













## 2014/15 Service Planning Report - April - September 2014

Action Code	Action Title	Action Description	Original Due Date	April - September 2014 Status	Notes
<b>Corporate Priority: People</b>					
<b>Objective: Reduce health inequalities, for example, by addressing obesity, smoking and physical inactivity</b>					
14-ES01	Implement Council's revised arrangements for inspection data recording for parks and open spaces and leisure services	<p><b>Target:</b> Data recording in place.</p> <p><b>Outcome:</b> Improve records to provide assurance that inspections have been properly completed to protect the Council in the event of a claim. Compliance with the Council's new inspection policy.</p> <p><b>Critical Success Factors:</b> Staff resources; co-operation of contractors.</p> <p><b>Environmental Impacts:</b> None</p>	01-Jun-14	 Revised Completion Date (to 31 December 2014)	<p>April - September 2014. The majority of the operational work has been completed and the final overview of procedures to be created. Revised completion date is therefore 31 December 2014. Risk assessments have been incorporated into the quarterly open space inspection with support and approval from Health &amp; Safety Officer, play inspection procedures have been reviewed and revised, arboricultural risk inspections have been reviewed and a new level of completion assessment introduced.</p> <p>We are working with Risk Assurance Officer on this to create some corporate standards. The service specific sections are now to be drafted with support from a graduate trainee who started in September 2014. The standards and policies element will be part of a wider project to explore land management issues.</p> <p>We will be meeting in October to begin delivery of the final procedure summaries ensuring there is consistency with other services.</p>
14-ES03	Develop business case for the Council funding replacement gym equipment at Hartham and Grange Paddocks	<p><b>Target:</b> Business case submitted to Corporate Management Team / Members.</p> <p><b>Outcome:</b> Negotiate with contractors to establish whether replacement gym equipment should be funded by the Council with an associated reduction in the leisure contract management fee, on an invest to save basis.</p> <p><b>Critical Success Factors:</b> Staff resources; co-operation of contractor.</p> <p><b>Environmental Impacts:</b> None</p>	30-Jun-14	 Action To Be Deleted	<p>April - September 2014. Action to be deleted. SLM have funded replacement of gym equipment at both Grange Paddocks and Hartham Leisure Centres independently and do not require East Herts Council's assistance in this project.</p>

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14-ES04	Work with schools and Hertfordshire County Council to ensure long term financial sustainability of Joint Use pools	<p><b>Target:</b> Review of financial sustainability complete; Ongoing funding mechanisms agreed with schools / County Council.</p> <p><b>Outcome:</b> Options for financial sustainability considered and agreed with partners.</p> <p><b>Critical Success Factors:</b> Staff resources; support from partners.</p> <p><b>Environmental Impacts:</b> None</p>	31-Mar-15		Action To Be Suspended	April - September 2014. Action delayed. Ongoing discussions with schools. Uncertainty remains about future Government funding regime for school swimming.
<b>Corporate Priority: Place</b>						
<b>Objective: Maintain our parks, play areas and open spaces in good order</b>						
14-ES06	Deliver better integration of open space improvement plans with the Development Management process to make better use of Section 106 contributions	<p><b>Target:</b> Director of Financial and Support Services satisfied with integration and allocation of funding.</p> <p><b>Outcome:</b> An initial matrix of needs for the 120 significant open spaces across the district will be completed with reference to existing management plans.</p> <p><b>Critical Success Factors:</b> Support from colleagues.</p> <p><b>Environmental Impacts:</b> None</p>	31-May-14		Revised Completion Date (to 31 January 2015)	April - September 2014. An initial spreadsheet has been created to identify core needs and currently available funds. An audit of the key open spaces to determine more detailed plans for the future has been delayed due to other project commitments but is now programmed to be undertaken in October combining with the objective to develop corporate land management risk standards. Completed management plans identify funding requirements which could be found through sections 106 agreements, including Hartham Common and the "and beyond" projects to link open space access. The emerging Hertford Castle and Waytmore Castle plans will also inform the matrix of needs. The revised target for completion of this project is 31 January 2015.

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14-ES07	Work with Sawbridgeworth Town Council to design town centre open space enhancement (Bell Street).	<p><b>Target:</b> Agreed plans for improvement in place within available funding.</p> <p><b>Outcome:</b> Work with Town Council to explore the potential for a scheme to create a central community space (Forelands Place).</p> <p><b>Critical Success Factors:</b> Staff Resources; funding; agreement with STC.</p> <p><b>Environmental Impacts:</b> Improved public amenity supporting the viability of the town centre</p>	30-Sep-14		Revised Completion Date (to 31 March 2016)	<p>April - September 2014. An initial site meeting has taken place with the Town Council. After exploring the possibilities it was agreed that they would await confirmation of section 106 funding and consider how they might like to carry out a public consultation. We advised that professional support would be required to scope and deliver a potential design which would best be commissioned alongside a consultation exercise. We would be able to manage this element. We have carried out some minor interim alterations to the site by reducing the height of the hedge dividing the open space with the car park at the request of the Town Council. No further action can be taken until the Town Council are ready to proceed. There is no EHC funding currently available for this project and the project will be delayed until 2015/16 or when a suitable funding source is identified.</p>
14-ES08	Complete revised management plan for Waytemore Castle including green finger stretching out to Red, White and Blue Open Space, linking to proposed housing development in consultation with Bishop's Stortford Town Council	<p><b>Target:</b> Management Plan in place.</p> <p><b>Outcome:</b> Plans in place for the improvement of Bishops Stortford's 'green finger' in consultation with BSTC.</p> <p><b>Critical Success Factors:</b> Staff resources; agreement with BSTC.</p> <p><b>Environmental Impacts:</b> Improved public amenity and biodiversity.</p>	31-May-14		Revised Completion Date (to 28 February 2015)	<p>April - September 2014. Revised Completion Date. Work has been undertaken to draw together existing research and drafts for a management plan for the Castle Gardens. Officers have met with the Town Council to agree a way forward that can combine their new plans for the park and Sworders Field which have been drawn up following a consultation and landscape assessment commissioned by the TC. Officers have taken these ideas and are working with CMS to develop them into an outline master plan to produce a holistic project. These plans incorporate EHC existing drafts, discussions with English Heritage, the recent revised Parks and Open Spaces Strategy objectives and the Town Council aspirations but they have involved a level of compromise to achieve the best approach for a wider project.</p> <p>This master plan replaces the intended management plan but meets the same objective to define the required to improve the parks and open spaces stretching to the north. The additional consultation exercise required to complete this has resulted in a delayed until February 2015.</p>

Action Code	Action Title	Action Description	Original Due Date	April - September 2014 Status		Notes
14-ES09	Install new boardwalk across lake at Southern Country Park	<p><b>Target:</b> Scheme completed utilising S106 funding.</p> <p><b>Outcome:</b> Improved amenity for park users; Health and Safety issues resolved; Friends of the Park Group satisfied with delivery of the project.</p> <p><b>Critical Success Factors:</b> Staff resources; capital programme funding approved.</p> <p><b>Environmental Impacts:</b> Improved public amenity and biodiversity</p>	30-Dec-14		Revised Completion Date (to 31 March 2015)	<p>April - September 2014. Revised Completion Date. This Capital Programme project is proceeding. The scheme has been scoped and outline plans created to describe the boardwalk's location and style. Environmental Services have arranged support from the Engineering Team to finalise the construction details and tender a design and build contract. They have expertise in waterside construction. Initial site investigations/surveys are now complete and price estimates secured to guide the final brief to tenderers. A list of suitable tenderers has been drawn up. It is anticipated that a change from recycled plastic to timber materials will enable the entire boardwalk and ancillary features to be included in the project. The price of recycled plastic boards has increased and is found to be too expensive to deliver best value.</p> <p>The design and replacement materials will however ensure sufficient longevity. Engineers are in the process of finalising the brief to tenderers. Construction dates are likely to pass 30th December but should be achievable before 31st March 2015.</p>
<b>Objective: Reduce residual waste and increase our recycling rate</b>						
14-ES11	Develop and deliver campaigns to promote recycling of waste electrical equipment and textiles	<p><b>Target:</b> Campaign delivered.</p> <p><b>Outcome:</b> Reduced disposal to landfill, increase in collection of Waste Electrical and Electronic Equipment (WEEE) and textiles reuse/recycling.</p> <p><b>Critical Success Factors:</b> Support from contractors and partners.</p> <p><b>Environmental Impacts:</b> Reduction in disposal to landfill. Increase in WEEE and textile recycling</p>	30-Dec-14		Action To Be Suspended	<p>April - September 2014. Project delayed due to other priority projects and staff shortages. To be reviewed in 2015/16.</p>

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14-ES14	Review performance of recycling services following SPARC implementation and extend to communal properties	<p><b>Target:</b> Review complete. Flats receiving cardboard collection service.</p> <p><b>Outcome:</b> Maximise recycling and composting and reduce waste going to landfill.</p> <p><b>Critical Success Factors:</b> Staff resources; funding.</p> <p><b>Environmental Benefits:</b> Reduced landfill, reduced carbon footprint.</p>	30-Sep-14		Revised Completion Date (to 31 March 2015)	April - September 2014. Revised completion date 31 March 2015 due to staff vacancies. Performance of SPARC reported to Environment Scrutiny Committee in September 2014. New service very successful and popular with residents. Proceeding with roll out to communal properties. Currently advising communal customers and implementing on a block by block basis.
<b>Corporate Priority: Prosperity</b>						
<b>Objective: Deliver value for money and reduce our reliance on central government funding</b>						
14-ES22	Review information available to customers to ensure it continues to meet standards of clarity and quality; and to look at developing new ways to present the most up to date, informative and accurate information through existing and emerging technology.	<p><b>Target:</b> Review complete.</p> <p><b>Outcome:</b> Web pages are up to date and provide the best information to customers. Support delivery of 'My East Herts' project.</p> <p><b>Critical Success Factors:</b> Support from ICT Services and Web Team.</p> <p><b>Environmental Impacts:</b> N/A.</p>	30-Jun-14		Revised Completion Date	April - September 2014. ES Web Page analysis in progress for documented process in meeting standards for customers. 'My East Herts' project currently scheduled with IT - ES aware and poised for working with IT to deliver project.