



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,  
ELY, CAMBRIDGESHIRE CB7 4EE  
Telephone: 01353 665555

MEETING: **REGULATORY SERVICES COMMITTEE**  
TIME: 4.30pm  
DATE: 10<sup>th</sup> September 2018  
VENUE: Council Chamber, Nutholt Lane, Ely  
ENQUIRIES REGARDING THIS AGENDA: Adrian Scaites-Stokes  
DIRECT DIAL: (01353) 665555 EMAIL: [adrian.scaites-stokes@eastcambs.gov.uk](mailto:adrian.scaites-stokes@eastcambs.gov.uk)

## Membership:

### Conservative Members

Cllr Anna Bailey (Chairman)  
Cllr Julia Huffer (Vice Chairman)  
Cllr Elaine Griffin-Singh  
Cllr Neil Hitchin  
Cllr Chris Morris

Cllr Hamish Ross  
Cllr Carol Sennitt  
Cllr Jo Webber

### Liberal Democrat Member

Cllr Sue Austen

### Substitutes:

Cllr David Ambrose Smith  
Cllr Mike Bradley

Cllr Stuart Smith

### Substitutes:

Cllr Lorna Dupré  
Cllr Christine Whelan

### Lead Officers:

Jo Brooks, Director Operations

**Quorum:** 5 Members

## A G E N D A

- 1. Public Question Time**  
The meeting will commence with up to 15 minutes public question time
- 2. Apologies and Substitutions**
- 3. Declarations of Interest**  
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct.
- 4. Minutes**  
To confirm as a correct record the Minutes of the meetings of the Committee held on 23<sup>rd</sup> July 2018

5. **Chairman's Announcements**
6. **Neighbourhood Recycling Centre Provision**
7. **Tree Strategy 2018-2028**
8. **Forward Agenda Plan**

**NOTES:**

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  - If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.
  - The fire assembly point is in the front staff car park by the exit barrier.
  - This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services.  
The Committee Officer will sweep the area to ensure that everyone is out of this area.
3. Reports are attached for each agenda item unless marked "oral".
4. If required all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: [translate@eastcambs.gov.uk](mailto:translate@eastcambs.gov.uk)
5. If the Committee wishes to exclude the public and press from the meeting a resolution in the following terms will need to be passed:  
"That the press and public be excluded during the consideration of the remaining items no. X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information of Categories X Part I Schedule 12A to the Local Government Act 1972 (as Amended)."



EAST  
CAMBRIDGESHIRE  
DISTRICT COUNCIL

**REGULATORY SERVICES COMMITTEE**

Minutes of the meeting of the Regulatory Services Committee held in the Council Chamber, The Grange, Nutholt Lane, Ely on 23 July 2018 at 4.30 p.m.

**PRESENT**

Cllr Anna Bailey (Chairman)  
Cllr David Ambrose Smith (as a Substitute)  
Cllr Elaine Griffin-Singh  
Cllr Carol Sennitt  
Cllr Stuart Smith (as a Substitute)  
Cllr Jo Webber  
Cllr Christine Whelan (as a Substitute)

**ALSO PRESENT**

Jo Brooks – Director Operations  
James Khan – ECSS Waste Minimisation & Fleet Manager  
Liz Knox – Environmental Services Manager  
Alistair Merrick – Waste Consultant  
Janis Murfet – Democratic Services Officer  
John Steel – Management Accountant  
Jenny Winslet – Senior Environmental Health Officer  
Nick Wyatt – Sustainability Officer

14. **PUBLIC QUESTION TIME**

There were no public questions.

15. **APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Councillors Sue Austen, Julia Huffer and Chris Morris.

Councillors David Ambrose Smith, Stuart Smith and Christine Whelan attended as Substitute Members.

16. **DECLARATIONS OF INTEREST**

Councillor Anna Bailey declared an interest in the following Agenda Items: No 8 (Environmental Strategy), No 9 (Results of the Neighbourhood Recycling Centre Provision Consultation) and No 10 (Quarter 1 Performance Report for the Waste & Street Cleansing Services), being a Director of East Cambs Street Scene Ltd. She said that she would leave the Chamber prior to consideration of these items.

**17. MINUTES**

Further to the Minutes of the meeting held on 4<sup>th</sup> June 2018, Agenda Item 12 (Housing Update), page 9, the Chairman requested that the final sentence be amended to read:

‘... The school programme looked fantastic and the fact that some social housing was **going to people in** Band C of the housing register showed that the team was on top of the homelessness problem.’ Whereupon,

It was resolved:

That the minutes of the Regulatory Services Committee meetings held on 24<sup>th</sup> May and 4<sup>th</sup> June 2018 be confirmed as a correct record and be signed by the Chairman.

**18. CHAIRMAN’S ANNOUNCEMENTS**

Members’ attention was drawn to a copy of a flyer ‘Reducing single-use plastics in catering premises.’ Following a suggestion made at the last meeting of Committee, the flyer had been produced and would go out to all relevant businesses in the District.

**19. ENERGY COMPANY OBLIGATION (ECO) STATEMENT OF INTENT (SOI)**

The Committee considered a report, reference T52, previously circulated, which informed Members of the criteria agreed by the Cambridgeshire Energy Partnership for the Statement of Intent relating to Energy Company Obligation.

The Sustainability Officer reminded Members that East Cambridgeshire was part of a countywide energy partnership which was originally formed to deliver the Government’s Green Deal programme. The partnership had now been regenerated to provide greater opportunities in terms of attracting funding and developing projects, while allowing the Authorities to tailor projects to meet the specific demands and priorities in their area. A draft Memorandum of Understanding (MOU) setting out agreed objectives and principles of collaboration for all partners was attached as Appendix 1 to the report.

The ECO government programme was designed to reduce fuel poverty and carbon emissions and the current phase included a ‘flexible eligibility’ mechanism (ECO Flex) by which obligated energy suppliers could fulfil some of their obligations by installing energy saving measures in premises that had been declared eligible by local authorities.

Those local authorities participating in ECO Flex were required to publish a Statement of Intent (SOI), setting out the eligibility criteria they intended to use to identify households that might benefit from the scheme. It was noted that a joint SOI (attached as Appendix 2 to the report) had been developed by the Cambridgeshire Energy Partnership. It specified that to be eligible for support,

## AGENDA ITEM NO. 4

households would need to meet one of the low income criteria listed, plus either one of the criteria for high heating costs or one for vulnerability to cold.

Proposals had been developed by the Partnership to submit a bid for Warm Home Funding (WHF); this would allow more vulnerable households in Cambridgeshire to have energy efficiency measures installed at low or no cost. The funding obtained via the ECO Flex programme would be used to support the Partnership's application and it was intended to submit the bid before the Round 2a deadline on 28<sup>th</sup> September 2018. The bid would be for an 18 month project running from November 2018 to April 2020, installing first time central heating systems in households in both social and privately owned housing.

It was further noted that Sanctuary Housing was also working with the Partnership to include 100 – 150 social housing sector homes across the county, targeting fuel poor residents. Using a combination of ECO Flex and WHF, it was intended that installations for private sector housing would be 100% funded.

Councillor Ambrose Smith asked if charity properties would be included in the scheme and the Sustainability Officer replied that they would not. The Chairman then asked if individual tenants could apply and was advised that they could, if they qualified.

Councillor Webber enquired whether Sanctuary would be allocated a pot of funding for their homes and the Sustainability Officer replied that they had been invited to submit a list which would go forward to Warm Homes Funding. Sanctuary would manage the project but any tenants could contact the Council and they would be taken through the process.

It was resolved unanimously:

- 1) To agree to the Memorandum of Understanding (MoU);
- 2) To note the Energy Company Obligation Statement of Intent (ECO Flex);
- 3) To endorse the submission for the Warm Homes Bid

### 20. **APPROVAL OF THE DRAFT HEALTH & SAFETY ENFORCEMENT POLICY FOR CONSULTATION**

The Committee considered a report, reference T53, previously circulated, that informed Members of the need for the Council to update its Health & Safety Policy in line with the Health & Safety Executive's enforcement policy statement and other minor changes to the Executive's guidance.

The Senior Environmental Health Officer reiterated that the Health & Safety Executive required the Council to have an enforcement policy that was in line with its own enforcement policy statement.

## AGENDA ITEM NO. 4

The policy was last updated in 2015 and no responses were received during the 12 week consultation period. As the amendments to this revised policy were of a minor nature, it was therefore suggested that a 6 week consultation period with relevant stakeholders and the general public would provide sufficient time for comment.

The Chairman thought it would be useful to have the tracked changes left in the document so that all could see them and she added that at the County Council, amendments were underlined and new additions to a document were highlighted in bold type. As these amendments were of a very minor nature, she felt that unless any fundamental changes were required, it would be overly bureaucratic to bring the Enforcement Policy to come back to Committee again.

The Chairman duly proposed and the Committee agreed that paragraph 2.1.2 be amended to read:

'Delegate the authority for agreeing the Policy to the Environmental Services Manager in consultation with the Chairman **and Vice Chairman** of the Regulatory Services Committee **after** the 6 week consultation period.'

It was resolved unanimously:

That the Environmental Services Manager be given delegated authority, in consultation with the Chairman and Vice Chairman of the Regulatory Services Committee, to agree the Health & Safety Enforcement Policy after the 6 week consultation period.

*At this point, the Chairman stated that as she was leaving the Chamber before consideration of Agenda Items 8, 9 and 10 and the Vice Chairman was not present, it would be necessary to elect a Chairman for the duration of these items.*

*It was duly proposed, seconded and agreed that Councillor David Ambrose Smith should assume the Chair in her absence.*

*Councillor Bailey left the Chamber and Councillor Ambrose Smith assumed the Chair.*

### 21. **ENVIRONMENT STRATEGY**

The Committee considered a report, reference T54, previously circulated, from which Members were asked to note and approve the Draft Environment Strategy.

The Environmental Services Manager introduced her report by reminding Members that the Strategy was a public facing document which set out what the Council was doing to ensure it provided opportunities for residents, businesses and visitors to contribute to improving the environment and reducing the amount of waste produced across the District.

## AGENDA ITEM NO. 4

Successful implementation would be achieved by continuing to work in partnership with residents, businesses, Parish Councils and with East Cambs Street Scene Ltd.

The Council was proud of its achievements over recent years that had had a positive impact on the environment. Following the introduction of the wheeled bin recycling collections, the percentage of waste recycled had risen and as a result, the Council had moved from 257<sup>th</sup> out of 320 English Councils to 26<sup>th</sup> position.

In April 2018 waste collection and Street Cleansing Services were transferred to East Cambridgeshire Street Scene Ltd and in the first few weeks of transfer, a backlog of fly tipping incidents were cleared. Procedures had been reviewed and implemented to ensure an improved response and clean up times for fly tipping on public land.

Members noted that links to the Council's website were still to be added to pages 11 and 13 of the Strategy document; the percentages in paragraph 2.2 on page 26 required correction, and the formatting on page 42 was to be changed.

Councillor Whelan thanked the Environmental Services Officer for all her work on the document, but said that it seemed to her to be more like a plastics strategy. She asked whether there were any plans to include the conservation of resources or to add in flooding, as the latter was particularly important to this area. The Environmental Services Manager replied that the Strategy was a first draft and could be added to; the points raised could be examined and included on an 'as and when' basis.

Councillor Smith expressed his appreciation that the Strategy contained references to dog fouling and fly tipping, saying that these two issues were a particular problem in Haddenham.

In response to a question from Councillor Webber about how zoning was calculated, the Waste Consultant explained that it went back to the Environmental Protection Act. The more populated areas of the District, such as Ely, Soham and Burwell would be in Zone 1; Zone 2 would include some parts of Ely, and the smaller villages would fall within Zone 3. Parish Councils would also have a role to play in the process.

Councillor Whelan enquired about the numbers of households requesting a second blue bin. The Sustainability Officer replied that 582 requests had been received since April 2018. Given that there were approximately 34,000 – 36,000 households in the District, this did not appear to be a very high number, but the initiative was still in its very early stages.

Councillor Ambrose Smith commented that while the indication was that second blue bins were going to the higher performing areas such as Burwell and Ely, the lower priority areas should be encouraged to participate in the scheme. The Director, Operations added that it was being promoted as much as possible; she believed it would gather momentum and she was very pleased with the results.

Councillor Smith asked about the numbers of bins being kept in stock and the Director assured Members that there were plenty because between 10 and 15 requests were being received each day.

It was resolved unanimously:

That the draft Environment Strategy and associated action plan be approved.

22. **RESULTS OF THE NEIGHBOURHOOD RECYCLING CENTRE PROVISION CONSULTATION**

The Committee considered a report, reference T55, previously circulated, regarding the future provision of neighbourhood recycling centres in the light of a full kerbside recycling service being offered in the District, including additional wheelbins for dry recyclates.

The Sustainability Officer reminded Members of the background to the issue, saying that the contractors providing the bring bank services wished to pull out because it was uneconomic for them to continue. A limited service was still being provided but the Council had been given notice that it would soon cease.

It was noted that the current cost to the Council for this service was £15,398.48 per annum, and following the introduction across the District of kerbside recycling, the tonnage of recyclates being recovered from bring banks had fallen substantially.

Members had therefore requested an options appraisal regarding future provision, including a consultation exercise with residents. Paragraph 3.7 of the report set out the three questions:

- Option 1 – Should the Council remove all bring banks except textiles at the earliest opportunity?
- Option 2 – Should the Council provide an in-house combined service to a limited number of sites using ECDC banks and vehicles?
- Option 3 – Should the Council provide an in-house combined service at all sites using ECDC banks and vehicles?

Consultees were also asked if they would be prepared to contribute to the increased cost of providing the service in house, if Option 2 or 3 was selected.

The outcome of the consultation showed that the majority of consultees agreed with more than one option and of the nine Parish Councils that responded, seven confirmed that they were not prepared to commit funds to retaining a bring bank. Littleport Parish Council had requested that irrespective of the consultation outcome, all bring banks in Littleport be removed.

The Director, Operations said she was unsure about the right questions having been asked as the responses received presented a somewhat confusing picture. She suggested that the Sustainability Officer should undertake another piece of work and approach the Parish Councils who had responded to

ascertain whether they wanted to retain the bring banks and were willing to pay for them.

Councillor Ambrose Smith concurred, adding that if Ward Members could also be consulted everyone would have an appreciation of the costs. Officers could then bring another report to Committee which would help Members to make an informed decision.

It was resolved unanimously:

- 1) That the results of the consultation be noted;
- 2) That the Sustainability Officer consult further with the Parish Councils who responded to the consultation and that a further report is brought to the September meeting of the Regulatory Services Committee.

23. **QUARTER 1 PERFORMANCE REPORT FOR THE WASTE AND STREET CLEANSING SERVICES**

The Committee considered a report, reference T56, previously circulated, which provided the Quarter 1 (April to June 2018) performance report for the delivery of the waste and street cleansing services by East Cambs Street Scene Ltd (ECSS) after the insourcing of the services on 1<sup>st</sup> April 2018.

The Director, Operations said that while some inroads had been made into improving the service, the first quarter provided an opportunity to review the team, policies and procedures. It also gave the crew a voice to make known their views before new and better ways of working were implemented.

She had inherited an under resourced and demoralised crew with very few records, policies or procedures, and those that were in place were mainly inaccurate. However, she saw this as a positive because it meant that she had a clean sheet from which to introduce, implement and monitor best practice with ambitious stretch targets that were far higher than those required by Veolia.

A supplementary note setting out an updated overview of outstanding service requests as at 20<sup>th</sup> July 2018 was tabled at the meeting.

The Director continued, saying that she was as disappointed as Members that the figures were woefully inadequate. However, things were already improving and small but significant differences were starting to show. Underlying issues were now being addressed and new and better ways of working were being introduced to improve the service to residents and make the District beautiful once more.

This first quarter was disappointing but not unsurprising, and she hoped to be nearer the ambitious stretch targets she had set the services for the second quarter.

Councillor Ambrose Smith asked if the operatives were reporting the functions that other partners were not fulfilling and if this was communicated upwards. The Director replied that the crews reported directly to the Assistant Manager; they had daily round sheets and there was provision for such detail to be included on

## AGENDA ITEM NO. 4

them. Both she, the ECSS Waste Minimisation & Fleet Manager and the Assistant Manager would have no hesitation in highlighting any issues.

The Waste Consultant reminded the Committee that it would take a bit of time to put right the current unstructured work process, but it would be achieved.

Councillor Whelan was pleased to see that issues had been identified and were being addressed and she asked how ECSS compared with other waste services. The Waste Consultant said that each company had its own methods but the high performing companies tended to base their stretch targets on the same criteria.

Councillor Whelan next raised the issue of working practices, saying that pre-7.00am, some crews were blocking roads when collecting the waste, and this was causing problems for people setting off for work etc. The Waste Consultant replied that the workforce would need to be re-educated regarding their relationship with customers; The Waste Minimisation & Fleet Manager was very experienced in handling such matters and he would be happy to hear of any issues. Councillor Webber added that she thought the service was 100% better and that the crews did make an effort to let people come past their vehicles. The public should be encouraged to report any problems, but via the self-service system rather than phoning in.

Councillor Griffin Singh wished to know who was now dealing with the removal of graffiti and the Director said she was looking at which service it should go to. At the moment it fell within the remit of Waste, but it was an issue of antisocial behaviour and links had been built with the Police. She wondered whether Housing should co-ordinate it under the Community Safety umbrella, with the Depot removing the graffiti, as Community Payback Teams, who currently dealt with it, were not always the most reliable.

The Chairman thanked the Director for putting the document together, and there being no further comments or questions,

It was resolved:

That the progress made to date to consolidate and begin to improve the services being delivered; and the enhanced management arrangements put in place by the Director – Operations to accelerate the improvement progress within ECSS, be noted.

*At this point, Councillor Bailey returned to the Chamber and resumed the Chair for the remainder of the meeting.*

### 24. **ANNUAL REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

The Committee considered a report, reference T57, previously circulated, regarding the Annual Reports from appointed Council representatives on the activities and manner in which funding is spent by the outside bodies within the responsibility of the Regulatory Services Committee.

Councillor Whelan enquired about the issues encountered by RECAP. In the absence of Councillor Huffer (the Council's representative on the RECAP

## AGENDA ITEM NO. 4

Board), the Director stated that the local authorities had pooled their resources to ensure that waste was disposed of as cost effectively as possible. There had been some problems with AmeyCespa in connection with contaminated recycling.

Councillor Whelan next asked how other Members knew what was happening with the outside bodies. The Democratic Services Officer explained that now the annual review had been completed, the Outside Bodies Booklet would be published on the Council's website and the link circulated to all Members and Service Leads.

It was resolved:

That the Annual Reports from appointed Council representatives on the activities and manner in which funding is spent by the outside bodies within the responsibility of the Regulatory Services Committee, be noted.

### 25. **BUDGET MONITORING REPORT**

The Committee considered a report, reference T58, previously circulated, which provided Members with budget monitoring information for services under the Regulatory Services Committee.

The Management Accountant drew Members' attention to paragraph 3.4 of the report which showed a projected underspend of £60,000 on the net revenue expenditure of £3,476,687 for the Committee.

With slippage from 2017/18 having been added to the revised capital budget, it was anticipated that expenditure would be in line with the budget.

It was resolved:

- 1) To note that this Committee has a projected revenue underspend of £60,000 compared to its approved budget of £3,536,687;
- 2) To note that this Committee has a projected capital programme outturn of £2,530,799, which is in line with its capital budget for the year.

### 26. **FORWARD AGENDA PLAN**

The Committee noted the forward agenda plan and that a further report on the Neighbourhood Recycling Centre Provision Consultation would come to the September 2018 meeting.

It was resolved;

That the Forward Agenda Plan, and the comments made thereon, be noted.

The meeting concluded at 5:32pm.

**REGULATORY SERVICES COMMITTEE**

**Lead Officer: Jo Brooks, Director, Operations**

**FORWARD AGENDA PLAN**

**Democratic Services Officer: Adrian Scaites-Stokes**

<b>5<sup>th</sup> November 2018 4:30pm</b>		<b>21<sup>st</sup> January 2019 4:30pm</b>		<b>18<sup>th</sup> March 2019 4:30pm</b>	
Agenda Planning Meeting #	To be agreed	Agenda Planning Meeting #	To be agreed	Agenda Planning Meeting #	To be agreed
Report Deadline:	24 <sup>th</sup> October 2018	Report Deadline:	9 <sup>th</sup> January 2019	Report Deadline:	6 <sup>th</sup> March 2019
Six Monthly Service Plans Update	Hetty Thornton Performance Management Officer	Quarterly Update Waste Services	Jo Brooks Director, Operations	Quarterly Update Waste Services	Jo Brooks Director, Operations
Budget Monitoring	Ian Smith Finance Manager	Budget Monitoring	Ian Smith Finance Manager	Budget Monitoring	Ian Smith Finance Manager
Quarterly Update Waste Services	Jo Brooks Director, Operations				
Revised Housing Enforcement Policy and Houses in Multiple Occupation	Karen See/Julia Atkins SEHO (Domestic)				
Public Space Protection Order – Consultation Responses & Final Proposals	Karen See/Julia Atkins SEHO (Domestic)				
Countywide Adaptations Policy	Liz Knox Environmental Services Manager				
Forward Agenda Plan	A Scaites-Stokes Democratic Services Officer	Forward Agenda Plan	A Scaites-Stokes Democratic Services Officer	Forward Agenda Plan	A Scaites-Stokes Democratic Services Officer

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**TITLE: NEIGHBOURHOOD RECYCLING CENTRE PROVISION**

Committee: Regulatory Services Committee

Date: 10<sup>th</sup> September 2018

Author: Nick Wyatt

[T88]

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1.0 ISSUE

1.1 To determine the future provision of neighbourhood recycling centres.

2.0 RECOMMENDATION(S)

2.1 Following on from an additional consultation process with parish councils, Members are requested to:

- i. Note the results of the additional consultation process;
- ii. Recommend that all bring banks are removed across East Cambridgeshire, apart from the ones located in high performing areas; and;
- iii. That the bring banks located in the high performing areas are reviewed in 12 months' time

3.0 BACKGROUND/OPTIONS

3.1 Bring banks provide local residents with an alternative to recycling their waste within kerbside collections or travelling to a recycle centre.

3.2 A previous Committee report highlighted that the current bring bank providers are no longer prepared to carry on their collection service as it is uneconomical to do so (this will not include textile banks which will continue to be provided).

3.3 On 23.7.2018 Committee was presented with the results of a consultation with parish councils on the future provision of neighbourhood recycling centres (also known as bring banks).

3.4 The original consultation presented three options:

- 1) Remove all of the bring banks (except textiles)
- 2) That the Council provides an in-house combined service to a limited number of sites using ECDC banks and vehicles
- 3) That the Council provides an in-house service at all current sites using ECDC banks and vehicles

3.5 The Committee was informed that some respondents ticked more than one option in the original options appraisal survey. This made it difficult to interpret the consultation results. Officers were therefore instructed to carry out an additional follow up consultation with the 8 parish council respondents and their ward councillors to confirm their decision.

N.B. Littleport Parish Council has requested to remove their bring banks so were not included within this consultation but were in the initial consultation.

These are their updated responses:

1. Out of 8 parish councils who responded, two indicated that they would consider financing a bring bank in the parish, the rest stated that they would not be prepared to contribute any funds
  2. Feedback included comments from 1 parish council that residents have ample opportunity to recycle using the blue lidded bins, however their preference would be to keep the bring bank sites where they had the highest amount of recycling levels
  3. Two parish councils and 3 ward councillors were satisfied that their recycling banks will be removed as the parish council would not contribute financially for their sustainability
  4. Four parish councils showed full support for keeping the highest performing bring bank sites but were not prepared to contribute to the costs
- 3.6 The feedback from parish councils concluded that The Council (via ECSS) should provide Option 2; an in-house service for the high performing areas at; Tesco and Waitrose in Ely, Fountain Lane in Soham, High Street in Chippenham and High Street in Cheveley.
- 3.7 As the current service and resources are provided by external contractors as part of their service level agreement, an initial budget of approximately £6,000 will be required to purchase 20 new bring banks across the 5 sites at a cost of £300 each (based on a collection every fortnight).
- 3.8 In addition, costs would be incurred for time attributed to emptying the 5 sites by ECSS crews and the additional fuel costs (at this stage it is impossible to estimate the true costs as the sites may need to be emptied more frequently due to the reduction in bring bank sites).
- 3.9 At present The Council pays some sites £7.50 per bank, per month to house the banks on parish council owned land. This currently equates to £4,770 per year. The new proposal would mean that the annual cost would reduce to £990 (£630 for Chippenham and £360 for Cheveley).
- 3.10 Option 2 would bring in £2,322.87 in recycling credits to ECSS.

3.11 The total breakdown of costs and income for Option 2 as follows;

Proposed number of bring bank sites from Option 2	5
a) Cost of new bring banks for highest performing sites	£6000 (one off cost)
b) Cost of rental of site for Chippenham and Cheveley	£990
c) Estimated income from recycling credits for highest performing sites	(£2,322.87)
Total initial cost to ECSS a+b-c  (n.b- this does not include fuel costs or crew time)	£4,667.13

#### 4.0 ARGUMENTS/CONCLUSIONS

- 4.1 The amount of material being deposited at the recycling banks has seen a 68% reduction and the cost of recyclates has declined which has resulted in the cost of the service increasing to more than the value of the recyclable materials.
- 4.2 The current bring bank providers will cease to provide a collection service from the end of September.
- 4.3 Residents have the opportunity to recycle using the road side collection service. This opportunity to recycle is further enhanced by the offer of a second blue lidded bin.
- 4.4 Feedback from parish councils concluded that they support option 2; the Council provides an in-house solution and retains only the highest performing sites across the district i.e. Tesco Ely, Waitrose Ely, Fountain Lane, Soham, High Street, Chippenham and High Street, Cheveley.
- 4.5 Two parish councils said that they understood that bringing this service in-house would contribute to increased capacity levels and an increased financial burden on ECSS. It is therefore suggested that a review is conducted the impact of Option 2 after 12 months of delivery to enable the Council to assess the impact and associated costs on ECSS.

#### 5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

- 5.1 Retaining the bring banks in the highest performing sites would initially cost East Cambs Street Scene £6,000 to replace the recycling banks.
- 5.2 Equality Impact Assessment (INRA) is not required at this point.

#### 6.0 APPENDICES

6.1 none

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<b><u>Background Documents</u></b>	<b><u>Location</u></b>	<b><u>Contact Officer</u></b>
Neighbourhood Recycling Centre Provision, Regulatory Services, 22 January 2018. And 23 July 2018.	Room (Location: i.e. The Grange, Ely	(Name) Nick Wyatt (Position: e.g. Sustainability Officer (01353) 616221 E-mail: nick.wyatt@ <a href="mailto:nick.wyatt@eastcambes.gov.uk">eastcambes.gov.uk</a>

# TREE STRATEGY

2018 - 2028

FOR EAST  
CAMBRIDGESHIRE  
DISTRICT COUNCIL



# CONTENTS

*Foreword – By Councillor Lis Every, Planning Champion for East Cambridgeshire District Council*

Introduction – Why have a comprehensive tree strategy?	p.3
Aim	p.3
Objectives	p.6
Performance – How we will meet the 6 Objectives	p.7
Action Plan – Work in progress	p.21
Review, Updating and Monitoring	p.27
References	p.29
Acknowledgements and Contacts	p.29

## Foreword by Councillor Lis Every



Trees are vital. Not only are they essential for life, but as the longest living species on earth, they give us a link between the past, present and future. Whilst adding beauty and a sense of place, they also give character to our District's landscape and we know that they are greatly valued by the local community and visitors alike.

People want to live in a pleasant environment that is clean, green and safe. Trees and woodland areas play an important part in this, by cleaning the air we breathe, providing a habitats for plants and animal species and creating an attractive environment for people to live in and to visit. They also offer a sustainable, cost-effective way of managing storm water and reducing the risk of flash-flooding by slowing down run-offs following heavy storms. This helps to reduce drainage costs and sewer overflows.

East Cambridgeshire District Council places great importance on preserving our landscape to ensure that it will continue to be enjoyed by us all. In order to achieve this we are committed to managing and protecting the trees in the District. This strategy identifies how the Council will do this over the coming years.

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## Aim

*To protect, enhance and guide opportunities to expand the treescape, ensuring sustainability for present and future generations of East Cambridgeshire*



## INTRODUCTION

The purpose of this strategy is to set out the Council's approach to managing and protecting the trees within the district of East Cambridgeshire, to maximise their benefits. The Tree Strategy sets out what needs to be done to achieve our aim and objectives.

The district of East Cambridgeshire has a distinctive landscape character of its own, with trees growing in a wide variety of locations including public open spaces, parks, streets, school grounds, gardens, cemeteries, churchyards, woodlands, orchards, common land, agricultural land, and stud land, commercial and industrial areas.

This means there are a large number of landowners responsible for trees including local authorities, individual householders, businesses, the Church Diocesan and national institutions.

The strategy can be used as a reference document by the Council, other local authorities, local groups, individuals, agencies, businesses and any other interested parties.

The strategy will give the recognition of trees in

- Decision making process
- Sustaining our current tree stock
- Creating our landscape of the future with new tree planting schemes

This Tree Strategy recognises and incorporates the following list of relevant local and national policy and guidance.

<b>National</b>		
<b>Legislation</b>	<b>Policy</b>	<b>Guidance</b>
<p> <b>Anti-social Behaviour Act 2003</b>  <b>Health and Safety at Work Act 1974</b>  <b>Hedgerow Regulations 1997</b>  <b>Local Government Miscellaneous Provisions Act 1976</b>  <b>Climatic Change Act 2008</b>  <b>Conservation of Habitats and Species Regulations 2010</b>  <b>Forestry Act 1967 (as amended)</b>  <b>Local Authority (Public Health, Health and Wellbeing Boards and Health Security) Regulations 2013</b>  <b>Natural Environment and Rural Communities Act 2006</b>  <b>Occupiers Liability Act 1957 and 1984</b>  <b>Planning Act 2008</b>  <b>Planning and Compulsory Purchase Act 2004</b>  <b>Planning and Compensation Act 1991</b>  <b>Town and Country Planning (Trees) (England) (Amendment) Regulations 2008</b>  <b>Town and Country Planning (Trees) (England) Regulations 1999</b>  <b>Town and Country Planning Act 1990</b>  <b>Wildlife and Countryside Act 1981</b>  <b>EU General Data Protection Regulation – applicable in UK from 25/05/18)</b> </p>	<p>           Biodiversity 2020: A strategy for England’s wildlife and ecosystem services            Keepers of time: A statement of policy for England’s Ancient and Native Woodland            National Planning Policy Framework            The UK Forestry Standard         </p>	<p>           BS3998:2010 Tree work – Recommendations            BS5837:2012 Trees in relation to design, demolition and construction – Recommendations            BS8545:2014 Trees: from nursery to independence in the landscape – Recommendations            Common Sense risk management of trees            Faculty Jurisdiction Rules 2015            NHBC Standards 2011: 4.2 Building near trees            NJUG guidelines for the planning, installation and maintenance of utility apparatus in proximity to trees Volume 4            Planning for a healthy environment – good practice guidance for green infrastructure and biodiversity            Planning for climate change – guidance for local authorities            The natural Choice: Securing the value of nature            Play Strategy 2008            Trees in Hard Landscapes A Guide for Delivery            Trees in the Townscapes A guide for Decision Makers            Trees in Towns II            UK National Ecosystem Assessment         </p>

County or District		
Legislation	Policy	Guidance
	ECDC Enforcement Protocol ECDC Local Plan (Adopted 2015) ECDC Local Plan (Submission) 2018 ECDC Planning Service Plan Cambridgeshire County Council (CCC) Highway Infrastructure Mgt Plan 2017 to 2027 (includes Tree Policy) Cambridgeshire Green Infrastructure Strategy 2011 County Wildlife Sites Handbook (2008) Cambridgeshire Local Transport Plan 2011-2013 Policies and Strategies (July 2015) – includes challenge 7 Protecting and enhancing the natural environmental impact of transport CCC Highway Asset Management Policy April 2018	ECDC Guide to Policies and reasons for refusal of planning applications with unacceptable impact on trees and landscapes. ECDC Design Guide (DRAFT) Cambridgeshire Landscape Guidelines 1991 CCC Housing Estate Road Construction Specification – updated May 2014 Cambridgeshire Biodiversity Checklist Guide notes for Planning Applications Cambs County Council Street Lighting PFI CCC Rights of Way Improvement Plan (2005?) CCC Highway Operational Standards 2018

## OBJECTIVES

1. To protect trees in East Cambridgeshire District
2. To encourage and ensure high standards of management of trees – privately or Council owned
3. To ensure continuity of trees in our landscape – planting schemes
4. To engage with the community/public and other parties in protecting, valuing and enhancing the treescape
5. To ensure sustainability of existing and new trees is considered in development within the district
6. To manage risks associated with trees

## PERFORMANCE

### How we will meet the 6 Objectives

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
<b>1. To protect trees in East Cambridgeshire District</b>	1.1 Statutory tree protection by				
	<ul style="list-style-type: none"> <li>Tree preservation Orders (TPO)</li> </ul>	Senior Trees Officer (STO) Trees Officer (TO)	Number of new TPO's served	Senior Trees Officer (STO)	<ul style="list-style-type: none"> <li>449 ECDC TPO's</li> <li>31 TPO Tree Work Applications (in 2018)</li> </ul>
	<ul style="list-style-type: none"> <li>Conservation Area status</li> </ul>	STO TO	Number of tree work applications for TPO	STO	<ul style="list-style-type: none"> <li>26 ECDC Conservation Areas</li> <li>112 Conservation Area Tree Work Applications (in 2018)</li> </ul>
	<ul style="list-style-type: none"> <li>Planning Conditions</li> </ul>	STO TO Planning Officers (PO's)	Number of tree work applications for compliance with planning conditions	Planning Manager (PM) STO	<ul style="list-style-type: none"> <li>21 Tree Work Applications (in 2018)</li> <li>Standard planning conditions with specific reference to trees and tree protection and individual site specifically worded conditions where appropriate, requested by the Trees Officers in planning application consultation comments, supported by ECDC Proposed submission Local Plan policies.</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
	<p>1.2 General Guidance and provision of public tree advisory service</p> <ul style="list-style-type: none"> <li>• ECDC website and links</li> <li>• Direct to the Trees Officers</li> <li>• ECDC Tree information leaflet</li> </ul>	STO TO	Number of enquiries received by the Trees Service each year	STO	<ul style="list-style-type: none"> <li>• Update information on ECDC website</li> <li>• Number of enquiries received in 2018</li> <li>• Update ECDC Tree information leaflet</li> </ul>
	1.3 Referrals to other organisations e.g. Forestry Commission, Natural England, County Wildlife Trust, Environment Agency, Cambs County Council & Parish Councils.	STO TO	Number of tree enquiries referred to these other national & local institutions.	STO	<ul style="list-style-type: none"> <li>• Local Parish Plans</li> <li>• Continue to seek effective communication links with other national and local institutions with tree protection roles included in their operations</li> </ul>
	1.4 Provide information on ECDC protected trees.	STO TO IT Manager (ITM)	<ul style="list-style-type: none"> <li>• Number of specific tree protection check enquiries</li> <li>• Number of “hits” on ECDC website</li> </ul>	STO IT M Website Manager (WM)	<ul style="list-style-type: none"> <li>• Trees Officers do manual checking of data records and confirm protection status</li> <li>• Conservation Areas can be checked on line directly by customers</li> <li>• Currently TPO information not available to the public to view on ECDC website</li> <li>• Make available for direct public access on the website to the public registers of TPO and Conservation Area tree work application decisions</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
<b>2. To encourage and ensure high standards of management of trees – privately and Council owned</b>	2.1 Monitoring the standard of tree work approved by ECDC in permitting tree work applications for work to trees covered by TPOs, Conservation Area status and compliance with tree related planning conditions.	STO TO	<ul style="list-style-type: none"> <li>Number of inspections of trees permitted for pruning work. (A minimum of 20% of all tree work applications approved per year are inspected in accordance with the Planning Service Plan.)</li> <li>Inspect all tree work carried out for the Council by the ECDC Trees POS team and external tree contractors and record on database</li> </ul>	STO	<ul style="list-style-type: none"> <li>All work to ECDC trees is inspected, as part of the annual tree maintenance programme</li> <li>Standard of tree work is assessed against BS3998:2010 Tree Work – Recommendations and accords with specification approved</li> <li>More than 20% of tree work sites are inspected per year</li> <li>Pre Application discussions with applicants to agree an acceptable tree work specification helps to ensure good quality of work specified and completed. Very little remedial follow up work is needed</li> </ul>
	2.2 Provide quality professional information and advice on tree work for tree management purposes to the public, private tree owners and professional tree contractors	STO TO WM	<ul style="list-style-type: none"> <li>Number of enquiries per year</li> <li>Quality of tree work application specification received</li> <li>Number of “hits” on the ECDC website</li> </ul>	STO WM	<ul style="list-style-type: none"> <li>Tree Work Applications are only registered once the tree work specification details provided are of an acceptable standard</li> <li>Important to keep website information updated</li> <li>Tree leaflet (once updated)</li> <li>Build up good working relationship and communications</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
					<p>with the locally operating professional tree contractors</p> <ul style="list-style-type: none"> <li>• Monthly meetings with the ECDC POS Manager and team</li> <li>• Training for ECDC POS team (in house and external)</li> </ul>
	2.3 Effective enforcement investigations and expedient actions.	STO TO Legal Manager (LM) Planning Enforcement Team (PET) (supporting role)	<ul style="list-style-type: none"> <li>• Records of all reported alleged breaches of tree protection legislation are followed up, action taken and cases closed in accordance with ECDC Enforcement Protocol and PACE</li> <li>• Success of formal (including Court cases) and informal action taken</li> </ul>	STO PM	<ul style="list-style-type: none"> <li>• All reports of alleged breaches of tree protection legislation are followed up</li> <li>• Records of expedient legal action kept</li> <li>• The team are trained to conduct investigations under PACE, that will stand up in Court when required</li> <li>• Currently a 100% outcome in favour of ECDC in Court action taken</li> </ul>
<b>3. To ensure continuity of trees in our landscape – planting schemes</b>	3.1 ECDC Annual tree planting scheme	STO TO Open Spaces Team (OS Team)	Number of trees planted per year	STO Open Spaces & Facilities Manager (OSFM)	<ul style="list-style-type: none"> <li>• Ensure all ECDC Parishes are covered</li> <li>• Currently an average of 12 new trees are planted per year, in line with the current allocated tree planting budget set</li> <li>• Number of new trees planted is greater than the number of ECDC trees removed per year</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
					<ul style="list-style-type: none"> <li>Look for other sources of funding/grants for tree planting</li> </ul>
	3.2 Involvement in major pre planning application discussions	STO TO PO's OS Team	Number of pre planning application consultations and meetings attended	STO PM	<ul style="list-style-type: none"> <li>Currently the Trees Officers have only been invited to attend a few meetings e.g. North of Ely developments</li> <li>Look to have a greater input in more pre planning application meetings</li> </ul>
	3.3 Comment on tree/landscape schemes for Current Planning Applications (Full, Reserved Matters and Discharge of Condition applications)	STO TO	Number of planning application consultations considered and comments made	STO PM	<ul style="list-style-type: none"> <li>241 Planning application consultations completed to date in 2018</li> <li>Request amendments where expedient to schemes, to improve the quality of landscape/tree provision, prior to determination or discharge of conditions</li> <li>Meet or discuss with applicants, their agents and/or consultants, to agree requirements or revisions</li> <li>Look to set up a reference library of good quality schemes to illustrate good practice and standard of schemes aspired to</li> </ul>
	3.4 Engagement with Parish Councils, Private Landowners, Cambs County Council to	STO TO	Number of meetings attended per year	STO	<ul style="list-style-type: none"> <li>Currently react to requests received from individual Parish Councils and landowners</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
	promote tree planting on their land/sites. (also covered In Strategic Objective 5)				<ul style="list-style-type: none"> <li>• ECDC request tree planting on specific Cambs County Council sites in our district</li> <li>• Trees Officers to seek to carry out more proactive promotion of tree planting, through Parish Plans and Parish Council newsletters or websites</li> </ul>
	3.5 Attendance and Presentations to Planning Agents' Forum	STO TO	<ul style="list-style-type: none"> <li>• Number of presentations delivered per year</li> <li>• Number of meetings attended per year</li> </ul>	STO	<ul style="list-style-type: none"> <li>• Currently 2 meetings attended</li> <li>• Actively engage and prepare presentations for the forum on pertinent topics</li> <li>• Add information to Agents' Newsletter</li> </ul>
	3.6 Facilitate the Tree Council's Tree Warden (Parish) Scheme for East Cambs (Also covered In Strategic Objective 4)	STO	<ul style="list-style-type: none"> <li>• Number of voluntary parish Tree Wardens participating</li> </ul>	STO	<ul style="list-style-type: none"> <li>• Distribute and deliver information</li> <li>• Currently 18 Parishes take part and there are 18 Tree Wardens participating</li> <li>• Need to continue to promote the scheme and engage more volunteers to cover Parishes currently without a Tree Warden</li> <li>• Engage with the Tree Council in review of alternative ways to facilitate the Tree Warden Scheme other than relying solely on Local Authorities</li> <li>• Time available to the Senior Trees Officer to support the scheme</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
					more effectively within current workloads is the limiting factor.
	3.7 To condition replacement tree planting in TPO tree work applications for tree removal when expedient	STO TO	<ul style="list-style-type: none"> <li>Number of applications permitted which include a tree replacement condition</li> <li>Number of site inspections to check if the required replacement tree(s) have been planted</li> </ul>	STO	<ul style="list-style-type: none"> <li>Annual register kept of all sites where replacement tree planted has been conditioned</li> <li>Actively seek to use the replacement planting condition, to ensure trees lost from our landscape are being replaced</li> </ul>
<b>4. To engage with the community, public and other parties in protecting, valuing and enhancing the treescape</b>	4.1 Facilitate the Tree Council's voluntary Tree Warden (Parish) Scheme for East Cambs (Also covered in Strategic Objective 3, 3.6)	STO	<ul style="list-style-type: none"> <li>Number of voluntary parish Tree Wardens participating</li> </ul>		<ul style="list-style-type: none"> <li>See details in Strategic Objective 3, item 6</li> </ul>
	4.2 Consultations on tree work applications, planning applications and ECDC tree work projects (Partially covered in Strategic Objective 1, 1.1)	STO TO	<ul style="list-style-type: none"> <li>Number of tree work application and planning application consultations completed per year</li> </ul>	STO PM	<ul style="list-style-type: none"> <li>All requested received for nomination of trees for new TPOs are considered, and new TPOs served if expedient</li> <li>Consult on tree work projects and tree work applications likely to create significant public interest</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
					All comments made are considered and responded to
	4.3 Engage in management and development of ECDC Parks and POS, including Ely Country Park and Ely Riverside	STO TO OS Team Community Team	<ul style="list-style-type: none"> <li>Number of meetings attended</li> <li>Number of events staged on POS e.g. Apple Fest, Aqua Fest, events in Cherry Hill Park</li> </ul>	STO OSFM Community Manager (CM)	<ul style="list-style-type: none"> <li>Support offered and contributions made to other groups e.g. Residents Management Groups, Ely Wild Space,</li> <li>Input to cross service projects e.g. CCC Byways &amp; PROWs</li> <li>Improve use of online communications e.g. blogs, twitter</li> </ul>
	4.4 Engage with Forums, Schools, Parish Councils, Committees, external working groups, Cambs County Council, County Tree Officers' Group (also covered in Strategic Objective 3)	STO TO	<ul style="list-style-type: none"> <li>Number of meetings attended of e.g. Planning Agents' Forum, Cambs County Tree Officer Group</li> <li>Number of Committee Meetings attended</li> </ul>	STO	<ul style="list-style-type: none"> <li>Sell the benefits of trees</li> <li>Input into Parish Plans (by proactively approaching the Parish Council's)</li> <li>Meet with other Cambs Trees Officers to exchange ideas</li> <li>Promote engagement opportunities e.g. community tree planting events</li> <li>Too reliant on reactionary engagements and need to be more proactive. Look for opportunities with other services e.g. Community team</li> <li>Set up a case study reference library for ideas would be useful</li> </ul>
	4.5 Providing information (also covered in Strategic Objectives 1 & 2)	STO TO IT team Website officers	<ul style="list-style-type: none"> <li>Feedback on ECDC website "hits" and comments from users</li> </ul>	STO ITM WM	<ul style="list-style-type: none"> <li>Produce new revised tree leaflet</li> <li>Keep up to date on developments and legislation and tree health</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
			<ul style="list-style-type: none"> <li>• Number of enquiries dealt with per year</li> </ul>		<ul style="list-style-type: none"> <li>reports in the arboricultural profession               <ul style="list-style-type: none"> <li>➤ attend seminars</li> <li>➤ corporate membership of the Arboricultural Association</li> <li>➤ individual membership of Institute of Chartered Foresters</li> </ul> </li> <li>• Keep ECDC website information updated</li> <li>• Support current IT improvement plan to include public access to TPO information online, including mapping of TPO locations</li> </ul>
<p><b>5. To ensure sustainability of existing and new trees is considered in development within the district</b></p>	<p>5.1 Proactive involvement in Planning Landscape Schemes – Pre Planning Application stage. (Also covered in Strategic Objective 3)</p>	<p>STO TO PO's</p>	<ul style="list-style-type: none"> <li>• Number of pre planning application consultations attended and completed</li> </ul>	<p>PM STO</p>	<ul style="list-style-type: none"> <li>• Initial site visits by Planning Case Officers will indicate the likely impact of proposals on trees on or adjacent to the sites, and therefore the need to consult the Trees Officers</li> <li>• Influence in the landscape scheme details relating to trees at the pre planning application and during the consultation period of registered planning application prior to determination</li> <li>• Look to increase opportunities to be consulted and promote quality design landscape schemes that include tree/woodland planting</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
					and existing tree/woodland management <ul style="list-style-type: none"> <li>• Requests made for tree protection plans and arboricultural method statements in planning application submissions</li> </ul>
	5.2 Ensure quality schemes consistently are submitted to support planning applications, and then implemented.	STO TO	<ul style="list-style-type: none"> <li>• Number of comments made on planning applications</li> <li>• Inspection of landscape schemes implemented</li> </ul>	STO PM	<ul style="list-style-type: none"> <li>• Set up a reference library of good quality landscape schemes from previous planning applications</li> <li>• Effective use of planning conditions that can be enforced</li> <li>• Review standard planning conditions relating to trees used by the Planning Officers to ensure they are kept up to date and relevant</li> </ul>
	5.3 Seek to gain additional or compensatory tree planting in development schemes through planning permissions.	STO TO PO's	<ul style="list-style-type: none"> <li>• Number of comments made on planning applications</li> </ul>	STO PM	<ul style="list-style-type: none"> <li>• Use of specific planning conditions to ensure compensatory tree planting schemes are delivered</li> <li>• Use of Section 106 agreements to ensure schemes delivered</li> </ul>
	5.4 Ensure provisions are made for high standard maintenance and management of POS landscape and tree planting.	STO TO PO's OS Team	<ul style="list-style-type: none"> <li>• Number of planning application comments sent on proposed tree maintenance and management plans</li> </ul>	STO PM OSFM	<ul style="list-style-type: none"> <li>• Standard planning condition currently used stipulates the maintenance period for new planting is a minimum of 5 years after planting</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
					<ul style="list-style-type: none"> <li>Set up a reference library of good quality landscape schemes from previous planning applications</li> <li>Pre adoption of POS by ECDC checklist is used at site inspection and commuted sums calculated to cover ongoing maintenance costs</li> </ul>
	5.5 To require tree protection and impact assessment for trees retained on development sites.	STO TO	<ul style="list-style-type: none"> <li>Number of comments made on planning applications</li> </ul>	STO PM	<ul style="list-style-type: none"> <li>Require submission of Tree Surveys, Tree Protection Plans, Arboricultural Impact Assessments and Arboricultural Method Statements (where needed) for approval before planning applications are determined OR requested by planning conditions set</li> <li>Set up reference library of good quality professional Tree Surveys, Tree Protection Plans, Arboricultural Impact Assessments and Arboricultural Method statements to illustrate the standards expected in submissions to support planning applications</li> </ul>
	5.6 Effective use of Planning Policies and reasons for refusal of planning applications where the impact on trees is unacceptable.	STO TO	Number of planning application comments sent recommending refusal because of an unacceptable degree of impact on tree(s) on or adjacent to the site	STO PM	<ul style="list-style-type: none"> <li>In responses, give clear directives of the policies and reasons to support the recommendation for refusal, for the Planning Case Officers to use. (see Planning Guidelines reference – Catherine provided)</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
<b>6. To manage risks associated with trees</b>	6.1 Annual inspection of all ECDC trees and details recorded on ECDC Tree Database.	STO TO	<ul style="list-style-type: none"> <li>• Number of ECDC trees on the database</li> <li>• Record of annual tree inspections made</li> </ul>	STO	<ul style="list-style-type: none"> <li>• Currently a paper record of all tree data collected by Parish is kept for reference</li> <li>• Tree inspection records on the computer database are not completely updated in 2017 due to the Officers' time available, reliance on hand written data collection on site and the need to enter individual trees' data onto the database</li> <li>• Requests made for the provision of a suitable tree data capture system using handheld equipment whereby data is entered on site and downloaded straight onto the computer database (included in the IT improvement plan). This will greatly improve efficiency and time management</li> </ul>
	6.2 Annual ECDC tree maintenance programme.	STO TO OS Team	<ul style="list-style-type: none"> <li>• Number of tree work jobs raised and completed</li> </ul>	STO OSFM	<ul style="list-style-type: none"> <li>• Current budgets for tree maintenance are managed by the Senior Trees Officer who is responsible for ensuring that all required tree works identified from the annual inspections of ECDC trees are carried out within the budgets set</li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
					<ul style="list-style-type: none"> <li>• In 2017, approximately 70% of the work to ECDC trees was completed by the Council's POS team (East Cambs Trading Company Ltd) and 30% by external tree contractors</li> <li>• Annual review of the tree maintenance budgets based on annual trends of spend</li> <li>• There is likely to be a need to review the current tree maintenance annual budget <ul style="list-style-type: none"> <li>○ as the Council adopts more new Public Open Spaces (POS), with more trees on the new sites</li> <li>○ as the age range dynamics of the ECDC trees varies with an increase in the number of older, larger trees that require more expensive tree work</li> <li>○ as the work carried out by the POS team(EC Trading Company) increases annually, as their experience grows and their time allotted for tree work in their work schedule increases</li> </ul> </li> </ul>

STRATEGIC OBJECTIVE	ACTION DETAIL	DELIVERED BY	MEASURED BY	LEAD RESPONSIBILITY	CURRENT POSITION
	6.3 Administer the Emergency Tree Work Plan.	STO TO OSFM & OS Team Customer Services Manager (CSM)	<ul style="list-style-type: none"> <li>Number of emergency tree work operations completed</li> </ul>	STO OSFM	<ul style="list-style-type: none"> <li>Procedures are in place to deal with emergency tree call outs and carrying out required work to ensure public safety</li> <li>Good working relations with local professional tree surgery companies has been built up for provision of emergency call out to be provided when it is required, on the infrequent occasions throughout the year</li> </ul>
	6.4 Ensure ECDC is in a position to manage threats or cases of tree pests and diseases.	STO TO	<ul style="list-style-type: none"> <li>Number of recorded and verified cases of trees affected by diseases in ECDC boundaries</li> </ul>	STO	<ul style="list-style-type: none"> <li>Keep up to date on current information and advice from arboricultural sources e.g. Government, Forestry Commission, Arboricultural Association</li> <li>Sharing arboricultural information via the Internet, National and County Tree Officer groups</li> <li>Share information with and give advice to the public and tree owners, keeping the ECDC website updated</li> <li>Attend seminars and training courses to ensure professional knowledge is up to date</li> <li>Arranging training seminars for tree risk management for Parish Council and Tree Wardens in the district</li> </ul>

## **ACTION PLAN**

After each annual review of the Tree Strategy and assessment of achievements of the SIX strategic objectives, an annual action plan will be drawn up by the Senior Trees Officer.

Following on from the six strategic objectives in Section 5 of the Tree Strategy, the current Action Plan for the Trees Service is:

<b>Action</b>	<b>Action relating to strategic objective number(s)</b>	<b>Delivery by</b>	<b>Delivery date(s) or timeline</b>	<b>Comments</b>
<b>1. Keeping tree information and advice on ECDC website.</b>	1,2,4 & 6	Senior Trees Officer (STO) Trees Officer (TO) IT Manager (ITM) Website Team (WT)	Review every 6 months	Training of Tree Officers in updating website tree information.
<b>2. Production of new ECDC Tree information leaflet.</b>	1 & 4	STO TO	By end of 2018	Replacing obsolete leaflet. Seek help from Planning Assistant to produce leaflet.

3. Make ECDC TPO information (including maps) available to view on the ECDC website public access.	1	ITM	2018	Previously requested and is dependent on progress and funding of IT improvement plan. The UNIFORM TPO module is now purchased and to be in operation following staff training.
4. Secure more direct requests for involvement with pre planning applications.	3 & 5	Planning Officers (PO's)	Check every 6 months the number of cases consulted on.	Planning Manager to layout protocol to ensure all Planning Officers invite Trees Officers to consider if likely there is an impact on trees to be considered and have an input into pre planning application meetings.
5. Source alternative funding and grants for tree planting.	3	STO TO Open Spaces & Facilities Manager (OSFM)	Financial Year 2019-2020	Consider including in the Trees or Parks & Open Spaces budgets as a target. Work with Open Spaces & Facilities Manager (OSFM) to action.

<p><b>6. Set up a planning reference library online of examples of quality tree and landscape schemes</b></p>	<p>3, 4 &amp; 5</p>	<p>STO TO PO's</p>	<p>End of March 2019</p>	<ul style="list-style-type: none"> <li>● Check copyright with Legal Manager to ensure we can use the plans and reports as case studies to illustrate good practice by officers and planning applicants.</li> <li>● Select suitable examples of <ul style="list-style-type: none"> <li>○ Tree Survey and plan</li> <li>○ Tree protection plans</li> <li>○ Arboricultural Impact Assessments</li> <li>○ Arboricultural Method Statements</li> <li>○ Landscape planting Schemes</li> <li>○ Landscape maintenance schemes</li> </ul> </li> </ul>
<p><b>7. Promote tree planting opportunities on non ECDC owned land e.g. Parish Councils or County Council or privately owned land.</b></p>	<p>3</p>	<p>STO TO</p>	<p>Start of April 2019</p>	<ul style="list-style-type: none"> <li>● Website.</li> <li>● Presentations to parish Councils, Agents' Forum.</li> <li>● Parish Newsletters.</li> <li>● Could be included in Parish Plans.</li> <li>● Encourage as part of landscape planting schemes for permitted development sites.</li> </ul>
<p><b>8. Promote the voluntary Tree Wardens Scheme in the parishes.</b></p>	<p>3</p>	<p>STO</p>	<p>Start of April 2019</p>	<ul style="list-style-type: none"> <li>● Website or direct mail shots to all Parish Council's currently without a volunteer Tree Warden and include in Parish Newsletters.</li> <li>● Take part in the Tree Council's national review of how the voluntary Tree Warden Scheme is best facilitated and delivered in the future.</li> </ul>

<p><b>9. Update TPO reference files and to store digitally.</b></p>	<p>1 &amp; 4</p>	<p>STO TO IT team</p>	<p>Updating is ongoing. Converting to digital 2020 - 2022</p>	<ul style="list-style-type: none"> <li>• Consider data protection legislation and confidential information on TPO files especially with progress of putting some TPO details on public access for viewing.</li> <li>• A copy of each TPO document itself is available on public request and a PDF copy can be sent electronically (All scanned in on S drive.)</li> </ul>
<p><b>10. Develop more opportunities for public engagement, comments online via feedback, blogs and tweets.</b></p>	<p>4</p>	<p>STO TO IT team WT Communications</p>	<p>End of 2019</p>	<ul style="list-style-type: none"> <li>• Training for Trees Officers as required on use of social media and website updating.</li> <li>• Promote opportunities for public feedback and comments.</li> <li>• Sell the benefits of trees via the website.</li> <li>• Be more proactive.</li> </ul>
<p><b>11. Introduce on site tree survey data capture system.</b></p>	<p>6</p>	<p>STO TO ITM</p>	<p>2019</p>	<ul style="list-style-type: none"> <li>• Request has been lodged with IT and included in the IT Improvement Plan.</li> <li>• Essential for the efficiency of time management, to reduce time spent on handling and inputting data, which currently leads to less than 100% annual tree inspection reports being put onto the database by the year end.</li> </ul>

<p><b>12. Review of ECDC Tree Maintenance Budgets</b></p>	<p>6</p>	<p>STO PM Open Spaces &amp; Facilities Manager (OSFM) Finance Officer (FO)</p>	<p>Review at monthly meetings with OS Team and meetings with FO &amp; PM.</p>	<ul style="list-style-type: none"> <li>• Review of annual costs in 2017-2018 shows a significant increase of approximately 20% in the number of tree work jobs completed by the ECDC POS team (East Cambs Trading Company Ltd) compared to 2016-2017.</li> <li>• The total number of ECDC trees to manage continues to increase annually with new POS adoptions and new tree planting, and the age class demographics of the District's trees. More trees entering the mature age group and typical tree work requirements to mature trees is more costly than to the young and semi mature trees.</li> </ul>
<p><b>13. Arrange training seminars for tree risk management for Parish Councils and Tree Wardens.</b></p>	<p>4 &amp; 6</p>	<p>STO</p>	<p>26/04/18</p>	<ul style="list-style-type: none"> <li>• A seminar on Tree Safety and Risk Management for Parish Councils &amp; Tree Wardens has already happened. Look to another one in the future.</li> </ul>



## REVIEW, MONITORING AND UPDATING

The Council's Tree Strategy reflects the current circumstances anticipated to be relevant to tree management until 2028.

The Council's Tree Strategy will be reviewed annually, to ensure that the actions are being delivered to meet the objectives, according to the timescales set out of the Tree Strategy's Action Plan.

The Annual Review Report will be produced by bringing together the members of the Tree Strategy Working Group, who contributed to the production of the Council's Tree Strategy.

The Tree Strategy Working Group comprises of:

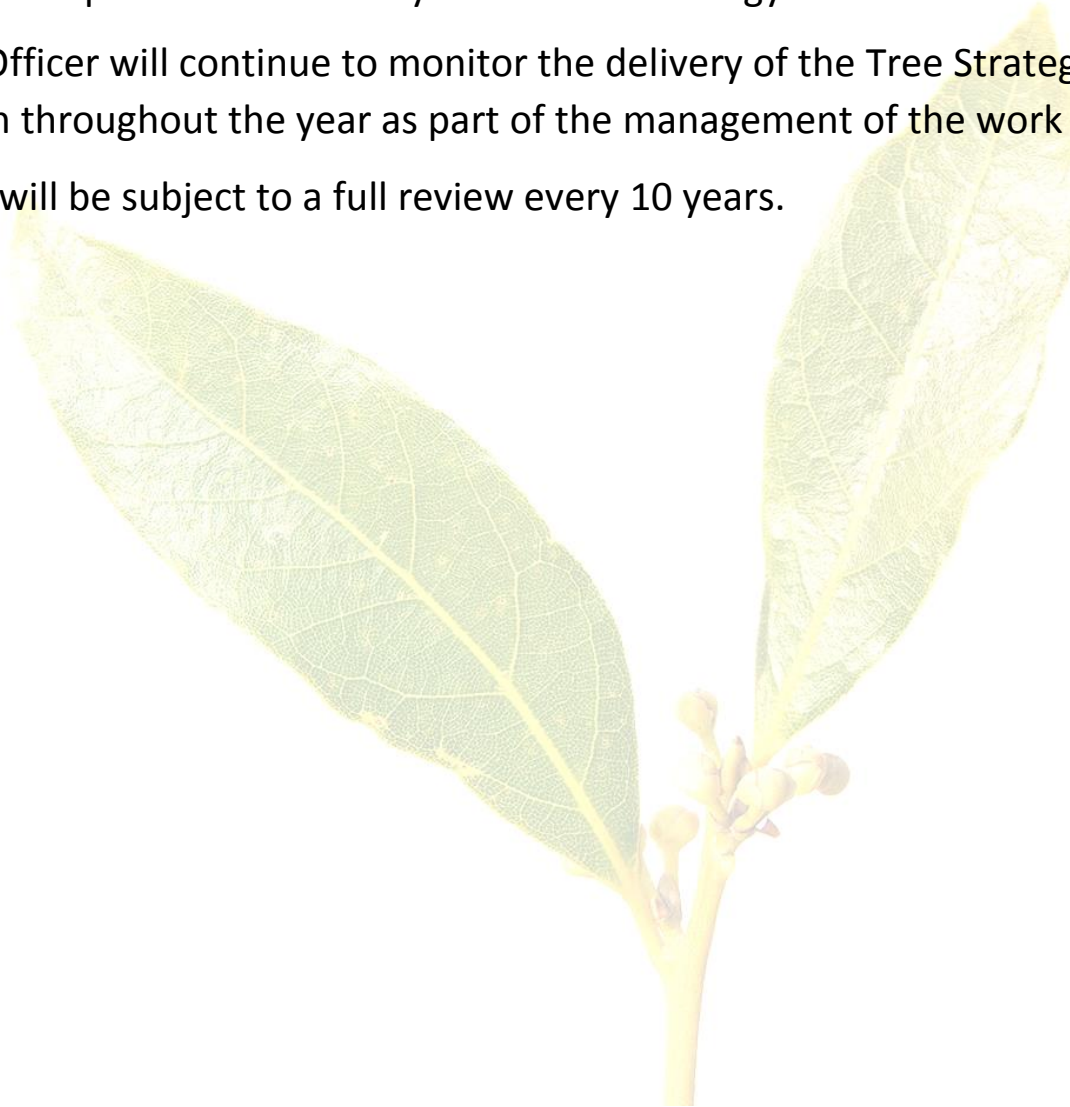
- Planning Manager and Planning Officers
- The Council's Planning Champion (currently Councillor Lis Every)
- Senior Trees Officer and Trees Officer
- Open Spaces & Facilities Manager

An Annual Tree Strategy Review Report will be included in the annual Planning Service Plan report presented to the Regulatory Services Committee, including a new Action Plan for the year ahead.

The review process will allow for the consideration of any relevant changes or updates on practices or procedures that will impact on the delivery of the Tree Strategy.

The Senior Trees Officer will continue to monitor the delivery of the Tree Strategy Objectives and the Annual Action Plan throughout the year as part of the management of the work of the Tree Services team.

The Tree Strategy will be subject to a full review every 10 years.



## REFERENCES

- Local Authority Tree Strategies – Woodland Trust
- The London Tree and Woodland Framework – Guidance for Local Authorities on Producing a Comprehensive Tree Strategy
- Trees and Woodlands Strategy 2018-2022 (Draft) – Welwyn & Hatfield Borough Council

## ACKNOWLEDGEMENTS

- Welwyn and Hatfield Borough Council
- East Cambridgeshire District Council Planning Services team

## USEFUL CONTACTS

- Woodland Trust
- Forestry Commission
- Arboricultural Association
- Planning Institute
- Dept of Communities and Local Government
- Natural England
- The Tree Council



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**TITLE: TREE STRATEGY 2018-2028**

Committee: Regulatory Services Committee

Date: 10<sup>th</sup> September 2018

Author: Senior Trees Officer

[T89]

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1.0 ISSUE

1.1 To consider the draft Tree Strategy.

2.0 RECOMMENDATION(S)

2.1 Members are requested to approve the Tree Strategy 2018-2028, attached at Appendix 1.

3.0 BACKGROUND/OPTIONS

3.1 The Planning Services – Service Delivery Plan 17/18 includes the development and delivery of a Tree Strategy. The Tree Strategy sets out how the council carries out its day to day business to deliver a professional tree service that meets the needs of our customers.

3.2 Government and professional tree organisations are actively encouraging the development and adoption of local strategies for tree management.

4.0 ARGUMENTS/CONCLUSIONS

4.1 The Tree Strategy consolidates the work carried out to deliver a professional Trees service for East Cambridgeshire.

4.2 Adopting a Tree Strategy would show the commitment of the council to improving the management of trees in East Cambridgeshire.

4.3 The Tree Strategy provides a framework for the management of trees in East Cambridgeshire in ways that can enhance life and wellbeing for people and wildlife.

4.4 The performance plan sets out how the objectives will be delivered.

4.5 The action plan sets out how and when specific actions will be delivered, and these will be reviewed on an annual basis.

4.6 The review will ensure the Tree Strategy is achieving the Council's aim and objectives. The action plan will be updated as part of the annual review during the next 10 years.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 There are no financial implications as any expenditure will be met by the Tree Service budget allocation.

5.2 Equality Impact Assessment (INRA) not required.

6.0 APPENDICES

6.1 Appendix 1 - Tree Strategy 2018-2028.

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<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
Planning Services – Service Delivery Plan 2018- 2019 ECDC Local Plan (Submission) 2018 ECDC Core Objectives	Room 001 The Grange, Ely	Cathy White Senior Trees Officer (01353) 616336 E-mail: <a href="mailto:cathy.white@eastcambs.gov.uk">cathy.white@eastcambs.gov.uk</a>