

# A G E N D A

## Environment Scrutiny Committee

Date: **Friday, 21st November, 2003**

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Time: **10.30 a.m.**

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Place: **Council Chamber, Brockington, 35  
Hafod Rd, 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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pjames@herefordshire.gov.uk*

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**County of Herefordshire  
District Council**



# AGENDA

## for the Meeting of the Environment Scrutiny Committee

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

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

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## **PUBLIC INFORMATION**

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

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

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

The principal roles of Scrutiny Committees are to

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

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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 Council Chamber, Brockington on Friday, 26th September, 2003 at 10.30 a.m.**

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

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

**In attendance:** Councillors J.W. Edwards, P.J. Edwards, P.E. Harling and Mrs. M.D. Lloyd-Hayes.

**17. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors B.F. Ashton and G. W. Davis.

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

Councillor J. B. Williams substituted for Councillor G.W. Davis.

**19. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**20. MINUTES**

**RESOLVED:** That subject to recording that apologies were received from Councillor P. J. Dauncey the minutes of the meeting held on 13th June, 2003 be approved as a correct record and signed by the Chairman.

**21. HUMAN RESOURCES**

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

The Personnel Manager, Well-being, reported upon the absence statistics for the Directorate, which covered the financial period 16th August 2002 to 15th August 2003. The report indicated the number of people in each division and the full time equivalent (FTE) together with the FTE days lost for each division and the average days lost per FTE. The report also contained reasons for sickness absence and a breakdown of accidents by division.

The Committee scrutinised the statistics and noted a high degree of stress related absence, particularly in the planning division. The Head of Planning Services reported that while a combination of covering for staff vacancies and the drive to increase performance may have had an effect, the high degree of stress related absence primarily related to long-term absence of 2 members of staff.

The Committee also noted that a flexible working hours scheme was available on request to officers in the Directorate.

**RESOLVED: That the report be noted.**

## **22. CAPITAL BUDGET MONITORING**

The Committee were advised on the progress of the 2003/04 Capital Programme for Environment Areas within the overall context of the Herefordshire Council Capital Programme.

The Director of Environment reported that good progress was being made with the programme and highlighted that in many cases major expenditure incurred towards the end of the financial year when schemes or contracts were nearing completion.

The Assistant County Treasurer reported that since the report to the June 2003 meeting, changes to the funding had been made to include an increased call on the Capital Receipts reserve of £195,000 and an adjustment of £250,000 regarding the funding of the Low Floor Bus pilot. Changes to the scheme totals were indicated in the report. The Capital Programme for 2003/04, shown in Appendix 1 to the report, totalled £10,500,941.

In the course of scrutinising the programme the following principal points were noted:

- In relation to the Ross-on-Wye flood alleviation scheme the Head of Engineering and Transportation reported that, if successful, the scheme would be part funded by grant from DEFRA. However, it was a complex funding mechanism, which involved the Council incurring costs in preparing the detailed designs to DEFRA's criteria. It was hoped that Dwr Cymru Welsh Water would respond to the Council's concern about the use of Combined Sewer Overflows in the Town although this matter could not be directly incorporated into the proposed Flood Alleviation Scheme.
- In response to a question on 'forecast spending' and increases in future years, the Committee noted that it was a 5-year capital programme and in principle finance did not carry forward. However, the Directorate did undertake half yearly and yearly reviews of the programme.
- That the Bye St conveniences in Ledbury had been completed. However, the out of hours availability was questioned.
- In relation to the apparent low level of spend to date on Capitalised Footways, the Committee were informed that this reflected the programme of highway maintenance, where footways were less weather critical. Also the contract for footway maintenance had not yet been awarded due to the transfer of services to Herefordshire Jarvis Services.
- While no budget appeared for Quiet Lanes, a consultancy report had been received on 2 possible schemes and a report would be submitted to the Cabinet Member (Highways and Transportation) for consideration. The Head of Engineering and Transportation stressed that schemes were likely to cost significantly more than any available funding from the Countryside Agency.
- That expenditure for a number of schemes e.g. Safer Routes to Schools, was shown under various funding headings.

**RESOLVED: That the report be noted.**

**23. ENVIRONMENT REVENUE BUDGET MONITORING**

The Committee were advised of the position of the Environment Programme Area budgets for the period to 31st July, 2003 and were informed of variations against budget at this stage in the year.

The Director of Environment reported that the budget for 2003/04 was £22,098,000 plus a carry forward of £220,000 from 2002/3. Some of the carry forward had been allocated to Decriminalised Parking (£10,000) and Licensing (£10,000) but the largest proportion (£200,000) had been allocated to road maintenance to reflect the priority given to the service and the additional allocation given for this purpose in 2003/4.

The Assistant County Treasurer reported that spending was anticipated to be in line with the present budget. He highlighted that there were three main pressure areas. The Travellers services budget had been overspent in 2002/03. The Waste Collection contract was expected to be overspent because of the recent contract indexing, although this was being offset by improved Trade Waste Income. Car parking, excluding decriminalised parking, was expected to overspend due to the ongoing cost of non-domestic rates. Management action, including possibly virements from other services, would be necessary to contain these pressures.

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

- Income from travellers sites had been reduced in the main due to a number of sites being closed following vandalism.
- The Director of Environment commented that the Waste Management strategy was now coming to fruition. A seminar on Waste Management issues would be organised in the next month for Members of the Council. In relation to dog waste, the Committee were informed that there was no specific finance for more dog waste bins. However, it was hoped to tackle this problem as part of the street scene initiative.
- In relation to the New Roads & Street Works Act (NRSWA) it was noted that arrangements were working reasonably well with other agencies to avoid unnecessary street works. The Council was reasonably effective in recovering fines for unreasonably prolonged works on the highway. Plans were progressing to make information on expected road works available on the Internet.
- The Director of Environment briefly updated the Committee in relation to the programme of maintenance to Public Conveniences and commented that the conveniences at Leominster bus station development would be the same style as those at Bye Street, Ledbury.

**RESOLVED: That subject to the above comments the Revenue Budget Monitoring report for 2003/04 be noted.**

**24. BEST VALUE REVIEWS - IMPLEMENTATION OF IMPROVEMENT PLANS**

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

The Director of Environment reported that the exceptions to the programmed actions

had been listed in appendix 1 to the report.

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

- In relation to Development Control the Head of Planning Services reported that difficulty was being experienced in benchmarking against other authorities as each had different methods of calculating the cost of planning per head of population. While Herefordshire had been fortunate to receive the Planning Delivery Grant, this grant would have the effect of pushing up the cost of services per head of population in Herefordshire.
- In response to questions on Public Rights of Way (PROW) concerning clearing the backlog of Modification Orders inherited from Hereford and Worcester County Council; the level of accessibility to footpaths in the County and the potential implications of the CROW Act, the Committee noted that a draft Strategy on the future delivery of the service was expected to be circulated for consultation. The Committee debated various issues connected with PROW including income derived from tourists using the footpath system. The Committee considered its role in the development of the draft strategy and what type of approach might prove the most constructive.
- In relation to the production of a synopsis of standards in Highways Maintenance the Committee noted that examples had been obtained of publicity issued by other authorities. Having regard to these it was now intended to publish the Herefordshire standards in a leaflet format by the end of 2003.

**RESOLVED: That the report be noted and the draft strategy for the future delivery of the Public Rights of Way Service be circulated to members of the Committee prior to a full report being presented to the Committee in November 2003.**

**25. BEST VALUE REVIEW OF COMMERCIAL ENFORCEMENT - PROGRESS REPORT**

The Committee were invited to consider the progress of the Commercial Enforcement Review.

It was reported that the Commercial Enforcement Review Team had concluded that Markets and Fairs did not easily sit within the rest of the services under review and suggested that relevant aspects of Markets and Fairs - the street trading function - be considered as part of the proposed in-depth scrutiny review of property. The report also outlined both the position regarding Street Trading within the review and the need to collect more up to date data. A situation report outlining Commercial Enforcement and the issues it faced was attached to the report at appendix 1.

**RESOLVED: That the revised scope of the review of Commercial Enforcement, detailed in the report, be agreed.**

**26. MONITORING OF 2003/2004 PERFORMANCE INDICATORS - APRIL 2003 TO JULY 2003**

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

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

The Committee debated the performance figures in relation to household waste and composting and noted that future targets would be extremely challenging. It was also noted that it was too early for the effects of kerbside collection to appear in the out-turn figures. The Director briefly reported upon the Waste Contract in relation to Herefordshire and Worcestershire.

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

The meeting ended at 12.27 p.m.

**CHAIRMAN**





**MINUTES of the meeting of Environment Scrutiny Committee held at Brockington, 35 Hafod Road, Hereford on Tuesday, 21st October, 2003 at 10.30 a.m.**

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

Councillors: B.F. Ashton, H. Bramer, P.J. Dauncey, Mrs. A.E. Gray, K.G. Grumbley, R. Mills and J.W. Newman D.C. Taylor.

**In attendance:** Councillors: Mrs P.A. Andrews, A.C.R. Chappell, P. J. Edwards (Cabinet Member) Mrs J.P. French, P. E. Harling, Mrs J.A. Hyde, T.M. James, Brig. P. Jones CBE, R.J. Phillips, Mrs J.A. Powell, Mrs S.J. Robertson, J. Stone, J.P. Thomas, W. J. Walling, R.M. Wilson (Cabinet Member).

**27. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors G.W. Davis and T.W. Hunt.

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

Councillor H Bramer substituted for Councillor T.W. Hunt and Councillor D.C. Taylor for G.W. Davis.

**29. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**30. CALL-IN OF CABINET MEMBER (HIGHWAYS AND TRANSPORTATION)  
DECISION ON CAR PARKING CHARGES**

The Committee considered the decision of the Cabinet Member (Highways and Transportation) made on 9th October, 2003 on revised car parking charges for car parks across the County, in accordance with the Countywide Car Parking Strategy, which had been called-in by three Members of the Committee in compliance with the Scrutiny Committee Rules.

The stated reason for the call-in was "concern at the impact the proposed car-parking charges could have on the future economic viability of our Market Towns".

The report to the Cabinet Member (Highways and Transportation) on 2nd October 2003 on the issue and the Decision Notice was enclosed with the agenda papers. A copy of the Countywide Car parking Strategy was also appended. Shortly after despatch of the papers it been discovered that this version of the Strategy was not the final one, a copy of which had accordingly

then been circulated to Members of the Committee.

Additional correspondence provided by the Cabinet Member (Highways and Transportation) had also been circulated as a separate document. This included letters from Hereford City Council, Kington Town Council, Leominster Town Council, Monkland and Stretford Parish Council and Councillor H Bramer in relation to Ross-on-Wye.

The report set out the reasons for the proposed changes to car park charges and a schedule showing the revised charges was appended to the report.

The Chairman invited the Cabinet Member and the Director of Environment to make short statements informing the Committee of any additional matters not set out in the report which they considered relevant.

The Cabinet Member commented on the background to the development of the car-parking strategy and noted that charges had not been reviewed since 2001.

The Director of Environment advised that the Strategy had been developed by an Officer and Member Working Group representing all parts of the County. The Strategy addressed the findings of a District Audit report by linking car parking policy to transportation and other policy aims of the Council as set out on page 2 of the Strategy. He reminded the Committee of the contribution income from car parking charges made to the Council's budget and the financial implications of any recommendations it might choose to make.

The Cabinet Member emphasised that the proposals he had made arising from the annual review were in line with the Strategy. As a Unitary Authority there was a wish to achieve a unified approach across the County. He added that he was disappointed not to have received any representations when the Forward Plan had been issued. When he had undertaken consultation more recently he had received representations requesting free car parking in certain locations.

He reminded the Committee of the costs associated with maintaining car-parks, which also had to be taken into account when setting charges. Whilst recognising the differences in the characteristics of the market towns he had sought to devise an equitable solution.

He was not prepared to discuss the Strategy within the context of the car park charges review although consideration could be given to the Strategy in future if that was thought necessary. He requested the Chairman to restrict

the discussion to the car park charges review on several occasions.

In setting the charges he had also had regard to the increase in income required when setting the Council's budget, renewal of car-parking meters and the expected loss of grant from the Countryside Agency towards community transport funding.

The Chairman then invited comments from Members of the Committee on the general approach. In summary these were as follows:

- Economic viability was important.
- There was an inconsistency of approach. In some areas increases were being proposed which were significantly above inflation whereas charges were not being levied in other areas. This was increasing the present anomalies.
- That a review did not mean that there had to be increases, there could surely be decreases as well.
- That regard had to be had to the particular circumstances in each of the Market Towns. There was for example severe pressure on car parking in the centre of Ross on Wye and it would make sense to reflect the circumstances there by making the Wilton Road car park at the foot of the hill free of charge so encouraging its use, freeing up the Town Centre.
- That the proposed increases in Hereford City would exacerbate the problem of on-street parking. The bus service was not operating effectively enough to encourage drivers to view it as a satisfactory alternative.
- The City Council wanted a much wider consultation to be undertaken.
- That the proposal to operate the Military Club in Friar Street, Hereford as a public car park was fraught with practical difficulties.
- That a cross-party working group should be formed to consider the issue.
- In the course of further general discussion it was suggested that the

increases were being rushed through without the support of Members of the Council, most of whom were unhappy with the proposals. It was also asserted that the individual market towns had their own individual characteristics and circumstances, as did Hereford City itself. This had to be recognised when setting charges.

The Chairman then invited comments from Members of the Committee on specific considerations relevant to Hereford City and the Market Towns.

These were as follows;

**Bromyard:** The Town was less affected by the proposals than others. However, it was considered that the review had not been conducted thoroughly.

**Hereford City:** That the variety of rates was confusing and made people resort to on-street parking. As a tourist centre the City faced stiff competition from surrounding Cities and a proper detailed review was needed prior to imposing the proposed increases.

**Ledbury:** The Town Council had not been formally consulted on the proposed charges. Instead of introducing charging at Lawnside car park by the swimming pool in Ledbury to maintain turnover, time limited car parking should be considered. Further review was required.

**Leominster:** The review had not taken account of changes taking place in the Town as listed in the letter from the Town Council to the Cabinet Member as circulated to the Committee. These included a new retail development on the edge of the Town, a possible extension to the Safeway Store, long term roadworks, and the relocation of a significant number of Council staff to Hereford. A retail impact study had been commissioned by the Town Council and the charging proposals should be deferred until this was complete. It was a misconception that charges reduced congestion. In Leominster this had been achieved by enforcing time limits on parking.

**Ross-on-Wye:** The proposal to charge by the hour in some cases rather than for longer periods was accepted as was the proposed continuation of free parking at Christmas. However, the Town was the only Market Town without any free parking throughout the year. It was acknowledged in the Strategy that the Town acted as a gateway for Tourists and it was important that their needs were met.

In the course of discussion the following principal comments were made:

- That the proposals would not benefit the Market Towns and it was suggested would not in a number of instances generate a net income on individual car parks once the costs of metering, collection and enforcement were taken into account.
- Concern was expressed about the level of consultation on the proposals. It was suggested that this had not taken place with Hereford City or Ledbury Town Council.
- In response to questions the Transportation Manager commented that a full cost benefit analysis had not been undertaken and it would be difficult to do so. The charges raised did cover costs and overheads taken as a whole. He could not say whether the cost of individual car parks was covered by the charges at those car parks. The costs of servicing car parks and emptying meters was small. The bigger costs were enforcement, monitoring and overheads which were hard to attribute to individual car parks. The income and cost was assessed by reference to each Town as a whole. The Assistant County Treasurer added that there was a net income of some £1.2 million but the income was not evenly drawn from across the County.
- In the absence of categorical information Members remained concerned as to whether it might in fact be to the Council's financial disadvantage to introduce charges at some lightly used car parks and uncertain as to how decisions could be taken in the absence of this information.
- In relation to central car park Leominster and the proposal to introduce charges at Etnam Street car park the Cabinet Member commented that charging was more effective at generating turnover than enforcement of a time limit without tickets. He also suggested that it was less costly to enforce. This was challenged by Members of the Committee.
- It was suggested that there had been a reduction in the use of the central car park, Leominster, since the introduction of charging and concern about the implications for Etnam Street car park which was already not used to its capacity, and this was before the implications of the relocation of Council employees were clear.
- That the Council as a whole benefited from the sharing of non-domestic rates across the County and this should be borne in mind when considering moves to make car parking charges uniform.
- There was some debate between the Cabinet Member and Members

over interpretation of the Strategy. It was suggested that circumstances changed and a review was required to establish whether the Strategy was still appropriate. The Committee could legitimately request the Cabinet Member to consider this point.

- The Assistant County Treasurer emphasised that increased income from car parking was necessary to avoid a budget deficit. The Director of Environment reinforced this point stating that, this being the case, it was incumbent on the Committee, if it did not support increases, to identify how the shortfall could be met. He reiterated that the car park charging strategy was linked to other council strategies and initiatives such as reduction in travel by car.
- That Members were not seeking to reduce the generation of income but were identifying inconsistencies in the proposals which it was suggested needed to be reappraised accordingly.
- Concern was expressed that there did not appear to be a clear understanding of the return on individual car parks which were one of the Council's biggest assets. If there was low usage of these prime sites this should be reviewed and acted upon.
- That further consideration should be given to the matter and full consultation undertaken.
- The Cabinet Member maintained that he had consulted on his proposals and had held a seminar open to all members. In relation to Hereford City Council's request for wider consultation he reported that the Chief Executive had written to the City Council stating that "charges for car parking in the City had last been revised in January 2001. When the Council determined policy which included provision for inflation proofing the Council would find it difficult to accept the principle that consultation was necessary in relation to such revisions when they are made in pursuance of published policy."
- A number of Members continued to question whether appropriate and meaningful consultation had taken place and expressed dissatisfaction with the Cabinet Member's approach.
- The Director of Environment explained the recommended maintenance programme for the car parks.
- It was suggested that the change in approach by the Countryside Agency and its intention to invite bids from individual Parish Councils in relation to

community transport would lead to a fragmented approach. The Transportation Manager confirmed that it seemed unlikely that the Council would have the opportunity to secure grant funding into 2004/2005 for projects ending in March, 2004.

- It was suggested that the Committee should invite a representative of the Countryside Agency to explain the position providing an opportunity for the Committee to question its approach.
- The Head of Transportation explained the aims of the Green Travel Initiative referred to in part 5 of the Strategy, and confirmed that the initiative was underway and concessions to staff would be reviewed as part of that process.

At the Cabinet Member's request the Chairman permitted him to comment on issues raised in the discussion. He commented as follows:

- That it was logical to introduce charges at Mill Street, Kington. It was the one most likely to be easily located by tourists and currently was being used for school car parking. There was ample other parking behind the High Street and the proposal would mean that 71% of car parking would not have a charge.
- In Leominster, no increase in the charge on the Central car park was being proposed. A charge on Etnam Street would ensure sufficient capacity and turnover of spaces. Implementing the proposal would mean that 69% of car parking would not have a charge. An article in Leominster Pride a journal produced by the Leominster Civic Trust had said that introducing charges on the central car park had not had a detrimental effect.
- In Ledbury he had asked the 3 Herefordshire Councillors for the Ledbury Ward for their views and the proposed increase at Lawnside car park was in response to comments he had received.
- In Bromyard an equitable balance had been struck. The proposal would mean that 66% of car parking would not have a charge.
- In Ross-on-Wye the current basis for charging had been confirmed when Town Centre enhancements had been agreed and this approach was being maintained.

The Committee was asked whether it wished to accept the Cabinet Member's decision or refer the matter back to him. It agreed that it wished to refer the matter back to the Cabinet Member. It then agreed to a short adjournment. On reconvening a proposal was put before the meeting.

**RESOLVED:**

**That the Cabinet Member (Highways and Transportation)'s decision on car parking charges be referred back to him for further consideration with the following recommendations:**

- a) **That as Councillors the Committee are well aware of their financial responsibilities but are still unhappy with the proposed charging structure and the Cabinet Member is therefore asked to revisit the individual charges being mindful of the overall goal, and accordingly charges be retained at the levels existing as at 8<sup>th</sup> October, 2003 pending further consultation and collaboration with Members of the Council and other appropriate representative bodies; and**
  
- b) **That a full review of the car parking strategy be undertaken and arrangements for this be put in hand as soon as practicable.**

The meeting adjourned between 11.55 am and 12.20 pm and ended at 12.25 p.m.

The meeting ended at 12.25 p.m.

**CHAIRMAN**



## CAPITAL BUDGET MONITORING

**Report By: Director of the Environment**

### Purpose

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

### Financial Implications

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

### Considerations

3. The report has been largely based on the second round of capital monitoring, which involved an examination of all schemes at the end of September 2003. Care is being taken to ensure the forecast spend accurately reflects the expected spend in 2003/04. The overall spending position is being kept under careful review by the Environment General capital-working Group.
4. The actual spend against each scheme is shown as at 30<sup>th</sup> September 2003.
5. The total Capital Programme for 2003/04 shown in Appendix 1 totals £10,719,941. This is an increase of £219,000 from the original budget due to the receipt of a capital grant from WyeSMoves, to fund bus purchases, which will be spent this year. The committed budget for the capitalised assessment and strength of bridges exceeds the original budget by £283,000. The budget from other schemes will be decreased in order to fund this commitment in the next round of capital monitoring.
6. The total spent to date is £3,545,628 or 33% as at 30<sup>th</sup> September 2003. Including capital commitments total spend to date would be £6,623,193 or 62%.
7. The capital receipts reserves position has become overdrawn by £60,000 as funding relating to the Ross Flood Alleviation was not approved as expected. Discussions on this scheme are continuing and funding may be approved in due course. The overdrawn amount will otherwise either have to be met from future receipts or a reduction in spending on one or more schemes.

## RECOMMENDATION

**THAT the report be noted.**

### BACKGROUND PAPERS

- None identified.



	Original budget for 2003/04	Revised Forecast for 2003/04	Spend per Cedar	Unposted Recharges & Commitments	Total Spend to date	% of Budget Spent	Revised Forecast for 2003/04	Change in Forecast
Scheme	2003/04	at 1/07/03	at 1/10/03	at 1/10/03	2003/04	2003/04	at 1/10/03	2003/04
	£	£	£	£	£	%	£	£
<b>Non LTP:</b>								
Minor Highways Schemes			(22,021)	22,021				
Bye Street			(1,864)	1,864				
Sec 106 Agree - Friar St	37,630	37,630				0%	37,630	
LPSA improving road safety	7,036	7,036		7,036	7,036	100%	7,036	
LPSA improving road safety	96,054	96,054		96,054	96,054	100%	96,054	
Urban Bus Challenge - WyeSMoves				219,000	219,000	100%	219,000	219,000
<b>Countywide Safety Strategy:</b>								
LTP - Review/Upgrade Speed limit signing	50,000	50,000	14,782	13,614	28,396	57%	50,000	
LTP - Low cost Safety Schemes	150,000	150,000	23,883	3,129	27,012	18%	150,000	
LTP - Traffic Calming	75,000	75,000	430	9,510	9,940	13%	75,000	
LTP - Minor Safety Improvements	50,000	50,000	14,016	23,069	37,085	74%	50,000	
LTP - Safety Cameras	10,000	10,000	9,200	800	10,000	100%	10,000	
LTP - 20 mph Zones at Schools	100,000	100,000	(5,651)		(5,651)	-6%	100,000	
LTP - Vehicle activated Signs	10,000	10,000				0%	10,000	
<b>Hereford Integrated Transport Strategy:</b>								
LTP - Travel Awareness Campaign	15,000	15,000	15,000		15,000	100%	15,000	
LTP - Bus Priority Schemes	45,000	45,000				0%	45,000	
LTP - PTI - Bus	40,000	40,000				0%	40,000	
LTP - PTI - Rail								
LTP - PTI 2000	10,000	10,000				0%	10,000	
LTP - Passenger Waiting Facilities	25,000	25,000	13,474	6,860	20,334	81%	25,000	
LTP - Park and Ride	19,000	19,000		10,414	10,414	55%	19,000	
LTP - Cycle Network Development	70,000	70,000	5,463	9,411	14,874	21%	70,000	
LTP - Safer Routes to Schools	150,000	150,000	26,624	113,993	140,617	94%	150,000	
LTP - Safer Routes to Schools Training Support	10,000	10,000				0%	10,000	
LTP - Pedestrian Crossing Improvements	5,000	5,000				0%	5,000	
LTP - Pedestrian Route & Disabled Access Imps	25,000	25,000	5,254	19,746	25,000	100%	25,000	
LTP - Rotherwas Integrated Access	50,000	50,000	4,164		4,164	8%	50,000	
LTP - Monitoring	15,000	15,000	1,751	3,249	5,000	33%	15,000	
LTP - Multi Modal Study	20,000	20,000	499		499	2%	20,000	
LTP - WyeS Moves	5,000	5,000	5,000		5,000	100%	5,000	
<b>Rural Areas &amp; Market Towns Int Trans Strat:</b>								
Transport Strategy	75,000	75,000				0%	75,000	
LTP - Travel Awareness Campaign	5,000	5,000	5,000		5,000	100%	5,000	
LTP - PTI - Rail	70,000	70,000				0%	70,000	
LTP - Public Transport Information Access Points	5,000	5,000				0%	5,000	
LTP - Passenger Waiting Facilities	40,000	40,000	2,030	2,807	4,837	12%	40,000	
LTP - Network of Cycle Routes and Cycle Parking	88,000	88,000	61,341		61,341	70%	88,000	
LTP - Pedestrian and Disabled Access Imps	20,000	20,000	4,538	12,919	17,457	87%	20,000	
LTP - Safer Routes to Schools	125,000	125,000	84,548	40,452	125,000	100%	125,000	
LTP - Safer Routes to Schools Training Support	15,000	15,000				0%	15,000	
LTP - Rural Footway Improvements	50,000	50,000	12,455	285	12,740	25%	50,000	
LTP - Leominster Bus Station Improvements	180,000	180,000	1,532	468	2,000	1%	180,000	
LTP - Quiet Lanes								
<b>Major Minor Schemes:</b>								
LTP - Rotherwas Access Road	250,000	250,000	59,790	23,851	83,641	33%	250,000	
LTP - Roman Road	800,000	800,000	80,478	119,572	200,050	25%	800,000	
LTP - Rural Low floor Bus Project	1,267,000	1,267,000	349,712	219,840	569,552	45%	1,267,000	
LTP - Staff costs to be allocated over LTP schemes	301,000	301,000		301,000	301,000	100%	301,000	
<b>Capitalised Maintenance:</b>								
Capitalised Maintenance of Principal Roads	910,000	910,000	207,816	245,618	453,434	50%	910,000	
Capitalised Maintenance of Non-Principal Roads	3,090,000	3,090,000	1,471,211	715,993	2,187,204	71%	3,090,000	

	Original budget for 2003/04	Revised Forecast for 2003/04	Spend per Cedar	Unposted Recharges & Commitments	Total Spend to date	% of Budget Spent	Revised Forecast for 2003/04	Change in Forecast
Scheme	2003/04	at 1/07/03	at 1/10/03	at 1/10/03	2003/04	2003/04	at 1/10/03	2003/04
	£	£	£	£	£	%	£	£
Footways - Footways	425,000	425,000	16,774	39,389	56,163	13%	425,000	
Capitalised Ass'ment & Strength of Bridges	1,591,000	1,591,000	1,078,400	795,600	1,874,000	100%	1,874,000	283,000
Other schemes							(283,000)	(283,000)
Gross Expenditure	10,396,720	10,396,720	3,545,628	3,053,679	6,623,193	62%	10,615,720	219,000
Year End Creditors b/fwd	104,221	104,221					104,221	
Year End Creditors c/fwd								
Expenditure to be Financed	10,500,941	10,500,941	3,545,628	3,053,679	6,623,193	62%	10,719,941	219,000
<b>Financed By:</b>	<b>£</b>	<b>£</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>£</b>	<b>£</b>
BCA	(9,821,000)	(9,821,000)					(9,821,000)	
SCA								
Objective 2 Rotherwas Integrated Access	(160,000)	(35,000)					(35,000)	
Objective 2 Rural Transport Startegy		(75,000)					(75,000)	
Objective 2 Rotherwas Access Road		(50,000)					(50,000)	
LPSA	(103,090)	(103,090)					(103,090)	
Advantage West Midlands Multi Modal Study	(20,000)	(20,000)					(20,000)	
Private Developers Bus Priority Scheme	(15,000)	(15,000)					(15,000)	
Capital Receipts Reserve	(63,952)	(303,952)					(303,952)	
Corporate Capital Receipts Reserve (op cred)	(40,269)	(40,269)					(40,269)	
Section 106 Friar St	(37,630)	(37,630)					(37,630)	
Urban bus chall wyes moves grant			(219,000)				(219,000)	(219,000)
Legion Way bus stop conts			(6,000)					
Safety cameras conts			(69)					
Historic Bldg Grants other income			(2,229)					
Countryside Agency-Rural Low Floor Bus Pilot	(240,000)							
	(10,500,941)	(10,500,941)	(227,298)				(10,719,941)	(219,000)
<b>Capital Receipts Reserve Position:</b>	<b>£</b>	<b>£</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>£</b>	<b>£</b>
B/Fwd as at 1 April	357,231	357,231					357,231	
Capital Receipts in year - expected	450,000							
Adjustment as 2002/03 SCA funding not receivable							(113,461)	
Transfer from CCRR	40,269	40,269					40,269	
Capital Receipts applied	(104,221)	(344,221)					(344,221)	
C/Fwd as at 31 March	743,279	53,279					(60,182)	

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

1. To advise members of Budget Monitoring the position for the Environment Programme Area budgets for the period to 31st October 2003. The report discusses variations against budget at this stage in the year.

**Financial Implications**

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

**Considerations**

3. The report on Budget Monitoring is attached at Appendix 1 for Members' consideration.
4. The overall Environment Budget for 2003/04 is £22,148,000 which is the budget notified to the last meeting of the Committee including the carry forward of £220,000 from 2002/03 plus an additional budget transfer of £50,000 in respect of shopmobility.

**Environment General**

5. The latest information suggests spending will be in line with the budget at present although there are pressure areas which will have to be contained within the overall budget.
6. The Waste Collection contract is expected to be overspent because of the recent contract indexing although this is being offset by improved Trade Waste Income.
7. A recent court judgement on new street works charges has gone against local authorities. This means that the income received is now expected to be some £70,000 below the budget. The income will also be below budget in future years unless the ruling is overturned.
8. Although the income from rents is coming rather more consistently this year, a net overspending of some £40,000 is expected on the Travellers Budget.

**Environment Regulatory**

9. The spending on these services looks very much in line with the budget at present. It is expected that budget pressures in respect of landfill and contaminated land and licensing can be contained within the overall budget.

## Environment Planning

11. A net underspending of in excess of £100,000 is likely due to additional Building Control and Development Fee income together with staff vacancies. Building Control staff are, for example, proving very difficult to recruit. The report assumes the Planning Development Grant of £320,000 will be spent during the year.

## RECOMMENDATION

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

## BACKGROUND PAPERS

- None identified.

Appendix 1

Period 1 - 7 2003/04

<u>Page No.</u>		<b>2003/2004 Budget £</b>	<b>Actuals to Period 7 £</b>	<b>Budget to Period 7 £</b>	<b>Variance to period 7 £</b>	<b>Estim. Out turn</b>
<b>1</b>	<b>Environment Regulatory</b>	2,275,870	1,129,403	1,327,591	-198,192	<b>2,267,000</b>
<b>2-4</b>	<b>Environment General</b>	16,674,230	6,776,163	9,702,362	-2,926,199	<b>16,756,000</b>
<b>5</b>	<b>Planning</b>	2,150,700	649,996	1,254,575	-604,579	<b>2,044,000</b>
		<b>21,100,800</b>	<b>8,555,562</b>	<b>12,284,528</b>	<b>-3,728,970</b>	<b>21,067,000</b>





Analysis of period 1-7 2003/04

Areas of Activity	2003/04 Budget £	Actuals to period 7 £	Budget to period 7 £	Variance to period 7 £	Estimated Out-turn £
<b>Environment Regulatory:</b>					
Air Pollution	8,310	-19,979	4,848	-24,827	6,000
Landfill and Contaminated Land	251,270	102,717	146,574	-43,857	260,000
Water Pollution	52,750	24,349	30,771	-6,422	50,000
Pest Control	55,270	-3,160	32,241	-35,401	48,000
Dog Control	82,210	41,065	47,956	-6,891	80,000
Animal Health and Welfare	147,030	96,828	85,768	11,060	152,000
Licensing	10,560	-8,745	6,160	-14,905	13,000
Trading Standards	503,350	263,862	293,621	-29,759	500,000
SMSS Head of Env. Health/Trading Standards	310,170	144,315	180,933	-36,618	298,000
SMSS Commercial team	429,960	241,304	250,810	-9,506	425,000
SMSS Pollution Control	424,990	246,845	247,911	-1,066	435,000
<b>Environment Regulatory:</b>	<b>2,275,870</b>	<b>1,129,401</b>	<b>1,327,593</b>	<b>-198,192</b>	<b>2,267,000</b>

Areas of Activity	2003/04 Budget £	Actuals To Period 7 £	Budget to Period 7 £	Variance to Period 7 £	Estimated Out-turn £
<b><u>Environment General</u></b>					
<b>Highways:</b>					
Highways - Prof. & Engineering Staff	2,381,590	1,413,241	1,389,261	23,980	2,360,000
Highways Information Technology	104,510	0	0	0	105,000
Highways - Roads Maintenance	3,636,310	1,601,529	2,121,181	-519,652	3,680,000
Highways - NRSWA	-111,830	-129,994	-65,234	-64,760	-40,000
Highways - Winter Maintenance	534,820	139,159	311,978	-172,819	525,000
Highways - Drainage/Flood Alleviation	132,130	87,803	77,076	10,727	140,000
Highways - Street Lighting	739,870	127,425	431,591	-304,166	740,000
Highways - Bridgeworks	63,700	-39,823	37,158	-76,981	40,000
Highways - Public Rights of Way	212,700	108,480	124,075	-15,595	220,000
Highways - Shopmobility	50,000	20,490	29,167	-8,677	50,000
Highways- Car Parking	-1,082,410	-676,449	-631,406	-45,043	-1,040,000
Highways- DeCrim. of Parking enforcement	12,950	-61,638	7,554	-69,192	-45,000
Highways-Licensing	-5,340	-35,477	-3,115	-32,362	-20,000

Areas of Activity	2003/04 Budget £	Actuals to Period 7 £	Budget to period 7 £	variance to Period 7 £	Estimated Out-turn £
<b>Transportation:</b>					
Transport - Prof. & Engineering Staff	703,270	586,889	410,241	176,648	700,000
Transport - Public Transport (incl. Rural)	773,190	758,678	590,462	168,216	785,000
Transport - Design/Planning staff	53,070	-6,427	30,958	-37,385	40,000
Transport - Traffic management	102,090	41,713	59,553	-17,840	115,000
Transport - Road Safety	5,260	11,350	3,068	8,282	5,000
Transport - School Crossing Patrols	43,590	20,076	25,427	-5,351	36,000
Transport - Bus Stations	-13,100	-6,815	-7,642	827	-15,000
Transport - Concessionary Travel	295,660	71,068	172,468	-101,400	300,000
Transport - Searches	-1,530	5,751	-893	6,644	-1,000
Highways - S.38 Fees	-40,540	-90,218	-23,648	-66,570	-60,000

<b>Waste Management/Other:</b>								
Waste Collection (Domestic)	2,699,350	1,428,725	1,574,621	-145,896				2,830,000
Waste Collection (Trade)	-30,110	-245,025	-17,564	-227,461				-135,000
Waste Management	229,230	152,211	133,718	18,493				255,000
Waste Disposal	3,825,100	1,698,772	2,231,308	-532,536				3,825,000
Recycling	164,300	103,186	95,842	7,344				170,000
Highways Cleansing	761,960	72,068	444,477	-372,409				780,000
Admin. Support Team	23,010	24,574	13,423	11,151				25,000
Travellers Sites	-1,530	1,735	-892	2,627				40,000
Cemeteries	114,530	21,624	66,809	-45,185				50,000
Crematorium	-166,860	-114,035	-97,335	-16,700				-180,000
Public Conveniences	289,160	133,984	168,677	-34,693				300,000
Information Technology	176,130	0	0	0				176,000
<b>Environment General:</b>	<u>16,674,230</u>	<u>7,224,630</u>	<u>9,702,364</u>	<u>-2,477,734</u>				<u>16,756,000</u>

Planning Budget Monitoring Report

Analysis of Periods 1 - 7 2003/04

Areas of Activity	2003/04 Budget £	Actuals to period 7 £	Budget to period 7 £	Variance to period 7 £	Estimated Out-turn £
<b>Planning</b>					
<b>Building Control:</b>					
Building Control Fees	-574,810	-391,998	-335,306	-56,692	-630,000
Building Control Staff	576,742	306,628	336,433	-29,805	527,000
<b>Development Control:</b>					
Development Control Fees	-830,187	-528,519	-484,276	-44,243	-870,000
Development Control Staff	1,384,966	811,027	807,897	3,130	1,368,000
Forward Planning	414,618	227,331	241,861	-14,530	414,000
Conservation Grants	77,770	-5,590	45,366	-50,956	78,000
Conservation Management	546,148	322,001	318,586	3,415	546,000
Management and Administration	416,123	208,896	242,738	-33,842	455,000
Information Technology	139,330	71,000	81,276	-10,276	156,000
<b>Environment Planning:</b>	<u>2,150,700</u>	<u>1,020,776</u>	<u>1,254,575</u>	<u>-233,799</u>	<u>2,044,000</u>
<b>Totals - Environment:</b>	<u>21,100,800</u>	<u>9,374,807</u>	<u>12,284,532</u>	<u>-2,909,725</u>	<u>21,067,000</u>



## **BEST VALUE REVIEWS – IMPLEMENTATION OF IMPROVEMENT PLANS**

**Report By: Best Value Officer**

### **Wards Affected**

County-wide

### **Purpose**

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

### **Financial Implications**

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

### **Background**

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

### **RECOMMENDATION**

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

### **BACKGROUND PAPERS**

- None

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Further information on the subject of this report is available from Bob Barker, Best Value Officer  
on 01432 260985





## DEVELOPMENT CONTROL

Priority	Outcome	Action	Milestones	Officer(s)	By When	Progress	Indicator for Improvement
High	Develop the most effective method of service delivery	Assess various methods of delivering each of the individual Development Control functions. Assess against benchmark authorities who have previously externalised all or part of the Development Control function.	Identify detailed cost of individual services	Head of Service/ DC Manager	Dec 2002 June 2003	Timesheet exercise taking place Sept and Oct. to enable a cost of individual activities to be evaluated.	BV107 Cost of planning per head of population

## PUBLIC CONVENIENCES

Priority	Outcome	Action	Milestones	Officer(s)	By When	Progress	Indicator for Improvement
High	Improved provision of facilities	Negotiation of the operational aspects	In line with the new Jarvis Partnership and Directorate Restructure	S Oates	Start April 2003 complete April 2004	In line with the new Jarvis Partnership and Directorate Restructure	Public perception indicator
High Priority – 2003/5	Improved provision of facilities	Refurbishment programme which will include survey of each PC site, determine level of provision and cost, consultation with local members, submit capital bid for the programme spread over 5 years	Westbury St, Leo, will be picked up in 2003/4	HOS Property	Starting in 2003 and completed in 2007	In line with the new Jarvis Partnership and Directorate Restructure. Capital bid for Improvement Programme being submitted 24 October 2003.	Public perception indicator

Priority	Outcome	Action	Milestones	Officer(s)	By When	Progress	Indicator for Improvement
	Review of the Blackfriars street and Cattle Market Facilities	Provision to be reviewed in light of ongoing development	Decision on provision	S Oates / C Birks	To be determined by the development of Hereford Market site	Awaiting decisions on the development of the Elgar Grid area.	
High	Improved condition of facilities	New cleansing arrangements, to be negotiated as part of the new Jarvis Partnership	Dependant on facility type, operational hours, outcome focused, etc	S Oates	Start April 2003 complete April 2004	Under discussion with Herefordshire Jarvis Partnership	Public perception indicator
		Further explore Partnership arrangements	Including City/Town councils and local companies.		Ongoing	Discussion with Town Councils completed. No expressions of interest received to date.	

## PUBLIC RIGHTS OF WAY

Priority	Outcome	Action	Comment	Officer(s)	By when	Progress	Indicator for Improvement
High	Improved focus of resources	Write policy and strategy for future delivery of the service to include: <ul style="list-style-type: none"> <li>Where resources should be focussed</li> <li>How to meet the requirements of the Disability Discrimination Act</li> <li>Business plan with targets</li> </ul>	Resource Implications - Identify funding to pay for consultancy work, DDA cost implications, promotion of network, creation of asset register.	SO/MJ / and others	December 2002	Final draft strategy prepared and will be put before the Cabinet Member before going out to the new Access Forum as part of further consultation with the public. A presentation to Scrutiny has been scheduled for November Initial research started on Enforcement Strategy.	BV178 Ease of use of Rights of Way

Priority	Outcome	Action	Comment	Officer(s)	By when	Progress	Indicator for Improvement
		<ul style="list-style-type: none"> <li>An enforcement policy and strategy</li> <li>The creation of an Asset Register</li> <li>How to promote PROW</li> </ul>					

### HIGHWAY MAINTENANCE

Priority	Improvement Area	Action	Targets and Outcomes	Officer(s)	Start Date	Programmed completion date	Progress	Indicator for Improvement
High	Customer Focus	Set Clear service standards. Publicise service achievements and future disruption to the network to the public. Management of customer expectations. <b>[Best Value Inspection Recommendation]</b>	Target - Publish revised Highway Maintenance Plan for 2002/03 and wholly revised HMP for 2003/04. Produce summary of service standards as an information leaflet/booklet in 2003. Presentation of Highway Maintenance Plan to all Local Area Forums. Outcome - Better public understanding of service standards and reporting mechanisms.	SO/MJ/ Divisional Officers	Apr-02	December 2003	Synopsis of standards in new Highways Maintenance Plan to be prepared for distribution as leaflets in the second half of 2003. These will include information on winter gritting, graffiti and street cleansing.	Improved public perception PI

Priority	Improvement Area	Action	Targets and Outcomes	Officer(s)	Start Date	Programmed completion date	Progress	Indicator for Improvement
High	Best Practice procedures	Develop integrated IT systems including reporting via the "web" - in liaison with IT section (contribution to e-government). Links to "Info in Herefordshire": <b>[Best Value Inspection Recommendation]</b>	Target - all service areas covered in compliance with e-government targets. Outcome - Improved customer responsiveness. Efficiency improvements in responding to defects to achieve higher maintenance standards.	BH/IT/FM/ RH/DJP	Apr-02	April 2004	The proposals from the e-modernisation programme are being considered Works management systems have now been closely integrated with Herefordshire Jarvis Services to improve ordering/invoicing procedures. Web based Highways Works information system being prepared.	Improved public perception PI
Medium	Best Practice procedures	Long term bridge maintenance plan in line with LTP. Develop database of bridges to include * Results of inspection, * Programme of works identified by inspection, * Criteria for prioritising works	Target – LTP targets for bridges to be achieved by 2005. Outcome - Greater reliability and safety of travel and fewer restrictions.	SFB/DE/ AM	Jan-02	December 2004	2003/04 inspections are in hand and to programme according to structural transportation and highway maintenance needs.	

## **MONITORING OF 2003/2004 PERFORMANCE INDICATORS – APRIL 2003 TO SEPTEMBER 2003**

**Report By: Director of Environment**

### **Wards Affected**

County-wide

### **Purpose**

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

### **Financial Implications**

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

### **Content**

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

## **RECOMMENDATION**

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

### **BACKGROUND PAPERS**

- None



**ENVIRONMENT****National: Best Value**

Ref	Target/Indicator	Target 2002/2003	Actual Out-turn 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr-Sept	Comments
	<b>Strategic objective</b>						
BV82a	Percentage of the total tonnage of household waste arisings which has been recycled	8.25%	10.33%	13.62%	11.34%	11.63%	Seasonal fluctuation. New scheme in preparation for Ross and area.
BV82b	Percentage of the total tonnage of household waste arisings which has been composted	5%	5.12%	5.74%	7.69%	7.91%	Seasonal fluctuation. Will reduce over the winter.
BV199	Local Street and Environment Cleanliness – percentage of sites below Grade B – i.e. predominantly free of litter and refuse except for some small items.	New Indicator		36%			Developing process – training for collection now completed

**Local: To be reported to Members (although not in the BVPP)**

Ref	Target/Indicator	Target 2002/2003	Actual Out-turn 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr-Sept	Comments
	Street cleaning quarterly cleanliness index – based on existing contract requirements	78.5%	Est. 75	80.33			Now included in BV199
	Number of missed bins per week – all rounds (not including trade) based on 2 per round per week	46	27.51	46	29.66	32.5	
	% of days public conveniences facilities closed	2%	0.97%	0.87%	1.079%		Information not yet available

## ENGINEERING AND TRANSPORTATION

## National: Best Value

Ref	Target/Indicator	Target 2002/2003	Actual Out-turn 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr- Sept	Comments
BV100	<b>Service delivery outcome</b> Local authority road works per kilometre of traffic sensitive road	0.1	0.0	0.1	0.0	0.0	☺

## Local:

Ref	Target/Indicator	Target 2002/2003	Actual Out-turn 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr- Sept	Comments
	Number of Penalty Charge Notices issued – amended indicator	21,000	21,329	21,000	7,746	11,776	☹
	Percentage of Penalty Charge notice appeals cases “lost” at appeal	Baseline	0.24%	0.25%	0.08%	0.04%	☺
	<b>Street Lighting</b>						
	The average length of time in repairing street light faults compared with the authorities policies and objectives	10 Days	3.49 days	4.5 days	3.68 days	3.57 days	☺ Lower level of faults reported in summer

## PLANNING

Ref	Target/Indicator	Target 2002/2003	Actual Out-turn 2002/3	Target 2003/4	Performance Apr-Jul	Performance Apr- Sept	Comments
BV109a	<b>Service delivery outcome</b> Determine major commercial and industrial applications within 13 weeks	60%	42%	60%	54%	47%	☹ Only 13 applications



## HEREFORDSHIRE PLAN AMBITIONS – PROGRESS TO DATE

Report By: DIRECTOR OF ENVIRONMENT

### Wards Affected

County-wide

### Purpose

1. To update the Committee on progress towards the Ambitions of “protecting and improving Herefordshire’s distinctive environment” and “developing an integrated transport system for Herefordshire”, and identifying how the Council’s work might be integrated more effectively with the Herefordshire Plan.

### Financial Implications

2. No direct implications

### Background

3. The Herefordshire Plan is the Community plan for Herefordshire which focuses on the next 10 years and beyond. The Plan outlines the joint vision of the communities and organisations of Herefordshire. As such it presents ten ambitions; the work of the Environment Directorate impinges directly or indirectly on many these although two relate to particularly major aspects of its activities. These are ‘protecting and improving Herefordshire’s distinctive environment’ and ‘developing an integrated transport system for Herefordshire’.

### Partnership Arrangements

4. The implementation of the Herefordshire Plan is supported by a comprehensive partnership including over 100 organisations from the public, private and voluntary sectors and has just been through its third review. Core partner organisations include the Chamber of Commerce and Business Link, Herefordshire Association of Local Councils, Herefordshire Primary Care Trust, Learning and Skills Council, Voluntary Sector Assembly and West Marcia Constabulary. The Partnership is led through ten Ambition Groups which take responsibility for delivering each ambition in the Herefordshire Plan. A Management Group and Board of senior officers from the core partner organisations support the Ambition Groups.

The Cabinet Member within whose remit the Environment Ambition falls is Councillor Phil Edwards and the Transport Ambition Group’s Cabinet Member is Councillor Mike Wilson.

## Protecting and improving Herefordshire's distinctive environment

5. An Environmental Strategy has been produced and an Action Plan is drawn up annually. The Ambition Group has recently reformed its membership and terms of reference in order to become more effective and an Environmental Co-ordinator has been appointed with the same aim.
6. The Directorate's activities and role in relation to this Group, in particular over the past twelve months comprise:
  - Providing 3 representatives to the reformed Group.
  - The Cabinet Member for the Environment and Director of Environment now attend the Group.
  - Contributing towards the costs of the Herefordshire Partnership Environmental Co-ordinator who facilitates the Group and its work is employed by the Council and works in the Environment Directorate.
  - Promoting the recent debate on GM crops
  - Assisting with the development of a Climate Change Strategy for Herefordshire.
7. Because of the range and breadth of aspects covered under the ambition, four topic groups have been established. They cover:
  - Built and Historic Environment
  - Natural Environment
  - Sustainable Land Use
  - Environmental Resources

Each topic group works in a slightly different way, for example the former Agricultural and Forestry group has combined with the Food and Drink sub-group of the Business, Economic and Tourism Ambition Group to form the Sustainable Land Use group.
8. The form of the Action Plan for the Ambition Group is presently being reviewed. Currently it comprises a list of projects being undertaken either jointly or independently by the various organisations represented on the Group. Consequently it is a long list of projects which are being undertaken or lead by member organisations. The review of the form of the Action Plan is to try to focus the work of the Ambition Group upon actions that it specifically wishes to progress as a body in accordance with the overall ambition rather than simply those of its constituent organisations. Promoting the GM debate and the development of a Climate Change Strategy are examples of such a jointly agreed actions. Each sub-group will develop an action plan for themselves that, together, will form the Environment Ambition Group's Action Plan.

9. Two important and related issues currently arise in relation to the Directorate's involvement with the Environment Ambition Group. The first is the level of staff resources it is able to commit to both the meetings of the main and subsidiary groups, and then to pursuing actions and projects arising from their Action Plan. The second is making financial resources available to contribute to such actions and projects. Herefordshire Council is an important player in this ambition group. If partnership working is to be effective there needs to be greater attempts to align the strategy and actions of the Council with that of the Ambition Group

10. Objectives, measures of success and actions highlighted in the Herefordshire Plan under this ambition, and achievements in relation to them are as follows:

- Objective - A balance between development and the environment:

Measure - More new housing built in brownfield sites

Achievements – % houses built on brownfield sites:

1997/8 - 33.6%

2002/3 – 61.8% (BVPI 106 Target 45%)

- Objective – Protecting and improving our natural and historic heritage

Measure – (none)

Achievements – Biodiversity Action Plan: prepared

- Landscape Character Assessment: prepared and related draft Supplementary Planning Guidance published.

- Objective – Building environmental commitment at work and at home

Measure – Organisations making a commitment to environmental management

Achievements – Herefordshire Council has introduced Good Environmental Management and achieved ISO 14001; no central record held of registrations to ISO 14001, however a number of local businesses are known to have shown an active interest.

- Objective – Support sustainable farming and the rural economy

Measure (none)

Achievements – established joint working arrangements with the Business, Economic and Tourism ambition group to develop a joint approach.

- Making effective use of resources and cutting waste

Measure – An increase in the amount of domestic waste recycled

Achievement – doorstep recycling introduced in Hereford, Leominster, Bromyard, Ledbury and the rural round comprising Credenhill and surrounding villages.

## Developing an integrated transport system for Herefordshire

11. The Herefordshire Local Transport Plan 2001/2-2005/6 sets out the detailed action plan for working towards this ambition. It was prepared and submitted to Government in 2000 following wide consultation with organisations within the Herefordshire Partnership and the general public.
12. Transport Wider Reference Group is the leading group for this ambition. It forms the main strategic level consultation forum in relation to transport issues in the County. Over the past year, the work of the group has concentrated upon the Hereford Transport Review (Local Multi-Modal Study) that was completed earlier this year and considered a long-term strategy for improving transport in Hereford. The group has endorsed the formation of a Multi-Agency Implementation Group to take forward the recommendations from this study and feed into the review of the Local Transport Plan and Unitary Development Plan, as appropriate. The group has also been involved in considering the transport implications of the Edgar Street Grid Study.
13. Detailed progress with delivering improvements to transport within the County in accordance with the above Ambition is set out in the Herefordshire Local Transport Plan Annual Progress Report July 2003 (copies of this document were circulated to all Members). Improvements introduced during 2002/3 include:
  - 5 rural footway and 7 disabled access improvement schemes
  - 12 cycle route network improvements and new parking facilities
  - 13 new bus shelters
  - Public transport website ([www.herefordshire-buses.tbctimes.co.uk](http://www.herefordshire-buses.tbctimes.co.uk))
  - 17 low cost safety schemes
  - Highway Maintenance of over 190km of county roads
  - Progress on Rotherwas Access Road, Roman Road and Bridge Sollers Replacement
  - Continued investment in bus service and community transport provision including the new Wyes Moves bus service developed in partnership with the South Wye Accessible Transport Group.

## RECOMMENDATION

**THAT Members note the content of the report.**

## BACKGROUND PAPERS

None Identified

## **SIX MONTH REPORT ON KERBSIDE COLLECTION OF RECYCLABLE MATERIALS**

**Report By: DIRECTOR OF ENVIRONMENT**

### **Wards Affected**

1. Countywide.

### **Purpose**

2. To report on the progress of the scheme during the first six months of operation.

### **Financial Implications**

3. There are no financial implications.

### **Background**

4. The current kerbside recycling scheme is carried out in the current refuse collection contract. The scheme provides for the kerbside collection of refuse and recyclables. The scheme is based on a bag collection with weekly collections of refuse and collection of paper and textiles one week and cans and plastics the next.
5. Seven of the 24 rounds were designated for the scheme, involving approximately 50% of the properties in the county, and specially adapted vehicles were provided.
6. The 50% was concentrated in the urban areas of the county to provide the greatest return for the lowest outlay plus one semi-rural round to incorporate Credenhill as a major centre of population.
7. Ross-on-Wye was not included as it was already served by a popular and efficient kerbside scheme operated by a charitable organisation.
8. The service began on 7 April 2003 with one round. The remaining six rounds came on line in a rolling programme with all seven rounds being fully operational by the first week of June 2003.
9. Recyclables are collected using a coloured bag system and placed in a separate section to general waste, in the adapted vehicles – recyclables 30%; general waste 70% of the vehicle containers.
10. At the transfer station the two sides are separately weighed – the general waste tipped at the transfer station and the recyclables at the Materials Recycling Facility for sorting and processing.

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Further information on the subject of this report is available from Andy Tector, Head of Environmental Health and Trading Standards on (01432) 261989

11. A summary of the performance to date is detailed below.

*Performance figures for the first six months of the kerbside collection scheme.*

Total household refuse collected in county	30,754.90 tonnes
Total household refuse collected on recycling rounds	10,843.12 tonnes
Total recyclables collected on rounds	1480.79 tonnes
Percentage recycled – recycling rounds only	13.66%
Percentage recycled – All rounds	4.81%
Participation rate (from monitoring)	48.21%
Properties served by recycling rounds	approx 38,500

12. The figures need to be viewed with some caution as the rounds were brought in over a two-month period - thus the total recycled tonnage and hence the recycled percentages are slightly on the low side.
13. The scheme has reasonably good participation rates compared to national averages but does not perform at the levels of the best local authorities. Audit Commission work indicates that schemes using rigid containers tend to have higher participation rates than sacks. Participation rates can be as high as 80 – 100%. This variation is seen across the scheme in Herefordshire with rates in some areas being as high as 80% and as low as 15% in other areas.
14. Apart from initial promotion for the first round, the Council has used only press coverage to promote the scheme and a more extensive promotional campaign may produce higher participation rates, there are not, however, the resources to undertake this work at present.

## **RECOMMENDATION**

**THAT      The report be noted**

## **REVIEW OF THE PARISH COUNCIL MINOR HIGHWAY MAINTENANCE SCHEME (THE LENGTHSMAN SCHEME)**

**Report By: Director of Environment**

### **Wards Affected**

Countywide

### **Purpose**

To consider the performance of the Parish Council Highway Maintenance Scheme and to consider options for its future development.

### **Considerations**

1. In May 2000 a pilot scheme was initiated to investigate the practicality of devolving minor highway maintenance duties to Parish Councils. At that time, six councils participated from an initial 27 that were invited to express interest. A report into the operation of the scheme was considered by the former Environment Monitoring and Review Committee on 6 March 2001. In 2001 the Cabinet Member (Environment) subsequently agreed to the extension of the pilot scheme to a further 15 parish councils (including parish groups) and these began in April 2002.
2. The scheme expanded again in April 2003 with the addition of a further 15 parishes when "pump priming" funds became available through the Local Public Service Agreement as part of Target 3 – Improving Road Safety. One other parish has agreed to join but with a start date in April 2004 and there are currently 5 more parish councils which have expressed a wish to join. A full list of participating parishes and parish groups is shown in Appendix 1.
3. Participating councils receive a grant of £150 per kilometre of road in the parish (excluding Principal 'A' class roads). When first joining, Parish Councils are provided with a stock of essential safety equipment (road signs etc) and must participate in training sessions on Health and Safety and Insurance requirements. Each Parish is expecting to employ a local contractor or contractors to provide a range of relatively straightforward highway maintenance functions including grass cutting, sign cleaning and visibility, drainage clearance and debris removal. For reasons of safety and consistency, Herefordshire Council does not delegate functions requiring significant operations within the carriageway. The scheme as currently operated is not, in general, appropriate for urban areas where many operations involve carriageway work or are likely to carry a significant risk of encountering statutory undertakers plant.
4. For comparison, Herefordshire Council will spend an average of £2,765 per km on works to non-principal roads in 2003/04. Once works to carriageway, footways, and lighting are excluded this drops to £494 per km. In participating parishes, these costs will be slightly lower but, as discussed below, are not reduced by the full value of the grant.

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Further information on the subject of this report is available from Stephen Oates on 01432 260780

5. Feedback from participating councils has been very positive indeed, despite some initial misgivings about the associated administrative requirements. The Engineering and Transportation Service provides active assistance to parishes when advice is requested about reporting procedures and accountability. The Divisional Maintenance teams take regular reports of local problems which fall outside the scope of the Parish contractor and try to work with the parish councils to make best use of the joint resources.
6. In addition to the "Lengthsman Scheme" there has been a long-standing arrangement with many other Parish and Town Councils under which they are provided with an annual grant for amenity grass cutting. Details of the 38 participating councils are shown in Appendix 2. Any parish which joins the Lengthsman Scheme is automatically withdrawn from the amenity grass cutting grant to avoid duplication of grant for similar work.
7. It has proved very difficult to obtain objective performance information on the effectiveness of the Lengthsman Scheme. When conceived, it was envisaged that where parish councils received delegated funds for the specified minor maintenance functions, the works involved would replace and enhance the work previously undertaken by Herefordshire Council within those budget areas. In practice, this has proved to be untenable because the budget assumptions failed to allow for core maintenance costs which could not be disaggregated. An example would be the cost of grass cutting on verges where the Council has continued to carry out the basic 1 metre wide safety cut twice each year and the parishes have supplemented this with widespread amenity cutting. This is not at all a reflection on the quality of the work carried out by the Parish Councils but it does highlight a flaw in the original budget assumptions.
8. If the scheme is to continue, Herefordshire Council needs to consider how best to promote the local "ownership" of highway maintenance which has proved so effective at raising local standards without disproportionate delegation of budgets in ways which might adversely affect the standards of maintenance to non-participating parish councils.

### **Comparisons with Other Authorities**

9. Herefordshire is not the only Highway Authority which has delegated some functions to parish councils. However, the funding in Herefordshire appears to be far in excess of comparable schemes. The payments to parish councils in Herefordshire currently range from £915 to £12,690 each year as shown in Appendix 1.
10. Shropshire County Council offers a very similar scheme to their parish councils on the basis of a grant of £300 to each parish.
11. Staffordshire County Council has a similar scheme with grant funding based on parish population, in a range from £400 for less than 1,000 inhabitants to £3,000 for more than 15,000.
12. In Dorset, payments are based on population and range from £400 for less than 1,000 inhabitants to £3,000 for more than 15,000.
13. Lancashire County Council operate a scheme for the county within a total budget of £20,000 for 2003/04. In general, parishes are expected to obtain funding through increased precepts or grants from external agencies.

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Further information on the subject of this report is available from Stephen Oates on 01432 260780



14. Somerset County Council has recently started a Lengthsman Scheme based on partnership funding by the County, District and Parish Council each contributing £5,000, with an additional £5,000 expected from external work carried out by the Lengthsman contractor. It is understood that only one or two parish councils are so far involved.

### Options for the Future

15. Discussions with participating parishes and the Herefordshire Association of Local Councils have indicated that there is a strong wish for the Lengthsman Scheme to continue. It has helped to raise the standards of local road maintenance in many rural areas and has provided a very powerful means of engaging with local communities to address local concerns. The issue that Herefordshire Council must address is how the scheme can be maintained and expanded within the financial resources available and in a form which ensures equity of treatment across the county?
16. In 2003/04, the total cost to the Council is estimated to be £144,450 of which £50,000 is provided through the LPSA pump-priming grant. So, to maintain the scheme at its current level in 2004/05, this Council would need to find an additional £50,000 from revenue to replace the pump priming grant. If the scheme were to expand up to the maximum potential for rural parishes, the total cost is likely to increase to £485,000.
17. This funding level is clearly far above any similar scheme that has been identified and, if expanded on this basis, could undermine the level of maintenance funding available for work in non-participating parish councils. After three years of the pilot scheme, it is appropriate for the basis of the scheme to be re-visited. Because an element of the work is additional to the basic maintenance standards provided by Herefordshire Council, it is reasonable to expect that Parish Councils should seek funding for this from their own communities or other agencies. The grant level of £150 per km should also be reconsidered.
18. The following package of measures is therefore suggested for 2004/05 and future years to support the expansion of the Parish Maintenance Initiative whilst recognising the need to apply more realistic levels of support. The suggestions would need to be discussed further with the Herefordshire Association of Local Councils (HALC) before adoption and, as proposed, would have an impact during the next financial year on the 6 initial members of the Lengthsman Pilot.
- New Parishes invited to join the scheme are offered initial funding at the rate of £100 per km of non-principal road for the first 2 years (67% of the pilot scheme), subject to a minimum total payment of £500.
  - After 3 years of participation in the scheme, the grant should not exceed £75 per km a year, subject to the £500 minimum payment. By that stage, parishes should be expected to be in a position to precept the balance or find alternative sources of funding.
  - For 2004/05 and future years, Herefordshire Council should continue to fund the scheme up to a maximum of £150,000, in effect replacing LPSA Pump Priming Grant from highway maintenance revenue funding. New parishes should be invited to join subject to this overall budget.

- From 2006/07 an indexed linked cost adjustment be applied each year based on the Council's revenue budget variation for highway maintenance.
19. For the future, it is important that stronger linkages are developed between the Council's own maintenance operations and the local communities. Part of this will be a change to a more holistic "Streetscene" approach to services in urban areas. In rural areas, it is envisaged that there will be regular liaison with parish councils and the development of locally focussed maintenance teams.

### **Risk Management**

20. There is some risk to the Council, both financially and in operational safety/consistency, in delegating maintenance functions to Parish Councils. This is reflected in the scale of delegations offered and the measures put in place to assist Parish Councils with Health and Safety training, equipment and insurance advice. Experience so far indicates that these risks are being adequately managed.
21. Wider development of the scheme has increased the administrative resources required for monitoring and liaison which, so far, have been absorbed into existing budgets. Future management/administrative support requirements will be incorporated in a review of the staffing structure of the Engineering and Transportation Service.

### **Alternative Options**

22. There are many possible ways of developing or reducing the Parish Highway Maintenance Initiative. Members are invited to suggest alternatives to the Cabinet Member (Highways and Transportation).

### **RECOMMENDATION**

**THAT Committee consider the proposals in this report and advise the Cabinet Member (Highways and Transportation) of their views.**

### **BACKGROUND PAPERS**

- Report to Environment Monitoring and Review Committee 6 March 2001

**PARISH COUNCILS IN THE LENGTHSMAN SCHEME 2003/2004**

Parish	Year Joined	Maximum Grant £
Border Group	2001	9,390
Fownhope	2001	2,190
Hentland & Ballingham	2001	4,485
Longtown	2001	12,690
Orcop	2001	3,285
Wigmore	2001	7,185
Abbeydore & Bacton	2002	4,590
Brilley	2002	4,140
Dorstone	2002	5,400
Eaton Bishop	2002	1,650
Ewyas Harold	2002	4,245
Holme Lacy	2002	2,025
Kilpeck	2002	2,265
Kimbolton	2002	3,645
Leintwardine Group	2002	4,245
Little Birch	2002	1,155
Madley	2002	6,900
Monkland & Stretford	2002	975
Richards Castle	2002	3,525
Walford	2002	5,475
Weobley	2002	3,000
Aymestrey Parish	2003	3,195
Brimfield & LittleHereford	2003	4,065
Clehonger	2003	2,220
Clifford	2003	6,180
Hampton Bishop	2003	915
Kentchurch	2003	2,00
Kington	2003	2,325
Lea	2003	1,380
Linton	2003	4,800
Lower Bullingham	2003	1,875
Luston	2003	3,600
Orleton	2003	3,345
Peterchurch	2003	3,05
Upton Bishop	2003	2,775
Vowchurch & District	2003	9,210
<b>Total cost for 2003/04</b>		<b>144,450</b>
Cradley (from April 2004)		4,740

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Further information on the subject of this report is available from Stephen Oates on 01432 260780

## APPENDIX 2

**DETAILS OF GRANTS TO PARISH AND TOWN COUNCILS FOR AMENITY GRASS CUTTING**

Ashperton Parish Council	£200.00
Avenbury Parish Council	£100.00
Bishops Frome Parish Council	£200.00
Breinton Parish Council	£150.00
Bridstow Parish Council	£200.00
Callow & Haywood Group Parish Council	£100.00
Colwall Parish Council	£500.00
Credenhill Parish Council	£200.00
Cusop Parish Council	£200.00
Dormington & Mordiford Group Parish Council	£200.00
Eaton Bishop Parish Council	£150.00
Goodrich & Welsh Bicknor Group Parish Council	£150.00
Hope Mansell Parish Council	£100.00
How Caple, Sollershope & Yatton Group Parish Council	£150.00
Kings Caple Parish Council	£150.00
Kingstone & Thruxton Group Parish Council	£200.00
Ledbury Town Council	£1,200.00
Llanwarne & District Group Parish Council	£200.00
Marden Parish Council	£200.00
Mathon Parish Council	£150.00
Moreton-on-Lugg Parish Council	£200.00
Much Birch Parish Council	£200.00
Much Cowarne Group Parish Council	£175.00
Much Dewchurch Parish Council	£200.00
Peterstow Parish Council	£200.00
Pyons Group Parish Council	£200.00
Ross-on-Wye Rural Parish Council	£200.00
Ross-on-Wye Town Council	£2,000.00
St Weonards Parish Council	£150.00
Stoke Lacy Parish Council	£200.00
Wellington Heath Parish Council	£150.00
Welsh Newton & Llanrothal Group Parish Council	£100.00
Weston Beggard Parish Council	£100.00
Whitchurch & Ganarew Group Parish Council	£200.00
Woolhope Parish Council	£150.00
Wyeside Group Parish Council	£150.00
Yarkhill Parish Council	£200.00
Yarpole Group Parish Council	£150.00

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Further information on the subject of this report is available from Stephen Oates on 01432 260780

## **GEM PERFORMANCE**

**Report By: Environmental Sustainability Officer**

### **Wards Affected**

None directly.

### **Purpose**

To consider GEM (Good Environmental Management) Performance issues and developments for the first 6 months of 2003/4.

### **Considerations**

#### **Background & current position**

1. The Council is committed to protection of the environment, one of its 4 corporate objectives. Within its own services the Council takes forward this commitment through the GEM system. A cross-directorate team runs GEM: they are responsible to their Directors and meet monthly under the chairmanship of Stuart Gent. Some Council functions are certified to ISO 14001, the international environmental management standard. This standard sets rigorous performance management requirements and continuous improvement is required to maintain certification.
2. At present the GEM system focuses on the direct effects the Council has on the environment – that is, those that are within its own immediate control. These include areas such as the Council's use of electricity and water, miles driven on Council business and production of waste from its buildings and services.

#### **ISO 14001 Surveillance results**

3. Our external auditors, SGS Yarsley, undertook a full year surveillance visit to audit our continued adherence to the standards required by ISO 14001 from 28-30<sup>th</sup> July 2003. Over twenty officers from six directorates were interviewed. Certifiers were impressed with their visits to:-
  - ◆ Bodenham Lake, including the newly planted orchard (Parks)
  - ◆ Bridge Sollars where the new bridge over the Wye is going up in close liaison with the Environment Agency (Engineering)
  - ◆ Whitecross PFI, where the specification for the new High School is highly energy efficient (Property Services & Education)
  - ◆ The Adult Learning Disability centres at Marshfield, Leominster and St Owens which run numerous environmental initiatives with their service users (Social Care)
4. Corrective Action Requests (CARs) and observations from SGS were again reduced in July compared with previous visits. The certifiers raised four CARs (6) and made seventeen observations (26). Our certification is conditional on us being able to demonstrate that we have addressed these points by the time of the next SGS

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

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surveillance visit in February 2004. Specific points will be addressed locally or tackled corporately as appropriate.

5. Certifiers noted that:-

- ◆ Energy monitoring does not yet cover all buildings and numerous bills are based on estimates, making it impractical to track the Council's 1% reduction target.
- ◆ Effectively review of legal compliance requires attention
- ◆ Further work with suppliers of IT equipment on environmental issues is needed
- ◆ Delays in closing out non-conformances raised during GEM audits need to be addressed.

Appendix 3 sets out the points raised in full and the actions planned to address them.

#### **Changes to ISO 14001 scope**

6. The Council's environmental policy covers all Council services. There is a longstanding commitment to cover all Council activities and services under ISO 14001 certification, and this is stated in the Environmental Policy. In July 2003 Chief Executive's Management Team approved a recommendation to extend certification to ISO 14001 for all activities and services by February 2005. A detailed timetable for this roll out will go to the GEM group shortly.
7. At the July 2003 visit the scope of the ISO 14001 system was extended to cover the Adult Learning Disability Service, part of the Social Care & Strategic Housing Directorate.
8. HCS were part of the Council ISO 14001 certification. They are now splitting their ISO 14001 system and certification from that of the Council and the certificate will be revised to reflect this in February 2004. Continued certification to ISO 14001 is written into the contract with HJS and a working group is monitoring quality issues.

#### **9 Performance in the first half of 2003/4**

A summary of progress in relation to our GEM objectives is attached at Appendix 1. A half year report on GEM targets due for completion by October 1st is attached at Appendix 2.

#### **10 Directorate approaches to GEM**

The environmental issues facing different Directorates vary. Directorate GEM Lead Officers attend or brief their Directorate Management Teams on a regular basis to ensure a flow of information in and out of the GEM system. All Directorates are involved in delivering the programme with regard to energy, waste and transport. Further details of Directorate involvement are given in Appendix 2 and the full GEM programme.

Directorate	Main GEM Issues
Education	Office related plus contract transport. Land & building management via Property Services.
Environment	Office related. Work on all objectives. Co-ordination of GEM & ISO 14001.
Strategic Housing & Social Care	Contract transport. Procurement. Office and premises management. Home Energy Conservation. Day centre activities.
County Secretary's	Office related. Procurement lead. Provision of legal advice.
County Treasurer	Office related. Capital programme. Co-ordination of GEM audits. Budget codes.

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

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Policy & Community	Office and premises management. Parks: land management IT: specification of equipment
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## 11 Emerging issues

During this year the profile of several issues has increased. These all affect the work of more than one directorate.

- ◆ There has been a strong push from Government for Councils to address Climate Change and the Herefordshire Partnership Management Team has supported the production of a Herefordshire strategy. Work to highlight the potential impact on Council services is well underway and will be introduced to members at a briefing on November 12<sup>th</sup>.
- ◆ Renewable Energy is also climbing up the agenda and a West Midlands Regional Energy Strategy setting targets for production of renewables by each county is due in the Spring. New planning guidance on this matter is due shortly and is expected to relax current restrictions. Some work to look at the options for Herefordshire is underway.
- ◆ The profile of sustainable procurement has also risen nationally in the last few months, setting out targets for Councils for the next two years. There is also particular emphasis on encouraging public bodies to specify sustainable food. This relates both to local food and to the way food is produced. The Council has no position currently on this matter. The Council will not be able to exert effective influence on its suppliers and contractors until a position is drawn up.
- ◆ Genetic Modification is a lively issue locally and nationally. The Cabinet member will decide shortly whether to review the Council's current position, which does not support the growing of GM commercial crops in the County of Herefordshire, after briefings for senior Councillors. The Council has no control over land it does not own. School caterers have been asked to avoid GM food
- ◆ Public pressure to tackle invasive weeds (ragwort, Japanese knotweed and Giant Hogweed) and proposed changes in relation to ragwort resulted in a seminar with a DEFRA expert. A procedure to standardise the treatments used for such weeds is currently being finalised.
- ◆ The Service Level Agreements with HJS and Owen Williams set high standards for environmental management. Active liaison will be needed to ensure that the Council sets clear environmental specifications for services, such as printing and catering, so that delivery supports its GEM objectives.

Progressing some of these issues is likely to feature in the GEM programme for 2004/5.

## 12 Training

A briefing session for all Councillors on GEM and ISO 14001 will take place on **Wednesday, Jan 28<sup>th</sup>** from 10am (before Northern Planning). Rosie Manise of Environmental Business Solutions has worked with us for several years on environmental management and will lead the session. Lunch will be provided.

## 13 Cabinet Member

The Cabinet Member has been asked to support

- ◆ The rollout of ISO 14001 to all Council activities and services by February 2005

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

EnvironmentScrutinyGEMNov030.doc

- ◆ Filling the current vacancy for a Procurement Officer so that the GEM objective and national guidance on sustainable procurement can be moved forward.

## **RECOMMENDATION**

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

## **Background Papers**

- Appendix 1 Summary of progress against GEM objectives
- Appendix 2 Performance on GEM targets due for completion up till October 1<sup>st</sup> 2003
- Appendix 3 Corrective Action Requests and observations raised by SGS in July 2003 & our planned response.

The full GEM programme for 2003/4 is available in the Members' Library or on request. Further information on GEM is available from the Environmental Sustainability Unit or in the GEM folder on the Intranet Info Library

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



## Appendix 1: Progress on Herefordshire Council's GEM objectives 2003-4

Objective	Progress
Create opportunities for waste reduction, recycling and the use of recycled material (WM)	<p>Progress with purchase of recycled paper for Council photocopiers and printers now set as standard.</p> <p>The Office recycling contract has been extended to cover further offices and materials but some doubt about viability of contractor.</p>
Continue to comply with legal requirements on pollution prevention, chemical handling and storage and work towards good practice in identified areas (PP)	<p>Salt storage has been reviewed and amended to reduce stocks kept outside. Covers are now in use.</p> <p>Recent legal changes make salting a duty for Councils. The Winter Maintenance Plan will be reviewed in the light of this once the new national Code of Practice is issued.</p>
Ensure that improved control systems relating to the Council's emergency preparedness are in place; (EP)	<p>Emergency plans for each site and emergency preparedness are audited under both GEM and Health and Safety.</p> <p>Site plans are provided as part of the Property Management File for each building.</p>
Comply with legal requirements on contaminated land management in regard to the Council's own sites; (CL)	<p>A costed Action Plan on the Council's three main landfill sites (Leominster, Strangford &amp; Dower) will be going to Cabinet Member (Cllr Edwards) in Feb 2004.</p> <p>The Council's Contaminated Land Strategy (2001) will be overhauled in the New Year. This will include review of the timetable for other Council sites. Environmental Health also advise on contamination issues relating to redevelopment.</p>
Improve supplier and contractor environmental performance through the operation of the Procurement Strategy and the Contracts Procedure Rules (CP)	<p>The Procurement Strategy is due for overhaul, but process has been delayed by long term absence of Procurement Officer. Contract Procedures are being overhauled by the Contract Panel.</p> <p>The new contracts with HJS and Owen Williams state that "The Partnership shall demonstrate that the robustness of its environmental management by ensuring that partners seek to obtain ISO 14001 accreditation for all relevant services early in the life of the Partnership." (Clause 3.4).</p> <p>A Task Group has been set up to monitor progress on this and other Partnership management system issues.</p>
Increase levels of awareness and training of Council staff through employee induction, ongoing development and provision for officers with particular needs or responsibilities; (TA)	<p>GEM is included in Council induction and now also covered for SCSH staff. A new leaflet for existing and temporary staff has just been completed.</p> <p>A short easy-read monthly bulletin is produced by the ESU and circulated to staff on request.</p> <p>GEM Training for managers sessions are running at the moment and a session for Members is set for January 2004.</p> <p>Seminars on invasive weeds with DEFRA and Wood Energy</p>

responsibilities; (TA)	<p>were attended by a number of services. A session on climate change is planned.</p> <p>Several sessions for staff groups, eg at Learning Disability Day Centres, have been run. However, job specific training is generally the responsibly of the service.</p>
Establish the energy consumption per metre squared for operational council property, enabling future efficiencies to be made and increase the use of energy from renewable sources; (ECW)	<p>There are gaps in meter records and data sets so coverage remains partial. Considerable strides have been made but anomalies remain. These are being addressed but it is a slow process. New software has recently been purchased to collate data, check accuracy &amp; enable electronic input between WMS and ourselves.</p> <p>Many readings are estimates, so do not give a true picture of consumption. Officers in Charge of Buildings were asked in August to read meters whenever they receive bills to address this issue. In addition Property Services are liaising closely with WMS to identify buildings where meters have not been read for some time and PS staff are currently reading some meters.</p> <p>Renewables: currently 10% of the energy needed to run our larger sites and street lighting is from renewable sources. From December 2003, 100% of power needed for all sites for the following year will come from renewable sources.</p>
Improve existing data on Council transport use and identify opportunities to reduce the environmental impact; (TU)	<p>A comprehensive Staff Transport survey has just been circulated to all staff. Results will feed into a Staff Travel Plan in the first half of next year. This will aim to increase choice and reduce single occupancy car use.</p> <p>A report to Strategic Monitoring on 13/10/03 set out progress on the transport cross-service review. The Social Care and Education Transport Teams are now co-located at Blackfriars to enable joint working. Negotiations are underway for the purchase of scheduling software.</p>
Reduce risk relating to the Council's tenant management and the property portfolio and increase tenant awareness (PM)	<p>New external tenants now fill in 'Environmental Risk Assessment for tenants (GEMOP TQ30)' relating to their operations.</p> <p>Asbestos policy has been written and circulated to internal tenants and smallholdings.</p> <p>Customised Property Management Files have been produced and distributed to all internal tenants.</p>
Scope opportunities for integration of GEM into corporate performance management. (CPM)	<p>The new Head of Performance Management will be attending a GEM team meeting shortly. She is looking at the options for streamlining and co-ordinating performance reporting, including that on GEM.</p>
Build on existing work to protect and enhance biodiversity on Council owned land. (BIO)	<p>The Conservation team will be scheduling a preliminary assessment of the biodiversity interest of land owned or managed by the Council in November. This will include Highways, Parks, Education and Property land.</p>

## Appendix 2

### GEM targets currently due (to half year)

Co	Due	Ofref	Target text	Lead Manager	Lead Off	Progress	CA ref	New due date	CA reason
<input type="checkbox"/>	01/06/2003	05	1 Provide information to major suppliers and contractors on council environmental requirements	M Rosenthal	Proc Officer/ Contracts Panel	Key documents currently under review.	03/06	1/12/03	Key docs under review - revise to 12/03
<input type="checkbox"/>	01/08/2003	10	1 Further develop use of the Herefordshire Partnership Appraisal tool, which includes environmental considerations	T Marsh	R Wood	Meeting to discuss options will take place with Forum for the Future and J Watkins in Jan 04.	03/09	1/3/04	Awaiting return of Mary Burton from career break. Now due 3/04
<input type="checkbox"/>	01/08/2003	04	1 Use the desk top studies of the 3 closed waste disposal sites for which the Council has currently known environmental liability to inform future action and present to Cabinet member	A Tector	B Chartres	Leominster: seeking Environment Agency approval for monitoring changes & undertaking methane oxidation trials. Strangford: Desk Top Study (DTS) & consultant report in - awaiting costings for action plan. Doward - DTS complete. Costed Action Plan for all 3 being drawn up for Cabinet Member once methane trial results in place. (27/8)	03/04	1/02/04	Staff vacancy, consultant delays, EA comments on Leo monitoring proposals & results of methane oxidation trials
<input type="checkbox"/>	01/09/2003	08	1 Undertake Staff Travel survey and analyse results	J Colyer	A Barton	Survey agreed by Unions and Human Resources Strategy Group & distributed to all staff in mid October. (22/10)	03/02	1/01/04	Delay in approval from CXMT.
<input type="checkbox"/>	01/09/2003	08	7 Procure and install transport co-ordination and scheduling software	G Dunhill	R Ball	Different systems evaluated by Richard Ball and working group. Negotiations with preferred supplier now underway. (27/8)	03/07	1/04/04	Selection of preferred supplier took longer than anticipated. Now due 01/04.
<input type="checkbox"/>	01/10/2003	10	5 Produce a Climate Change Strategy for Herefordshire, working with Marches Energy Agency and Bulmers Foundation.	T Marsh	R Wood	Project endorsed by HP Management Group. Pathfinder doc on track for target date. This will set path for funding bid, development of Council position & full strategy for county. Work with HP Environment Ambition Group subgroup continues. (7/10)	03/11	1/6/04	Project has grown in size.
<input type="checkbox"/>	01/10/2003	02	1 Undertake a drainage survey at Broad St Car park, Leominster	C Birks	A Terry	Costs budgeted. Meeting with Mayglothlin agreed. Work will be done in sections as car park busy.	3/10	1/12/03	Land potentially contaminated and of archaeological importance so increased consultation time needed.

<i>Co</i>	<i>Due</i>	<i>OTref</i>	<i>Target text</i>	<i>Lead Manage</i>	<i>Lead Off</i>	<i>Progress</i>	<i>CA ref</i>	<i>New due date</i>	<i>CA reason</i>
✓	01/05/2003	03	2 Develop use of PS01s to record environmental incidents and near misses	R Reed	T Marsh/ J Clarke	Forms amended in light of new legislation. Forms now computerised and on intranet. New format includes ref to GEM and where this is marked forms will be automatically routed to ESU. New format will be publicised in Nov 03 (7/10)	03/08	1/11/03	Work on CRIS and other took precedence.
✓	01/05/2003	04	3 Set up GIS system capable of storing, viewing and aiding with the interpretation of contaminated land data	A Tector	B Chartres	Software (Groundview) installed. Have also bought Monitor-Pro software for contaminated land monitoring results - in use. Taking part in Council wide GIS review - report submitted to Information Policy Group. (27/8)			
✓	01/06/2003	11	2 Develop a management plan overview for Parks and Countryside land	T Featherstone	S Wenczek	Now complete and held by Parks & Countryside Service (7/10)	03/05	1/10/03	Delay while various team members consulted. Completion now revised to 1/10/03.
✓	01/06/2003	06	2 Report to Cabinet Member for the Environment and Environmental Scrutiny on performance against GEM objectives & targets	S Gent	T Marsh	Report on GEM and performance on 2002/3 targets considered.			
✓	01/06/2003	03	1 Integrate relevant GEM information into the IO SH course for Officers in Charge and Heads of Service	R Reed	T Marsh/ J Clarke	Done. John Clarke has notes of training course (1/7)			
✓	01/07/2003	07	1 Develop spreadsheet for energy consumption information for all operational properties within the annual Asset Management Plan submitted to ODPW.	C Birks	A Ball	Energy consumption spreadsheet developed & populated with those properties with full data set for BV180a. This does not yet cover all operational properties. Energy costs reported in Asset Management Plan for 81% of operational property area. (2/7)	03/01		Spread sheet does not cover all operational properties.
✓	01/07/2003	09	2 Overhaul Asset Management Plan and further integrate environment and sustainability within it	C Birks	A Ball	Asset Management Plan now passed by CXMT & Cabinet.			
✓	01/07/2003	06	3 Improve accessibility and user friendliness of GEM information on the intranet	T Marsh	S Lloyd	Binders have been phased out and hyperlinks used instead. (27/8)			

Co	Due	Ofref	Target text	Lead Manage	Lead Off	Progress	CA ref	New due date	CA reason
✓	01/07/2003	06	4 Improve information for staff so it is easier to understand which aspects and procedures are relevant for their service.	T Marsh	S Lloyd	Aspects list and register overhauled and impacts standardised Directorate Aspects proforma developed and piloted. (1/7)			
✓	01/08/2003	08	8 Undertake desktop study of potential for staggered opening of education and social care establishments.	G Dunhill	R Ball	Study sent to Board meeting. Potential for staggered opening clear so purchase of scheduling software approved.			
✓	01/08/2003	06	5 Run seminar on noxious weeds with input from DEFRA		ESU/DEFRA	Student placement with ESU from July to organise this. Seminar with guest speaker from DEFRA was well attended and well received on 8/9/03. (7/10)	03/03	1/10/03	September date fitted with consultation period on ragwort control.
✓	01/09/2003	02	2 Review salt provision in all locations and develop plans for storage improvements at Thorn and elsewhere	S Oates	T Davies	Stock now reduced at external locations to make covering easier. Stock increased at Kingsland & Burcott (covered) plus emergency stock held by M50 (uncovered) and Pontrilas (covered). Negotiations re provision at Thorn continue. Law has now changed to make salting a duty. Our Winter Maintenance Plan will be revised in the light of this as soon as the national Code of Practice is issued.			
✓	01/09/2003	07	6 Run scheme to reduce water use in office toilets	T Marsh	OICs/student placement	Run by ESU student placement Liz Bishop in May & June 03. Results promising though not suitable for all buildings.			
✓	01/09/2003	05	2 Ensure that good environmental standards are built into the procurement of contract and professional services	G Dunhill	S Gyford	ISO 14001 commitment built into contracts with both HJS and Owen Williams. GEM will be represented on the Quality Assurance Working Group, which covers EMS and meets first on 10/10. Ongoing work will be required in this important area. (7/10)			
✓	01/09/2003	01	5 Increase use of recycled paper products	Contracts Panel	ESU	Policy on use of recycled paper circulated by M Tittle + results followed up. Promotion of WMS recycled products in GEMgen in June and Aug. (27/8)			
✓	01/11/2003	07	4 Investigate options to increase the percentage of renewables in the energy supply agreement	J Burton	C Eldridge	100% renewables from Npower via WMS secured for all sites for 12 months: sub 100 kW from December 2003 and over 100kW sites from Oct 03. (7/10)			

<i>Co</i>	<i>Due</i>	<i>Of/Ref</i>	<i>Target text</i>	<i>Lead Manage</i>	<i>Lead Off</i>	<i>Progress</i>	<i>CA ref</i>	<i>New due date</i>	<i>CA reason</i>
<input checked="" type="checkbox"/>	01/04/2004	06	1 Monitor need for environmental training as a result of SRD process	A Attfield	SRD Co-ordinators / GEM Team	A Attfield attended Aug GEM meeting. GEM 2 series to run in autumn for new managers and GEM auditees. B Willson will consider ways to promote seminars being run by sections that are of wider interest. (27/8)			
<input checked="" type="checkbox"/>	01/05/2003	09	1 Develop guidance on the environmental specifications for future buildings specified	C Birks	J Burton	Design Guidance now revised, publicised (Property Services Staff meeting 13/6) and distributed. (277)			

# CAR progress summary

Ref_	Dir	Resp	Corrective Actions /Observations	Action Planned	Progress	Affects	Evi	Dat	Da
CAR1	HCS	HJS	1. Waste is not always segregated in accordance with procedure requirements eg at Thorn top yard two tins half full of red oxide primer found in skip for 'metal'; cardboard, filters, metal & general rubbish in skip marked 'paper'. 2. Open bucket containing washings from surface dressing had been left alongside the diesel storage tank risking contamination of yard, rather than been tipped into waste liquid storage bins inside lean-to facility.	HJS responsibility.		HCS			
CAR2	PS	John Burton/ Andy Ball	1. Current monitoring of electricity & gas usage does not support the achievement of BVP1 180a (1% decrease in energy use) (Mgt Prog item 7.7) as this relates to all operational properties (c. 400 and monitoring currently covers only approx. 50% of the 48 targeted properties (those over 500sqm floor space). 2. Currently proposed timescales for setting up monthly data collection by OICs at priority sites (by Dec 03) require review.	Request all OICs to read meters on receipt of bills. Aim to get all buildings in scope reading meters regularly - preferably from Sept 1st. Check improvement in data sets (estimates/actuals) bimonthly with WMS as part of performance monitoring. Check fit of current data set in place with buildings in GEM scope and work out how to get complete coverage. Include info on approach and data on energy consumption in half year report to Env Scrutiny.	OICs mailed 15/8/08. CE asking WMS and CT for copies of all utility bills. WMS asked if footer can be altered (24/9). JB commitment to get meters read by end of Nov using Brian Davies. Software purchased.	All			
CAR3	ESU	ESU	Minutes from GEM meetings do not support their use as an effective tool for review of compliance with legal and other requirements.	GEM team to consider more rigorous twice yearly legal compliance review, in addition to raising topic at Standing Agenda meetings. TM to consult Howard Jeffries of SGS on acceptable wording for findings. Next email to competent legal people (due Dec) to ask explicitly if any compliance problems known.	Compliance added to DMT checklist. SGS consulted and recommended focus on performance against discharge & abstraction consents. Will go to Dec GEM.	All		11/12/03	

Ref_	Dir	Resp	Corrective Actions / Observations	Action Planned	Progress	Affects	Evi	Dat	Da
CAR4	P&C	IT	1. Operational controls over environmental aspects of IT procurement have not been developed and implemented, and there is no documented programme in place to implement them in a timely manner. 2. An IT supplier questionnaire exists in draft form. However training has not been provided to ensure that this (and other controls under consideration) will be appropriate.	Discuss way forward with IT, also best way to link to corporate GEM group - place available (Aug meeting).	Meeting held with Sarah Thraves & Julie Holmes, new Head of IT, 16th Sept. Jill Fisher to be GEM rep for IT from Oct 03. Business case for staff member made.	IT			
Obs 10	MH	PS	ESU (SL & RE)	ESU & PS to draft guidelines for incorporation into relevant contract documents across the authority. Eng Services to be consulted before roll out.	Council requirements drafted and comments due back by 14/11. Will then be circulated to relevant Client Officers, including C Hall for HJS.			1/11/03	
Obs01	PP	Audit	TF/ ESU	Aim to streamline system so can regularly track progress with non-conformances. Address any issues at Advanced Auditors training day	GEM team given list of outstanding non-conformances at Aug meeting and asked to follow up auditors in their Directorates. Progress report now standard bimonthly GEM item. 'Outstanding NCs' have been added to standing agenda for GEM auditors meeting (quarterly).				
Obs02	PP	HCS	HJS	HJS responsibility					
Obs03	PP	HCS	HJS	HJS responsibility					



Obs04 PP	HCS H/PS	HJS	Material Safety Data Sheets should be available in the joiners workshop for hazardous materials used/stored, eg wood preserver, contact adhesive stain, paint and floor cleaner. Arrangements for disposal of empty paint tins should be clearly identified.	HJS responsibility		
Obs05 PP	SCS H/PS	GC/OIC Hillrise/ES U	Whilst monitoring of energy consumption is now being recorded at source, eg Hillrise, the quarterly logging of data may be insufficient to demonstrate an improvement and monthly readings may be considered more appropriate.	Recommend to Hillrise OIC that electricity & gas meters are read & recorded on a monthly basis. Link to CAR2. Data check re buildings in GEM scope will be undertaken to clarify remaining problems.	Mark Stanton asked by SL to address issue (email, Aug 03). Data check re buildings in GEM scope needs rescheduling.	
Obs06 PP	SCS H/PS	PS	It was noted that three fire extinguishers at Hillrise had been condemned on 27/7/03 - ensure that replacements are provided asap. Ensure that in-house checks confirm serviceability of equipment at monthly inspections - nonconforming water extinguisher included in above was last serviced in May 2002.	GC & OIC Hillrise to ensure that new extinguishers are provided. Also that OIC's in-house check sheet includes column for checking that extinguishers are within service dates. Check if this is local or could be used more widely. Discuss Obs with John Burton in case any contractual adjustment required. Need to update JClarke's procedure to indicate who to contact if elements unsatisfactory - discuss with JB.	JClarke has updated "Notes on procedures & frequencies etc" for the Fire Log book to address and will cover this at next OIC meeting.	
Obs07 PP	P&C	SW/ Geoff Tarring	A programme to de-silt the Castle Pond and sink a bore hole for supply has been prepared and all regulatory authorities have been contacted. Contractors are currently being considered and work is likely to commence this autumn - follow up at next visit.	SWenczek to keep GEM group informed of developments. Consider best way to link such contracts (Bridge Sollars is another eg) to GEM programme. Tabled as Agenda item for Nov EMG.		
Obs08 PP	SCS H	Laura Ferguson	The Emergency Procedures at Marshfield should be authorised and dated. No other issues raised against Adult Learning Disability, this activity will be included within the scope of registration.	Contact Marshfield to do this. Ask John Clarke to remind Emergency co-ordinators of the need to do this when he next writes round. Also raise a req. at next OIC meeting. Requirement added to GEM Audit site checklist.	JC asked to add date and signature space to EP template (3/10/3)	31/11/ 03

Obs09 PP	HCS		Herefordshire Commercial Services have formed a partnership with Jarvis Herefordshire and whilst offering the same contract services to Herefordshire, will be seeking independent registration to ISO14001 at the next visit.	ISO 14001 is written into the Contract with HJS. Work on system compatibility and communication will need to be undertaken to ensure this is effective through the partnership. Meeting with T Featherstone to discuss mechanism to be arranged.	Meeting held and matter discussed at Sept GEM group. First Quality Assurance group meeting 10th Oct 03 to look at Terms of Ref for the group, TM member of group.		
Obs11 MH	PS	ESU/PS/ Richard East	Sustainable construction guides have been produced as part of the excellent approach to incorporating environmental considerations into the Whitcross PFI Project. Review at next visit how this information is fed back to others in the capital projects team and to other relevant staff.	Maintain info flow on progress of project. Discuss communication with C Birks and team involved. Progress on major projects is covered at Property Office Managers Meeting. Minutes held by Wendy Spicer. Ask for this observation to be agenda item. send obs 11 & 12 to Colin B.			
Obs12 MH	PS	Richard East	The Environmental Statement for Whitcross PFI makes commitments to use of specific best practice. Review at next visit (or visit 5) how these requirements have been captured within project requirements.	See Obs 11.	Tenders now received and being evaluated.		
Obs13 MH	All	GEM Team/ ESU	Directorate level significant aspects registers are being developed, for example at IT and at Parks & Countryside. These need to reliably reference core GEM procedures (eg for waste management as well as local controls. GEM OP for aspects evaluation needs to be revised to reflect the development of local aspects registers.	ESU to assist GEM team members in developing these aspects registers. On Oct EMG agenda for review to ensure consistency.	Significant Aspects Procedure GEMSYS 1d P1 amended 3/10/03.		
Obs14 MH	PS	PS/ESU	Recommend guidance to OiCs on meter reading to improve accuracy of data (eg including photos of different meter types and how to read them).	ESU/PS to put together guidance sheet with pictures.	Circulated to all OiCs and schools on 15th August 2003.	15/ 7/0 3	
Obs15 MH	Env't	Andrew Culley	Recommend that the Highways Maintenance Plan clearly identify what the yearly targets are against the defined sustainability Performance Indicators.	Discuss way forward with Stewart Barton. Also check if targets are included in contract with HJS.	Performance against Performance Indicators (2) to be worked out for 2002/3 and targets for current year to be included in E&T Business Plan.		
Obs16 MH	ESU		It is recommended that emailed legal updates (eg 24 July 2003 re oil storage regulations) should also be circulated to environmental auditors.	Copy the oil regs email to all GEM auditors. Add legal updates to agenda for quarterly auditors meeting.	Email copied to auditors. Noted to copy all further such legal guides to auditors too.	4 Aug 03	

<i>Ref</i>	<i>Dir</i>	<i>Resp</i>	<i>Corrective Actions / Observations</i>	<i>Action Planned</i>	<i>Progress</i>	<i>Affects</i>	<i>Evi</i>	<i>Dat</i>	<i>Da</i>
Obs17 MH	SCS H/ES U	ESU/ GC	Recommend a review of opportunities for use of GEM to increase participation by other Council staff in collection schemes for Day Centre eg broken furniture, cards, bead jewelry.	Publicity planned for SCSH re their joining the scope. Use this to raise general awareness of the service and encourage staff to participate in their recycling schemes. Consider publicity leaflet for Soc. Care products. Gemma Morris asked to address by Glyn Cook.	Publicity for 'Plan It Green' included in August GEM Gen newsletter. St Owens shared stall at Waste Space Sept 03 - picture in Hereford Journal. Article in Core News - Sept edition. Renewables launch at St Owens centre 23/9.				



## **A STRATEGY FOR THE PUBLIC RIGHTS OF WAY SERVICE IN HEREFORDSHIRE – CONSULTATION**

**Report By: Director of Environment**

### **Wards Affected**

Countywide

### **Purpose**

To consider the draft strategy for the Public Rights of Way Service.

### **Considerations**

1. The Best Value Improvement Plan for the Public Rights of Way Service identified the need for the adoption of a comprehensive strategy to guide the future development of the service.
2. A Draft Strategy has been developed with a view to adoption in early 2004 after a process of consultation. The summary of the strategy is attached as Appendix 1. A full copy of the Strategy will be sent separately to members of the Committee and deposited in the Members Library.
3. Since preparation of the Improvement Plan, the implementation of the Countryside and Rights of Way Act 2000 (the CROW Act) has led to the formation of the Local Access Forum for Herefordshire, a statutory group which will also be consulted on the Strategy.
4. The CROW Act also places a duty on this Council to prepare a Rights of Way Improvement Plan by 2007. However, the Government has advised that the Rights of Way Improvement Plan should be incorporated into the next Local Transport Plan (for the period 2006/07 to 2011/12) and therefore the aim set out in the Strategy is to complete the Improvement Plan in 2005 in time for the LTP.

### **Financial Considerations**

5. The Public Rights of Way Strategy will need to be delivered within the financial resources available for the Service but the Draft Strategy highlights the severe constraints on service development imposed by current funding levels.

### **Risk Management**

6. The Council has a range of statutory duties covering its responsibilities for the Public Rights of Way network. Failure to fulfil these duties could result in successful legal challenge or the issue of directions from the Secretary of State.

### **Alternative Options**

There are no alternative options.

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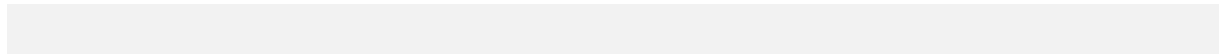
Further information on the subject of this report is available from Stephen Oates on 01432 260780

## RECOMMENDATION

**THAT Committee consider the draft Public Rights of Way Strategy and advise the Cabinet Member (Highways and Transportation) of their views.**

## BACKGROUND PAPERS

- The Countryside and Rights of Way Act 2000



# HEREFORDSHIRE COUNCIL

## PUBLIC RIGHTS OF WAY MANAGEMENT STRATEGY

### Consultation Draft

### SUMMARY

There has recently been a new awareness of the role of public rights of way in bringing health, economic and sustainable transport benefits to the community. Previously the need to carry out statutory duties with respect to rights of way management has driven the service provided in Herefordshire by the Council, but it is now necessary to reconsider the aims of the service so that the full potential of the rights of way network can be realised. This strategy is intended to guide this new direction for rights of way management in Herefordshire.

The Herefordshire Plan, revised in June 2000, sets out a vision for Herefordshire to create fair and thriving communities, protect and enhance the environment and build a strong, competitive and innovative economy. The contribution which Herefordshire Council will make towards the achievement of the ambitions of the Herefordshire Plan is identified in the objectives described in the Council's Corporate Plan. The overall aims of the Council's public rights of way service have been devised to contribute to the fulfilment of the Corporate objectives, and hence the Herefordshire Plan Ambitions.

These aims are to manage the rights of way network so that it:

1. **Enhances health, well-being and enjoyment of life** through the use of public paths for outdoor exercise and appreciation of the rural environment
2. **Increases economic prosperity** by attracting more visitors to the countryside
3. **Improves sustainable transport** by providing traffic-free, safe routes to urban and rural facilities
4. **Provides access for all** by being available for the less mobile and those with disabilities
5. **Increases community involvement** by enabling people to improve their local rights of way network according to their own priorities

Specific objectives have been set to ensure that each of the aspects of rights of way management contributes to the achievement of these five aims. These areas of work and their principal specific objectives are:

**Keeping an accurate legal record of public rights of way (LR)**

The definitive map and statement, which provide the legal record of the location and status of public rights of way in the county, form the basis of the management of the network. It is only by having an up to date and accurate record that the public and landowners can be certain of the public's rights, and the Council can ensure that those rights are protected and that the aims of the rights of way service are achieved. The objectives to achieve this accurate record are:

- LR1 Produce a statement of priorities for dealing with modification order applications and definitive map and statement anomalies. (April 2004)*
- LR2 Ensure that the backlog of highest priority modification order applications is cleared by the end of 2004, and subsequently ensure that the highest priority claims are determined within 12 months of an application or the discovery of an anomaly.( December 2004)*
- LR3 Actively seek out deficiencies in the rights of way network and investigate evidence for the existence of rights of way in such areas. (From December 2004)*
- LR4 Remove the backlog of legal event modification orders and subsequently ensure that these changes are made within 6 months of the confirmation of a legal order. (August 2005)*
- LR5 Produce a new, digitised consolidated definitive map and statement (December 2005)*

**Maintenance and Enforcement (ME)**

The Council has a duty under the Highways Act 1980 and other legislation to ensure that all public rights of way are kept unobstructed, in a safe and convenient condition for public use, and are easy to find and follow. This assists both the people using the paths and the owners of the land over which the routes run. The maintenance of path surfaces, bridges, signposts and waymarkers is the direct responsibility of the Council. The relevant specific objectives are:

- ME1 Investigate more effective methods & alternative sources of funds, for maintaining paths to an appropriate standard (ongoing)*
- ME2 Prepare a strategy for dealing with enforcement problems in an effective manner to include policy, procedures and a statement of priorities (December 2003)*
- ME3 Electronically link the rights of way database to the digitised definitive map. (December 2003)*
- ME4 Prepare and implement a management plan for the prioritisation, inspection and maintenance of the network. (April 2004)*



*ME5 Prepare a standards guide for rights of way furniture and surfacing (December 2004)*

*ME6 Continue to develop the Parish Paths Partnership scheme and to work with other relevant schemes to support community organisations to become more involved in the maintenance and promotion of recreational and utilitarian routes. (Ongoing)*

### **Changing the Network (CI)**

The Council has legal powers available to enable it to change the location and status of rights of way so that they better suit the needs of the public and of land managers. Changes which will assist in the achievement of the aims of the rights of way service should be given priority. The relevant objective is:

*CI 1 Produce a set of procedures, including standard costs and timescales, and a statement of priorities, for making agreements and orders to create, divert and stop up paths. (March 2004)*

### **Improving the network (I)**

The Rights of Way Improvement Plan, required by the Countryside and Rights of Way Act 2000, will be an important tool for the Council to ensure that the aims for rights of way management of making the network more suitable for delivering the goals of enhanced health, enjoyment, economic prosperity, sustainable transport and access for all are achieved. Legislation has set out that the Rights of Way Improvement plan should be incorporated into the Local Transport Plan which is due to be revised and published in 2005. Specific objectives to guide the Council's work in this area are:

*I 1 Produce a Rights of Way Improvement Plan. (December 2005)*

*I 2 Implement the Rights of Way Improvement Plan (2006 onwards)*

*I 3 Work with relevant officers to incorporate the Rights of Way Improvement Plan into the Local Transport Plan (Ongoing)*

### **Publicity and Promotion of the network (PP)**

The realisation of the potential of the rights of way network as a key resource in the rural economy, and improving the quality of life for all residents, depends on effective provision of information. Sustained use of the network will only occur if people have confidence that they know where they can go, and what to expect when they get there. The provision of information about the opportunities available is therefore crucial to maximising the investment in the network. Specific objectives are:

*PP1 Produce and implement procedures for a structured, prioritised approach to the promotion of recreational routes including those suitable for all users.*

*PP 2 Develop and promotes the public rights of way web site. (Ongoing)*

*PP 3 Continue to participate in the running and development of promotional events, including the Herefordshire Festival of Walking. (Ongoing)*

### **Liaison (L)**

The council cannot deliver the objectives of this strategy on its own. Many of the objectives specifically involve close working with outside agencies. The roles of current and potential rights of way users, the owners of the land over which the paths run, and community groups are also critical. Informal liaison with all these interests will be built into the day-to-day work of the public rights of way section in the Environment Directorate, but more specific objectives can be set:

- L 1 Continue to actively support the Local Access Forum and establish formal links with LAFs in neighbouring authorities. (Ongoing)*
- L 2 Continue to support the Rights of Way Liaison Group as a less formal setting specifically for discussion of users' and landowners' interests (Ongoing)*
- L 3 Establish and maintain a working group consisting officers with responsibilities for rights of way, transport planning, cycling, tourism, and parks and countryside, with input from other officers when appropriate, to develop the role of rights of way for recreation, local transport, tourism and healthy living. (Autumn 2003)*

### **Environmental Management (EM)**

The minimisation of any adverse environmental impact of working procedures and practices used in the management of the rights of way network is essential to fulfil the aims of the rights of way service. A specific objective is:

*EM 1 Promote Good Environmental Management throughout the public rights of way service. (Ongoing)*

By working towards these objectives, the improvement of the rights of way network within the County will bring substantial benefits in terms of enhancing the quality of life, increasing economic and social prosperity, and protecting the physical environment. Capitalising on such benefits will enhance the Council's capacity to improve further the rights of way provision across the County.