

Policy Review and Development Panel

Grand Jury Room, Town Hall
10 August 2009 at 6.00pm

The Policy Review Panel deals with reviewing policies and issues at the request of the Cabinet or Portfolio Holder, or pro-actively identifying issues that may require review; dealing with those issues either directly or by establishing Task and Finish Groups, monitoring progress of these Groups and assessing their final reports.

Information for Members of the Public

Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.colchester.gov.uk or from Democratic Services.

Have Your Say!

The Council values contributions from members of the public. Under the Council's Have Your Say! policy you can ask questions or express a view to meetings with the exception of Standards Committee meetings.. If you wish to speak at a meeting or wish to find out more, please pick up the leaflet called "Have Your Say" at Council offices or at www.colchester.gov.uk .

Private Sessions

Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

Mobile phones, pagers, cameras, audio recorders

Please ensure that all mobile phones and pagers are turned off before the meeting begins and note that photography or audio recording is not permitted.

Access

There is wheelchair access to the Town Hall from West Stockwell Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to Angel Court Council offices, High Street, Colchester or telephone (01206) 282222 or textphone (01206) 18001 followed by the full telephone number you wish to call, and we will try to provide a reading service, translation or other formats you may need.

Facilities

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Terms of Reference

Policy Review and Development Panel

- To review strategies and policies at the request of the Cabinet either directly or by establishing Task and Finish Groups, and to make recommendations back to Cabinet for decision.
- To review issues at the request of a Portfolio Holder either directly or by establishing Task and Finish Groups and to make recommendations back to the Portfolio Holder for decision.
- To monitor progress of Task and Finish Groups and assess their final reports prior to their submission to either the Cabinet or the Portfolio Holder.
- To proactively identify issues that may require review and improvement and to seek Cabinet's agreement as to whether and how they should be examined.

**COLCHESTER BOROUGH COUNCIL
POLICY REVIEW AND DEVELOPMENT PANEL
10 August 2009 at 6:00pm**

Members

Chairman : Councillor Julie Young.
Deputy Chairman : Councillor Nick Barlow.
Councillors Nigel Chapman, Mike Hardy, Justin Knight and Jill Tod.

Substitute Members : All members of the Council who are not Cabinet members or members of this Panel.

Agenda - Part A

(open to the public including the media)

Members of the public may wish to note that Agenda items 1 to 6 are normally brief and the last Agenda Item is a standard one for which there may be no business to consider.

Pages

1. Welcome and Announcements

(a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched off or to silent;
- location of toilets;
- introduction of members of the meeting.

2. Substitutions

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

3. Urgent Items

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

4. Declarations of Interest

The Chairman to invite Councillors to declare individually any personal interests they may have in the items on the agenda.

If the personal interest arises because of a Councillor's membership of or position of control or management on:

- any body to which the Councillor has been appointed or nominated by the Council; or
- another public body

then the interest need only be declared if the Councillor intends to speak on that item.

If a Councillor declares a personal interest they must also consider whether they have a prejudicial interest. If they have a prejudicial interest they must leave the room for that item.

If a Councillor wishes to make representations on an item on which they have a prejudicial interest they may do so if members of the public are allowed to make representations. In such circumstances a Councillor must leave the room immediately once they have finished speaking.

An interest is considered to be prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Councillor's judgement of the public interest.

Councillors should consult paragraph 7 of the Meetings General Procedure Rules for further guidance.

5. Have Your Say!

(a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter not on this agenda.

6. Minutes

1 - 3

To confirm as a correct record the minutes of the meeting held on 15 June 2009.

7. Colchester Tree Policy

4 - 13

See report by the Head of Life Opportunities

- 8. Historic Town Centre Improvements** **14**
See report by the Head of Strategic Policy and Regeneration
- 9. Work Programme 2009/10** **15 - 26**
See report by the Head of Corporate Management

10. Exclusion of the public

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

POLICY REVIEW AND DEVELOPMENT PANEL
15 JUNE 2009

Present :- Councillor Nick Barlow
Councillor Julie Young
(Chairmen)

Councillors Nigel Chapman, Mike Hardy,
Justin Knight and Jill Tod

Substitute Member :- Councillor Kim Naish for Councillor Julie Young

3. Minutes

Paula Whitney addressed the Panel, pursuant to the provisions of Meetings General Procedure Rule 5(1).

She wished to correct the impression given in the minutes of the previous meeting of the Panel that she had suggested that the Council was a poor performer in terms of the collection of garden waste. The point she had made was that, apart from Tendring, Colchester had the lowest levels of waste generation in Essex.

She further voiced her concern that, despite assurances from the Leader of the Council, she had not been invited to participate in meetings of the Waste Prevention and Recycling Options Appraisal Task and Finish Group and requested that she be invited to make representations to the Group.

It was further noted that the last sentence of minute number 26 was incomplete and should, in fact read:

‘She therefore stressed the importance of collecting materials separately.’

Councillor Barlow confirmed that he had been appointed Chairman of the Waste Prevention and Recycling Options Appraisal Task and Finish Group and he assured Ms Whitney that she would be invited to address the Group.

RESOLVED that, the corrections to the minutes highlighted by Ms Whitney be noted and, subject to the amendment to minute no 26 referred to above, the minutes of the meeting held on 9 February 2009 were confirmed as a correct record.

4. Procurement Strategy 2009-2012

The Panel considered a report by the Head of Resource Management inviting the Panel to review the contents of the draft Procurement Strategy.

Charles Warboys, Head of Resource Management and Steve Heath, Finance

Manager, attended the meeting to assist members in their discussions.

A Procurement Strategy had first been adopted by the Council in 2003 to ensure that the procedure rules remained relevant and compliant with EU regulations. This policy was updated in 2005 and it had recently been reviewed and strengthened to take account of changes in legislation and best practice. The strategy also supported the Council's Strategic Plan adopted in February 2009, together with statutory responsibilities and had taken into account sustainable procurement, equality and diversity and support of local businesses.

A key element to the strategy had been to work in partnership and collaborating on procurement. Furthermore the strategy outlined Colchester's approach to delivering best practice and highlighted the Council's support of the Essex Procurement Hub and the Procurement Agency for Essex (PAE).

The Panel gave particular consideration to the following issues:

- The potential conflicting aims of supporting local businesses whilst promoting a regional and national framework;
- The importance of educating suppliers regarding the Council's Equality and Diversity objectives;
- The appropriate decision making route to provide for the implementation of the Policy.

RECOMMENDED that, subject to the issues highlighted above, the contents of the Procurement Strategy be approved.

5. Work Programme 2009/10

The Panel considered a report by the Head of Corporate Management giving details of the work which remained outstanding from the previous year's programme and presenting a preliminary work programme for the forthcoming year from discussions with Heads of Service about likely policy areas that would need to be presented to the panel as part of their review or development.

A brief summary was provided of work so far undertaken by the Historic Town Centre Improvements Task and Finish Group which could be provided to the Panel in more detail at its next meeting, the notes of the first two meetings of the Waste Prevention and Recycling Options Appraisal Task and Finish Group were also attached to the report and Councillor Barlow provided an update on the work of the 20 mph Speed Limit Group. It was further explained that a report had now been completed for consideration by the Mayoralty Task and

Finish Group.

It was reported that the Chairman, Councillor J. Young, would be unable to attend the Panel's meeting scheduled for 21 September 2009 and the Panel was asked to consider changing the date of this meeting to Wednesday 23 September 2009.

RESOLVED that, arrangements be made for the September meeting of the Panel to be changed to Wednesday, 23 September 2009 and, subject to the addition of a review of the Town Centre Management Strategy at an appropriate time, the contents of the Work Programme for 2009/10 be approved.



Policy Review Panel

Item

7

10 August 2009

Report of	Head of Life Opportunities	Author	Bob Penny ☎ 282903
Title	Colchester Tree Policy		
Wards affected	All		

The Policy Review Panel is invited to review the draft Colchester Tree Policy.

1. Action Required

- 1.1 Panel members are invited to consider the draft Colchester Tree Policy and comment on aspects for inclusion in the version for adoption by the Portfolio Holder.

2 Background

- 2.1 The draft Colchester Tree Policy was presented to the Portfolio Holder for Culture, Tourism and Diversity in March 2009 and councillors were invited to a presentation of the draft Policy on 26 March before it was made available on the Council website and opened up for wider consultation.

- 2.2 The draft Tree Policy is a lengthy document and has been available electronically to avoid the production of unnecessary copies. The draft Tree Policy can be found on the following link on www.colchester.gov.uk
http://www.colchester.gov.uk/Consultation_Articles_det.asp?art_id=8762&sec_id=1144&tem_id=249&status=Recently%20Closed
For those less familiar with the technology please go to www.colchester.gov.uk and click on "Knowing your community". You will then be able to select "c-consultation" and from there click on "project type" to select "consultation projects" When this is submitted there will be a list of consultation finder results which will include in alphabetical order, Colchester Tree Policy.

- 2.3 Although the Council is under no obligation to produce a Tree Policy, without an adopted policy there will be a lack of direction regarding future maintenance and provision, leading to different expectations about service delivery on the part of both residents and councillors.

- 2.4 The adoption of a Tree Policy provides a basis for service delivery and a consistent approach to dealing with the many issues associated with trees. In the absence of a Tree Policy there have been challenges in trying to meet public expectations on how trees will be managed. Officers have tried to tackle issues such as access to light, satellite dish reception and falling leaves in a consistent and professional way and the adoption of a Tree Policy will provide a consistent approach for officers and councillors when explaining the Council's response to enquiries by the public.

3 Why the need for a Colchester Tree Policy?

3.1 There has previously been no formalised approach to the management of trees and woodland within the Borough and as a result, there is a real risk that the pace of development, pressures on funding and the lack of an adopted approach to the management of the Council's tree stock could reduce the quality of the Colchester's landscape character. Retaining a species-rich urban woodland and trees of all ages is essential for tree succession. The pressure on urban trees is increasing and the likelihood of trees reaching maturity is diminishing

4. Scope of Policy

4.1 The Policy is intended to act as a point of reference for the public, councillors, officers and professionally-interested people to establish a clearer, consistent and more structured approach to the issues affecting trees.

4.2 It is the intention that the Policy will be adopted for the management of all trees on Council-owned land and those trees currently managed by Parks and Recreation Service as part of agency agreements with other organisations and public bodies in the Borough. These include trees on land managed by Colchester Borough Homes and trees on the public highway, which is the responsibility of Essex County Council

4.3 The Policy incorporates the following Service Objectives

- To ensure that the management of our trees contributes to making Colchester's environment attractive and healthy.
- To ensure the safe and efficient management and sustainability of our trees.
- To ensure our services and activities achieve the highest technical and environmental standards
- Create more opportunities for wildlife to thrive in amenity open space
- To ensure that trees enhance the landscape and add to the biodiversity thereby helping to attract investment.
- To ensure an increasing and varied tree population within the Borough, that is in harmony with other land uses.
- To promote awareness of the importance and value of trees and encourage community involvement in their management and maintenance.

5. Tree Policy topic areas

5.1

1. Tree risk management system
2. Cyclical pruning programme
3. Remedial tree work
4. Insurance claims
5. Tree related subsidence claims
6. Trees and development sites
7. Standard of tree work
8. Customer Service
9. Green waste
10. Managing trees for wildlife
11. Vandalism
12. Income generation
13. Community involvement
14. Site specific policies

- a. Highways
- b. Housing
- c. Parks and Open Spaces
- d. Woodlands
- e. Closed churchyards and cemeteries
- f. Allotment sites

15. Tree Planting and Young tree maintenance

- 5.2 The Tree Policy is a significant document in terms of the range of tree-related issues that it covers. It is accompanied by a comprehensive Action Plan which picks up the issues referred to above identifying target dates, milestones, partners and costs.
- 5.3 Appendix A to this report lists the numerous recommended policies that arise from the draft Tree Policy. Panel Members are encouraged to refer to the topic headings listed in 5.1 together with the associated policy recommendations in the Appendix. For further background information and explanation of the associated policy recommendations information is provided in the body of the draft Tree Policy which is accessible from the link given in paragraph 2.2

6. Consultation

- 6.1 CBC councillors, Essex County Council (ECC) Highways, ECC Tree Section, Colchester Borough Homes and CBC Landscape Officer and Tree Officer from the Planning and enforcement team have been informed of the draft policy and invited to comment.
- 6.2 Individual councillors have also made comments at the presentation and discussion of the draft Policy in March 2009.
- 6.3 The draft Tree Policy was on the Council's website under the c-consultation heading between 28 May and 30 June. Due to the lack of responses, the consultation period has been extended to September 2009.
- 6.4 Response and comment on the draft Policy has been limited. No response has been received from ECC Highways. Many of the tree management issues relate to trees on ECC Highways land. Efforts are being made to establish a meeting with ECC Highways to discuss the future approach to the management of street trees on behalf of the County Council. Whilst the Policy explains the merits of a programmed inspection and maintenance approach, unless ECC is prepared to fund any additional maintenance costs, works on Highway trees will continue to be restricted to Health and Safety works. Proactive maintenance will not be deliverable.
- 6.5 Tree maintenance is carried out on behalf of Colchester Borough Homes with work being charged directly to their budget code. In the absence of consultation feedback, discussions are to be held to confirm their support to the Tree Policy so that a consistent approach is provided to CBH tenants and other borough residents.
- 6.6 Whilst Parish and Town Councils will not be directly impacted by the contents of the Tree Policy, it is understood that some Parish and Town Councils have Tree Wardens Schemes. There may be scope to share information and develop a more co-ordinated approach and ways of engaging with the Parish Councils are being arranged such as the Parish Clerks Forum on 4 September and the September edition of the Common Ground newsletter to raise awareness of the Policy and encourage feedback.

7. Funding

- 7.1 Delivering effective tree management is as much about working within financial constraints and prioritising work as it is about inspecting and arranging works by competent contractors. Delivering the Action Plan will always be subject to the constraint of resources and priority will continue to be given to those issues which affect the safety of the public or property.
- 7.2 Working on a proactive approach to tree management using risk criteria and programmed inspections will lead to a more effective use of budget, more effective management and greater defence against insurance claims.
- 7.3 As set out in 6.4, no response has been received from ECC Highways and there has been little indication of any increase in budget to carry out more than immediate health and safety works. It is anticipated that the current level of annual contribution from ECC will remain in the region of £40,000 for emergency works to trees which leaves no funding for formative pruning or tree planting.
- 7.4 Until the Highways agency ceased in March 2005 a “Highways Tree Maintenance Budget” was contained within the Council’s revenue budget. This budget funded the maintenance of trees on the Highway that were planted after 1974, during the agency arrangement. The budget was not retained at the end of the agency agreement in 2005. The total budget stood at £30,800 in 2004/2005 comprising £5,000 for planting, £12,500 for watering and £13,300 for pruning trees on the highway.
- 7.5 Trees have been planted in 2008/9 as part of the Stadium Green link project in conjunction with the River Colne Countryside Project and the Council continued with the popular Trees for Years initiative in January 2009 when 2009 trees were available for collection to residents, schools etc for planting within the borough. There was no direct revenue funding for any major/regular tree planting.
- 7.6 The 2009/10 tree maintenance budget is £105,900 net which includes one FTE Tree inspector post. £74,300 is contained within the budget for tree pruning and safety works to Borough Council trees.

8 Future action

- 8.1 Following the Policy Review Panel review of the draft Colchester Tree Policy feedback will be collated with other consultation responses in a report to the Portfolio Holder for formal adoption.

1. Tree Management System

POLICY 01/01

- The Council will implement a risk-based system of tree management relying on a programme of regular inspection prioritised by potential hazard

POLICY 01/02

- Where remedial work to a tree is identified as being necessary, either as part of the Tree Hazard Risk Assessment or following an enquiry, this will be added to a scheduled programme of Arboricultural works and be undertaken in accordance with a priority based system:

2. Cyclical Pruning Programme

POLICY 02/01

- The Council will implement cyclical pruning regimes to trees identified as being an insurance risk or where tree growth will regularly result in direct damage to buildings or present an obstruction to the highway

3. Remedial Tree Work

POLICY 03/01

- The Council will implement a policy for pruning and felling trees based on the Council's legal obligations as a land owner and manager of trees and the financial resources available

POLICY 03/02

- There will be a presumption against the removal of trees, which are healthy, but subject to complaint, unless the basis of the complaint has an overriding justification and no alternative management practice can be implemented.

4. Insurance claims

POLICY 04/01

- The Council will adopt appropriate procedures and management practices to mitigate against insurance claims for damages caused by trees.

5. Tree related subsidence claims

POLICY 05/01

- The Council will adopt the London Tree Officers Association's (LTOA) approach contained in the 'Risk Limitation Strategy for Tree Root Claims (May 2007, or subsequent revisions).

6. Trees and development sites

POLICY 06/01

- The Council will support the planting of new trees and woodlands and the retention of existing trees in the public areas of new developments, which are eventually to be adopted as public open spaces.

POLICY 06/02

- The Council will ensure that all trees to be adopted are safe and in good health.

POLICY 06/03

- The Council will secure appropriate commuted sums for the maintenance of trees on public open space, in paved areas and on roadside verges, which are to be adopted as part of Section 106/Section 38 Highway. agreements

POLICY 06/04

- The Council will expect BS 5837 Recommendations for Tree Work on Development Sites to be implemented in full on all development sites where trees are implicated. This to include:
 - new residential or commercial developments
 - Construction work on Council owned land and the Public Highway

POLICY 06/05

- The Council will expect Statutory Undertakers to adopt the N.J.U.G. guidelines for trenching and working near trees and will enforce their use where necessary in conjunction with planning officers and highway inspectors

7. Standard of tree work

POLICY 07/01

- The Council will seek to ensure that its contract procedures for tree work offer best value and that the highest technical and safety standards are achieved

POLICY 07/02

- The Council will endeavour to maintain high standards of tree work by:
 - a) Regularly reviewing specifications to ensure that they are precise and meet with currently accepted industry standards
 - b) support the development and training of all arboricultural staff involved in Council tree work.
 - c) regularly monitoring contractors' insurance and safety policies

POLICY 07/03

- The Council will ensure compliance with the Wildlife and Countryside Act 1981 in relation to works to avoid disturbance to nesting birds.

8. Customer Service

POLICY 08/01

- The Council will ensure effective implementation of policies and provide a quality tree management service.

POLICY 08/02

- Unless there is a genuine emergency, which shall receive immediate response, Inspections resulting from customer enquiries will be processed within 30 working days, with the longer term aim of reducing this period to 20 working days.

POLICY 08/03

- The Council will advise and, where necessary, consult local residents on all major tree works using a variety of different media including the Council's website and the local press

POLICY 08/04

- Enquirers will be advised of the timescale for inspections and be kept informed of inspection progress, inspection outcomes and any planned works.

9. Green waste

POLICY 9.01

- The Council will seek alternative uses for arisings from tree work to ensure as much as possible is reused or recycled. Income generated from this process will be used to fund tree related projects in the Borough

POLICY 9.02

- The Council will investigate the provision of suitable green waste storage facilities to enable a sustainable approach to the management of green waste.

10. Managing trees for wildlife

POLICY 10.01

- The Council will consider the potential of trees as a habitat for plants and animals when making management decisions or carrying out surgery to trees

POLICY 10.02

- The Council will record the presence of veteran trees and will prepare management regimes to retain their unique characteristics.

POLICY 10.03

- The Council will encourage the installation of bat and bird boxes in trees.

11. Vandalism

POLICY 11.01

- The Council will actively pursue the prosecution of people guilty of vandalizing trees and will seek to recover costs for remedial works

POLICY 11.02

- When planning new tree planting projects, the Council will consider the risk of vandalism at each site and select the most appropriate plant material, tree guards etc. to minimize this risk

12. Income generation

POLICY 12.01

- The Council will develop income generating opportunities for tree management in the Borough and seek to exceed the national targets of £15,000 per annum within the next five years.

13. Community involvement

POLICY 13.01

- The Council will engage with local communities to promote the benefits of trees and encourage community involvement in their planting and maintenance.

POLICY 13.02

- The Council will develop projects with local schools and Communities to raise awareness of the importance of trees

POLICY 13.03

- The Council will liaise with local interest groups to establish a Tree Warden Scheme across the Borough

14.1 Trees on public highway

Policy HIGH 01

- The Council will work with ECC to find a solution to the current under-funding of highway tree management and seek to provide sufficient resources for tree pruning and replacement tree planting on the Public Highway

Policy HIGH 02

- The Council will seek to plant new trees on the highway in appropriate sites with priority given to community supported planting schemes.

Policy HIGH 03

- When planting trees near to the highway, careful consideration will be given to the tree species and the placement of the trees so as to minimise conflict with other highway uses

Policy HIGH 04

- The tree species used for new and/or replacement planting in roads shall reflect the type in use locally, maintaining single species avenues where appropriate.

Policy HIGH 05

- The Council will endeavour to protect roadside trees and the growing environment from threats such as: loss of and damage to verges, the activities of statutory undertakers and others excavating near trees, and damage from the over-use of road de-icing salt.

Policy HIGH 06

- The Council will not support the removal of trees for vehicle crossovers unless the tree is of limited life expectancy or can be relocated elsewhere. All trees removed will be replaced and all costs will be borne by the crossover

Policy HIGH 07

- The Council will support measures that discourage verge parking by road vehicles, and damage to verges caused by adjoining building works.

Policy HIGH 08

- The Council will provide resources and implement the cyclical and cultural pruning of trees planted by CBC on the Public Highway

Policy HIGH 09

- The Council will re-introduce a pollarding regime to lapsed pollard's where appropriate to reduce the risk of damage to adjacent buildings, pavements and services by direct or indirect root damage

Policy HIGH 10

- The Council will aim to maintain the highway trees under successive agency agreements with Essex County Council.

14.2 Housing trees

Policy HOUS 01

- Trees in tenants gardens will be inspected and maintained at the discretion of Colchester Borough Homes. Priority for works will be given to trees that pose a risk or where properties are occupied by the elderly, the disabled and infirm.

Policy HOUS 02

- A programme of cyclical pruning to trees will be adopted in communal gardens, where these trees are in conflict with buildings, have potential to cause subsidence to properties or where they block light into properties.

Policy HOUS 03

- Where necessary, trees will be felled and replaced with more suitable species. Small ornamental species will be planted in small communal gardens, but opportunities for planting larger specimens on greenswards will be exploited, where these will not conflict with adjacent buildings.

Policy HOUS 04

- The programme of surveying tenants gardens and subsequent pruning or felling work will be continued with the aim of completing the survey and all associated works by 2013.

Policy HOUS 05

- As part of the Council's tree inspection programme, officers will identify opportunities for planting trees in new locations, and implement this planting when funds permit. The aim will be to provide a tree canopy of mixed age and species across public sector housing sites.

Policy HOUS 06

- Where significant trees are growing on sites where Council housing is being sold or leased, the Council will consider a covenant associated with the site disposal that requires the owner to obtain Council consent before felling or pruning takes place.

14.3 Parks and Open spaces

Policy POS 01

- We will seek to enhance the value of parks and open spaces by providing opportunities for the planting and use of trees within public open spaces

- as an educational, amenity and recreational resource

Policy POS 02

- The Council will develop balanced tree management plans for all the major tree stocked areas to identify areas of risk, maximise safety, encourage bio-diversity and create a varied and sustainable tree population.

Policy POS 03

- The Council will continue, where appropriate, to plant native trees of local provenance for both amenity and environmental reasons. At appropriate sites, the Council will exploit the opportunities afforded by the wide choice of ornamental trees available, to create a mixed population of native and non-native trees.

Policy POS 04

- The Council will consider Council owned parkland and open space for planting of short rotation coppice for bio-mass production to fuel heating at Council owned facilities.

14.4 Woodlands

Policy Wood 01

- The Council will continue to take advantage of external funding opportunities and make best use of voluntary sector resources to support the management and maintenance of the woodland under its control,

Policy Wood 02

- The Council will seek to periodically survey all wooded areas in order to ensure public safety and identify any work required in order to best conserve the health and structure of the woodland.

Policy Wood 03

- Management Plans will be prepared for all significant woodlands and the Council will seek to engage the local community in their maintenance and management.

Policy Wood 04

- Trees on the boundary of woodland will only be pruned or felled if they are damaging to property or represent a health and safety risk. Trees will not be pruned for light improvement or to prevent a nuisance.

Policy Wood 05

- Where new woodland is planned, The Council will prepare a management plan for the woodland and allocate sufficient resources for its long term management.

Policy Wood 06

- In support of the Council's Green Space Strategy, the Council will encourage and support the use of its woodlands as an educational resource and as an important resource for community based activities and healthy lifestyle programmes.

14.5 Closed churchyard and cemetery trees

Policy CC01

- The Council will develop balanced tree management plans for Colchester Cemetery and all major tree stocked Closed Churchyards to identify areas of risk, maximise safety, encourage bio-diversity and create a varied and sustainable tree population.

Policy CC02

- The Council will seek to identify suitable planting sites and implement a programme of planting to ensure a varied and sustainable tree population in Council closed churchyards and the cemetery.

Policy CC03

- The Council will keep the opportunity for woodland burials under review and continue to search for sites which have the appropriate location and ground conditions.

Policy CC04

- The Council will seek to raise public awareness of the quality and diversity of trees within Colchester Cemetery

Policy 14.6 Allotments

Policy ALLOT01

- The Council will support the planting of small espalier fruit trees and fruit bushes on allotment plots by tenants, but not the planting of large standard fruit trees.

Policy ALLOT02

- Where space permits, and where there is support from allotment tenants, land unsuitable for cultivation may be used for the planting of community orchards or short rotation coppice

Tree planting and young tree maintenance

Policy TP01

- Where a tree on Council land is removed, we will endeavour to plant at least two trees of a suitable species and size, at the most appropriate site in the locality, should this not be possible then an alternative site will be sought.

Policy TP02

- The Council will seek to create a diverse and appropriate tree population by:
 - a) Working with members, community groups and the public to identify suitable new sites for tree planting and implementing these projects when funding is available
 - b) giving careful consideration to the selection of suitable tree species depending on site, locality and characteristic of the area
 - c) aim to increase the diversity of tree species in planting schemes

Policy TP03

- The Council will seek to ensure that trees planted are given the best possible chance of surviving to maturity by requiring:
 - a) high standards of planting and young tree maintenance,
 - b) appropriate measures are taken to reduce vandalism.

Policy Review and Development Panel

10 August 2009

Update

1. Project Lead in place October 2008

2. Early/Quick Wins Programme

- **Essex and Suffolk Fire Office**

Following discussions with the building owners the alteration, modernisation and repair works to the main building, archway to St Peters Church and colonnade have commenced with scaffolding erected around building. The works will enable this historic building to re-establish its position in the High Street. The works will see provision of 5 residential properties above the shops. Works to the exterior of the building are anticipated to be completed by end of September with the internal works during October

- **Improving traffic flows in the High Street**

Discussions have taken place with ECC to identify opportunities to improve existing bus stops particularly that outside the Essex and Suffolk Fire Office, and surveys are being progressed to assess the options available.

- **St Nicholas Churchyards**

Options are being explored to improve the appearance and use of the closed churchyards along with surrounding spaces and which is linked into the redevelopments in Lion Walk and they have also been discussed with the vicar at St Peters Church who control these areas

- **St Peters Church**

Following the completion of the works to the Essex and Suffolk Fire Office agreement has been reached with the church and the diocese to carry out works to the churchyard, having secured offer of assistance from the MCTC, to improve its appearance, make more welcoming and create a short green link between North Hill and the High Street via the archway

2. The development of a realistic Implementation Plan

- A verbal update will be given at the briefing

10 August 2009

Report of	Head of Corporate Management	Author	Amanda Chidgey
Title	Work Programme 2009/10		☎ 282227
Wards affected	Not applicable		

This report sets out the current Work Programme 2009/2010 for the Policy Review and Development Panel.

1. Decision Required

- 1.1 The Policy Review and Development Panel is asked to note the current situation regarding the Panel's work programme for 2009/10.

2. Introduction

- 2.1 At each meeting of the Panel, the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.

3. Current Situation

- 3.1 The Work Programme has been updated since the meeting of the Panel held on 15 June 2008 to include a review of the Town Centre Management Strategy and it has been provisionally timetabled into the work programme, as requested.
- 3.2 Details of the memberships of the various Task and Finish Groups are set out below:

Task and Finish Groups	Membership
Night Time Economy	Councillor Barlow Councillor Davies Councillor Naish Councillor B. Oxford
20 mph speed limit	Councillor Ford Councillor Hardy Councillor Offen Councillor G. Oxford
Mayoralty	Councillor Garnett Councillor Hall Councillor Naish Councillor B. Oxford
Waste Prevention and Recycling Options Appraisal	Councillor Arnold Councillor Barlow Councillor Chillingworth Councillor P. Oxford Councillor Smith Councillor J. Young

3.3 The Lead Officers for each of the Groups have been asked to provide periodic updates on progress to the Panel and notes in respect the 20 mph speed limit; the Mayoralty and the Waste Prevention and Recycling Options Appraisal Groups have been attached to this report for information.

3.4 The lead officer in respect of the Night Time Economy Group has been asked to provide an update on progress to the Panel's next meeting in September 2009.

4. Alternative options

4.1 This function forms part of the Panel's Terms of Reference and, as such, no alternative options are presented.

5. Standard References

5.1 There are no specific strategic plan references or financial, equality, diversity and human rights, community safety, health and safety, publicity and risk management implications in this matter.

20 MPH SPEED LIMIT

The Task and Finish Group has met twice and work is still underway in preparation for reporting back on this. The main aim of the work as decided by the group is:

‘To reduce road injuries and deaths in the borough by extending existing 20mph restrictions while also considering other safety solutions.’

A consultation has been undertaken with a number of groups including:

- Local Highway Panel Parish Members,
- Colchester Access Group,
- Colchester’s main bus operators,
- Colchester Ambulance Service,
- the Police and
- ECC.

Residents’ Associations on the NAPs that have identified road safety as a priority will be undertaken.

Further technical work is still required along with research into schemes implemented elsewhere in the country.

Following discussions with ECC officers, they will be seeking the views of their Cabinet Member on the introduction of 20mph areas in Colchester.

MAYORALTY TASK AND FINISH GROUP

NOTES OF THE MEETING HELD ON 7 JULY 2009

Present: Councillor Christopher Garnett,
Councillor Christopher Hall,
Councillor Kim Naish,
Democratic Services Manager, Amanda Chidgey,
Mayoralty Officer, Merilyn Baldwin.

Apologies: Councillor Beverley Oxford

1. Chairman

Councillor Hall was elected Chairman of the Group.

2. Terms of Reference

The Group had been set up by the Policy Review and Development Panel, at the request of Councillor Smith, to look into certain issues relating to the mayoralty, namely –

- Updating of the Gifts and Regalia Books;
- Bulk purchase / setting up a cellar book of wine for mayoral functions;
- Regalia insurance cover and the purchase of replica regalia.

The membership of the Group was to consist of one Councillor from each of the political groups with a mix of Councillors in terms of years of service.

Also, the investigation was to be in the context of the current Mayoral 'structure'.

3. Mayoralty Issues

The Group considered the contents of a report by the Head of Corporate Management providing background information on the updating of the Regalia Book, Bulk Purchase / Setting up of a Cellar Book of wine and Regalia Insurance cover and the purchase of replica regalia.

It was explained that the Regalia Book had previously been updated on a periodic basis to ensure new items of regalia were recorded formally but that this practice had been overlooked. Arrangements had, however, now been made to update the existing Book the intention being to ensure that any newly accepted Regalia is able to be recorded in the year in which it is accepted.

In respect of wine for civic occasions, the practice had been adopted whereby a number of bottles of wine were retained in the Mayor's Parlour for general use and these are replaced as necessary. It was considered that the resources required to store and look after large quantities of wine (maintain temperatures, prepare the bottles) would be considerable and likely to easily offset any savings.

The subject of insurance cover and a replica Mayoral Badge has been raised in the context of the security surrounding the continued day to day use of the Mayoral Badge and in terms of the 'irreplaceability' of the badge in the event of its loss. A replica would enable the original badge to be protected from further wear and tear as the intention would be for the replica badge to be the 'working' badge, with the original kept safely in the regalia case.

The Council's insurance provision for the Mayoral Chains and Badge of Office were considered to be satisfactory as they were covered for any incident, damage or loss whilst they are in the UK and also covered for all risks for short term trips outside the United Kingdom.

A new case for carrying the Mayoral Badge and Chains of Office to events and for storage had been purchased. In addition, indicative costs for a replica badge have been obtained from Toye, Kenning and Spence in the order of £5,000 for base metal and £7,500 for silver gilt.

RECOMMENDED that –

- (i) The current arrangements to update the regalia book be noted and investigations be undertaken to establish a convenient location within the Town Hall to place the Book on regular display;
- (ii) No action be taken in respect of the Bulk Purchase / Setting up of a Wine Book for Civic occasions;
- (iii) In view of the significant cost of purchasing a replica Mayoral badge, investigations be undertaken to find out the cost of purchasing a die of the badge.

4. Mayor Making

At the request of Councillor Naish, the Group considered a report giving details of the associated costs of the Mayor Making lunch.

It was noted that the cost of the food and drink at the event this year amounted to £2,590.78. Councillor Naish proposed that, in future, guests be expected to pay for their lunch rather than the cost being borne by the Civic Fund budget.

RECOMMENDED that –

- (i) The Mayoral Officer be asked to find out what practice is adopted in neighbouring Local Authorities regarding the cost of Mayor Making events;
- (ii) The political groups be invited to consider the principle of introducing a charge on guests to the Mayor Making lunch and their conclusions be reported back to this Task and Finish Group after the political Group meetings on or around 7 September 2009.

WASTE PREVENTION AND RECYCLING OPTIONS APPRAISAL TASK AND FINISH GROUP

NOTES OF THE MEETING HELD ON 22 JUNE 2009

Present: Councillor Nick Barlow (Chairman),
Councillor Peter Chillingworth,
Councillor Phillip Oxford,
Councillor Paul Smith,
Councillor Julie Young
Strategic Waste and Sustainability Manager, Chris Dowsing,
Street Care and Recycling Manager, Dave McManus,
Recycling Operations Development Officer, Joanna Hartga,
Democratic Services Manager, Amanda Chidgey.

Apologies: Councillor Christopher Arnold

14. Options Appraisal Report

Since the last meeting the members of the Group had reconsidered the contents of the Options Appraisal report with the intention of determining three or four main options which they wished to consider in more detail.

The Group considered the following criteria to be important in their considerations:

- To identify options that remained reasonably close to the way in which the service was currently delivered;
- To include at least one wheeled bin option by way of comparison.

The Group agreed that the following four options would be agreed for further consideration:

- Option O – fortnightly residual, garden waste and recycling collections with weekly food waste collections;
- Option O revised – fortnightly garden waste and recycling collections with weekly residual and food waste collections;
- Option E – fortnightly residual and garden waste collections with weekly recycling and food waste collections;
- Option 1 – fortnightly separate residual and garden waste wheeled bins with recycling boxes and weekly food waste collections.
-

Chris Dowsing confirmed that he would undertake further research to determine how each of these options might operate in Colchester and Dave McManus explained that work would also be required to determine an appropriate mix of vehicles and operatives to undertake the service based on the four options identified.

Chris Dowsing also confirmed that it would be possible to provide additional information in the form of a variation to each option to take account of separated glass collections.

15. Public Consultation

The Chairman invited the Group members to consider arrangements for a public consultation exercise

Various views were expressed in relation to the following requirements:

- Research to be undertaken in order to adequately address concerns and questions;
- Options to be defined in order to provide a framework within which to consult;
- A mechanism for written submissions / evidence to be received / taken;
- An open / public meeting with some particular witnesses invited to attend.

The Group members suggested it might be possible for arrangements to be made for a public meeting to be held on 20 or 21 July 2009, subject to the availability of a venue.

16. Visits to other Local Authorities

Chris Dowsing explained that it had not yet been possible to arrange for a visit to St Edmundsbury but he had received an offer from the London Borough Redbridge for the Group members to visit on 8 July 2009. However, this date clashed with a Colchester Borough Council meeting and members were reluctant to commit to attend on this date.

17. Next Meeting

The next meeting of the Group was scheduled to take place on Monday, 6 July 2009 at 1.00pm in Rowan House Room 1

Further meetings are currently scheduled as follows, all in Rowan House, Room 1 except where indicated:

20 July;
3 August;
17 August - Rowan House Training Room;
7 September;
21 September;
5 October.

WASTE PREVENTION AND RECYCLING OPTIONS APPRAISAL TASK AND FINISH GROUP

NOTES OF THE MEETING HELD ON 6 JULY 2009

Present: Councillor Nick Barlow (Chairman),
Councillor Christopher Arnold,
Councillor Paul Smith,
Strategic Waste and Sustainability Manager, Chris Dowsing,
Street Care and Recycling Manager, Dave McManus,
Recycling Operations Development Officer, Joanna Hartga,
Democratic Services Manager, Amanda Chidgey.

Apologies: Councillors Peter Chillingworth, Phillip Oxford and Julie Young.

14. Demonstrator Freighter

Dave McManus confirmed that a new style freighter was being demonstrated in the Borough during this week and that it would be available in the depot each afternoon if Councillors wished to view it at close hand. The intention was to see whether the vehicle could access different locations and to see how it operated in working conditions. The freighter differed from the Council's existing stock in so much as it was able to collect food, plastic, glass and cans. The compartments for each different material were all located along one side of the freighter which tipped in a one way mechanism. The dimensions of the compartments for food and plastics were fixed but those for glass and cans were flexible and could be changed, as required.

It was agreed that those Councillors wishing to view the freighter would meet Dave at the Depot at 2.00pm on Thursday, 9 July 2009.

15. Work Flows

Chris Dowsing updated the Group on the work being undertaken by the Officer Group now that four preferred options had been selected, including:

- Reworking the models to incorporate 2008/09 outturn figures;
- Preparation of a database of potential vehicles in respect of costs/capacities etc.;
- Research into the costs and returns associated with recycling separation;
- Investigation of the costs of sacks and purchase or lease of bins;
- Identification of disposal points and associated transport costs for food waste;
- Investigation of the vehicle costs associated with the wheeled bin options;
- Compilation of flowcharts to demonstrate the variations within each option.

Chris confirmed that he hoped to complete these areas of work by the Task and Finish Group's scheduled meeting on 17 August 2009.

16. Public Consultation

Discussion took place on the basis of the following intentions;

- 17 August 2009 Task and Finish Group meeting to consider outcome of the work undertaken on the four options;
- 7 September 2009 Task and Finish Group meeting to consider contents of the report setting out the detail of the public consultation exercise;

- 23 September 2009, Policy Review and Development Panel meeting to include a presentation to deliver a high profile launch of a public consultation exercise;
- Presentation delivered at Policy Review and Development Panel published on the Council's website;
- Week commencing 5 October 2009 most likely timing for a public meeting on the consultation;
- Need to consider internal consultation of the options with colleagues in other departments who may have relevant views to consider.

17. Future Meetings

In view of the anticipated programme of work set out above the next two meetings of the Group scheduled for 20 July and 3 August 2009 be cancelled.

Further meetings are as follows, all in Rowan House, Room 1, except as indicated:

17 August, Rowan House Training Room;
7 and 21 September;
5 October.

Policy Review and Development Panel
WORK PROGRAMME 2009/10

	<u>15 June 2009</u>	<u>10 August 2009</u>	<u>21 September 2009</u>
Policy Initiatives		Tree Strategy	Community development/ neighbourhoods // Draft
Review of Corporate Policies	Procurement Strategy 2009 – 2012	Historic Town Centre	Fleet Replacement Strategy
Task and Finish Groups	Night Time Economy // Update Historic Town Centre Improvements // Update Waste Prevention and Recycling Options Appraisal // Update	20mph speed limit Task and Finish Group // Update Mayorality // Report on Findings Waste Prevention and Recycling Options Appraisal // Update	Night Time Economy // Draft Conclusions Waste Prevention and Recycling Options Appraisal // Update

	<u>9 November 2009</u>	<u>11 January 2010</u>	<u>1 March 2010</u>
Policy Initiatives		Community development/ neighbourhoods // Final	
Review of Corporate Policies	Single Equality Scheme // Draft report	Economic Prosperity Strategy 2007 – 2010	
Task and Finish Groups	20mph speed limit // Draft Conclusions Historic Town Centre Improvements // Draft Conclusions Waste Prevention and Recycling Options Appraisal // Final Report	Town Centre Management Strategy // Review Night Time Economy // Final Report	20mph speed limit // Final Report Historic Town Centre Improvements // Final Report

