

To: Members of the Communities
Scrutiny Committee

Date: 11 January 2018

Direct Dial: 01824 712554

e-mail: democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **10.00 am** on **THURSDAY, 18 JANUARY 2018** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

PLEASE NOTE THAT THERE IS A BRIEFING FOR ALL ELECTED MEMBERS AT 9.30 A.M. IMMEDIATELY PRIOR TO THE MEETING

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING

1 APOLOGIES

2 DECLARATION OF INTERESTS

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

4 MINUTES (Pages 5 - 10)

To receive the minutes of the Communities Scrutiny Committee held on 30 November 2017 (copy enclosed).

5 DEALING WITH TREES (Pages 11 - 26)

To consider a report by the Countryside and Heritage Services Manager (copy enclosed) which seeks the Committee's views on a new approach and procedure for managing activities relating to trees across the county

10.05am – 10.35am

6 SCRUTINY WORK PROGRAMME (Pages 27 - 46)

To consider a report by the Scrutiny Coordinator (copy enclosed) seeking a review of the committee's forward work programme and updating members on relevant issues.

10.35am – 11am

7 FEEDBACK FROM COMMITTEE REPRESENTATIVES

To receive any updates from Committee representatives on various Council Boards and Groups

11am – 11.05am

BREAK

11.05am – 11.20am

PART 2 - CONFIDENTIAL ITEMS

It is recommended in accordance with Section 100A (4) of the Local Government Act 1972 that the Press and Public be excluded from the meeting during consideration of the following item(s) of business because it is likely that exempt information (as defined in Paragraph 14 of Part 4 of Schedule 12A of the Act) would be disclosed.

8 CORPORATE PLAN FOR REDUNDANT SCHOOL SITES (Pages 47 - 54)

To consider a confidential report by the Programme Manager - Business Change (Facilities, Housing and Assets) (copy enclosed) which seeks the Committee's views on how the Council proposes to manage or dispose of redundant school sites

11.20am – 12pm

MEMBERSHIP

Councillors

Huw Williams (Chair)

Graham Timms (Vice-Chair)

Brian Blakeley
Meirick Davies
Rachel Flynn
Tina Jones
Merfyn Parry

Anton Sampson
Glenn Swingler
Andrew Thomas
Cheryl Williams

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COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 30 November 2017 at 10.00 am.

PRESENT

Councillors Brian Blakeley, Meirick Davies, Rachel Flynn, Tina Jones, Merfyn Parry, Anton Sampson, Glenn Swingler, Andrew Thomas, Graham Timms (Vice-Chair), Cheryl Williams and Huw Williams (Chair)

Councillor Hugh Evans, Leader and Lead Member for the Economy and Corporate Governance was in attendance at the Committee's request for agenda item number 5.

Observers – Councillors Martyn Holland, Alan James, Brian Jones, Arwel Roberts, Peter Scott, Emrys Wynne and Mark Young

ALSO PRESENT

Corporate Director Economy and Public Realm (GB), Traffic, Parking and Road Safety Manager (MJ), Principal Engineer Traffic Management (PL); Team Leader – Tourism, Marketing and Events (PMc), Scrutiny Coordinator (RE) and Committee Administrator (KEJ)

WELCOME

The Chair welcomed everyone to the meeting and conveyed a special welcome to Councillor Meirick Davies who was a new member of the Committee.

1 APOLOGIES

There were no apologies.

2 DECLARATION OF INTERESTS

No declaration of interest had been raised.

3 URGENT MATTERS AS AGREED BY THE CHAIR

No urgent matters had been raised.

4 MINUTES

The minutes of the Committee's meeting held on 19 October 2017 were submitted.

Matters Arising – Page 11, Item No. 6 Scrutiny Work Programme, second bullet point – The Scrutiny Coordinator advised that the information requested by the Committee on 21st Century Schools Programme Band B proposals had been

included in the report to Cabinet dated 18 July 2017 and had been reproduced in the Committee's information brief for ease of reference.

RESOLVED that the minutes of the meeting held on 19 October 2017 be received and approved as a correct record.

5 TOURIST DIRECTION SIGNS FOR THE VALE OF CLWYD

The Council Leader introduced the Traffic, Parking and Road Safety Manager's report (previously circulated) which outlined the progress made to date with the project to develop a tourist direction signing scheme for the Vale of Clwyd. The report also detailed the application process which had to be followed to apply for tourist direction signs on the trunk road network generally. Introducing the report the Leader and the Lead Member for Highways, Planning and Sustainable Travel highlighted the complexities involved with gaining permission to place 'brown' tourist signs alongside a trunk road. The complex nature of the process was fettering the Council's ambition of developing the local tourist economy, a point which had been raised at a recent Destination Management Conference held in the county and which had been communicated to the Welsh Government's Minister for Culture, Tourism and Sport.

Due to the complexities involved with the application process for signage on trunk roads, particularly the strict eligibility criteria which had to be met in order to be able to apply to erect a tourist information sign on the trunk road, the Council was grateful to the local Assembly Member (AM) for establishing a working group for the purpose of devising an innovative way to enable rural areas, such as the 'Vale of Clwyd' to meet the required criteria. Details of the method by which the criteria had been met were contained in the report. It was thought that the approach taken, which involved the 'grouping together' of a number of standalone tourist sites, was the first example of a 'grouped' application anywhere in Wales with a view to meeting the eligibility criteria for tourist signs. The work had involved considerable effort on behalf of all partners, including city and town councils, the Diocese of St. Asaph, Cadw, Denbighshire County Council and the AM. Whilst the costs, as detailed in the report and reported in the press, did appear extortionate and were a concern, they were a conservative estimate of all costs associated with the project including the costs of the signs, safety work and trunk road closure etc. The Traffic, Parking and Road Safety Manager advised that with an estimated 36,000 trips a day being made along the St. Asaph section of the A55 the proposed signage had the potential to highlight the Vale's tourist sites to an extended audience, and whilst those travelling along the trunk road had already decided on their destinations for that particular day, seeing the signs to the Vale of Clwyd on the roadside may help entice them back at a later date to explore the area further. This could potentially represent a subsidiary benefit to gain from the new signs, and one which required to be capitalised upon, to ensure that once tourists had been directed off the trunk roads they were made aware of other places of interest to visit in the county. Once the tourist signs on the trunk road had been secured it would be important for a tourism signage strategy for the entire county to be developed in order to realise maximum benefits from those visiting the county. The Council's Team Leader – Tourism, Marketing and Events, who was in attendance, confirmed that the 'brown tourist signs' did have the potential to bring people off the trunk roads to visit other

areas nearby. The Welsh Government (WG) had recently launched a new 10 year project called 'The Wales Way', the purpose of which was to highlight the country's hidden gems. Developing a county tourism signage strategy which linked into the trunk road tourism signs would support the delivery of 'The Wales Way' vision in Denbighshire.

Responding to members' questions the Leader, Traffic, Parking and Road Safety Manager, Senior Engineer Traffic Management and the Team Leader (Tourism, Marketing and Events):

- explained the reasons why Rhyl and Prestatyn's beaches and tourist attractions were sign posted from different junctions on the A55;
- emphasised that residents in Dyserth were concerned about the volume of traffic travelling through the village at present and that some highways work was planned for the village to try and alleviate current pressures;
- advised that once the Aquatic Centre and other new facilities in the pipeline for Rhyl were open appropriate signage to them would need to be erected close to the nearest exit on the trunk road. Consideration was required now in relation to sourcing the funding for these signs;
- confirmed that whilst the estimated costs for the Vale of Clwyd signage project seemed extremely high in comparison to indicative costs of £5k to £20k as illustrated in the August 2013 WG guidance document 'Traffic Signs for Tourist Destinations on Trunk Roads and Motorways in Wales', they were of the view that the estimated cost quoted in the report was fairly accurate. This cost was based on the size of the required signs and the associated amount of civil engineering, traffic management and road closure works required;
- the proposed tourist signs for the Vale of Clwyd would need to be large due to the fact that they would be drawing attention to three different tourist attractions on a single sign (Denbigh and Rhuddlan Castles and St. Asaph Cathedral) and easy to read from a distance. The project would therefore entail the erection of 4 large tourist signs alongside the A55, other signs on the slip roads and further along the highway network to direct the traffic to their chosen destination;
- confirmed that the Council would make every effort to keep road closures and traffic management costs to a minimum when erecting the signs by attempting to undertake the work at the same time as other scheduled road closure/traffic management works were being carried out. However, in reality this type of co-ordination was rarely possible;
- advised that the Working Group established to bring this project to fruition had been convened on the understanding that the relevant city/town councils, and tourist site operators would pay for the project. The County Council's contribution of circa £23k would be based on the scheme development costs, design, administrative and contractor supervision costs;
- confirmed that officers would be willing to make enquiries with Visit Wales to establish if it had any funding streams that could be utilised towards the costs of the tourist signs for the Vale of Clwyd;
- advised that the next step with the project, once support had been gained for the proposal in principle, would be to reconvene the Working Group to progress the work, which would include securing the required funding to realise the project in its entirety;

- advised that barriers were always erected in front of all trunk road signs to protect drivers and passengers in the event of a road traffic collision in the vicinity of the signs. Routine maintenance work to trunk road signs would fall to the local County Council's Highways Service, which received a budget from the WG's Transport Division specifically for undertaking maintenance work on trunk roads. Damage to signage on trunk roads caused by road traffic accidents would in the first instance be charged to the insurance company of the vehicle owner involved;
- confirmed that it would be important for the three attractions that would be listed on the Vale of Clwyd tourist signs to give careful consideration to what tourist offer they would provide for those visiting the sites. The Council's Tourism, Marketing and Events Team could possibly assist them via the Tourism Ambassador scheme with promoting their offer;
- described how tourists would be signposted to the individual tourist attractions listed on the trunk road sign once they left the trunk road and entered the county's highways network;
- confirmed that the availability of sufficient parking for each of the attractions signposted was calculated on the basis of parking facilities at the attraction itself and the proximity and capacity of public car parks nearby;
- advised that in relation to tourist sites that were near county or national borders officers would liaise with relevant counties and road network authorities with respect of signage requirements;
- confirmed that the WG determined the safety requirements in relation to the erection of signs on trunk roads, whilst the local authority determined the requirements in relation to the local highway network;
- advised that if the required funding could be sourced and the final approval on the design and specification for the signs could be secured from WG, it was anticipated that the signs would be in situ by 2019;
- agreed with members that work required to be undertaken to ensure that the rest of the county, and in particular local businesses, benefitted in future from tourists enticed off the trunk road by the tourist signs. Whilst WG guidance noted that only tourist attractions within 10 miles of a trunk road could be signposted from the trunk road there was nothing to prohibit the Council from promoting other sites of interest once tourists had entered its highway network, for example Flintshire County Council had its own Flintshire Leisure 'Tour' Signs which directed visitors to all corners of the county. In other areas easily recognisable symbols were used on signs to denote places of interest or services available. The development of an in-county tourism signage strategy could benefit a number of smaller businesses in the area and support the development of the local economy. Town and Community Councils, tourism businesses and other stakeholders' views on the provision of in-county tourism signs could be sought as part of the development of a county tourism signage strategy;
- agreed that linkages required to be made between highway authorities and satellite navigation companies to ensure that routes designated as tourism routes were correctly reflected on satellite navigation systems to make sure that both navigational methods complemented and not contradicted one another. This work could be undertaken as part of the Destination Management Strategy project.

Prior to concluding the discussion officers undertook to provide members with detailed breakdown of the cost involved with the project.

Following an in-depth discussion members were firmly of the view that the county council should commence work to link the proposed trunk road tourist signs into a county-wide tourism signage policy through the development of a consistent tourism signage strategy that would help entice tourists once they had left the trunk road to visit other destinations in and around Denbighshire.

The Committee:

RESOLVED that subject to the above observations –

- (a) *to receive the report and support the progress made to date in relation to the Vale of Clwyd tourist direction signage project;*
- (b) *to acknowledge the Welsh Government's eligibility criteria for providing brown tourist signs on trunk roads;*
- (c) *to recommend that the Working Group established by the local Assembly Member be reconvened to progress the delivery of the Vale of Clwyd Tourist Direction Signs Project and source the required funding to bring it into fruition, and that an information report on the project's progress be circulated to the Committee in March 2018;*
- (d) *that an officer and elected member working group be established for the purpose of developing a consistent tourism signage strategy for Denbighshire to complement trunk road tourism signage, and that the terms of reference for this working group include identification of potential funding sources for the tourism signs, and*
- (e) *that the latter Group report on its progress to the Committee at a meeting in the spring of 2018.*

6 SCRUTINY WORK PROGRAMME

The Scrutiny Coordinator submitted a report (previously circulated) seeking members' review of the Committee's work programme and provided an update on relevant issues.

Discussion focused on the following –

- a report on the Council's plan for redundant school sites and any other vacant sites as requested at the Committee's last meeting would be submitted to their next meeting on 18 January 2018
- Welsh Audit Office officials would be attending as observers at the next Committee meeting as part of their fieldwork on a study 'Fit for the Future' examining how provisions of the Well-being of Future Generations (Wales) Act 2015 were impacting on scrutiny, and would also be meeting with the Scrutiny Chairs and Vice Chairs Group and other members as part of that process. They

would also be assessing progress against the action plan drawn up following their previous improvement study in 2014/15 on 'Good Scrutiny? Good Question!'

- the Scrutiny Chairs and Vice Chairs Group had referred a matter for scrutiny relating to the findings of the Section 19 Flood and Water Management Act 2010 on the investigation into the summer 2017 flooding incidents in Rhyl, Rhuddlan and Prestatyn, which had been included in the Committee's work programme under future issues for consideration
- members agreed to invite the relevant Lead Cabinet Members to the Committee's next meeting and to schedule a pre-meeting briefing beforehand
- referred to the Committee's recent scrutiny of the charging scheme for 'blue badge' holders for parking in council car parks and confirmed that the Committee's views had been taken into account as part of the delegated decision process with the intention of introducing an extra hour for the same tariff as other users. The Corporate Director confirmed he would ensure that members were informed once the delegated decision had been implemented
- the reports requested by the Committee under the previous agenda item would be included within the work programme and actioned as appropriate.

RESOLVED that, subject to the above, the forward work programme as detailed in Appendix 1 to the report be approved.

7 FEEDBACK FROM COMMITTEE REPRESENTATIVES

The Chair had been unable to attend the recent Planning and Public Protection Service Challenge and the Corporate Director confirmed he had taken the challenge as the former Head of Service and no major issues had been raised. Members were advised that the notes of the Service Challenge would be circulated with the Committee's information brief in the usual manner. The notes of the Customers, Communication and Marketing and Business Improvement and Modernisation Service Challenge meetings held in October had been included in the Committee's latest information brief. Councillor Glenn Swingler advised that since his last report on the Customers, Communication and Marketing Service Challenge meeting more work had been undertaken on the use of social media. The Committee noted the importance of being represented at Service Challenge meetings and was advised that any issues identified by members within the notes for further scrutiny could be taken forward in the usual manner following completion of the member proposal form.

RESOLVED that the verbal reports be received and noted.

The meeting concluded at 11.45 p.m.

Report to: Communities Scrutiny Committee

Date of Meeting: 18th January 2018

Lead Member/Officer: Lead Member for Housing, Regulation and Environment/
Head of Highways and Environmental Services

Report Author: Countryside and Heritage Services Manager

Title: Dealing with trees – procedural approach, responsibilities and sources of information

1. What is the report about?

A new procedure document entitled 'Dealing with Trees –procedural approach, responsibilities and sources of information' (Appendix 1) has recently been written to enable the Authority to develop a consistent approach to managing all its activities regarding trees, both internally and with the public and third parties. A consistent approach will ensure the Authority fulfils its legal role as a landowner, its regulatory role under the Planning Acts and deliver key elements within the Environment Priority of the new Corporate Plan.

2. What is the reason for making this report?

To provide information to members regarding how the Authority will manage its trees, deal with issues and queries regarding trees; both trees in Council ownership and those owned by third parties and members of the public.

Further, to request feedback from members about the document (Appendix 1) to continue to inform the internal consultation process.

3. What are the Recommendations?

That Members:

- 3.1 comment on the 'Dealing with Trees' procedure document and provide feedback to inform the consultation process; and
- 3.2 support the approach as outlined in the 'Dealing with Trees' procedure document.

4. Report details

This report refers to a new procedure- 'Dealing with Trees – procedural approach, responsibilities and sources of information' written to help officers in dealing with council owned trees or with queries from the public. The full procedures are set out in Appendix 1.

Officers receive numerous and varied queries about trees across the County. Responses are usually robust and authoritative. However, there has also been

cases where advice or action has not been consistent. With a number of services within the Authority having responsibility for trees, information about procedures in various tree-related scenarios is important to help maintain healthy tree stocks, standardise tree care and provide good and consistent customer service.

Trees deliver a number of environmental, economic and social benefits. Maintaining a healthy population of trees is essential for ensuring these benefits continue to be delivered for the future of the County and its residents. Denbighshire's trees provide an enormous asset, shaping the landscape character of our rural areas and within our towns. Trees form local landmarks and landscape features, add to the setting of buildings, village greens and open spaces and can have special cultural, historical, wildlife or rarity value. Trees and woodlands make a significant contribution to the County's landscape by;

- providing a valuable habitat for wildlife;
- filtering air and noise;
- providing shelter from the sun, wind and rain;
- recycling the air that we breath;
- removing harmful particulates from the air
- helping lock up carbon
- providing pleasant green settings in which to live and work;
- softening the impact of development; and
- maintaining a link with the natural environment.

The Council has a dual role regarding tree issues. Firstly, as a landowner it has a legal obligation to manage its tree stock to ensure the safety of the public. Secondly, the Council has a regulatory role under the Planning Acts for the preservation of trees and woodlands and making sure that trees are fully considered when planning for new development.

The overall aims of the Tree Procedure document are to ensure the safety of trees; maintain and encourage biodiversity; maintain and improve landscape quality; and through these elements, improve the quality of life for residents and visitors now and in the future. This will be achieved by:

- maintaining and improving the tree cover for the future;
- encouraging the conservation, positive management and the appropriate planting of trees and woodlands in the countryside, villages and towns;
- promoting the importance of trees and woodlands in shaping the distinctive local character and appearance of the County's urban and rural landscapes;
- recognising the significant aesthetic, landmark, ecological, cultural and historic value that trees provide;
- effectively communicating, educating and engaging with the local community over tree issues;
- proactively manage the Council tree stock;
- providing clarity over why decisions and actions are taken;
- balancing the risk and nuisance to persons and property against the other aims; and
- recognise the value of trees as a tangible asset.

The procedure document should help achieve those aims. It provides guidance on how the Council manages its trees and the way in which it will respond to the most

common enquiries and how they will usually be dealt with. The Council recognise the long term benefits trees provide for the environment so decisions will always be in the long term public interest.

5. How does the decision contribute to the Corporate Priorities?

Supporting an improved procedure for dealing with trees enables the Authority to help deliver the Environment priority in the Corporate Plan. Tree planting is one of the stated activities under the biodiversity theme.

As previously mentioned, green space with trees has a positive effect on the wellbeing of residents and communities, particularly in more urban areas.

6. What will it cost and how will it affect other services?

Currently there are no additional resources required for implementing these procedures.

Implementing a more standardised approach to tree issues should have a positive impact on biodiversity and the natural environment.

These procedures have been developed in conjunction with a number of different services in the Authority and officers have stated that the procedures will help them manage trees more efficiently.

7. What are the main conclusions of the Well-being Impact Assessment?

A Well-being Impact Assessment (WIA) was not completed for this report. The process is not applicable for a document which outlines Council procedures. It is likely there will be cases where the procedures will be applied and those cases might require a WIA because they might be contentious, against community benefit or compromised through development or wider circumstances.

The procedures guide actions. The impacts of those actions may need to be assessed, but not the procedures themselves.

8. What consultations have been carried out with Scrutiny and others?

This report is part of the consultation with members. Lead members have been consulted. Planning officers have been actively involved in the development of the document. Other relevant officers in Highways and Environment, Property, Leisure, Education and Strategy have been consulted and contributed to the development of the procedures.

9. Chief Finance Officer Statement

There are no financial implications associated with this report.

10. What risks are there and is there anything we can do to reduce them?

Poor and/or inconsistent decision-making with regard to trees could lead to noncompliance with legislation and corporate plan priorities, reputational damage, increased complaints from the public and reduced biodiversity value.

The document aims to present a transparent set of procedures and apply a consistent approach when dealing with trees in Denbighshire.

11. Power to make the Decision

Section 7.2.3 of the Council's Constitution stipulates that Scrutiny may consider any matter which affects the Council's area or its inhabitants.

Contact Officer:

Countryside and Heritage Services Manager

Tel: 01824 712742



Appendix 1

Denbighshire County Council

Dealing with trees – procedural approach, responsibilities, sources of information

Introduction

Aims of the Document

[Tree Preservation Orders](#)

1. [Tree Enquiries](#)
2. [Tree Risk Assessment](#)
3. [Light](#)
4. [Shading of Solar Panels](#)
5. [Seasonal Nuisance](#)
6. [TV / Satellite Reception](#)
7. [View](#)
8. [Roads - Sight Lines Obstruction](#)
9. [Height](#)
10. [Damage to Property](#)
11. [Drains](#)
12. [Dangerous Trees](#)
13. [Diseased Trees and Pests](#)
14. [Standards of Pruning](#)
15. [Tree and Footpath/Pavement Obstruction](#)
16. [Wildlife Protection /Biodiversity](#)

[Common Law Right](#)

[Further Information –
Links \(TPOs and Planning\) and Contacts](#)

Introduction

Trees deliver a number of environmental, economic and social benefits. Maintaining a healthy population of trees is essential for ensuring these benefits continue to be delivered for the future of the County and its residents. Denbighshire's trees provide an enormous asset, shaping the landscape character of our rural areas and within our towns. Trees form local landmarks and landscape features, add to the setting of buildings, village greens and open spaces and can have special cultural, historical, wildlife or rarity value.

Trees and woodlands make a significant contribution to the County's landscape by;

- providing a valuable habitat for wildlife;
- filtering air and noise;
- providing shelter from the sun, wind and rain;
- recycling the air that we breath;
- removing harmful particulates from the air
- helping lock up carbon
- providing pleasant green settings in which to live and work;
- softening the impact of development; and
- maintaining a link with the natural environment.

The Council has a dual role regarding tree issues. Firstly, as a landowner it has a legal obligation to manage its tree stock to ensure the safety of the public. Secondly, the council has a regulatory role under the Planning Acts for the preservation of trees and woodlands and making sure that trees are fully considered when planning for new development.

Aims of the Tree Procedure Document

The overall aims of this Tree Procedure document are to ensure the safety of trees; maintain and encourage biodiversity; maintain and improve landscape quality; and through these elements, improve the quality of life for residents and visitors now and in the future. We will achieve this by:

- maintaining and improving the tree cover for the future;
- encouraging the conservation, positive management and the appropriate planting of trees and woodlands in the countryside, villages and towns;
- promoting the importance of trees and woodlands in shaping the distinctive local character and appearance of the County's urban and rural landscapes;
- recognising the significant aesthetic, landmark, ecological, cultural and historic value that trees provide;
- effectively communicating, educating and engaging with the local community over tree issues;
- proactively manage the Council tree stock;
- providing clarity over why decisions and actions are taken;
- balancing the risk and nuisance to persons and property against the other aims; and
- recognise the value of trees as a tangible asset.

This document gives guidance on how the Council manages its trees and the way in which we will respond to the most common enquiries and how they will usually be dealt with. We recognise the long term benefits trees provide for the environment so our decisions will always be in the long term public interest.

Complaints or enquiries about trees on private property are not the responsibility of the Council. Disputes relating to private trees are a case for civil action and enquirers will be advised of this. You may wish to refer to the [Common Law Right section](#) .

Tree Preservation Orders.

Tree Preservation Orders (TPOs) aim at protecting individual trees or a group of trees that contribute towards the characteristics of the landscape, provide amenity for the enjoyment of the public, provide habitat for local wildlife, or because of their intrinsic beauty. In legal terms they make it an offence to cut down, top, lop, uproot, wilfully damage or wilfully destroy a tree without the local planning authority's permission.

There are a number of trees on Council premises that benefit from a Tree Preservation Order. Regardless of ownership, planning permission must be sought for any works affecting them. The same principal applies to any tree in a Conservation Area. Further information and application forms can be found on the Denbighshire County Council (DCC) Planning webpage.

<https://www.denbighshire.gov.uk/en/resident/planning-and-building-regulations/planning/tree-preservation-orders.aspx>

Local planning guidance is also provided in DCC Supplementary Planning Guidance (SPG) note 'Trees and Landscaping'.

<http://www.denbighldp.co.uk/Webfiles/SPG/trees%20ENG.pdf>

If you wish to establish whether a tree is afforded protection, please use the Council's main webpage mapping tool (see 'My property / My Maps'), the Council's internal GIS system (i.e. iShare GIS) or MapInfo. All information has been plotted by the Planning department.

The Council is unlikely to make new TPOs on trees that it has control over unless there are plans for disposal of land which could be developed by third parties in the future. Details on procedure, including public involvement, can be found in Planning Technical Advice Note 10: Tree Preservation Orders (1997).

<http://gov.wales/topics/planning/policy/tans/tan10/?lang=en>

Contacts. You will find a list of general and specific council department contacts in the [Further Information section](#).

1. Tree Enquiries

TP1: *When the Council is contacted and asked to inspect a tree the most important aspect of assessment will always be safety.*

1.1 Each time we are contacted and asked to inspect a tree we will always consider safety as the most important aspect of the assessment. The assessment entails a range of visual checks primarily aimed at identifying hazards that require some form of action before the next inspection takes place.

1.2 The main visual checks are for:

- Weaknesses within the tree
- Disease
- Obstructive branches or tree parts

1.3 It is useful to check whether a tree is subject to a Tree Preservation Order (TPO) or is within a Conservation Area. If the tree is protected, you will need to gain consent by making an application / give notice to the Council. Please see [Further Information](#) section.

2. Tree Risk Assessment

The Council's Responsibilities as Land Owner

TP2: *As landowner, the Council has a duty of care to ensure, as far as is reasonably practicable, all of the trees on its land are kept in an acceptable condition and do not put persons and property at unreasonable risk.*

2.1 Government guidance requires local authorities to regularly inspect trees adjacent to highways. Denbighshire County Council owns trees growing within the highway and adjacent to highways. Highway trees will be inspected as part of the overall routine highway inspection regime.

2.2 Trees on other council owned land have no formal inspection procedure. The relevant Council Department will respond to individual complaints or concerns regarding trees in these areas. Trees in these areas will be assessed on a reactive basis. Inspections may be undertaken if patterns of public usage change, extreme weather has occurred or there are temporary changes such as events held in specific locations.

2.3 It is not reasonably practicable within the Council's resources to inspect and record every tree. Complete elimination of tree related hazards is only possible through complete tree removal. This approach is clearly unacceptable as it ignores the considerable benefits and amenity that trees provide to society. When elimination is not possible, or desirable, it is accepted practice to reduce the risk to an acceptable level. In this way the Council can conform to the principles of risk assessment and meet the duty of care for tree management.

3. Light

TP3: *The Council will not prune or fell Council owned trees to improve natural light for a property.*

3.1 In law there is no general right to light. Any right to light would need to be established via a specific grant (rare) or by prescription, which can only occur where the right has been enjoyed uninterrupted for a minimum of 20 years. Following this, a legal right to light can only be enjoyed in relation to a specific opening (such as a window) in a building; there is no right to light in connection with open land, such as a garden. Further, if these conditions are met then an owner of the building is 'entitled to such access of light as will leave his premises adequately lit for all purposes for which they may reasonably expect to be used'.

3.2 If natural light is being blocked by the growth of an evergreen hedge then action may be taken to reduce the problem under the High Hedges Act, Part 8 of the Anti-social Behaviour Act, 2003. For further information on High Hedges refer to the ['Links' section](#).

3.3 If you wish to exercise your Common Law right to remove (abate) the nuisance associated with encroaching trees - see [Common Law Right](#).

4. Shading of Solar Panels

TP4: *The Council will not fell or prune Council owned trees to allow for the effective installation of solar panels.*

4.1 Prior to the installation of the panel the provider's survey will have noted anything that may obstruct direct sunlight from reaching the panel's surface, such as neighbouring buildings, chimneys or trees. The provider will need to carefully consider the decisions over whether and where to site the panels. It is therefore an implicit assumption for the Council that the positioning and installation of the panel, often on roofs, will have ensured that the panel will be able to operate at a high level of

efficiency over a long period: the panel will be optimally positioned so that it can receive as much sunlight as possible throughout the day and its operational life.

4.2 When considering new planting, the Council will take into consideration position, distance and eventual size of trees in relation to property with existing solar panels.

4.3 We will not fell or prune Council owned trees solely to allow for the effective installation of solar panels.

4.4 Where solar panels have been installed prior to Council owned trees causing a shading issue we will consider what action is appropriate according to the amenity value and condition of the tree/s.

5. Seasonal Nuisance

TP5: *The Council will not fell or prune Council owned trees solely to alleviate problems caused by natural and / or seasonal phenomena.*

5.1 There are a variety of potential seasonal nuisances associated with trees, most of which are minor and considered to be problems associated with living near trees. Examples of such problems are:

- Falling leaves, sap, fruit, nuts, bird droppings or blossom.
- Leaves falling into gutters, drains or onto flat roofs.

5.2 Some information and advice is provided:

- Tree blossom usually heralds the start of spring. Blossom is a natural occurrence, which cannot be avoided by pruning.
- The maintenance of gutters is the responsibility of the landowner and the Council is not obliged to remove leaves that may have fallen from Council owned trees. Where gutters are regularly blocked by fallen leaves, gutter guards may be fitted to provide a low maintenance solution.
- Sap - Honeydew is caused by greenfly (aphids) feeding on the tree, and then excreting a sugary sap. Often the honeydew is colonised by a mould, which causes it to go black. There is little that can be done to remove the aphid which causes the problem and pruning the tree may only offer temporary relief and any re-growth is often more likely to be colonised by greenfly thereby potentially increasing the problem. Some trees, such as limes, are more prone to attack by greenfly and in some years greenfly are more common, especially following a mild winter. Honeydew is a natural and seasonal problem. Where new trees are planted we try to choose trees that are less likely to cause this problem. Where honeydew affects cars, warm soapy water will remove the substance, particularly if you wash the car as soon as possible.
- Bird droppings may be a nuisance, but the problem is not considered a sufficient reason to prune or remove a tree. Nesting birds are protected under the Wildlife and Countryside Act (and other related wildlife law). Warm soapy water will usually be sufficient to remove the bird droppings.
- Many fruit trees have the double benefit of spring blossom and autumn fruit. This makes fruit trees good for wildlife and a source of free food. But, there are some locations where fruit trees are less desirable, for example where soft fruit would make the pavement slippery or where anti-social behaviour could encourage fruit being thrown at houses or cars. When considering what tree to plant we take account of the likelihood of such problems. Equally, where fruit trees are established but there is a significant anti-social behaviour problem we may consider phased removal and replacement.

6. TV / Satellite Reception

TP6: *The Council will not prune or fell Council owned trees to prevent interference with TV / satellite installation / reception.*

6.1 It maybe that your satellite or TV provider will be able to suggest an alternative solution to the problem, for example relocating the aerial/dish or utilising means to boost the signal. If you wish to exercise your Common Law right to remove (abate) the nuisance associated with encroaching trees - see [Common Law Right](#) .

7. View

TP7: *The Council will not prune or fell Council owned trees to improve the view from a private property.*

7.1 There is no legal right to a 'view'. If you wish to exercise your Common Law right to remove (abate) the nuisance associated with encroaching trees – see [Common Law Right](#) .

8. Roads - Sight Lines Obstruction

TP8: *The Council will undertake work to Council owned trees to maintain clear sight lines (where reasonably feasible) at junctions and other points associated with a street, road or highway.*

8.1 Standards for visibility vary according to the class of road and speed limit in force. If a privately owned tree is causing an obstruction to the visibility at a road junction (sight line), powers exist under the Highways Act (Dangerous Trees, 1980) to make the owner of the tree remove the obstruction. If they do not, the Council will carry out the work and recharge the owner. The shoots that grow from the base of some trees in Council ownership such as lime trees are removed as part of our tree maintenance programme. This is usually done once a year for trees growing in a street, but in some streets this may need to be done twice a year. There is no active programme to remove basal shoots from trees in parks and green spaces, unless these interfere with footpaths or the visibility at road junctions (sight lines). Otherwise, the removal of basal shoots for aesthetic reasons is done when it is necessary to inspect the base of a tree.

8.2 Reduced security by virtue of concealment. The Council will work in partnership with CCTV and the Police and prune trees where exposure will assist in the control of high-risk anti-social behaviour on streets, roads and other locations.

9. Height

TP9: *All Council owned trees will be left to reach their natural height and shape unless they pose a significant health and safety risk.*

9.1 Residents may feel apprehensive about the size of a tree and consider it dangerous. However, trees are not dangerous just because they are large, tall or move in the wind. Tree movement in high winds is natural and one of the ways they are able to withstand strong winds.

9.2 The Council will inspect a tree and take appropriate action if the following signs are identified by residents.

- Fungal fruiting bodies (mushrooms) on the tree
- Cavities or decay in the main trunk or branches
- Splits in stems or branches
- Large dead limbs

- Loose bark
- Lifted ground at the base of the tree

More information can be found in [TP12 'Dangerous Trees'](#).

10. Damage to Property

TP10A: *The Council will not fell or prune trees that are suspected of causing damage to dwellings or services without sufficient conclusive evidence.*

TP10B: *The Council will not fell or prune trees causing disruption to pavements, kerbs, garden paths or walls. In these cases engineering solutions will be sought.*

10.1 Examples of conclusive evidence are Structural Engineer's or Chartered Surveyors reports. In some cases it may be necessary for the Council to get the views of its own Structural Engineer or specialist before we take action.

10.2 Tree related subsidence - In order for a tree to contribute towards subsidence the soil needs to be shrinkable clay. Loams are the commonest soil to found in the County and there are no records of Council owned trees ever being implicated in subsidence claims. Therefore, subsidence caused by trees growing in shrinkable clay soils is very unlikely to occur. If you think a council owned tree is causing subsidence, a full subsidence report, including details of the soil plasticity would be required.

10.3 Footpath or general property damage - Where property or trees are poorly positioned, damage to roots and damage to property from roots can occur. This is usually seen by cracking or lifting of surfaces or structures. When planning to construct near to existing trees careful consideration should be made to avoid future problems. In most instances the damage can be repaired and alternative measures taken without pruning or felling of the tree.

11. Drains

TP11: *The Council will not prune, fell or cut the roots of Council owned trees to prevent roots entering a drain that is already broken or damaged.*

11.1 Tree roots typically invade drains that are already broken or damaged. Trees themselves very rarely break or damage the drain in the first place. Tree roots found in a drain are usually symptomatic of an underlying problem requiring repair of the broken pipe. If you are concerned about the condition of your drains then you are advised to contact your water and sewerage company.

11.2 If you wish to exercise your Common Law right to remove (abate) the nuisance associated with encroaching trees - see [Common Law Right](#).

12. Dangerous Trees

TP12A: *If a Council owned tree is in such a condition that it poses an immediate high risk to people or property, instruction will be given to a tree contractor to make the tree safe as soon as possible. The Council may seek to recover costs from owners of private land where tree works have had to be carried out in the interests of public safety.*

Policy TP12B: *If a Council owned tree is identified as dangerous, but the risk to the public is not high, then the tree will be made safe depending on the degree of risk identified at the time of inspection. If privately owned, the owners will be notified and requested to make the tree safe*

within an appropriate timescale. The Council have powers under the Highways Act 1980 to ensure that trees on private property do not cause a hazard on the adjacent road and these will be used as and when appropriate. The Council may take enforcement action or carry out the work and seek to recover costs if necessary.

12.1. If a tree poses an immediate and present danger it will be made safe as soon as possible. Where necessary we will close roads or exclude public from the vicinity of the area of risk. If the level of risk is lower but works are still required, the tree will be made safe within 4 weeks.

12.2 Trees can be made safe via pruning or felling. Typically we would employ the most cost effective approach. But, for certain high value trees we would consider other options to reduce risk to an acceptable level including options to reduce the likelihood of the tree failing or the likelihood of persons being close to the tree if it did fall.

12.3 Wide scale storm damage Council Officers will work to prioritise tree works according to urgency. The emphasis will be on clearance of roads (to facilitate movement of emergency services), then clearance of the Council's own trees in priority order.

13. Diseased Trees and Pests

TP13: *The health of trees with diseases will be monitored. Each tree will be assessed on an individual basis and the felling of a diseased tree is considered a last resort.*

13.1 Trees, like all living things, are prone to attacks from pests and diseases. Different diseases affect different types of trees. Examples include:

- Dutch Elm Disease
- Phytophthora root diseases
- Phytophthora bleeding canker
- Pseudomonas
- Fire blight
- Ash Dieback Disease

13.2 Where serious outbreaks occur which threaten the County's tree population, action will be taken as necessary to halt the spread of pests and diseases where practicable. The Council will continue to notify the relevant authorities of outbreaks of notifiable diseases or pests and take such action as is recommended or instructed by these authorities, including biosecurity measures. Pruning or preventative spraying will be carried out in preference to felling.

13.3 When necessary the Council will inform members of the public of the symptoms or characteristics of a pest or disease in order to help tree owners safeguard the health of trees within the County.

14. Standards of Pruning

TP14: *All tree work undertaken by, or on behalf of, the Council will be in accordance with accepted practice set out in Arboricultural British and European Standards and Guidelines.*

Trees will only be pruned if they are considered to be dangerous, obstructive to vehicles or pedestrians, are directly touching property or require intervention for arboricultural purposes.

14.1 We will not carry out 'lopping', 'topping' or pollarding of healthy trees unless they are to be managed as part of a hedge, managed for wildlife habitat or it is considered to be in the interests of the long term management of the tree.

14.2 We will not remove one side of a tree or any amount of a tree that will drastically alter its visual appearance unless it is part of our statutory requirements or for arboricultural reasons.

15. Trees and Footpath/Pavement Obstruction

TP15A: *The Council will undertake work to Council owned or managed trees to maintain a minimum 2.5 metres height clearance over a footpath associated with a street, highway or road and 3 metres where there are cycling rights. Any works necessary to prevent the obstruction in the width of a footpath associated with the highway due to the presence of a Council owned tree will be considered on a case by case basis.*

TP15B: *The Council will not remove or cut the roots of a tree that is causing the uplift of a pavement. In these cases engineering solutions will be sought.*

15.1 If a privately owned tree is causing an obstruction to a footpath associated with the highway, powers exist under the Highways Act to make the owner of the tree remove the obstruction. If they do not, the Council will do this work and re-charge the owner. The majority of trees alongside public rights of way (PROW) will be on private land. Where there is a bridleway the clearance required is 4m.

15.2 Whilst we will undertake measures to make safe an unacceptable trip hazard, this will normally be through engineering solutions such as 'building up' the pavement surface. Cutting and pruning roots may have an adverse affect on the health and stability of the tree.

16. Wildlife Protection /Biodiversity

TP16: *The Council has a number of responsibilities under British and European Law to protect wildlife and enhance biodiversity. Before carrying out work to trees or hedges the Council will ensure that it does not cause any disturbance or any other negative impact.*

16.1 Where safety allows, we will ensure work to trees is carried out at the best time of year in order to reduce or eliminate the effect it has on wildlife or to comply with relevant legislation. Trees have many species of wildlife associated with them, but bats and birds in particular, are two significant protected wild animals that use trees as a place of shelter, a place to aid navigation and a feeding platform from which to hunt and eat.

Common Law Right

You have a Common Law right to remove (abate) the nuisance associated with trees encroaching onto your property. The following advice is given if you wish to exercise your Common Law right with respect to encroaching trees:

- a) You can only consider removing those parts of the tree from the point where they cross the boundary of your property. You have no legal right to cut or remove any part of a tree that does not overhang your property;
- b) You are strongly advised to consult a professional tree surgeon for guidance on how best to prune back encroaching trees. You may be liable if the tree is heavily pruned in such a way as render it unstable or results in its death. If the works are trivial, meaning you could do the works with hand secateurs or similar, then such advice may not be necessary.
- c) You should find out if the trees are owned by the Council and if they are protected by a Tree Preservation Order or are within a Conservation Area. If the trees are protected, you will need to gain consent by making an application / give notice to the Council.

d) You are strongly advised to discuss with your neighbour your intention to prune encroaching branches. Legally you do not own the encroaching branches and you should offer these to your neighbour. They are not obliged to accept them and you should consider disposing of the arisings yourself. If the encroachment relates to a Council owned tree, any cuttings must be disposed of appropriately and not returned to Council land.

Further Information

Contacts. If you have a query about a Council owned tree, in the first instance contact;

Denbighshire County Council Customer Contact Centre on 01824 706000 (Monday –Friday, 8.30am to 5.00pm)

Depending on the tree or woodland location, a specific department might be involved; **departments please provide a generic number and mail-in email –thanks. This will help services communicate between each other and customer services direct to correct department.**

Department	Telephone	Email
Planning and Public Protection <ul style="list-style-type: none"> • Planning • Traffic, Parking and Road Safety 		
Highways and Environmental Services <ul style="list-style-type: none"> • Highways • Street scene • Countryside and Heritage 		
Facilities, Assets and Housing <ul style="list-style-type: none"> • Housing • Corporate property and Facilities • Leisure 		
Education		

For information on **tree preservation orders, high hedges and conservation areas**, explore the links below on the DCC website;

<https://www.denbighshire.gov.uk/en/resident/planning-and-building-regulations/planning/tree-preservation-orders.aspx>

<https://www.denbighshire.gov.uk/en/resident/planning-and-building-regulations/conservation-areas/conservations-areas-landing-page.aspx>

<https://www.denbighshire.gov.uk/en/resident/planning-and-building-regulations/planning/tpo-pdfs/High-hedges.pdf>

<http://www.denbighldp.co.uk/Webfiles/SPG/trees%20ENG.pdf>

<http://gov.wales/topics/planning/policy/tans/tan10/?lang=en>

For help with **biodiversity advice**:



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Report to:	Communities Scrutiny Committee
Date of Meeting:	18 January 2018
Lead Officer:	Scrutiny Co-ordinator
Report Author:	Scrutiny Co-ordinator
Title:	Scrutiny Work Programme

1. What is the report about?

The report presents Communities Scrutiny Committee with its draft forward work programme for members' consideration.

2. What is the reason for making this report?

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

3. What are the Recommendations?

That the Committee considers the information provided and approves, revises or amends its forward work programme as it deems appropriate.

4. Report details

- 4.1 Section 7 of Denbighshire County Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, as well as the rules of procedure and debate.
- 4.2 The Constitution stipulates that the Council's scrutiny committees must set, and regularly review, a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The aim of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 In recent years the Welsh Government (WG) and the Wales Audit Office (WAO) have highlighted the need to strengthen scrutiny's role across local government and public services in Wales, including utilising scrutiny as a means of engaging with residents and service-users. From now on scrutiny will be expected to engage better and more frequently with the public with a view to securing better decisions which ultimately lead to better outcomes for citizens. The WAO will measure scrutiny's effectiveness in fulfilling these expectations.

- 4.5 Having regard to the national vision for scrutiny whilst at the same time focussing on local priorities, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) recommended that the Council's scrutiny committees should, when deciding on their work programmes, focus on the following key areas:
- budget savings;
 - achievement of the Corporate Plan objectives (with particular emphasis on the their deliverability during a period of financial austerity);
 - any other items agreed by the Scrutiny Committee (or the SCVCG) as high priority (based on the PAPER test criteria – see reverse side of the 'Member Proposal Form' at Appendix 2) and;
 - Urgent, unforeseen or high priority issues

4.6 Scrutiny Proposal Forms

As mentioned in paragraph 4.2 above the Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested subjects. No officer proposal forms have been received for consideration at the current meeting.

- 4.7 With a view to making better use of scrutiny's time by focussing committees' resources on detailed examination of subjects, adding value through the decision-making process and securing better outcomes for residents, the SCVCG decided that members, as well as officers, should complete 'scrutiny proposal forms' outlining the reasons why they think a particular subject would benefit from scrutiny's input. A copy of the 'member's proposal form' can be seen at Appendix 2. The reverse side of this form contains a flowchart listing questions which members should consider when proposing an item for scrutiny, and which committees should ask when determining a topic's suitability for inclusion on a scrutiny forward work programme. If, having followed this process, a topic is not deemed suitable for formal examination by a scrutiny committee, alternative channels for sharing the information or examining the matter can be considered e.g. the provision of an 'information report', or if the matter is of a very local nature examination by the relevant Member Area Group (MAG). No items should be included on a forward work programme without a 'scrutiny proposal form' being completed and accepted for inclusion by the Committee or the SCVCG. Assistance with their completion is available from the Scrutiny Co-ordinator.

4.8 Cabinet Forward Work Programme

When determining their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 3.

Progress on Committee Resolutions

- 4.9 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 4 to this report.

Procedure for schools wanting to amend current cluster arrangements

4.10 The Committee was scheduled to consider a draft of the above procedure at the current meeting. However, following receipt of Estyn's notification that it intends to visit the Council in early February to inspect its Education Services, officers sought the Chair's permission to defer the presentation of the draft procedure until after the inspection is concluded, on the basis that the Service's resources would need to be diverted to compile the data and supporting papers required by the regulator. The Chair permitted this request and the procedure's presentation has consequently been rescheduled into the Committee's forward work programme for its meeting on 22 March (see Appendix 1)

5. Scrutiny Chairs and Vice-Chairs Group

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The Group is scheduled to hold its next meeting on the afternoon of 18 January 2018.

6. How does the decision contribute to the Corporate Priorities?

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council to deliver its corporate priorities, improve outcomes for residents whilst also managing austere budget cuts.

7. What will it cost and how will it affect other services?

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

8. What are the main conclusions of the Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the [website](#) and should be attached as an appendix to the report

A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny through its work in examining service delivery, policies, procedures and proposals will consider their impact or potential impact on the sustainable development principle and the well-being goals stipulated in the Well-being of Future Generations (Wales) Act 2015.

9. What consultations have been carried out with Scrutiny and others?

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

10. What risks are there and is there anything we can do to reduce them?

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined

as and when they are identified, and recommendations are made with a view to addressing those risks.

11. Power to make the decision

Section 7.11 of the Council's Constitution stipulates that scrutiny committees and/or the Scrutiny Chairs and Vice-Chairs Group will be responsible for setting their own work programmes, taking into account the wishes of Members of the Committee who are not members of the largest political group on the Council.

Contact Officer:

Scrutiny Coordinator

Tel No: (01824) 712554

e-mail: rhian.evans@denbighshire.gov.uk

Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
22 March	Cllr. Huw Hilditch-Roberts	1. Procedure for schools wanting to amend current cluster arrangements [Education]	To consider the draft procedure for schools which want to change their current cluster arrangements	To formulate an effective procedure which schools can follow if their governing body determines they wish to amend their current cluster arrangements in order to deliver the best possible outcomes for pupils	Karen Evans/Geraint Davies/Ian Land	June 2017 (deferred December 2017)
	Cllr. Brian Jones	2. Car Parks in Denbighshire	To report on the: (i) progress made in implementing the Car Park Asset Management Plan; and (ii) findings of the cross service Car Park Task and Finish Group's work in exploring potential options to improve the visitor experience in terms of parking etc.	(i) Ensuring that the Car Park Asset Management Plan is being delivered in line with the expected timescales and to budget for the purpose of improving the condition of the county's car park and users' experiences of using them; and (ii) To formulate recommendations in relation to improving visitors' experience of using the county car parks, their development as gateways into the county and consequently developing the local economy	Emlyn Jones/Mike Jones	July 2017
	Cllr. Tony Thomas	3. Seagull Management	To consider the progress made in implementing the Seagull Action Plan	To determine the effectiveness of the methods included in the action plan in reducing the nuisance caused by seagulls across the county and	Emlyn Jones	By SCVCG July 2017

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
			and its effectiveness in mitigating the nuisance caused by seagulls in areas of the county	determine whether further action is required in order to address the problems caused		
17 May	Leader	1. Tourism Signage Strategy for Denbighshire (tbc)	To outline the progress of the Task and Finish Group's work in developing a tourism signage strategy for the county that supplements the signage provision on the trunk roads with a view to developing the local economy	The development of a strategy to deliver consistent tourism signage that will build connected, resilient communities and deliver economic prosperity through promoting its tourism and well-being offer	Mike Jones/Peter McDermott	November 2017
12 July WAST and BCU GP OOH Service reps to attend	Cllr. Bobby Feeley	1. Welsh Ambulance Service Trust (WAST) and the GP Out of Hours (OOH) Service (date to be confirmed based on all parties' availability)	To brief the Committee on: (i) WAST's performance in reaching targets in the North Wales region and on the findings of recent pilot schemes in Denbighshire and North Wales; and	To explore potential areas where the Council can help support the delivery of preventative and intervention services across the county	WAST/BCUHB	By SCVCG February 2017

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
			(ii) the GP OOH Service's work and how its work complements the WAST's work and reduces pressures on WAST			
6 September	Leader	1. Tourism, Events & Destination Management	To detail the progress achieved to date with various tourism initiatives and their contribution towards delivering the Council's overall ambition in relation to economic development	Effective and appropriate support to the county's businesses and communities in relation to developing a sustainable tourism economy that aligns and contributes towards the delivery of the Council's overall ambition in respect of economic development	Peter McDermott	September 2017
25 October	Cllr. Huw Hilditch Roberts	1. Ysgol Rhewl and Ysgol Llanbedr Dyffryn Clwyd [Education]	An evaluation of the support provided to both schools and stakeholders during the period leading up to (i) the closure of Ysgol Rhewl and the transfer of pupils to the new area school in Ruthin; and	To ensure that pupils and stakeholders are adequately supported by the education authority to ensure that the pupils are not disadvantaged, attain the desired outcomes and realise their potential	Karen Evans/Geraint Davies/James Curran	October 2017

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
			(ii) the WG's Cabinet Secretary's announcement in relation to Ysgol Llanbedr D C's appeal and subsequent future arrangements for the education of its pupils			
13 December						
Jan/Feb 2019						
Oct/Nov 2019	Cllr. Huw Hilditch Roberts	1. <i>Impact of the Ruthin Primary Education Area Review</i> [Education]	<i>To consider the findings of the of the impact assessment (based on the WBFG Act principles and goals) undertaken following the conclusion, implementation of the decisions relating to the review</i>	<i>Identification of any negative or unintended/unexpected outcomes from the school reorganisation decisions that will assist planning for similar projects in future to ensure the well-being of all stakeholders</i>	<i>Karen Evans/Geraint Davies/James Curran</i>	<i>October 2017</i>

Future Issues

Communities Scrutiny Committee Forward Work Plan

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
Flood Investigation	To consider the findings of the Section 19 (Flood and Water Management Act 2010) investigation report into the summer 2017 flooding incidents in Rhyl, Rhuddlan and Prestatyn	Consideration of whether the Council requires to implement or revise working practices with a view to mitigating against the future risk of flooding in the county	Tony Ward/Wayne Hope	By SCVCG October 2017

For future years

Information/Consultation Reports

Information / Consultation	Item (description / title)	Purpose of report	Author	Date Entered
Information (March 2018)	Tourist Direction Signs for the Vale of Clwyd	To outline the progress made by the Working Group in securing the required funding for the signs and the anticipated timescale for the project's delivery	Mike Jones	November 2017

Note for officers – Committee Report Deadlines

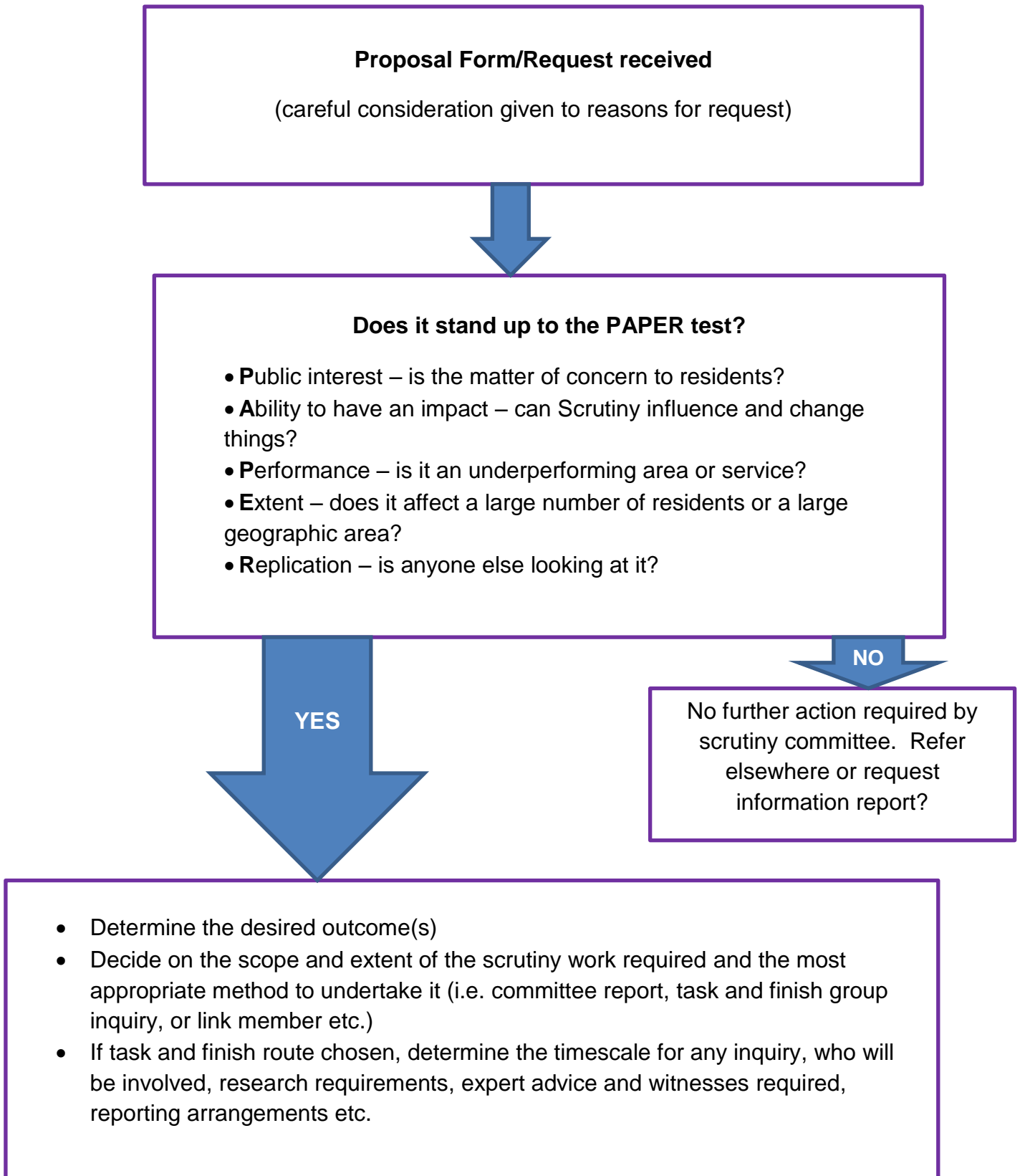
Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
22 March	8 March	17 May	3 May	12 July	28 June

Communities Scrutiny Work Programme.doc
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Member Proposal Form for Scrutiny Forward Work Programme	
NAME OF SCRUTINY COMMITTEE	
TIMESCALE FOR CONSIDERATION	
TOPIC	
What needs to be scrutinised (and why)?	
Is the matter one of concern to residents/local businesses?	YES/NO
Can Scrutiny influence and change things? (if 'yes' please state how you think scrutiny can influence or change things)	YES/NO
Does the matter relate to an underperforming service or area?	YES/NO
Does the matter affect a large number of residents or a large geographical area of the County (if 'yes' please give an indication of the size of the affected group or area)	YES/NO
Is the matter linked to the Council's Corporate priorities (if 'yes' please state which priority/priorities)	YES/NO
To your knowledge is anyone else looking at this matter? (If 'yes', please say who is looking at it)	YES/NO
If the topic is accepted for scrutiny who would you want to invite to attend e.g. Lead Member, officers, external experts, service-users?	
Name of Councillor/Co-opted Member	
Date	

Consideration of a topic's suitability for scrutiny



Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
23 Jan	1	Housing Rent Setting & Housing Revenue and Capital Budgets 2018/19	To seek approval for the proposed annual rent increase for council housing and to approve the Housing Revenue Account Capital and Revenue Budgets for 2018/19	Yes	Councillor Julian Thompson-Hill / Richard Weigh / Geoff Davies
	2	Recommendations of the Strategic Investment Group	To seek Cabinet support of projects identified for inclusion in the 2018/19 Capital Plan	Yes	Councillor Julian Thompson-Hill / Richard Weigh
	3	Budget 2018/19 – Final Proposals	To consider a report setting out the implications of the Local Government Settlement 2018/19 and proposals to finalise the budget for 2018/19	Yes	Councillor Julian Thompson-Hill / Richard Weigh
	4	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	5	Former North Wales Hospital, Denbigh	To consider the proposed process to determine the best option and developer for	Yes	Councillor Brian Jones / Gareth Roberts

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			the site		
	6	Strategic Planning Group	To establish a Strategic Planning Group	Yes	Councillor Brian Jones / Angela Loftus
	7	21st Century Schools – Band B Programme	To advise Cabinet of the approval of its Band B Programme submission for the 21 st Century Schools and Education Programme and the implications for delivery for Denbighshire County Council.	Tbc	Councillor Huw Hilditch-Roberts / Karen Evans / James Curran
	8	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
27 Feb	1	Managed Service for the Provision of Agency Workers	To receive a report to award to the most economically advantageous tenderer	Yes	Councillor Julian Thompson-Hill / Gary Williams / Helen Makin
	2	Business Rates Write Offs	To consider writing off irrecoverable Business Rates	Yes	Councillor Julian Thompson-Hill / Richard Weigh / Paul Barnes
	3	Regional Regeneration - North Wales Regional Regeneration Plan and Welsh Government's Targeted Regeneration	To approve priorities in the Regional Regeneration Plan and the wider Draft Regional Plan and funding	Yes	Graham Boase / Kim Waller

Cabinet Forward Work Plan

Meeting		Item (description / title)	Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
		Investment Programme	programme prior to submission to the Welsh Government		
	4	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	5	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
20 Mar	1	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	2	Items from Scrutiny Committees		Tbc	Scrutiny Coordinator
24 Apr	1	Insurance Contract Award	Following a tender process to award the contract to the preferred bidder for insurance services	Yes	Councillor Julian Thompson-Hill / Richard Weigh
	2	CPO of the Former North Wales Hospital, Denbigh	To provide an update on the CPO process	Tbc	Councillor Brian Jones / Gareth Roberts
	3	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
	4	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
22 May	1	Rhyl and Prestatyn Business Improvement Districts	To consider the full business case relating to the establishment of business improvement districts	Yes	Councillor Hugh Evans / Mike Horrocks
	2	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Richard Weigh
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

Note for officers – Cabinet Report Deadlines

<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>	<i>Meeting</i>	<i>Deadline</i>
January	9 January	February	13 February	March	6 March

Updated 10/01/18 - KEJ

Cabinet Forward Work Programme.doc

Cabinet Forward Work Plan

Appendix 3

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Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
30 November 2017	5. Tourist Direction Signs for the Vale of Clwyd	<p>RESOLVED that subject to the above observations –</p> <p>(a) to receive the report and support the progress made to date in relation to the Vale of Clwyd tourist direction signage project;</p> <p>(b) to acknowledge the Welsh Government's eligibility criteria for providing brown tourist signs on trunk roads;</p> <p>(c) to recommend that the Working Group established by the local Assembly Member be reconvened to progress the delivery of the Vale of Clwyd Tourist Direction Signs Project and source the required funding to bring it into fruition, and that an information report on the project's progress be circulated to the Committee in March 2018;</p> <p>(d) that an officer and elected member working group be established for the purpose of developing a consistent tourism signage strategy for Denbighshire to complement trunk road tourism signage, and that the terms of reference for this working group include identification of potential funding sources for the tourism signs, and</p>	<p>The Lead Member and relevant officers have been advised of the Committee's recommendations.</p> <p>(c) the Working Group is scheduled to meet on 19th January. An information report on the project is scheduled on the Committee's work programme for circulation to members during March 2018</p> <p>(d) Preparatory work is underway to establish the officer and elected member working group for a tourist signing strategy</p>

		(e) <i>that the latter Group report on its progress to the Committee at a meeting in the spring of 2018.</i>	(e) report provisionally scheduled into the Committee's forward work programme for its meeting on 17 May 2018 – See Appendix 1
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