countryside  
Community Safety  
Economic Development  
Youth Services*

### **Health**

*Planning, provision and operation of health services affecting the area  
Health Improvement  
Services provided by the NHS*

### **Environment**

*Environmental Issues  
Highways and Transportation*

### **Strategic Monitoring Committee**

*Corporate Strategy and Finance  
Resources  
Corporate and Customer Services  
**Human Resources***

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## **COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL**

**BROCKINGTON, 35 HAFOD ROAD, HEREFORD.**

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

**MINUTES of the meeting of Environment Scrutiny Committee held at : The Council Chamber, Brockington, 35 Hafod Road, Hereford on Monday, 3rd December, 2007 at 9.30 a.m.**

**Present:** Councillor RI Matthews (Chairman)  
Councillor KG Grumbley (Vice Chairman)

Councillors: JHR Goodwin, JW Hope MBE, MAF Hubbard, TW Hunt, MD Lloyd-Hayes, PM Morgan, AT Oliver, A Seldon and PJ Watts

**In attendance:** Councillors WLS Bowen, PJ Edwards and DB Wilcox (Cabinet Member – Highways and Transportation)

**35. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor R I Matthews (Chairman).

**36. NAMED SUBSTITUTES (IF ANY)**

There were no substitutes.

**37. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**38. MINUTES**

**RESOLVED:** That the minutes of the meeting held 9th November 2007 be approved and signed by the Chairman.

**39. SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY**

No suggestions were made by members of the public.

**40. HEREFORDSHIRE COUNCIL'S STRATEGY FOR BIODIVERSITY CONSERVATION**

The Committee considered progress in the preparation of a Biodiversity Strategy for Herefordshire Council.

The Conservation Manager presented his report and highlighted: the background to the subject; government guidance received, including a briefing note derived from DEFRA guidance at appendix 1 to the report; the preparation of the draft strategy, copies having been circulated with the agenda; a comparison of the draft with DEFRA guidance (s40 Duty); financial implications and methods of monitoring effectiveness and performance.

During consideration of the draft Strategy the following principal points were noted:

- The Strategy set out the vision for the Council over the next three years and was intended to establish and prioritise the Council's commitments to action; build on relationships and integration with other key County strategies and local regional and national policies and programmes, and make a significant contribution to conserving and enhancing the County's biodiversity. This Strategy therefore linked to, and supported, the wider Local Biodiversity Action Plan, which in turn was supported by the Herefordshire Biodiversity Partnership.
- Being aware of the need to communicate the wide range of key environment/biodiversity activity underway the Cabinet Member (Environment & Strategic Housing) is looking to produce a 'Steps to Sustainability' information leaflet.
- The National Farmers Union had raised the issue of targeting criteria for Higher Level Stewardship grants, which were nationally rather than locally based, with the Leader of the Council. It was understood Natural England reviewing the priorities and would be consulting stakeholders as some stage in the near future.
- Much of the funding/resources for the initiatives in the Strategy would be from existing Council or Partnership budgets. In future years budget priorities may need to be reconsidered to reflect the strategy objectives. Any opportunity to obtain additional external funding would be pursued.
- Work had commenced on producing a Biodiversity Action Plan (BAP) Communications Plan, which would seek to encourage all sectors of the community in the BAP process.
- A Green Infrastructure Strategy was being developed to assist the development of planning policies within the Local Development Framework.
- Continuity planning for any major environmental emergency was the responsibility of the Environment Agency.
- A balance had to be struck between leaving highway verges uncut and cutting an appropriate visibility strip to facilitate highway safety and for hedge and ditch maintenance.
- Responding to questions on the Edgar Street Grid development the Committee were informed that the Council were working with the ESG Consultants to ensure the best biodiversity outcome from the project.
- Responding to a suggestion that a small working group be formed to further review the draft policy and provide further comment the Vice-Chairman undertook to consult with the Chairman.

**RESOLVED:****THAT**

- a) the draft Biodiversity Strategy be amended to make reference to the work being undertaken to prepare a green infrastructure strategy as part of the evidence basis and approach to the Local Development Framework.**
- b) the Cabinet Member (Environment and Strategic Housing) be recommended to approve the Biodiversity Strategy 2007 - 2010; and**
- c) the Cabinet Member (Environment and Strategic Housing) agree and implement reporting arrangements upon progress towards achieving the actions, projects and targets within the Biodiversity Strategy, following discussions with relevant services.**

**41. POLYTUNNEL DEVELOPMENTS IN HEREFORDSHIRE**

The Committee considered progress in the control of polytunnel development in the

County since the matter was last considered by this Committee in March 2007 when the findings of the Polytunnel Review Working Group were reported.

The Head of Planning Services reported that in light of the Tuesley Farm, Waverley, case the Polytunnel Review Working Group reported to this Committee in March 2007 that changes were needed in the way the Council sought to control polytunnel development. The Committee agreed with the findings and submitted the recommendations to the Cabinet for consideration. Cabinet on 22nd March 2007 considered the issue and decided among other things that new polytunnel development would require planning permission.

The Head of Planning Services further reported that since March 2007 planning officers had been in contact with all the main growers who used large-scale polytunnels. In some cases a programme for removal had been agreed, in others planning applications had been submitted. Enforcement action was now underway in respect of those growers who had not submitted applications and were not, apparently, intending so to do, and whose polytunnel installations damaged material planning interests. Where planning applications are received they were being reported to the Area Planning Sub-Committee in the ordinary way.

He further reported that the Cabinet decision on 22nd March, in respect the statement that “all new polytunnel developments within the county.... be treated as development requiring planning permission” had been challenged by way of Judicial Review. In effect, the words used were too absolute and went beyond the tests established in the “Tuesley Case” and other related cases. He anticipated that a revised wording would be agreed by Cabinet and the Judicial Review process could then be set aside.

The Committee noted that the outcome of planning appeals, being held as a result of enforcement action, may give further clarification, or guidance, to other aspects of planning control for this type of development e.g. jobs v environment and development in an AONB. Costs associated with the enforcement appeals were contained within the Development Control budget.

A supplementary Planning Document on the subject of polytunnel development had been drafted and was currently being consulted on.

Responding to criticism that Members, particularly those whose wards contained polytunnel developments, had not been kept informed of progress, the Head of Planning Services commented that this was a rapidly changing area, however, he undertook to provide information to Members as issues became clearer.

Questioned on how sites were monitored the Head of Planning Services reported that most of the operators had complied with the Code of Conduct. Whenever developments became known officers monitored the site. However, problems occurred with those operators that hadn't provided notification of development and the question of accurate records being kept had been raised during the recent planning appeal.

The Committee briefly debated whether, for consistency, polytunnel development applications should be considered by Planning Committee rather than by the relevant area sub-committee. Also debated was whether economic and tourism impact information should included for consideration as part of the planning application process.

The Head of Planning Services further reported that, despite the Tuesley case, no definitive planning guidance concerning polytunnel development had been received

from Government.

**RESOLVED: That the Executive's response, and subsequent actions, arising from the findings of the Polytunnel Review be noted and the Polytunnel Review Working Group monitor the situation and report back as necessary.**

**42. ENVIRONMENT DIRECTORATE PLAN: PERFORMANCE FOR THE SIX-MONTH PERIOD TO SEPTEMBER 2007**

The Committee considered the progress towards achievement of targets for 2007-08 in the Directorate Plan.

The Director of Environment and the Improvement Manager highlighted that 2 of the 57 Environment Directorate-lead indicators from the Annual Operating Plan were currently marked red (not on target); 59% of indicators used in external judgements, where data was available, were currently showing an improvement against last years performance and both LPSA indicators were judged green (on target/met target). Appendix A to the report set out details of performance against targets and Appendix B set out performance against a number of national indicators.

The Director of Environment reported that earlier in the year a permit scheme had been introduced to reduce the volume of trade waste entering the household waste stream. Unfortunately this had resulted in a increase in the number of fly-tipping incidents. As a result PI 94 – reduction in fly-tipping – had been affected (now indicated as red) and while performance had now levelled off it was unlikely to meet the target by year end. Similarly, as one team dealt with both fly-tipping and abandoned vehicles the 100% target under PI 96 – removal of abandoned vehicles – will not be met (now indicated red). While the introduction of the permit scheme had been unpopular the Committee questioned the cost, or savings, arising from the permit scheme.

On scrutinising the report the Committee noted the following principle points:

- PI 52 – No. of people killed or seriously injured on Herefordshire roads – the number of recent deaths on the A49 would effect the target outcome. While the Council was responsible for the target the Highways Agency was responsible for trunk road safety. The Directorate would continue to work with the Highways Agency to improve trunk road safety.
- PI 6 – method of travel to work – it was noted that the LTP gave statistics on the lengths of various journeys.
- Clarification was given on PI83a – principle road condition – that 14% of principle roads fell below the condition threshold.
- PI 54 – street cleanliness – due to seasonal variation a yearly profile was used against which performance was measured. While current performance against last years outturn had fallen, performance was ahead of the same period last year. Questioned on the regularity, or otherwise, of cleaning streets and drains, the Director of Environment reported that this would be looked at as part of the review of the contract with Amey Wye Valley Ltd.
- PI56 – Municipal Waste c) recycled & d) landfilled – this was an indicator in the Local Area Agreement and related to trade waste collected by the Council. The indicator had been split to show the percentages recycled and sent to landfill. The Committee noted that the Council had little influence on trade waste and suggested that greater pressure be placed on government to start to reduce the significant volumes involved.
- Responding to concerns about the use of the waste permit scheme for Herefordshire residents with Gloucestershire postcodes the Director of Environment reported that this, together with household waste amenity site

opening times, was under review.

- BVPI 87 – cost of waste disposal – financial penalties would be imposed in 2010 for exceeding the targets with additional Land Tax penalties being imposed soon thereafter.

**RESOLVED: that subject to the points recorded above the report be noted.**

#### **43. COMMITTEE WORK PROGRAMME**

The Committee considered its work programme as set out at Appendix A to the report.

Prior to the meeting Councillor PM Morgan had submitted to the Chairman a number of issues/questions concerning road safety and speeding. It was noted that a Member seminar was being arranged on the theme of the Local Transport Plan and it was decided that the questions would be raised at the seminar.

Members also noted that a joint seminar with all eight Councils in Herefordshire and Worcestershire concerning Waste was being arranged for early in the New Year.

**RESOLVED: that the Committee work programme be approved and reported to Strategic Monitoring Committee.**

The meeting ended at 11.44 a.m.

**CHAIRMAN**





**MINUTES of the meeting of Environment Scrutiny Committee held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Wednesday, 2nd January, 2008 at 11.00 a.m.**

**Present:** Councillor RI Matthews (Chairman)  
Councillor KG Grumbley (Vice Chairman)

**Councillors:** CM Bartrum, PJ Edwards, JHR Goodwin, JW Hope MBE, B Hunt, TW Hunt, PM Morgan, AT Oliver, A Seldon and PJ Watts

**In attendance:** Councillors WLS Bowen, H Bramer, R Mills (Ward Member) RV Stockton (Ward Member), DB Wilcox (Cabinet Member - Highways and Transportation) and JB Williams.  
Mr Bill Wiggin, Member of Parliament for the Leominster Constituency.

**In the absence of the Chairman the Vice-Chairman, Councillor KG Grumbley, took the Chair.**

**44. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor MAF Hubbard and Councillor RI Matthews (Chairman).

**45. NAMED SUBSTITUTES (IF ANY)**

Councillor PJ Edwards substituted for Councillor MAF Hubbard and Councillor B Hunt for Councillor RI Matthews (Chairman)

**46. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**47. SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY**

No suggestions were made for future scrutiny.

**48. CALL-IN OF CABINET DECISION ON COLWALL RAILWAY BRIDGE**

The Committee considered the Cabinet decision to approve expenditure to provide a temporary bailey bridge over the sub-standard bridge in Colwall carrying the B4218 if the results of an assessment report showed, on deliberation, that such a solution was the most appropriate means of opening the bridge to normal highway traffic.

The agenda report detailed the three Members who had called-in the decision and the stated reasons for the call-in. Appended to the report was the decision notice of Cabinet setting out the decision and the report to Cabinet on 13<sup>th</sup> December 2007 on which that decision had been based. Also attached to the report at appendix 2 was an extract from the draft minutes of Cabinet held on 13th December 2007. Committee Members had also received copies of the Network Rail Western Region

report 'Early Notification Report – August 2007' and a technical drawing entitled 'Colwall temporary road bridge'.

The Cabinet Member (Highways and Transportation) reported that constitutionally the report had not needed to be put to Cabinet but in the interests of openness and public interest Cabinet had considered the report. He briefly set out the background to the inspection of the bridge, its initial closure and subsequent opening limited to light vehicles weighing up to 3 tonnes. He clarified that these actions had been taken following the Network Rail August 2007 inspection report. A further inspection had been carried out in October and the results of that inspection had only been received over the Christmas period.

Replying specifically to the reasons for call-in he confirmed that written confirmation had now been received from Network Rail that they were agreeable to a 50/50 share of the cost of the bailey bridge. However, this would be subject to the appointment of independent advisors to undertake an independent feasibility study and assessment of the cost. He emphasised that he wished to avoid spending £.5m now only to find that Network Rail would undertake works next year. Concerning the cost of a permanent replacement bridge this rested with its owners, Network Rail. However, £1m to £1.5m could be taken as a provisional estimate. Regarding the competitive tendering process he had been assured that there was only one supplier of a bridge to the required length and loading capacity, as stated in the report. However, he confirmed that the Director of Environment was reviewing the tendering position regarding the installation and associated works.

The two Members for Hope End Ward, who had been invited to attend, emphasised the severe detrimental effect the initial closure and subsequent weight limit was having on both the local community and businesses and commented on the difficulty larger vehicles were having in using the long diversionary route, particularly if approaching from the south.

The Programme and Contracts Manager confirmed that the diversionary route for larger vehicles approaching from the south necessitated a detour to Malvern with a subsequent approach via the hairpin bends coming down from Wyche Cutting. He also confirmed that alternative routes into the village were either too narrow or contained numerous sharp bends.

He confirmed that the report following the October inspection had now been received, but had yet to be studied. He did, however, report that the bridge had suffered significant further deterioration and was considered overall to have a zero tonne factor of safety. The current 3 tonne weight limited single line of traffic used a route supported by girders suffering the least corrosion.

The Member of Parliament for the Leominster constituency, who had also been invited to attend, commented further on the damaging effect the situation was having on the community and also highlighted issues concerning the safety of local traffic using minor roads in the area. He assured the Committee that he had already raised the matter of the bridge with Network Rail. He would also be questioning the apparent disparity between Network Rail's responsibility to maintain to 24 tonnes capacity and the Council's highway responsibility to maintain to 40 tonnes.

In the course of discussion the following principal points were noted:

- Responding to a question on why Network Rail were not responsible for the full costs the Committee were informed that they were responsible for the bridge maintenance to a standard set many years ago (24 tonnes capacity) however the Council as Highway Authority was responsible for providing a

highway bridge to 40 tonne capacity

- On the issue of whether it would be cheaper to repair (patch up) the bridge the Committee were informed that it would be inefficient to do so and would necessitate closing the bridge while extensive 'patching' was carried out.
- It was suggested that in view of the apparent lack of adequate maintenance to the bridge, serious consideration be given to reporting Network Rail to the Health and Safety Executive. It was, however, noted that Network Rail undertook their responsibilities by implementing a regime of inspections.
- It was further noted that the inspection methodology of Network Rail, as a railway operator related to a 24 tonne capacity, differed from that of a Highway Authority with responsibility to provide a 40 tonne capacity. Therefore the Council had undertaken an inspection as part of its normal inspection regime and found weaknesses and had, 2 years ago, adjusted the traffic flow by introducing traffic controls pending a replacement bridge. It had been the August 2007 inspection that had identified further deterioration.
- Responding to legal issues the Principal Lawyer reported that from preliminary investigations, the law relating to railway bridges with highways over then seemed to be arcane and out dated. He also commented in general terms concerning possible methods of enforcement against Network Rail.
- While no specific legal advice on this issue had been given by Legal Services at Cabinet the technical issues contained in the report had been addressed by officers in the Highways Construction Division.
- The Construction Projects Team Leader reported that inspections were undertaken in accordance with national legislation, guidance and Bridge Guard 3 protocols.
- Network Rail were required to use a different formula to that used by the Highway Authority when establishing a bridge's tonnage capacity and therefore a cost split using the tonnage figures was considered impracticable.
- Major concern was expressed that assuming a bailey bridge serving 40 tonnes was in place, Network Rail would be under no pressure, other than for reasons of railway safety, to undertake the replacement of the bridge by 2011.
- While Network Rail had been invited to attend this Committee meeting the Cabinet Member (Highways and Transportation) reported that Network Rail had no objection in principle to meeting with councillors, however, they did not wish to meet without proper consideration of the two new assessment reports as any decisions could be rendered invalid if there was something unexpected contained within the reports. No representative of Network Rail was in attendance. The Cabinet Member also reported that technical reports had been prepared by Owen Williams for both the Council and Network Rail.
- The Network Rail estimated programme for replacement was 2011 and there had been no indication that work would be undertaken any earlier.
- The Cabinet Member (Highways and Transportation) re-emphasised that the bailey bridge option would progress only if no better option could be reached with Network Rail.
- The Programme and Contracts Manager reported that even if Network Rail agreed to replace the bridge now, due to design, contracts and building, it would probably be 2 or 3 years before it could be used.
- Based on current information it was confirmed that the problem with the bridge related to maintenance issues e.g. extensive and severe corrosion, rather than any stress issues due to heavy vehicles.
- Since finding the problems the Council had adopted a regular inspection regime to ensure the safety of the bridge to 3 tonne capacity.
- Questioned on the degree of evidence placed before Cabinet it was confirmed that no further information or financial statements had been

supplied to support the alternative options set out in the report to Cabinet on 13<sup>th</sup> December. In relation to the option of widening and strengthening local roads, it had been automatically assumed that this option would be too costly and take too long to implement.

- Questioning the statement in the report to Cabinet that 'a capital bid of £450,000 had been submitted for consideration' it was noted that this related to a bid to the Council's capital funding under the Medium Term Financial Strategy. No extra external funding was expected.

The Committee noted that the next phase of work would be to consider the latest inspection report and discuss with Network Rail any options to rectify the situation.

(The meeting adjourned between 12.25pm and 1.14pm)

On reconvening the Committee's conclusions were read to the meeting.

**RESOLVED: That the Committee agree the need for a temporary crossing however they strongly recommend that Cabinet:**

- a) seek urgent clarification as to the legal responsibilities on both Council and owners of non Council owned bridges over which a highway runs;**
- b) considers representation to the Health and Safety Executive on Network Rail's failures to adequately maintain Colwall Railway bridge;**
- c) agree that the final decision on the temporary crossing is treated as a key decision;**
- d) treat this as urgent in view of the detrimental effect on the local community.**

The meeting ended at 1.16 p.m.

**CHAIRMAN**

## **GOOD ENVIRONMENTAL MANAGEMENT (GEM) REVIEW**

**Report from: Director of Environment**

### **Wards affected**

County-wide

### **Purpose**

1. To review the Council's corporate environmental management / ISO 14001 system to ensure that it continues to be suitable, adequate and effective, delivering improvement in environmental performance and full compliance with all relevant legal and other requirements.

### **Financial implications**

2. Ensuring compliance with legal requirements in respect of environmental obligations requires expenditure. However, there are opportunities for environmental improvements that would also contribute financial savings.

### **Risk Management**

3. It is important that environmental risks are included on Risk Registers where appropriate.

### **Considerations**

4. ISO 14001 requires that top management review the environmental management system regularly. The corporate GEM group agreed the Management Review on 31<sup>st</sup> October 2007 and it is now being considered by directors. Key findings from the report, which covers the period from October 2006 to September 2007, are appended
5. Reviews by CMB, Cabinet Member for the Environment and Environment Scrutiny Committee are designed to ensure that possible need for changes to the policy, objectives and other Environmental Management System (EMS) elements are addressed at the top level of the Council, bearing in mind audit results, performance against objectives and targets, concerns of relevant interested parties, changing circumstances and the commitment to environmental improvement.
6. The Review includes key findings from a recent Legal Compliance Review in respect of Council environmental obligations, undertaken to meet the requirements of the ISO 14001 standard.
7. The environment policy has been reviewed and updated to reflect changes since it was agreed in mid 2005.

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Further information on the subject of this report is available from Trish Marsh, Sustainability Manager on 1930

## Background

8. GEM (Good Environmental Management) plays a key role in delivering:
- The Corporate Plan commitment to deliver sustainability and safeguard the environment through contributions from across the Council (1.5)
  - The Council's Corporate Plan priority to 'protect the environment, including by producing much less waste, recycling much more of what remains and significantly reducing carbon emissions' (5.2)
  - Its environmental policy commitment to "demonstrable and continuous improvement of its environment performance" through "setting formal objectives across all directorates"
  - The Council's contribution to the Community Strategy for Herefordshire's guiding principle to "Protect and improve Herefordshire's distinctive environment", which states:-"Herefordshire has a rich and diverse environment with many unique features. This resource must be conserved and enhanced through raising awareness and education so that communities and future generation can continue to enjoy and benefit from the distinctive environment. This includes improving local public areas across the county, developing access to the countryside, protecting our biodiversity and tackling climate change through waste minimisation and energy efficiency measures. "

## RECOMMENDATION

**THAT The report be noted, subject to any comments members may wish to make to the Cabinet Member (Environment).**

### Attachments

- Revised Environment Policy
- Management Review

### Background Papers:

- None identified.



# GEM / ISO14001 Management Review

October 2006 to September 2007

## SUMMARY

GEM (Good Environmental Management) plays a key role in delivering:-

- The Council's commitment to deliver *sustainability* and *safeguarding the environment ... through everything in the Corporate Plan* (1.5)
- The Council's Corporate Plan priority is to *'protect the environment, including by producing much less waste, recycling much more of what remains and significantly reducing carbon emissions'* (5.2)
- The Council's Environmental Policy commitment to *"demonstrable and continuous improvement of its environment performance" across all Directorates*
- The Council's contribution to the Community Strategy for Herefordshire's guiding principle to *"Protect and improve Herefordshire's distinctive environment"*, which states:-

*"Herefordshire has a rich and diverse environment with many unique features. This resource must be conserved and enhanced through raising awareness and education so that communities and future generation can continue to enjoy and benefit from the distinctive environment. This includes improving local public areas across the county, developing access to the countryside, protecting our biodiversity and tackling climate change through waste minimisation and energy efficiency measures."*

## HIGHLIGHTS

- The Council maintained its Council-wide **certification to ISO 14001**, the international environmental management standard. It is the first shire authority to achieve this.
- The **EcoSchool** scheme registration now covers over 80% of LEA schools and the numbers of schools with awards has increased strongly over the last year.
- **Directorate summaries** of environmental impacts, controls & targets are now in place, covering the whole Council.

## **RECOMMENDATIONS**

### **That Directors ensure that:**

1. Internal Audit include ISO 14001 systems audits in their annual programme.(2.1)
2. The management review minutes confirm that the GEM report has been reviewed and the action points agreed.(2.2)
3. Service plans include specific environmental improvement opportunities for 2007/08 with formal management programmes indicating responsibility and timescales and link these to corporate objectives. (3.2)
4. There is full management and Officer in Charge support and encouragement to allow Energy Champions and staff to be actively involved in the MY Energy project.(3.2)
5. The Climate Change Officer, once appointed, receives support from officers across the authority in provision of data and developing actions to achieve the corporate reduction target.(3.2)
6. ISO 14001 requirements are integrated into to key corporate processes, such as performance management, procurement and communication, now that all Council functions are included. (4)
7. Management of Council owned and managed land with a biodiversity designation is reviewed within the next 12 months to ensure the Council is meeting its NERC responsibilities and its Corporate Plan vision of the county's outstanding natural environment. .(4.1.1)
8. Potential or actual breaches identified are entered on Directorate risk registers. (4.1.1)
9. The revised Environmental Policy statement is adopted.(4.2)
10. A Director-level Sustainability Board is set up to monitor, challenge, improve and publicise the overall sustainability performance of the Council, particularly relating to environmental sustainability. (5.2)
11. Purchases from West Mercia Supplies (WMS) are routinely from the greenlist unless individual items are more than 20% above the cost of the standard range (5.4).



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## 1 PROCESS

### ***1.1 Input from senior management – a requirement of ISO 14001***

The ISO 14001 standard requires that top management review the environmental management system regularly to ensure that it continues to be suitable, adequate and effective to deliver the Council's policy commitment to improving environmental performance and full compliance with all relevant legal and other requirements (see the Management Review Procedure in the GEM Manual).

Management Reviews address the possible need for changes to the policy, objectives and other Environmental Management System (EMS) elements in the light of audit results, performance against objectives and targets, concerns of relevant interested parties, changing circumstances and the commitment to environmental improvement.

Information from this report goes on to the Cabinet Member (Environment) and Environment Scrutiny Committee.

### **1.2 Information Collection and Consideration by GEM Team.**

This information was collected through the directorate GEM Lead Officers and co-ordinated by the Sustainability Unit. It was circulated to GEM Lead Officers and discussed by the GEM group at their meeting on October 31<sup>st</sup> 2007.

### **1.3 Roles of Directorate GEM Lead Officers & Managers**

Directorate GEM Lead Officers are nominated by their Directors to act on their behalf. The corporate GEM Group has met 6 times since the last report. Due to reorganisation and staff changes there have been many changes to the GEM group.

Service Managers have a responsibility to maintain good environmental management in their own services and contribute to the Council's requirement for overall improvement in environmental performance. Now that ISO 14001 covers the whole Council, Directorate Management Teams (DMTs) need to integrate service and corporate environmental targets into their Service Plans and performance management arrangements.

**Recommendation 1:** *In order to maintain corporate ISO 14001 certification it is important that DMTs review and record their environmental performance at least half yearly, supported by their GEM Leads, and keep their Directorate summaries of environmental impact & controls up to date.*

## **2 GEM AUDITS & SURVEILLANCE**

Audits are essential to find out what is working smoothly and where effort needs to be focussed. The audits check systems procedures and performance with regard to sites, contracts, operational controls and services.

Regular and thorough auditing is a requirement of the standard and in July 2007 problems with achieving the number of audits under the 2007 – 2008 audit programme resulted in a non-conformance being raised by the external auditors. In response to this it was decided that a new auditing regime would be developed which was based upon a more integrated system incorporating ISO9001 and health and safety.

### **2.1 GEM Internal Audits**

Until September 2007 a team of over 30 voluntary auditors carried out the internal GEM auditing, drawn from each Directorate. GEM Auditors were supported by training, update meetings and GEM Audit material posted on the Intranet. This system was changed in September 2007 so that a smaller, more highly trained team of auditors could be set up to undertake combined audits under the developing integrated system (ISO14001, ISO9001 and H&S).

**GEM Audit Activity 2006/07 (full year)**

Number of planned audits	34
Completed/Work in progress	33
Number of non conformances raised	33
Number of non cons overdue for close out	2
Number of observations	116

**GEM Audit Activity 2007/08 to Half Year**

Number of planned audits (for whole year 07/08)	32
Completed/Work in progress	5
Number of non conformances raised	1
Number of non cons overdue for close out	1
Number of observations	5

Directorate break down re: outstanding non-conformances from 06/07 register is:

- Environment 2 (GIS) (Air Quality Management)
- Chief Executives (Health and Safety links with GEM)

These are scheduled for clearance by the end of December 07.

The new audit team can carry out all the internal audits required under the combined management systems except for the systems audits. These must be carried out by a separate auditing team to ensure impartiality.

**Recommendation 2:** *Internal audit to include ISO 14001 systems audits in their annual programme.*

**2.2 GEM External Surveillance**

To maintain ISO 14001 certification our certifiers, SGS, undertake a 5 day surveillance visit every 6 months. Certifiers raise Non conformances (NC) and Observations (Obs). Progress on these is examined at the subsequent visit and NCs and must be formally closed out.

- In Feb 2007 one NCs and seventeen Obs were raised. All NCs were closed out before the July revisit.
- In July 2007 three NCs and seventeen Obs were raised. The NCs related to:-
  - Internal audits (clause 4.5.5)
  - Carbon Management Action Plan (clause 4.3.3)
  - Carbon Management Action Plan (clause 4.5.1)

SGS Non-conformance Jul 07	Responsibility	Due date	Proposed action
The 2006/07 audit plan was not completed – 8 outstanding audits rolled over. Only 3 of 54 audits planned for 2007/08 have so far been carried out and there is little likelihood that the current programme will be completed.	Sustainability Unit	Feb 08	Review the outstanding audits for 2007/08 with a view to postponing those that are not urgent until 2008/09 and targeting those left with the smaller audit team (see 2.1 above). Aim to complete all outstanding audits by end March 2008.  Review the audit programme for 2008/09 so that it more closely reflects the significant environmental impacts identified in the service level ICED GEMS, and works for a combined auditing system (see 2.1 above).

SGS Non-conformance July 07	Resp	Due date	Current state & proposed action
<p>A CMAP Update 'Targets 2007 to 2010' document has been produced, supporting the Council's public commitments to a 12.5% carbon reduction by 2012 and a 20% reduction by 2020 (on a 2002 baseline). However it is not clear whether the actions will result in achievement of goals as;</p> <ol style="list-style-type: none"> <li>1. Estimated carbon reductions for each action have not been provided by the relevant service / Directorate (see observation);</li> <li>2. It was unclear that relevant Directorates / Services had made clear commitments (eg as actions within Service Plans or in the form of suitable performance indicators) to fulfilling their role in all cases;</li> <li>3. Significant uncertainty exists over 2002 baseline data for the two key data sets making up approximately 90% of the total (landfill gas and property);</li> <li>4. Improvements known to be ongoing (eg in property) have not been incorporated in the plan;</li> <li>5. Current performance against baseline is unclear.</li> </ol>	Sustainability Unit	Feb 08	<p>Climate change co-ordinator has given notice and two other post holders who have been undertaking work relating to climate change have left or are due to finish their contracts.</p> <p>Once the climate change officer post is filled these issues will be addressed, working with officers across the authority.</p>
<p>The CMAP 2002 baselines for property and landfill require review to ensure that they are reasonably accurate.</p> <p>The property data appear to contain obvious errors (eg large consumptions for public toilets and cemeteries other than the crematorium) and now requires attention as a priority with input both from environment and property. This will require reasonable assumptions (to be recorded) but discarding of large elements of the data set because of uncertainty should be avoided.</p> <p>Landfill emissions are subject to review by a consultant but it is not clear that this will include the degree to which all pertinent points (eg hours of operation of flare in 2002; estimates for landfills other than Stretton Sugwas etc). Rationale behind the inclusion or exclusion of landfill CO2 emissions (direct and post-flaring) should also be reviewed.</p>	Sustainability Unit	Feb 08	<p>This will be addressed by the Climate change Officer, once appointed.</p> <p>Discussion on the best data set to use is underway. A number of queries have been referred to Property.</p> <p>Landfill figures have been prepared by consultants for the 3 major sites for which the authority has responsibility.</p>

**Recommendation 3 (arising from observation by SGS):** The management review minutes confirm that the GEM report has been reviewed and the action points agreed.

### **3 PERFORMANCE AGAINST GEM ENVIRONMENT STRATEGY TARGETS & CHANGES IN ENVIRONMENTAL PERFORMANCE**

Objectives and targets are important to ensure that the Council's environmental performance is improving: monitoring is vital in checking achievement.

### 3.1 Performance against GEM & Environmental Strategy objectives and targets 2006/07

The Environment Strategy 2005-11 continues to provide the framework for major corporate environmental commitments, both internal and external.

A quantitative report against the Environment Strategy targets for 06/07 was reported to Environment Scrutiny on June 19<sup>th</sup>. A number of data sets were not available at this time. An updated version of this report is posted in the GEM intranet file.

#### Performance against Environment Strategy targets (internal & external) in 2006/07

Topic	Achieved	Not achieved	Unclear/ no data
Waste	8	2	
Transport	13	8	4
Energy & climate change	2	2	4
Water & Flooding	4	1	3
Natural & built Environment	4	1	2
Planning & Development	4	0	7
Environmental Risks & pollution	6	2	2
Community Involvement & Partnership working	9	1	3

### 3.2 Service Plans & Environmental Issues

There is a strong emphasis across the Council on taking account of cross cutting themes, including 'safeguarding the environment'.

'Directorate and Service Plans 2007-10: the requirements' stated clearly that:-  
*"Directorate and service plans must.... include what will be done to address the Council's cross-cutting issues."*

#### Results of audit of Service Plans 07-10 in relation to cross cutting issues, undertaken by Policy Team in May 2007

Theme	No mention	Mentioned	Covered	Covered well or above
All cross cutters	7	5	6	4
Environment	8	1	9	4
Sustainability	10	4	4	4

Only those plans marked "covered well or above" have successfully entered SMART targets and actions as required by the Council Performance Improvement Framework. Just under half of service plans broadly cover the suite of cross cutting issues. Slightly over half are addressing the environment cross cutting theme (which has been in place for longer than some of the others).

Revised guidance on the treatment of cross cutting issues for 2008/11 plans was published in early November.

**Recommendation 4:** *Service Plans include specific environmental improvement opportunities for 2008/09 with formal management programmes indicating responsibility and timescales and link these to corporate objectives.*

### 3.3 Carbon Management Action Plan (CMAP) Update

The Council has an explicit Corporate Plan commitment to:-

'Protect the environment, including by ... **significantly reducing carbon emissions**' (5.2).'

The current Corporate Plan target relating to this is:-

We will achieve a 10% reduction in Council carbon dioxide equivalent emissions by 2010 (102HC)

Additionally, "*Through the implementation of the Herefordshire Partnership's Carbon Management Action Plan, we aspire to see a reduction in carbon emissions per head of population (58 HCS, target to be set).*"

An overall carbon reduction figure for Council carbon emissions since the 2002 baseline is not yet available due to staff shortages. Building sufficiently comprehensive, replicable and reliable data sets to pick up consumption changes of 1-2% a year is a challenge, being faced across the country - and indeed the world. Nationally discussion continues on the relative importance to be given to reducing direct impacts and to reducing those in the wider community. Both elements are included within the authority's Corporate Plan. The Council is working closely with the Herefordshire Environment Partnership and Herefordshire Partnership on carrying forward Herefordshire's Climate Change Strategy. However the Council only has direct control over emissions resulting from its own activities. Both the initiatives outlined below will help meet the Council's target for reducing carbon emissions from our own estate.

#### 3.3.1 MY Energy

This year GEM has been running a low and no-cost energy saving theme as part of its commitment to reducing costs, resource consumption and carbon emissions. This has been developed through the implementation of MY Energy (Manage Your Energy) a project running with Severn Wye Energy, which aims to reduce electricity consumption by 10% over 15 Council buildings. The project was launched in May 2007 and works with a group of 30 volunteers based in 15 of our office buildings. The volunteer 'Energy Champions' encourage colleagues to switch off and reduce the amount of energy being wasted. The project runs with SWEA and the Private Sector Housing team for one year and aims to increase awareness of energy use at work and in the home. Events held so far have included:

- Sustainable Breakfasts - Jointly run with Integrated Transport to encourage and reward colleagues who travel to work sustainably and promote sustainable travel, Fairtrade Tea & Coffee, Energy Efficiency and the MY Energy project.
- Energy Efficiency Advice Stands - run with the local Energy Efficiency Advice Centre to promote energy efficiency at work and home.
- A regular slot during Central Induction to introduce GEM & ISO14001 and to promote the MY Energy project giving tips on how colleagues can save energy at work.

Whilst the Energy Champions and project team have shown considerable dedication to the project, opportunities for making the project more successful in achieving savings include:

- Attendance at MY Energy Meetings from an officer at Property Services who can answer queries about specific buildings. Also attendance of an Officer from ICT who can answer queries about our IT systems and energy saving practicalities.

### 3.3.2 Energy Saving Trust

The Council started work with the Energy Saving Trust in autumn 2007, one of a small number of Councils who have been offered free consultancy. Data will be collected on energy use across the Council and provided to consultants who will then provide recommendations for improvement in performance.

**Recommendation 5:** *Officers in Charge to arrange for meter readings to be collected within the last two working days of the month and recorded with WMS via their website to improve accuracy of billing and monitoring. Any buildings not currently being supplied with electricity/gas via WMS to be reported to Chris Smith via the performance reporting procedure as previously set up so that transfer can be arranged.*

**Recommendation 6:** *Full management and Officer in Charge support and encouragement to allow Energy Champions and staff to be actively involved in the project.*

**Recommendation 7:** *Ensure that the Climate Change Officer, once appointed, receives support from officers across the authority in provision of data and developing actions to achieve the corporate reduction target.*

### 3.4 Plans for 2008/09

The Environment Strategy will be reviewed in early 2008 by the Sustainability Unit, responsible managers and the GEM group to ensure it remains up to date in documenting the authority's major environmental commitments and that all the elements in it can be reported on quantitatively. This will be linked to stronger promotion of Herefordshire as a sustainable Council to the general public.

## 4 CONTINUING SUITABILITY OF GEM, INCLUDING REVIEW OF COUNCIL'S ENVIRONMENTAL POLICY

The environmental management system grew rapidly last year as the scope of ISO 14001 certification expanded. It is now important to revisit both system and operational procedures to ensure they remain fit for purpose in this larger system. Certain elements of the system that used to be co-ordinated by the Sustainability Unit may now need to be handed to other corporate systems and mechanisms, for instance performance management and commitments in the Environmental Strategy.

In July 07 the Environment Directorate achieved ISO 9001, the international quality standard, for all its operations. The scope for streamlining and amalgamating auditing and procedures within the Environment Directorate is now being examined.

**Recommendation 8:** *ISO 14001 requirements are integrated into to key corporate processes, such as performance management, procurement and communication, now that all Council functions are included.*

**Recommendation 9:** *Retender certification contract for ISO 14001 in the coming year and decide whether to include ISO 19001 in the Environment directorate and other sections where it is held, eg ICT, in the same contract.*

### 4.1 Incidents, near misses and corrective action including legal compliance



#### 4.1.1 Legal Compliance Review

Compliance with environmental legislation and “other requirements” (as required by the standard) was reviewed in October 2007 using a similar format as last year.

#### **KEY FINDINGS**

##### **i) Breaches**

- Crematorium: Minor breaches of consent (1A)
- Hillcrest Callow Sewage Treatment Plant: breach of consent, formal sample taken (1E)
- Asbestos: 1 minor incident (2D)

##### **ii) Potential breaches**

None found.

#### **RECOMMENDATIONS from Legal Compliance Review:**

**Recommendation 10:** *The Building Management System now agreed for use by Property Services for Council property should be installed ASAP at the Hillcrest Sewage Treatment Plant to increase speed of response to plant and non-operational plant malfunction, thus reducing the risk of formal action from the Environment Agency.*

**Recommendation 11:** *Legal advice be obtained on how to introduce a charging mechanism for occupants connected to Council owned sewage treatment plants, particularly for costs related to misuse of the systems. This is likely to improve legal compliance.*

**Recommendation 12:** *Strong support for letting a single contract for maintenance of sewage works and interceptors to make monitoring more straightforward. Recommend this includes independent sampling of discharges to watercourses; at least once a year for those Council owned plant with a consent limit set by the EA.*

**Recommendation 13:** *Management of Council owned and managed land with a biodiversity designation is reviewed within the next 12 months to ensure the Council is meeting its NERC responsibilities and its Corporate Plan vision of the county's outstanding natural environment.*

**Recommendation 14:** *Potential or actual breaches identified are entered on Directorate Risk Registers.*

#### 4.1.2 GEM Non-Conformities & Observations Register

An integrated register is now in use covering all issues raised by certifiers, internal sources and interested parties. The GEM Group reviews corrective action at regular Standing Agenda meetings.

All entries in the register over the review period were raised by SGS or the GEM auditors with the exception of:-

- **November 2006:** Four entries resulting from the 2006 Legal Compliance Review: 3 relating to failure to inform the Sustainability Unit about breaches of environmental legislation and 1 relating to gaps in the summary sheets at the crematorium.



- **March 2007:** HJS raised the issue of the Lorry wash at Kingsland Depot, where there are discharges to stream via interceptor and surface water drain. No discharge consent in was in place and the matter was the subject of a LRQA audit finding in January 2007. The application for the consent has now been submitted.
- **June 2007:** Failure against consent at Hillcrest sewage treatment works, notified by Environment Agency, where there have been a series of previous incidents & formal samples taken in previous years.

November 07 review		Nov 06 review		Nov 05 review	
Breach of consent/requirements at Sewage Treatment Plants (at Hillcrest)	1	Breach of consent/requirements at Sewage Treatment Plants (All at Hillcrest)	3	Failures at Sewage Treatment Plants	4
No consent in place for other Council operations	1	Breach of consent/requirements by other Council operations	1	Breach of consent/requirements by Council operations	2
		Air pollution from landfill gas flare	1	Air pollution from landfill gas flare	1
		Local environmental quality	1	Local environmental quality	2
		Concerns raised by interested parties	1	Potential water pollution	2
		Document control	1	Fire	2
Procedure weakness	4	Procedure weakness	2	Salt storage	1
		Resourcing /follow through of objectives	1	Noise from Council operations	2

#### 4.1.3 Links to other systems to notify environmental incidents

##### Health & Safety Accident, Incident and GEM report form

The system is computerised and prompts specifically for any environmental impacts. These incidents are automatically routed to the Sustainability Unit. Two minor environmental issues were been notified through this route during the review period. They required no further action.

##### Customer Relationship Management

When formal complaints are logged that have environmental impact, Complaints Officers have been asked to alert the GEM team. No environmental issues have been notified through this route during the review period. It is hoped that a more robust system can be wired into the process rather than relying on the Complaints Officers.

#### 4.2 Review of Environment Policy

The Council's environment policy has been in place since 2005. It has been updated to reflect various developments since that time and ensure a good fit with the Environment Strategy. The proposed revision is attached.

**Recommendation 15:** *The revised Environmental Policy statement be adopted.*

#### 4.3 Changes in Premises, Staff or Services Affecting GEM

After the revision of the Community Strategy for Herefordshire the Environment Ambition Group reformed itself as the Herefordshire Environment Partnership. This group remains

one of the interested parties defined in the Council's environmental management system because of the number of key public, private and voluntary environmental groups represented on it. Additionally the group can provide valued support to the Cabinet member.

Since May 2007 the Cabinet portfolio covering Environment also includes Strategic Housing. The Transport portfolio remains as before.

Herefordshire Connects: provides the opportunity to reduce both mileage and paper use.

The potential formation of a Public Service Trust with the PCT would mark a shift towards commissioning of services. Such a move would make it increasingly important that environmental issues and data reporting requirements are factored into contract clauses.

#### 4.4 Changes in Legislation, Government or Self Set Requirements

Summary of new legislation affecting more than one service:

<p><b>Natural Environment and Rural Communities Act 2006 - Section 40</b></p>	<p>From 1st October 2006, all public sector bodies have to consider biodiversity in the work they do. The aim is to raise the profile of biodiversity. National Guidance was issued in May 2007.</p>
<p><b>Energy Performance of Buildings Directive 2002/91/EC</b></p>	<p>This directive relates to the energy performance of all buildings over 1000m2 and has a number of different implementation dates. It requires that any Council buildings with floor area over 1000m2 display its energy performance from 1<sup>st</sup> October 2008.</p>
<p><b>Fire Precautions (Workplace) Regulations 1997 (as amended)</b></p>	<p>In place from 1<sup>st</sup> October 2006 and affects the fire certification of buildings. This has implications for the Council both acting as landlord and tenant. Our Facilities Manager holds a register of Fire Wardens for main Council buildings and Property Services have organized several training sessions for Fire Wardens during the year. This subject will be addressed in the Officer in Charge of Buildings update meeting scheduled for 3<sup>rd</sup> December 2007.</p>
<p><b>WEEE (Waste Electrical &amp; Electronic Equipment) Regulations 2006</b></p>	<p>Covers disposal of all Council equipment containing electronic elements, eg computers, phones and street lighting components. Producers will have a responsibility to take back their own products. Local authorities will be encouraged to provide collection points for householders The implementation in UK law of this directive came into force 2<sup>nd</sup> January 2007 and is expected to be operational from July 07. Office Waste procedure (GEMOP14WP) was updated in July 2007 and circulated to all Officers in Charge of buildings by email.</p>

#### 4.5 Resourcing Environmental Improvement

##### i) Capital programme & environmental improvements

The Council has an annual capital programme for Prudential Borrowing. A capital bidding round is currently in process for 08/09 - bids are due by the end of November. The bids will be evaluated by a Bid Review Group, nominated by members of the Capital Strategy and Asset Management Group, using decision making criteria to be determined in November 07.

Invest to Save bids will be considered, including all bids that can justify significant revenue savings when compared to the capital financing costs over the life of the asset created.

The bid form for 08/09, under 'Other notes' has the following question

*'Please give details as to whether there is a legal requirement for this scheme and/or whether the GEM principles have been considered relating to any environmental impact the scheme may have.'*

#### Summary of current position of Capital programme projects with environmental impact

Scheme	£	Summary	Progress at Sept 07
Stretton Sugwas Closed Landfill Site	£110k over 4 years	Replacing gas wells & pipe work of gas extraction system. Agreed for 07/08.	Work completed on Phase 1 - £70K.
Stretton Sugwas Closed Landfill Site	£70k	New gas flare needed to replace poorly designed current flare. This bid has specific legal and environmental requirements. Agreed for 07/08.	Gas flare option appraisal taking place; order to be placed soon for installation Feb/March 2008.
Strangford Closed Landfill	£18k	Installation of leachate wells & gas monitoring boreholes to detect and monitor any adverse environmental effects. Agreed for 07/08.	New conceptual model being undertaken, prior to installation of leachate wells- planned for end of financial year. The need for additional gas monitoring wells is also being assessed, but this bid money was only for leachate wells. Any additional gas monitoring wells needed will be the subject of a separate bid.
Restore Leominster landfill site	£45K	Agreed 04/05	For the installation of the perimeter leachate cut-off drains.
Crematorium rebuild	£3.1M over life of project	Capital bid for building a new crematorium to incoming standards, including those for mercury reduction. Agreed 04/05	Planning Application has been granted and a Contractor appointed. Works are due to commence Autumn 2007.
Second phase of drainage work (Broad Street, Leominster)	£ 75,000	Failed	

Bids in preparation/submitted 07/08 for 08/09	
Upgrade of Sewage Treatment Works	
Second phase of drainage work (Broad Street, Leominster)	£200K

The Council gained £200K funding from Salix in summer 2006 for a loan scheme to allow energy efficiency works on its buildings, which must meet strict payback criteria. This scheme is being led by Property Services. Achieving spend which met the criteria of the scheme has been challenging but it is hoped that PowerPerfactor for large buildings will meet the criteria.

#### 4.6 Performance of contractors and partners

Owen Williams, HJS (now Amey Wye Valley), Severn Waste & FOCSA all have ISO 14001 certification.

Key Performance Indicators (KPIs) and targets relating to sustainability within the HJS/Owen Williams/HC contract were set during the year as part of a review of all KPIs. These are tracked monthly (though some indicators are quarterly or annual) and reported to PPMT.

The HJS Print Unit uses white 100% recycled paper as standard on 4 out of 6 machines. No suitable recycled grade is yet available for the remaining 2 machines. The Council requested that HJS roll out a requirement for use of recycled paper (50% recycled fibre for coated papers and 70% for uncoated papers) to their sub contractors by June 2007. This is the specification recommended by WRAP (Waste & Resources Action Programme) as one that should be achievable with no increase in cost. This has not been achieved at present due to subcontractors continuing to quote substantial premiums for work on recycled paper.

**Recommendation 17:** confirm the requirement that paper for external printing jobs should now contain a minimum 50% recycled fibre for coated papers and 70% for uncoated papers and seek new subcontractors if prices for this work are unsatisfactory.

#### 4.7 Concerns of Relevant Interested Parties (Including Members) and/or New Environmental Issues

None noted. However there has been a marked increase in the profile of climate change. Interest has grown rapidly and a number of local groups have sprung up to look at reducing community and individual carbon footprints.

#### 4.8 Communication & Training

Questions on GEM were included in the 2007 Staff Opinion Survey, as recommended last year. A number of environmental stories were included in First Press and Herefordshire Matters.

#### Staff Opinion Survey 2007: Responses to GEM Questions

Statement	Str Agr	Agre	Disag	Str Dis	Unable	N/A	Net Agree
3.9 I understand the impact of my work upon the environment.	17%	69%	4%	1%	8%	1%	81%
3.10 I address the impact of my work upon the environment whenever possible.	16%	64%	5%	1%	12%	1%	74%
3.11 Herefordshire Council is doing enough to protect the environment.	4%	36%	27%	7%	26%	1%	5%
3.12 I would prefer to complete this questionnaire online, and not receive a paper copy next year.	27%	27%	22%	8%	14%	2%	23%

Replies show a strong understanding of and response to environmental issues. Interestingly staff feel equally strongly that not enough is being done. This gives a clear mandate for further action on the environment.

**Recommendation 18:** Undertake a short on-line survey to investigate the reasons for high number of staff who think we should be doing more for the environment and find out their priorities for further action.

An extended session on climate change and GEM has been included in the corporate induction programme since early 2007. An intranet based GEM presentation for existing staff to use themselves is in the process of development. No training for managers took place during the year, though there was a session on climate change at the Leadership Forum in summer 2007. Training sessions are now scheduled during the coming year for existing staff who have requested GEM training through SRD.

## **5 OTHER DEVELOPMENTS**

### **5.1 Review of Council Environmental Aspects**

Geodiversity has been included within Landscape character. There are currently 17 aspects.

### **5.2 Sustainability Strategy**

This was written by a corporate director level group, led by the Director of Environment and supported by Forum for the Future and agreed by Cabinet early in 2007. An Action Plan is in place. The Strategy and a summary are both posted on the Council website. However there has been limited staff time to follow up actions.

A Sustainability Board has been proposed and it is hoped that it will oversee progress on a number of issues that involve several directorates, such as Sustainability, ISO 14001, climate change, sustainable schools and the Staff Travel Plan.

**Recommendation 19:** *Set up a Director level Sustainability Board to monitor, challenge, improve and publicise the overall sustainability performance of the Council, particularly relating to environmental sustainability.*

### **5.3 Timber**

After agreement in last year's review that all wood used by the Council should be demonstrably from legal sources or locally grown (up to 2010), guidance was circulated to all managers known to be using wood directly or through contractors. The easiest and most reliable way to assess the status of different certification schemes (which changes from time to time) is to use those accepted by the Government, as set out on DEFRA's CPET site.

An internal GEM audit of the status of wood purchased is currently underway.

**Recommendation 20:** *The Council uses the DEFRA Central Point of Expertise on Timber (CPET), the government site for guidance on legal and sustainable timber procurement, as its own benchmark for acceptable certification schemes.*

### **5.4 Procurement**

The Strategic Procurement & Efficiency Manager in the Resources Directorate is responsible for procurement at a strategic level. It is becoming standard practice to ask all tenderers for their environmental policies. For instance all those tendering for the temporary staff contract were asked for environmental policies. This resulted in some positive developments of the contract. Environmental requirements are being factored into contracts, for instance it is planned to include a double sided default as standard in the contract for new photocopiers.

The national focus on sustainable procurement is strong. The Government is committed to being the leader in Europe on sustainable procurement by 2009 and responded to Sir Neville Simm's Procurement taskforce during the year. The National Procurement

Strategy for Local Government requires that we “Build sustainability into the Council’s procurement strategy, processes and contracts”.

The Council’s Procurement Strategy, updated in July 2007, retains a strong commitment to whole life costing and environmental issues. It states that :-

*The whole Council and all contracts are bound by the Council’s environmental policy commitment to “use its influence to actively encourage responsible practice by suppliers and contractors” (section 6.1.1)*

And

*Whatever method of procurement used, the Council must ensure that providers of services work to environmental standards equivalent to those set within the Council and are made aware of minimum requirements. This may be achieved both by contractual means and through advice, support and guidance. (6.1.2)*

Our key purchasing partner, West Mercia Supplies, has an environmental statement, an environmental champion and a sizeable programme of environmental initiatives.

During the year West Mercia Supplies, working with the Environmental leads for the four member authorities, have continued to extend their greenlist, paying careful attention to price. A comparison of the cost of green and standard items showed that several greenlist items were cheaper than their standard comparators and that the Council would have saved £4K overall during 2006/07 if it has bought entirely from the Greenlist.

**Recommendation 21:** *Purchases from WMS are routinely from the greenlist unless individual items are more than 20% above the cost of the standard range.*

### **5.5 Local Area Agreement**

A new agreement to run from April 2008 is under negotiation. It is hoped that environmental priorities will be included. Follow up at next review.

### **5.6 EcoSchools**

This scheme continues successful in the county there has been a significant jump in the number of schools obtaining awards and renewed interest from many high schools. Numbers continue to be monitored by the Sustainability Unit. At the end of the summer term 2007 84 schools were registered with the scheme. 30 (18) schools had a bronze award, 16 (10) had a silver award and 13 (10) had the top Green Flag award (2006 figures in brackets). Additionally 4 nursery schools have registered, a welcome new development.

## **6 OPPORTUNITIES FOR IMPROVEMENT**

*(Proposed Lead group stated at start of each point, section reference in brackets at the end))*

**Recommendation 1: Sustainability Unit** In order to maintain corporate ISO 14001 certification it is important that DMTs review and record their environmental performance at least half yearly, supported by their GEM Leads, and keep their Directorate summaries of environmental impact & controls up to date. (1)

**Recommendation 2 CMB:** Internal audit to include ISO 14001 systems audits in their annual programme. (2.1)



**Recommendation 3 (arising from observation by SGS) CMB:** The management review minutes confirm that the GEM report has been reviewed and the action points agreed. (2.2)

**Recommendation 4 CMB:** Service Plans include specific environmental improvement opportunities for 2007/08 with formal management programmes indicating responsibility and timescales and link these to corporate objectives. (3.2)

**Recommendation 5 Officers in Charge:** Officers in Charge to arrange for meter readings to be collected within the last two working days of the month and recorded with WMS via their website to improve accuracy of billing and monitoring. Any buildings not currently being supplied with electricity/gas via WMS to be reported to Chris Smith via the performance reporting procedure as previously set up so that transfer can be arranged. (3.2)

**Recommendation 6 CMB:** Full management support and encouragement to allow Energy Champions and staff to be actively involved in the project. (3.2)

**Recommendation 7 CMB:** Ensure that the Climate Change Officer, once appointed, receives support from officers across the authority in provision of data and developing actions to achieve the corporate reduction target. (3.2)

**Recommendation 8 CMB:** ISO 14001 requirements are integrated into to key corporate processes, such as performance management, procurement and communication, now that all Council functions are included. (4)

**Recommendation 9 Environment/Corporate & Customer:** Retender certification contract for ISO 14001 in the coming year and decide whether to include ISO 19001 in the Environment directorate and other sections where it is held, eg ICT, in the same contract. (4)

**Recommendation 10 Property:** The Building Management System now agreed for use by Property Services for Council property should be installed ASAP at the Hillcrest Sewage Treatment Plant to increase speed of response to plant and non-operational plant malfunction, thus reducing the risk of formal action from the Environment Agency. (4.1.1)

**Recommendation 11 Property/Corporate & Customer:** Legal advice be obtained on how to introduce a charging mechanism for occupants connected to Council owned sewage treatment plants, particularly for costs related to misuse of the systems. This is likely to improve legal compliance. (4.1.1)

**Recommendation 12 Property/Amey:** Strong support for letting a single contract for maintenance of sewage works and interceptors to make monitoring more straightforward. Recommend this include independent sampling of discharges to watercourses; at least once a year for those Council owned plants with a consent limit set by the EA. (4.1.1)

**Recommendation 13 CMB:** Management of Council owned and managed land with a biodiversity designation is reviewed within the next 12 months to ensure the Council is meeting its NERC responsibilities and its Corporate Plan vision of the county's outstanding natural environment. (4.1.1)

**Recommendation 14 CMB:** Potential or actual breaches identified are entered on Directorate Risk Registers. (4.1.1)

**Recommendation 15 CMB:** The revised Environmental Policy statement be adopted. (4.2)

**Recommendation 16 Resources:** Clarify the wording of the capital bid question relating to legal compliance and environmental impact to elicit more useful information. Put a mechanism in place to evaluate the answers given and feed them into the decision making process. (4.5)

**Recommendation 17 Environment Directorate:** Confirm the requirement that paper for external printing jobs should now contain a minimum 50% recycled fibre for coated papers and 70% for uncoated papers and seek new subcontractors if prices for this work are unsatisfactory. (4.6)

**Recommendation 18 Sustainability Unit/Research:** Undertake a short on-line survey to investigate the reasons for high number of staff who think we should be doing more for the environment and find out their priorities for further action. (4.8)

**Recommendation 19 CMB:** Set up a Director level Sustainability Board to monitor, challenge, improve and publicise the overall sustainability performance of the Council, particularly relating to environmental sustainability. (5.2)

**Recommendation 20 Environment/Resources/Adult & Community:** The Council uses the DEFRA Central Point of Expertise on Timber (CPET), the government site for guidance on legal and sustainable timber procurement, as its own benchmark for acceptable certification schemes. (5.3)

**Recommendation 21 CMB:** Purchases from WMS are routinely from the greenlist unless individual items are more than 20% above the cost of the standard range (5.4).

**Recommendation 22 Officers in Charge:** to arrange for meter readings to be collected within the last two working days of the month and recorded with WMS via their website to improve accuracy of billing and monitoring. Any buildings not currently being supplied with electricity/gas via WMS to be reported to Chris Smith via the performance reporting procedure as previously set up so that transfer can be arranged. (3.2)

**Sustainability Unit, October 2007**

**Appendix 1: Progress on GEM Management Review Recommendations agreed by CXMT on 24<sup>th</sup> November 2006**



CXMT Recommendation of November 2006	Action / Response
DMTs review and record their environmental performance at least half yearly, supported by their GEM Leads, using the Directorate summaries of environmental impact & controls. (1.3)	Variable response.
Directorate Summaries (now known as ICED GEMS <sup>1</sup> ) are regularly updated by appropriate managers and are used to inform environmental target setting (2.2).	Summaries in place. Difficult to achieve regular update.
Service Plans include specific environmental improvement opportunities for 2006/2007 with formal management programmes indicating responsibility and timescales and link these to corporate objectives. (3.5 & 4.1)	Poor response in 07/08 service plans.
ISO 14001 requirements are integrated into to key corporate processes, such as performance management, procurement and communication, now that all Council functions are included. (4)	Included in updated procurement strategy (updated July 07) Perf management: IPD to Cabinet 20 <sup>th</sup> Sept + appendices. KL back 1/10
GEM auditors are allocated time by their managers to undertake at least 2 GEM audits annually. (2.1)	Poor response led to decision to move to smaller dedicated team largely within ESS. Internal Audit does not currently include systems audits as routine in their work plan.
The corporate plan indicator for reducing carbon emissions is changed to "Achieve a 12.5% reduction in Council carbon dioxide equivalent emissions by 2012". (3.4)	Changed in Corporate Plan 07/08 to 10% by 2010 (HC102)
Reiterate the importance of all legal breaches being reported to GEM as soon as possible after they have occurred to ensure compliance with ISO 14001. (4.1.1).	
Directors ensure that actual & potential risks identified by the Legal Compliance Review are entered on their Directorate Risk Registers (4.1.1)	Progress not known. Registers not held on intranet so not easy to check.
Ensure that sufficient resources are made available to minimise the risk of potential or actual legal breaches identified in the Legal Compliance Review. (4.1.1).	Finance to replace flare approved by Director of Environment. Upgrade of Building Energy Management System (which will assist detection of problems at sewage treatment works) agreed by Herefordshire Connects summer 07.
Paper for Council external printing jobs to contain a minimum 50% recycled fibre for coated papers and 70% for uncoated papers by 1st June 2007 (4.5).	Not yet achieved as HJS/Amey subcontractors generally raising prices substantially for use of recycled paper.
All wood used by the Council is demonstrably from legal sources (5.3)	Information sent out to sections known to be using timber on 05 February 2007 GEM Audit being undertaken Sept 07.

<sup>1</sup> Integrated Control and Enhancement Directorate GEM Summaries





# HEREFORDSHIRE COUNCIL ENVIRONMENTAL POLICY

Herefordshire Council provides and purchases a wide range of services for the county as the unitary local authority. The Council shares a vision for a better Herefordshire with a wide range of partner organisations in the private, public and voluntary sectors. This is set out in The Community Strategy for Herefordshire, which commits to integrating sustainability into all Council actions.

As part of its commitment to sustainability and safeguarding the environment, Herefordshire Council will protect both the wider environment and our outstanding natural environment through demonstrable and continuous improvement of its environmental performance and full compliance with all relevant legal and other requirements.



## To meet this commitment Herefordshire Council will:

- Maintain certification of its environmental management system to ISO 14001, the recognised international standard, covering all its activities and services across all directorates
- Make efficient use of natural resources including water, heat and electricity and promote the use of appropriate sources of renewable energy and recycled products
- Reduce the amount of waste entering the waste stream and increase recycling and composting, while ensuring that waste generated is dealt with in a way that reduces its impact on the environment
- Reduce carbon emissions from its own activities and respond to, mitigate and adapt to wider climate change impacts
- Promote sustainable and integrated transport solutions that meet the needs of the county.
- Conserve the natural and historic environment by protecting and enhancing landscape, biodiversity and historic assets.
- Provide a planning system that seeks to ensure that development is sustainable
- Take action to prevent pollution and minimise environmental risks
- Lead by example and use its influence to actively encourage responsible environmental practice, and raise awareness and understanding of environmental issues among its staff, suppliers, contractors, partners and the public
- Promote the benefits of a healthy and attractive environment to community well being
- Set formal objectives across all directorates and provide the necessary resources, training and performance review to ensure continuous improvement of overall environmental performance across the Council
- Promote this policy and make it available to all staff, suppliers, contractors, partners, and the public.



**Cllr John Jarvis**  
Cabinet Member for the Environment

**Chris Bull**  
Chief Executive



## TRANSPORT ASSET MANAGEMENT PLAN

Report By: **ACTING HEAD OF HIGHWAYS & TRANSPORTATION**

### Wards Affected

County-wide

### Purpose

1. To update the Committee on the progress of developing a Transport Asset Management Plan (TAMP) to improve long term planning of investment in the transport network.

### Financial Implications

2. None as a result of this report

### Background

3. The Council invests over £15M per annum in maintaining, upgrading and adding to the transport network. This is comprised of a combination of capital funding from the Local Transport Plan Settlement (around £10M) and revenue from the Council's own revenue budget (around £6M). Whilst this is a substantial amount to invest, the size of the transport network and the range of assets included represent a significant challenge if we are to ensure that we get real value for money from this investment. A summary of the key transport assets includes:
  - Over 2000 miles of highway
  - Over 700 bridges
  - 13000 streetlights
  - footways
  - cycle routes
  - public rights of way
  - signs and lines
  - traffic signals
  - bus shelters
  - bus stations
  - street furniture
4. Transport Asset Management is defined as a 'strategic approach which helps identify the optimal allocation of resources for the management, operation and enhancement of the highways infrastructure to meet the current and future needs of users.' The Local Transport Plan 2006/7 to 2010/11 includes a commitment to develop a Transport Asset Management Plan (TAMP) in recognition of the challenge and the need to continue improving delivery of a vital local service.

### Progress to Date

5. Work on the TAMP began in late autumn 2007 and has included a review of the existing approaches to maintaining our transport assets compared with best practice approaches, an extensive public consultation exercise which ends 29 February and a seminar for all Members which was held on 12 February.

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Further information on the subject of this report is available from Richard Ball – Acting Head of Highways & Transportation

6. Whilst the public consultation exercise has not yet finished the initial response has proven just how important the transport network is to Herefordshire residents. Over 3,500 survey responses have now been received (a questionnaire was included in the January edition of Herefordshire Matters) and around 100 online surveys have also been completed.
7. The Members' seminar was well attended and an interactive workshop enabled Members to express their views on key elements of the transport network against the following service objectives:
  - Provide a safe highway network
  - Maintain network serviceability
  - Improve customer service
  - Protect the environment
  - Improve journey time reliability
  - Improve quality of street scene
  - Availability and accessibility of the network
8. A summary of the comments made by Members set in the context of service delivery objectives includes:
  - Safety comments:
    - It was agreed that improving road safety is a top priority and should remain so
    - Need to ensure good junction design and clear visibility
  - Serviceability comments
    - Drainage and dealing with standing water was regarded as very important
    - Desire for better coordination of works
    - Better management of HGV routeing
  - Customer comments:
    - Managing expectations – there was a clear view expressed that we need to be realistic about what we can achieve and this needs to be clearly communicated to the public
    - Desire for prompt feedback on enquiries
    - Clearer information on what the service is doing/planning to do
  - Protecting the environment:
    - Support for current approach to verge cutting/grass cutting (which was regarded as being environmentally sensitive)
  - Journey time comments:
    - Some support for a focus on the car as the main form of transport in a rural county
    - However, there were also views expressed indicating that more investment in sustainable transport is required – this would help release capacity for car users and improve journey times
    - Desire for real time information (particularly on longer journeys beyond the County boundary – especially whether or not bridge at Chepstow is open)
    - Strong support for safer routes to school to reduce peak hour traffic
    - Support for a relief road for Hereford/additional river crossing
  - Streetscene comments:
    - Strong desire to reduce street clutter
    - Desire for more sensitive traffic management in villages and rural areas – concern about certain treatments which are seen as urbanising these locations
    - Support for better control of utilities works to ensure that they return the street scene to its previous standard
  - Accessible network comments:

- Concern that the TAMP needs to appreciate rural nature of the county as well as urban transport networks – suggested that this would require different strategies
- Consider the needs of all users in new schemes especially pedestrians

## Next Steps for TAMP

9. In finalising the TAMP, work will continue on analysing the massive response to the public consultation, feeding in Members' views (from the workshop) and those of Parish Councils (which were consulted directly with the public survey questionnaire). This work will enable the development of '**levels of service**' for all of our transport assets – these are clear statements of the performance of the asset in terms that customers understand (rather than merely technical standards).
10. We are aiming to develop **lifecycle management plans** for two key asset groups – carriageways and structures which will form a template for other asset groups and will help us identify gaps in our data and or processes. This work is to be supplemented by an officer workshop (taking place in March) which will focus on improvement activities required to fully develop the TAMP. Lifecycle management plans will help us set out long term investment strategies for asset/asset groups, taking into account current condition and the projected deterioration of the asset. These specific plans should enable the testing of various investment options which will enable us to make better long term decisions.
11. The work undertaken to develop the levels of service and the lifecycle management plans will identify a number of areas where we currently have insufficient data or have not adopted consistent and clear processes. Hence, a key element of preparing the TAMP is the development of an **improvement plan** which will draw together a number of actions for ongoing improvement. This improvement plan will form part of the TAMP and will identify the further work required to improve the quality of the TAMP and more importantly the long term planning of service delivery.
12. The first draft of the Herefordshire Transport Asset Management Plan should be completed in April 2008 when it will be presented to the Cabinet Member for Highways and Transportation for his consideration with a view to issuing a final document in May 2008. It is anticipated that the TAMP will only be the starting point of a more inclusive approach to directing and delivering highways services and that the improvement plan will highlight further member engagement both in taking TAMP forward and also built in to routine processes.

## RECOMMENDATION

**THAT subject to any comments by the Committee the report be noted.**

### BACKGROUND PAPERS

- None identified.





## SERVICE DELIVERY REVIEW

Report By: **ACTING HEAD OF HIGHWAYS & TRANSPORTATION**

### Wards Affected

County-wide

### Purpose

1. To receive a presentation of the Service Delivery Review of the Council's Service Delivery partnership with Amey that is currently underway.

### Financial Implications

2. None as a result of this report

### Background

3. In November 2007 a review was commenced to examine ways of improving the Council's Service Delivery Partnership arrangements with AMEY (incorporating Amey Wye Valley and Owen Williams). This review is being carried out with AMEY with the overall aim, to review the Council's approach to delivering services through the existing Service Delivery Partnership and identify a preferred option to ensure that the Council can deliver a better service for less cost.
4. Two key objectives have been set for the review to achieve. These are:
  - To review alternative forms of delivery with a view to securing annual savings to the Council of a minimum of £1 million; and,
  - To improve current quality and level of service.
5. The scope of the review is intended to encompass all elements of the scope of the existing Service Delivery Partnership. Any changes to the current arrangements arising from the review would be by agreement between Amey and the Council and would not require a re-procurement process.
6. A Project Board and Project Team, led by the Acting Head of Highways and Transportation, has been established to undertake the review. These draw together the necessary expertise and knowledge from across the existing partnership and includes representation from all the main service areas within the Council that could potentially be affected by the outcome of the review. Membership of the Board includes the Director of Environment, Director of Resources and Director of Adult and Community Services.
7. A presentation will be given to the Committee to explain in more detail the approach being taken.

### RECOMMENDATION

**THAT subject to any comments by the Committee the report be noted.**

### BACKGROUND PAPERS

- None identified.

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Further information on the subject of this report is available from Richard Ball – Acting Head of Highways & Transportation



## ON-STREET PARKING

Report By: **ACTING HEAD OF HIGHWAYS & TRANSPORTATION**

### Wards Affected

County-wide

### Purpose

To highlight the Council's current policy with regard to on-street parking controls and consider whether it may be appropriate for this Committee to undertake a review to determine whether it would wish to recommend any improvements.

### Financial Implications

1. None as a result of this report

### Background

2. The Council's Countywide Car Parking Strategy forms part of the Council's Local Transport Plan that sets out the overall transport strategy for the County. This recognises the important role that the parking policy can play in developing a sustainable and integrated transport system for the County. It encompasses the Council's current approach to the management of both on and off-street parking. A copy of the strategy is attached as Appendix 1 for reference.
3. During 2004, this Committee carried out a detailed review of the previous strategy. That review considered the full range of issues relating to car parking from strategic policy to more detailed implementation issues. It also included comprehensive consultation with stakeholders. The recommendations arising from that review helped with the development of the current strategy that was subsequently incorporated into the Local Transport Plan.
4. The strategy sets out a countywide approach to the management of the Council's off-street car parks. This includes detailed area strategies for Hereford and the Market Towns to ensure that car park management is tailored to recognise local needs. It is not considered necessary to review this aspect of the current strategy at present.
5. There are over 1600 on-street parking spaces available in the main centres of the County, all of which are currently free and generally controlled by means of limited waiting restrictions. Within Hereford there are over 400 spaces, representing 15% of publicly available parking provision for the City Centre. Decriminalised parking enforcement was introduced some years ago throughout Herefordshire and the Council employs a team of Parking Attendants to undertake enforcement of parking restrictions.
6. The current strategy identifies that during the period of the current Local Transport Plan, consideration will be given to the introduction of on-street charges in central Hereford to contribute to managing demand and provide revenue funding to support Park and Ride or other sustainable transport improvements. The Council is currently developing proposals for park and ride facilities for Hereford and it is hoped to bring forward a scheme to serve traffic

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Further information on the subject of this report is available from Richard Ball – Acting Head of Highways & Transportation

entering the City from the North in 2009. The Committee may wish to consider the approach that should be taken to this aspect of the strategy.

7. In addition, the Council has over recent years continued with a programme of Residents Parking Schemes in residential areas close to the centre of Hereford, and in appropriate locations in the Market Towns, to deter commuter and shopper parking and help enable residents to park. Given the number of schemes that have now been introduced, it may be appropriate to review the extent to which they have been successful and whether there are any improvements that could be made to how the schemes are operated and enforced.
8. The Committee may wish to consider the approach they would wish to take to reviewing the recommending any improvements to the Council's policy in relation to the management of on-street parking.

## **RECOMMENDATION**

**THAT the Committee consider whether to undertake a review of the Council's policy in relation to on-street parking controls.**

## **BACKGROUND PAPERS**

- Appendix 1: Extract from Herefordshire Local Transport Plan 2006/7

Extract from Herefordshire Local Transport Plan 2 – 2006/7 – 2010/11. Countywide Car Parking Strategy. Pages 137 to 143

## **9.7 Countywide Car Parking Strategy**

### ***9.7.1 Introduction And Overview***

Parking policy can play a major role in supporting the development of a sustainable and integrated transport system. The availability of parking space is known to be a key factor in determining people's choice of mode for a particular journey. Together with improvements in alternative modes to provide the "carrot", strategies for parking supply and control can offer an important tool manage demand to encourage a modal shift away from the private car towards more sustainable modes.

Park and Ride can also form an essential part of such a package by offering an alternative to the car for the final part of a journey to a centre. It can therefore enable further demand management measures to be applied within the centre to improve the quality of life for residents and visitors.

The important role parking policy needs to play in addressing Herefordshire transport issues is recognised and this strategy seeks to manage both on and off street parking to maximise the benefits to the people of Herefordshire. This means balancing competing needs of shoppers and visitors against the needs of those who rely on a car to get to work and need all day parking. Charges are used to help to manage the use of the available space to balance these demands. The strategy is integrated and consistent with the objectives of other local strategic plans and recognises how important the car is for travel in this rural county.

Car Parking Strategy has a significant role in delivering the overall aims of the Local Transport Plan. The following table highlights the key linkages between the overall Shared Priorities, Key Outcomes that we have identified for Herefordshire and elements within the Car Parking Strategy.

### 9.7.2 Policy Linkages

**Table 9.7A: Parking Policy Linkages**

Shared Priorities	Key Outcomes	Car Parking Strategy Contribution
Delivering Accessibility	<ul style="list-style-type: none"> <li>• Better access to jobs &amp; services</li> <li>• Increased use of sustainable modes of travel</li> <li>• Assets maintained well</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of convenient and accessible parking for disabled people</li> <li>• Development of Park and Ride</li> </ul>
Tackling Congestion	<ul style="list-style-type: none"> <li>• Reduced congestion</li> <li>• Assets maintained well</li> <li>• Supported and enabled economic development</li> <li>• Increased use of sustainable modes of travel</li> </ul>	<ul style="list-style-type: none"> <li>• Development of Park and Ride</li> <li>• Improved signing reduce congestion caused by searching for spaces</li> </ul>
Safer Roads	<ul style="list-style-type: none"> <li>• Improved safety</li> <li>• Assets maintained well</li> <li>• Increased use of sustainable modes of travel</li> </ul>	<ul style="list-style-type: none"> <li>• Decriminalised parking enforcement to improve flow of traffic and improve road safety</li> </ul>
Better Air Quality	<ul style="list-style-type: none"> <li>• Safeguarded environment</li> <li>• Reduced congestion</li> <li>• Increased use of sustainable modes of travel</li> </ul>	<ul style="list-style-type: none"> <li>• Charging strategy to support demand management, encourage use of sustainable modes and deter commuter parking close to centres</li> <li>• Improved signing reduce congestion caused by searching for spaces</li> </ul>

### 9.7.3 Developing The Strategy

During 2004, the Council's Environment Scrutiny Committee carried out a detailed review of this strategy. This review considered the full range of issues relating to car parking from strategic policy to more detailed implementation issues. Comprehensive consultation was carried out to inform the review. This included a public session where the Review Team questioned six key witnesses from stakeholder groups and heard evidence of best practice from elsewhere. The consultation carried out included:

- A questionnaire to key organisations, Town and Parish Councils;
- Press statements inviting comment on the Strategy;
- Evidence submitted by key sections of the Council including. tourism, economic development, planning and the County Treasurers;

- Benchmarking information from the Midland Parking Managers Forum.
- Local Councillors were invited to submit their observations.
- Town or Parish Council meetings.
- Public examination meeting
- Focus group sessions to provided qualitative information regarding the likely views of members of the general public.

The review identified that the overall strategy needs to provide appropriate parking for the following market segments.

a) Visitors / Shoppers / Tourists

The Strategy should allow for short stay parking on and off street close to shopping areas, improved signage and provision of Park and Ride for Hereford.

b) Workers / Commuters

Long stay parking should be located further from centres. Location and management of such spaces should encourage use of alternative forms of travel for journeys to work and support Park and Ride in Hereford.

c) Residents

Residents Parking Schemes will be introduced in areas close to centres, subject to local support. Such schemes will be designed to deter long stay commuter and shopper parking which can cause problems for resident wishing to park near where they live.

In developing a Countywide Car Parking Strategy the review identified the need to take account the following key constraints:

- Government Transport Policy
- Overall Local Transport Plan strategy
- Land use planning guidance and policy
- The need to maintain financial income to the Council
- The need to carry out fair and effective enforcement
- The resources available for improving quality, maintenance and signing

The recommendations of the review have been used in the development of this strategy.

## **Strategy Elements**

### **9.7.4 Transport Policy**

The overall parking policy supports the Council's aim to encourage the use of alternative forms of transport to the private car. However, it is recognised that in a predominantly rural county like Herefordshire, many journeys will continue to be undertaken by car and the overall supply of parking needs to be adequate to support the economic vitality of Hereford and the Market Towns.

Funding for capital improvements to the local transport network is available through the Local Transport Plan allocation. However, many essential measures to address the transport needs of the County, such as Community Transport and Park and Ride, require ongoing revenue funding to make them work. Income generated from Car Parking provision and enforcement will be used to support the objectives of the Local Transport Plan. This may enable additional funding to be made available to support sustainable transport projects, such as Park and Ride, Community Transport, public transport, cycling and walking. It may also be appropriate to use such funding to improve the quality of signing and car parks themselves.

### **9.7.5 Supply & Quality**

There must be sufficient parking capacity and turnover of spaces to meet the economic vitality safety and access objectives set out above for the county. A sample of council car parks are surveyed quarterly to establish occupancy levels and this information will be used to determine the need for additional spaces.

There should be sufficient overall parking supply to support economic activity. However, this should be managed and located so as to support Local Transport Plan objectives to reduce congestion and encourage the use of alternative forms of transport, such as Park and Ride. Within Hereford, new parking supply should be provided in the form of Park and Ride with charges and management of car parks in the City carried out to maximise Park and Ride use and reduce congestion.

The following key principles will be followed:

- Residents should generally be able to park in residential streets. Residents parking schemes will be introduced to achieve this.
- Car parks need to be well signed, attractive, easy to use and well maintained. Quality is largely determined by available budget and under the council's Asset Management Plan, a recommended maintenance programme has been identified for treatment of surfaces, signs and lines.



- In setting charges, consideration will be given to increasing these sums in order to enable improvements to be made to the quality of the car parks.
- The Council recognises that car parks represent a significant property portfolio. As part of the Council's ongoing role of property management, the profitability, capital value and strategic worth of Council owned car parks will be considered to ensure the use of such land for car parking continues to meet corporate aims.

### **9.7.6 Charging**

In considering the level of charges in Council controlled car parks the following key principles will be followed:

- Some free parking is required in most centres, either on or off street, with more being required where alternatives to the car are less readily available.
- A "Zonal" policy with short stay charging for inner car parks to help visitors and shoppers find spaces convenient to town centres is appropriate for Hereford.
- Any charges must be reasonable in comparison with neighbouring towns.
- Any charges must be in simple multiples of common coin denominations.
- Charges will be reviewed at each car park periodically

Current charges in Council controlled car parks are available on the Council's website at [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk).

### **9.7.7 Approach To Different Types Of Parking Provision**

#### Off-street parking:

##### Public Off Street Parking

Across the County there are over 4500 public off-street spaces available in Hereford and the five Market Towns of Bromyard, Kington, Ledbury, Leominster and Ross-on-Wye. Hereford has the largest number of spaces (over 2500) all of which are covered by a charging regime. Outside Hereford, charges are made in certain car parks in all of the five Market Towns of Ledbury, Ross-on-Wye, Kington, Leominster and Bromyard.

The current supply of public off-street parking is considered to be broadly adequate to meet the needs of the Market Towns, although recent redevelopment within Bromyard has indicated a possible need for more publicly available parking provision. Within Hereford there is concern that demand for parking exceeds supply. Car parks within the Inner Ring Road are effectively full during the week and on Market Day car

parks north of the Inner Ring Road are also effectively full. However, a particular deficiency has been identified on the south side of the City Centre which results in longer journeys for vehicles searching for a parking space. In addition, the current ratio of Private Non-Residential to Public Parking is 60:40 in Hereford, this significantly weakens the ability for parking to act as a tool for demand management.

The approach to the provision and management of off-street car parking seeks:

- To support the economic vitality of Hereford City and Market Towns by providing land close to commercial centres where those who wish to access shops and services can park their cars.
- To ensure parking of vehicles does not obstruct the public highway.
- To support the overall transport strategy for the County.
- To help relieve Hereford City and Market Towns of traffic congestion.

We will manage off-street parking as follows:

- Zonal charging structures for Council controlled car parks in Hereford.
- Charges in selected public car parks in all five Market Towns.
- Provision of some free parking in market towns to support the local economy
- Concessionary Parking Scheme for local pensioners based on 'Home Town' Zones.

### **On-street parking,**

There are over 1600 on-street parking spaces available in the main centres of the County, all of which are currently free and generally controlled by means of limited waiting restrictions. Within Hereford there are over 400 spaces, representing 15% of publicly available parking provision for the City Centre. Decriminalised parking enforcement has been introduced throughout Herefordshire and the Council employs a team of Parking Attendants to enforce parking restrictions.

The approach to the management of on-street parking across the County seeks:

- To ensure the safe and free flow of traffic that is essential to economic vitality and business growth.
- To provide for access for servicing for businesses
- To provide residents parking in appropriate locations
- To ensure effective and sensitive enforcement of restrictions
- To provide for disabled people to park and effective enforcement, to prevent obstructions that can impact upon disabled people, bus services and effective loading / unloading by businesses.

- To ensure that on-street parking enforcement supports economic activity by ensuring effective turnover of short-stay parking for shoppers and visitors in the centres of towns.

We will manage on-street parking as follows:

- Decriminalised Parking Enforcement.
- During the period of this Local Transport Plan, consideration will be given to the introduction of on-street charges in central Hereford to contribute to managing demand and provide revenue funding to support Park & Ride or other sustainable transport improvements.
- The introduction of Residents Parking Schemes in residential areas close to the centre of Hereford, and in appropriate locations in the Market Towns, to deter commuter and shopper parking.
- The use of limited waiting restrictions within the centres of Market Towns.

### **Private Non-Residential Parking**

The availability of a parking space is an important factor in determining a commuter's choice of mode. A reduction in the availability of private non-residential spaces can be achieved in the longer term through the use of planning controls. Whilst there are over 7000 such spaces in the County's main centres, the majority are located in Hereford City (almost 5000). The scope for controlling the provision of new spaces is mainly confined to Hereford where it is most likely that alternative modes to the private car are available for journeys to work. Parking Standards are currently under review and will be developed to support the aims of the Local Transport Plan and the Unitary Development Plan.

Hereford City Centre has been identified as an area within which a reduction of up to 100% may be applied to the number of spaces required as part of any new development. Developer contributions may therefore be raised in lieu of the provision of parking spaces and the money used to contribute to alternative transport facilities. The Council will seek to redress the balance of total public to private non-residential parking supply, particularly within Hereford through the use of planning controls.

## AREA STRATEGIES

The following paragraphs summarise the approach to applying these principles in Hereford and the Market Towns

### **9.7.8 Hereford**

Hereford is the county town, attracting large numbers of workers, shoppers and business trips and also a significant number of tourists. The need here is primarily to manage the available spaces. By managing the cost and supply of car parking within the City parking policy can contribute to managing car use and promoting the use of alternatives to the car where they are available and support the development of Park and Ride.

Studies and consultation have highlighted a concern that in Hereford demand for parking exceeds supply and it is proposed that additional capacity be provided through the addition of Park and Ride facilities. Car parks within the Inner Ring Road are effectively full during the week and on market day car parks north of the Inner Ring Road are also effectively full.

During 2004/5 a detailed feasibility study was carried out into the provision of Park and Ride for Hereford. This concluded that there is a convincing business case for providing Park and Ride for the City and that priority should be given to developing a site to serve traffic entering the city from the North first to be followed by provision South of the City, as these represent the highest and second highest likely demand for Park and Ride use based on traffic flows and surveys of potential users. The Hereford Transport Review also recommended that two further sites should be developed in the longer term to serve demand from the South West and North East of the City and the relative priority for these proposals will be developed during future LTP periods.

Due to the high demand for parking space in the City, there is also a need to manage the available spaces better to reduce the amount of circulating traffic searching for a space and contribute to reducing congestion.

The following points summarise the approach to be taken in Hereford:

- Three charging zones (central, middle and outer) with charges close to the centre set to encourage short stay parking for shoppers and deter long stay commuter parking
- Park and Ride facilities will be developed to provide additional parking supply for the City and support modal shift for journeys to the City Centre

- During the period of this Local Transport Plan, consideration will be given to the introduction of on-street charges in central Hereford to contribute to managing demand and provide revenue funding to support Park & Ride or other sustainable transport improvements.
- Improvements will be made to direction signing to car parks and it is hoped to introduce dynamic signing as part of developing an Intelligent Transport System for the City to highlight the availability of spaces and reduce congestion.
- Season tickets are made available in the outer and middle zones only with costs based on a discount compared to parking daily five days a week fifty weeks a year.

#### **9.7.9 Ross-On-Wye**

Ross combines the functions of a market town with those of a tourist attraction and a “gateway” to other places. Charges in Council controlled car parks are set to reflect the fact that there is significant demand for parking by both visitors and local people wishing to access jobs and local services. Charges for car parks closer to the centre are set to encourage short stay and a turnover of spaces to support the local economy with longer term parking allocated to car parks further from the centre. There are no on-street charges.

#### **9.7.10 Ledbury**

Ledbury is a thriving market town with a significant tourist draw. It is important to manage the parking to ensure that visitors are well catered for. Charges in Council controlled car parks are set to reflect the fact that there is significant demand for parking by both visitors and local people wishing to access jobs and local services. There are no on-street charges.

#### **9.7.11 Bromyard**

Bromyard is a small market town that serves mainly its local population and people from the surrounding rural areas. The current charges are set to ensure spaces are usually available near the centre whilst keeping enough free parking spaces for those not wishing to pay but willing to walk a little further. Redevelopment of land previously used for off-street car parking over recent years has indicated a need to provide additional off-street parking spaces to meet current demand. The Council is

investigating opportunities to provide additional car parking to support the local economy.

#### **9.7.12 Leominster**

Leominster serves as a commercial and administrative centre for north Herefordshire in addition to providing several tourist destinations. The town is well provided with conveniently located car parks but it is important to ensure a reasonable turnover of spaces particularly for shoppers and visitors to support the local economy. Where charges are made in Council controlled car parks, the level of charges are set to reflect the need to support the economy of the town. There are no on-street charges.

#### **9.7.13 Kington**

Kington is the smallest of Herefordshire's Market Towns with council car parks. It is important here to ensure an adequate supply of parking, including both on and off street spaces. Where charges are made in Council controlled car parks, the level of charges are set to reflect the fact that demand for parking is mainly local in nature and is required to support the local economy. There are no on-street charges.

#### **9.7.14 Residents Parking**

Near town centres and employment areas it is not always possible for residents to find a parking space due to use of limited on street space by commuters and shoppers. The availability of such spaces for commuters and shoppers can also undermines the overall parking strategy that seeks to manage the supply and cost of parking to make best use of available space and promote a shift to more sustainable forms of transport.

To overcome these problems, Residents Parking Schemes have been introduced in a number of areas, particularly in Hereford, in consultation with residents. Further schemes will be introduced where there is local support. Such schemes restrict use of on-street spaces to resident permit holders only.

It is, however, necessary to allow for visitors, deliveries, traders and carers to park when necessary, in addition to residents. The simplest way of achieving this is restrict waiting to a short duration with an exemption to the time limit for resident permit holders. This will be the normal form of residents parking scheme within Herefordshire.

In some locations pressure on space is so great that this arrangement does not "reserve" sufficient space for the residents and in these circumstances consideration

will be given to making a more prescriptive order, reserving specific marked bays for use by resident permit holders only.

The general approach to granting residents permits will be to issue permits to car owners registered as residential council tax payers at an address within the relevant area. Where space allows, two permits will be available, one marked for the resident's vehicle and one for visitors. Where houses are in multiple occupation, only one permit per council taxpayer will be issued in order to reduce pressure on kerbside space. In no case will the issue of a permit guarantee the availability of a parking space. The charge for permits will cover the administrative costs of issuing the permit plus a contribution to the costs of enforcement.

#### ***9.7.15 Christmas And Special Events***

The Council recognises the importance of supporting the local economy and the role that car parking can make to this. As a result, for certain periods of free parking are traditionally allowed at Christmas in Hereford and Ross-on-Wye to encourage use of local shops for Christmas shopping. This is primarily because, unlike other towns in the County, there are no free public car parks in Hereford or Ross-on-Wye.

The use of car parks for non-profit making events is permitted subject to sufficient parking continuing to be available elsewhere for the general public.

#### ***9.7.16 Provision For Disabled People***

Concessions for the disabled people wishing to park on-street are set nationally, exempting those displaying a blue badge from the time limits otherwise applying and allowing a stop of up to three hours on double yellow lines providing it does not cause danger to other road users. The Council is keen to ensure that appropriate car parking is provided for disabled people. Therefore, in order to also encourage parking off street, all council car parks allow three hours free parking for blue badge holders. Where possible, off-street car parks also include designated wide spaces to assist wheelchair users.

#### ***9.7.17 Parking Concession For Pensioners***

Concessions for pensioners were the subject of considerable debate and consultation in 1999 and 2000 and a countywide system was introduced in January 2001. This allows a pensioner to buy a permit allowing two hours free parking in the town closest to their home. The scheme has been designed to be consistent with policy in relation to transport and social exclusion and helps to support the

economies of the Market Towns, encourage local communities and encourage shorter car trips.

***9.7.18 Parking And The Council's Travel Plan***

The Council has adopted a comprehensive Travel Plan to promote the use of sustainable modes for journeys to, from and during work by staff and visitors. The management of car parking in relation to Council buildings and by staff when carrying out their duties will be considered through the development and implementation of the Travel Plan. This will seek to encourage greater use of alternative modes and support the promotion of car sharing.



## ENVIRONMENT SCRUTINY COMMITTEE WORK PROGRAMME

Report By: Head of Legal and Democratic Services

### Wards Affected

County-wide

### Purpose

- 1 To consider the Committee work programme.

### Financial Implications

- 2 None

### Background

- 3 In accordance with the Scrutiny Improvement Plan a report on the Committee's current Work Programme will be made to each of the scheduled quarterly meetings of this Scrutiny Committee. A copy of the suggested Work Programme is attached at appendix 1.
- 4 The programme may be modified by the Chairman following consultation with the Vice-Chairman and the Director of Environment in response to changing circumstances.
- 5 A number of other issues for consideration have been discussed with the Director and, depending on the Committee's future instruction, may be added to the programme as it is further developed. The issues are listed at the foot of the programme.
- 6 Should any urgent, prominent or high profile issue arise, the Chairman may consider calling an additional meeting to consider that issue.
- 7 Should Members become aware of any issues they consider may be added to the scrutiny programme they should contact either the Director of Environment or the Democratic Services Officer to log the issue so that it may be taken in to consideration when planning future agendas or when revising the work programme.

### RECOMMENDATION

**THAT subject to any comment or issues raised by the Committee the Committee work programme be approved and reported to Strategic Monitoring Committee.**

#### BACKGROUND PAPERS

- None identified.



**ENVIRONMENT SCRUTINY COMMITTEE WORK PROGRAMME - AT 25 FEBRUARY 2008**

<b>9.30am Monday 31st March 2008</b>	
Officer Reports	<ul style="list-style-type: none"> <li>• Review of Household Waste Recycling in Herefordshire: Executive Response to Scrutiny Review and Action Plan.</li> <li>• Review of Travellers Policy. To report the findings of the Scrutiny Review.</li> <li>• Colwall Railway Bridge Replacement - Update</li> <li>• Capital Budget Monitoring</li> <li>• Revenue Budget Monitoring</li> <li>• Report on Performance Indicators</li> <li>• Committee Work Programme</li> </ul>
Scrutiny Reviews	
<b>10.00am Monday 9th June 2008 (provisional date)</b>	
Officer Reports	<ul style="list-style-type: none"> <li>• Presentations by Cabinet Members.</li> <li>• Capital Budget Monitoring</li> <li>• Revenue Budget Monitoring</li> <li>• Report on Performance Indicators</li> <li>• Committee Work Programme</li> </ul>
Scrutiny Reviews	

**Note:**

Environment Scrutiny Committee at its meeting on 3rd December 2007 noted that Member seminars were being arranged on the themes of: Waste collection and disposal and the Local Transport Plan.

Items for consideration as the programme is further developed:

- Scrutinising progress with the Local Transport Plan (LTP2) and any associated issues.
- The effect on Herefordshire of changes to the Single Farm Payments system (e.g. hedge cutting, drainage ditch clearance)
- Implications arising from the 'Better Regulation Agenda' (concerning regulatory inspections and enforcement – within the context of this Committee).
- Any specific issues arising from Council Strategies or Plans.
- Contribute to policy development of LTP3.
- Consideration of revised/reviewed Flood Defence Policy.
- Safety on the A49 and A465 trunk roads – the Director will update the Committee as appropriate.

