

BARNT GREEN PARISH COUNCIL

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Environment Committee Meeting

Members are duly summoned to attend the meeting of Barnt Green Parish Council Environment Committee to be held on Monday 11th June 2018 at 10.00am in the Parish Council office, 80 Hewell Road, Barnt Green, B45 8NF.

Agenda	
E18-01	Apologies To receive apologies and to approve the reason for absence.
E18-02	Declarations of Interest - Councillors are reminded to, when applicable: a) Register of Interests: keep their register of interests updated. b) Declare Disclosable Pecuniary Interests in items on the agenda and their nature. c) Declare any Other Disclosable Interests in items on the agenda and their nature. d) Members' written requests for the grant of a dispensation (S33 of the Localism Act 2011) are to be submitted to the EO in advance of the meeting Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Members' Code of Conduct, must leave the room for the relevant item(s) unless granted a dispensation.
E18-03	The meeting will be adjourned for: a) Presentation: Sarah Old who runs the Keep Bromsgrove Beautiful facebook page and would like to speak with the Bromsgrove Parish Council's about potential In Bloom campaigns and environmental projects her volunteer network are involved in and would like to develop. b) Public Question Time The time allocated is at the discretion of the chairman. Residents are invited to give their views and question the parish council on issues on this agenda or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself.
E18-04	To note the Committee's Terms of Reference Terms of Reference approved by the Council 21/05/2018 are attached along with government guidance on the duty to have regard to conserving bio-diversity. As a new committee, there are no previous minutes to approve.
E18-05	To note the Committee's budget for 2018/19 The budget was allocated as part of the council's overall budget agreed January 2018, as attached.
E18-06	To consider: a) Change to Parish Lengthsman contract (the change is being imposed by the County Council's manager and requires the Lengthsman to cease clearing out drains. All blocked drains must now be reported to WCC for cleaning.)

	<ul style="list-style-type: none"> b) A schedule of work to be agreed with the Parish Lengthsman. Members are asked to suggest an annual schedule of work in line with the contract, as attached. c) Drainage issues, specifically Cherry Hill Road where the ditch on east side is to be resurrected in a bid to reduce the amount of rainwater that runs down the centre of the road during heavy rainfall + review of flooding 'hot spots'. d) Sites in the parish which can be managed to encourage pollinators; see separate information sheet on 'Road verge management and biodiversity in Worcestershire' and report from Cllr Cholmondeley following meeting with Mrs R Banner. e) Report from Cllr J Jellie (Village Team representative) on village centre parking. f) Update on taking responsibility for the Commuters' Car Park (EO to report). g) Progress report on new Outdoor Parish Caretaker (EO to report). h) Review of specific areas of responsibility, including Millennium Park and the Barnt Green Playing Field (members to visit prior to meeting), to include: <ul style="list-style-type: none"> .1 the installation of water supply to Park (start date 12/06/2018) .2 the proposal to purchase and install a new litter bin at entrance to field (to maintain current style 'Broxap' cost is from £125 supply only). i) Approval of upkeep to bus shelter (re-varnishing and re-painting). j) Current provision of planters and hanging baskets (members to view prior to meeting). k) Condition of shops' canopy over 28-30 Hewell Road (EO to report). l) Review of footpath lighting (project costs) to be undertaken by the Finance Committee.
E18-07	<p>To be aware of various environmental matters, EO to report:</p> <ul style="list-style-type: none"> a) Abandoned vehicle, Hewell Road, has been reported to Bromsgrove DC b) Access to stile at top of footpath no. 500 (leads to bridge over M42) to be improved by Alvechurch volunteers c) Highways improvements to include resurfacing of Sandhills Lane d) Resident's wish for improvements to the entrances to the parish to be in keeping with expected standards
E18-08	<p>Councillors' reports and items for future agendas</p> <p>Councillors may use this opportunity to:</p> <ul style="list-style-type: none"> (i) report minor matters of information not included elsewhere on the agenda; (ii) raise items for future agendas.
E18-09	<p>Date and venue of next meeting</p> <p>Monday 10th September 2018, 80 Hewell Road.</p>

Committee Members

Councillors: R Briggs (Chairman),
R Cholmondeley, J Jagger, J Jellie,

Gill Lungley, Executive Officer
04/06/2018

**ENVIRONMENT COMMITTEE
TERMS OF REFERENCE**

Membership

The committee will consist of four members of Barnt Green Parish Council. Non-voting associate members to include the Parish Footpaths Warden and Parish Tree Warden, may be appointed as required.

Quorum

Three members will constitute the minimum number required for a meeting to proceed.

Meetings

The committee will meet three times each year, on the second Monday of February, June, September at the Parish Council office at 5pm or such other time as may be required. Dates of other meetings, if required, will be agreed by committee members.

All meetings of the Environment Committee will be open to the public and clerked. Minutes will be made available within one month of the meeting.

Public participation

Members of the public will be allowed to participate during 'Open Forum' – a period of up to 15 minutes – only.

Delegated responsibilities

The Committee has delegated authority to:

- a) Authorise expenditure within the allocated budget in any one financial year
- b) Regularly monitor the council's environmental contracts including:
 - i. Parish footpath lighting provision
 - ii. Barnt Green Parish Lengthsman scheme
 - iii. Outdoor Parish Caretaker
 - iv. Grass cutting in Millennium Park and along Hewell Road
 - v. Care of Millennium Park
 - vi. Grass cutting in Barnt Green playing field
 - vii. Miscellaneous grass cutting across the parish
 - viii. Care of Commuters' Car Park
 - ix. Provision and maintenance of flower/plant containers
- c) Assist the Parish Footpaths Warden in maintaining the parish public rights of way;
- d) Monitor street cleaning, emptying of public waste bins and litter
- e) Monitor and report on highways potholes and maintenance requirements
- f) Consult and monitor public opinion on highways and environmental matters
- g) Consider and respond to consultations on highways and environmental matters

Expected actions

The committee will be expected to propose to the Parish Council recommendations such as:

- a) An itemised annual budget based on regular activities and specific planned projects;
- b) Sites identified for planting and environmental improvements;
- c) Actions for improving the parish highway network including traffic calming schemes;
- d) Actions for improving road safety for drivers and pedestrians;
- e) Plans to work with rail users, rail user representatives and rail travel providers to improve local facilities;

Recommendations will be forwarded to the full council for consideration at its next meeting.

Agreed at Barnt Green Parish Council meeting held 21/05/2018

Review date: May 2019

Guidance from <https://www.gov.uk/guidance/biodiversity-duty-public-authority-duty-to-have-regard-to-conserving-biodiversity>

Overview

As a public authority in England you have a [duty](#) to have regard to conserving biodiversity as part of your policy or decision making. Conserving biodiversity can include restoring or enhancing a population or habitat.

A public authority can be a:

- local authority including a unitary, county, district, community, parish or town council
- government department or one of their executive agencies
- non-departmental government body
- NHS Trust
- utility company
- body carrying out functions of a public character under a statutory power

See a [detailed list of public authorities](#).

Your duty to have regard for conserving biodiversity

You should be able to show your duty to have regard for conserving biodiversity if you have identified ways to integrate biodiversity when you:

- develop policies and strategies and put them into practice
- manage the planning system
- manage:
 - your land and buildings
 - woodlands and nature reserves
 - gardens, parks and public open space
 - community amenities eg sports grounds and cemeteries
 - waste and pollution
 - energy and water
 - wood and plant products
- develop infrastructure ie roads, buildings or flood defences
- make decisions about procurement
- implement economic, environmental and social programmes

See [Biodiversity 2020: A strategy for England's wildlife and ecosystem services](#) as an example of evidence of how the biodiversity duty is being met.

Protected sites and species

Some sites and species are protected by:

- national law
- international law
- government policy

If you are involved in decisions on planning and development, you should refer to guidance on:

- [protected sites and species](#)
- [National Planning Policy Framework](#)
- [planning practice guidance](#) on the natural environment

Published 13 October 2014

Budget for Environment Committee

Area	Budget 2018/19 £.00
Park Mowing	1155.00
Park Maintenance	500.00
Park Safety Inspections	70.00
Field Mowing	2000.00
Field Maintenance	2000.00
Field Safety Inspections	70.00
Hanging baskets	500.00
Planters (6 in village centre, 3 in Millennium Park, 2 at each end of Hewell Road)	1400.00
Other environmental	600.00
Outdoor Parish Caretaker	4680.00
Lights Maintenance and Repairs	4000.00
Lights Electricity	3500.00
Christmas Lights / Tree	8000.00
Lengthsman charges	2000.00
	0.00
Total revenue budget for Environment Committee	30,475.00

Items of capital expenditure are to be recommended for approval by the full council.

Copy of BGPC agreement with WCC wrt Lengthsman Scheme.

1. Purpose of the agreement

1. The purpose of this agreement is to improve the standard of highway services provided to the public through closer working relationships between Worcestershire County Council and Parish / Town councils

2. General

This agreement:

1. shall last for a term of one year or until the end of the financial year 2019, whichever arises soonest
2. shall be renewable each year by mutual consent
3. is entered into by virtue of Section 101 of The Local Government Act 1972, Section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000
4. authorises the Parish / Town Council to employ a person or to appoint a contractor ("the Lengthsman") to undertake minor highway maintenance works within the relevant Parish as listed in Schedule 1
5. permits the Lengthsman to carry out minor highway maintenance work as outlined in Schedule 1 on all highways in the relevant parish except for:
 - a. motorways; and
 - b. trunk roads; and
 - c. 'A' and 'B' class roads where the maximum speed limit is 40 miles per hour or more AND the maintenance work would entail entry onto the carriageway itself

3. Worcestershire County Council

Worcestershire County Council shall:

1. reimburse the Parish / Town Council's costs associated with the employment of a person or appointment of a contractor to a maximum of a mutually agreed sum
2. indemnify the Parish / Town Council against all claims arising out of the negligence of Worcestershire County Council, its servants or agents, in connection with work under this agreement
3. provide the Lengthsman with appropriate personal protective equipment and temporary traffic signs. All equipment and signs supplied to the Lengthsman remain the property of Worcestershire County Council

4. Worcestershire County Council Lengthsman Scheme Manager ("the Manager")

1. the employment of any person / appointment of any contractor undertaking work on this scheme will be approved by the Manager
2. prior to commencement the Manager will arrange for appropriate basic training on the hazards of working in the highway, health & safety and temporary traffic management requirements
3. no work involving excavation or high reach equipment will be carried out without the prior approval of the Manager
4. no work within 200m of a railway level crossing, including side roads, shall be undertaken without the prior approval of the Manager
5. the Manager (or designated representative) will be entitled to inspect the works for audit purposes in accordance with the account/worksheet provided on request.

5. The Parish / Town Council

The Parish / Town Council shall:

1. indemnify Worcestershire County Council against all claims arising out of the negligence of the Parish / Town Council, its servants or agents, in connection with work under this agreement
2. maintain public liability insurance with a minimum indemnity of £5,000,000 (Five Million Pounds)
3. be responsible for the supervision and standards of the work carried out as contained within Schedule 1
4. ensure that the Lengthsman has attended the necessary training session as outlined in Schedule 2 before the Lengthsman shall be permitted to carry out any of the tasks outlined in Schedule 1
5. submit a monthly account for payment detailing the locations and type of work carried out at the beginning of the following month unless agreed otherwise with the manager. A worksheet should accompany the monthly account detailing works undertaken by the Lengthsman; this should include type of work, location, duration of works. A specimen of the monthly account and worksheet is attached to this agreement.
6. ensure that the Lengthsman uses all personal protective equipment identified in the training course listed in Schedule 2

6. The Clerk to the Parish / Town Council

The Clerk to the Parish / Town Council shall:

1. act as liaison officer in order to advise the Manager of any issues which require investigation or action by the County

2. complete the questionnaire in Schedule 3
3. be entitled to claim back any reasonable administrative expenses incurred by the Parish / Town Council in connection with running the Lengthsman Scheme or any activities incidental to it. Any such claim shall be submitted to the County Council at the same time as any claim for work carried out by the Lengthsman. Any such expenses will be reimbursed from the overall annual sum allotted to the relevant lengthsman scheme

Schedule 1

Work Schedule

Drainage

- Clear gully grates
- Dig out blocked gullies
- Clear verge grips
- Clear headwalls, outfalls
- Rod blocked drains if practical
- Advise landowners and frontagers when their ditches need cleaning
- In especially difficult circumstances clear ditches – only with prior agreement of the Manager

Vegetation Clearance

- Remove vegetation obstructing signs
- Remove vegetation at junction visibility splays
- Removal of basal tree growth from highway trees
- Pulling / cutting of noxious weeds following site specific approval from the Manager
- Side out footways to normal width and spread arisings on verge where possible
- Negotiate with frontagers for them to cut back overhanging vegetation

Miscellaneous

- Rotation and charging of mobile Vehicular Activated Signs (VAS) following site specific approval and authorisation from the Manager
- Clean dirty signs and/or retighten brackets, reposition signs which have been knocked out of place where no excavation is required (except illuminated signs)
- Painting of heritage cast iron direction signs
- Snow clearance and gritting / salting by hand
- Removal of illegal fly posting
- Maintenance and repainting of highways approved visibility fencing
- Cleaning of subways
- *Other work with specific approval of the Manager*

Schedule 2

Training Schedule

- The Lengthsman must have attended “12D – installing, maintaining and removing temporary traffic management on rural and urban roads” before being allowed to undertake any of the works outlined in Schedule 1 above
- Any Lengthsman who has already carried out this training session shall not be required to carry it out again for 5 years
- The training courses shall be run by Worcestershire County Council