ENVIRONMENTAL SERVICES

1. Cemeteries / Crematorium

Subject:	**Detail:**	**Delegated by:**	**Delegated to:**
Cemeteries & Crematorium.	To deal with day-to-day cemetery and crematorium matters.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Environmental Services Manager] / [Bereavement Services Manager].
Memorial Masons Registration Scheme.	To make decisions in accordance with the Memorial Masons Registration Scheme presented to Executive Committee on 25th September 2002 and approved by Council on 21st October 2002.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Environmental Services Manager]/ [Bereavement Services Manager].
Unsafe Monuments.	To make decisions and take appropriate action in respect of unsafe memorials in the Abbey, Edgioake and Plymouth Road Cemeteries in accordance with Council policy.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Bereavement Services Manager].

2. Grounds Maintenance and Landscaping

Subject:	Detail:	Delegated by:	Delegated to:
Grounds Maintenance & Landscaping.	Day-to-day management of all Council-owned parks, woodlands and open spaces.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Assistant Director of Planning, Leisure and Culture Services] / [Environmental Services Manager].
Tree Preservation Orders	To initiate Tree Preservation Orders	Council	[Assistant Director of Environmental and Housing Property Services]
Tree Preservation Orders - Confirmation.	1. To confirm Tree Preservation Orders under the provisions of the Town & Country Planning Act 1990 in cases where:- a. objections have been received; or b. it is proposed that a tree be protected which is located on Council-owned land 2. to confirm Tree Preservation Orders in all other cases.	1. Council 2. Council	1. Planning Committee 2. [Assistant Director of Environmental and Housing Property Services]
Tree Preservation Orders - Applications for consent to carry out works - Regulation 16 Town and Country	1. To determine applications for consent to the cutting down, topping, lopping or uprooting of any tree which do not involve any of the following features: -	1.Council	1. [Assistant Director of Environmental and Housing Property Services]

Planning (Tree Preservation) (England) Regulations 2012 NOTE: applications in this category fall under the National Scheme of Delegations - Schedule 2 - para 10	a. The tree(s) to be felled/removed have been deemed by officers to have a CAVAT value of£150,000 or more and officers are minded to refuse the application; b.Permission is sought for major works consisting of a full crown reduction of greater than 20%and officers are minded to refuse the application. 2.Any applications not falling under paragraph (1) will be referred to the nominated officer and nominated member for consideration under the Gateway Test and shall be determined as follows: a. Where outcome of Gateway Test is referral for determination by Members at Planning Committee b. Where outcome of Gateway Test is for determination by officers	2a.Council 2b.Council	2a. Planning Committee 2b. [Assistant Director of Environmental and Housing Property Services]
Tree Preservation Orders – all other matters	To determine all applications / make all decisions / take all steps on behalf of the Local Planning Authority that relate to the protection of trees	Council	[Assistant Director of Environmental and Housing Property Services]

	not identified separately in the Scheme of Delegations		
Trees - Dangerous.	1. Where notice is received under s23(2) of the Local Government (Miscellaneous Provisions) Act 1976 that trees are in such condition that they are likely to cause damage to persons or property on the land of the person giving notice: a. To take any steps necessary to make the trees safe (whether by felling or otherwise) where the owner of the land is not known. b. to serve a notice under s23 (3) of the Act on the owner or occupier of the land on which the trees are growing where the name and address of such or occupier is known requiring the taking of steps to make the trees safe and if the Notice is not complied with to take the steps specified therein and recover such	Planning Committee.	[Assistant Director of Environmental and Housing Property Services].

	expenses. 2. To take any necessary action under s23 – 26 of the Local Government (Miscellaneous Provisions) Act 1976 to secure the removal of dangerous trees and to deal with dangerous excavations.	Planning Committee.	[Assistant Director of Environmental and Housing Property Services].
High Hedges.	1. To determine High Hedge applications submitted in accordance with Part 8 of the Anti-Social Behaviour Act 2003 and to issue a remedial notice where appropriate when: a. such applications are submitted by or on behalf of any officer of the Council or any Parish Council within the Borough of Redditch. b. such applications are submitted by or on behalf of any County, District or Parish Councillor whose ward is within the Borough of Redditch.	1. Council.	Planning Committee

	c. any County, District or Parish Councillor whose ward is within the Borough of Redditch is affected by such an application. 2. In all other circumstances to determine all High Hedge applications submitted in accordance with Part 8 of the Anti-Social Behaviour Act 2003 and to issue a remedial notice where appropriate.	2. Planning Committee	[Assistant Director of Environmental and Housing Property Services].

3. Highways

Subject:	**Detail:**	**Delegated by:**	**Delegated to:**
Dedication of Land.	Acceptance of offers of dedication of land for highway purposes.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] following consultation with the County Council.
New Street Byelaws.	Issue of consents under New Street Byelaws following approval of applications by the Executive Committee.	Executive Committee	[Assistant Director of Environmental and Housing Property Services] following consultation with the County Council.
Licences to Plant trees / Dangerous Trees.	Issue of licences to plant trees, shrubs etc. and to deal with dangerous trees in a highway.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] following consultation with the County Council.
Action – Highways Act 1989.	To take action in accordance with Highways Act 1989 Sections 219 – 225.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Principal Solicitor], following consultation with Worcestershire County Council.
Street Signs and Bus Stops.	Siting of street signs and bus stops.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services].
Street Furniture.	Siting of street furniture other than bus shelters.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services].

Land Drainage.	To carry out the Council's function under the Land Drainage Act 1991 and Flood and Water Management Act 2010.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services].

Traffic Management.	To approve or otherwise, local traffic management proposals and associated works.	Executive Committee.	[Assistant Director ofRegeneration and Property] following consultation with Worcestershire County Council.
Road Closures.	To deal with applications for temporary road closures for special events.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services]
Orders – Town Police Clauses Act.	To make, in appropriate cases, Orders under Section 21 of the Town Police Clauses Act 1847.	Executive Committee.	[Principal Solicitor].
Off Street Parking Order	a. To take all necessary steps to finalise the draft Order, schedules and car park plans and then publish, consult upon, make and implement an Off Street Parking Order in terms similar to the draft "Redditch Borough Council (Off Street Parking Places) Order 2023" ("the Order") b. To issue any passes or season tickets in accordance with the Order	Executive Committee	[Assistant Director of Regeneration and Property and Assistant Director of Legal, Democratic and Procurement Services]

SCHEME OF DELEGATION TO OFFICERS

4. Waste Management			
Subject:	**Detail:**	**Delegated by:**	**Delegated to:**
Abandoned Vehicle Notices.	To issue abandoned vehicles notices under the Refuse Disposal (Amenity) Act 1978.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services].
Fixed Penalty Notices – Environmental Protection Act.	To exercise the powers, including the issuing of Fixed Penalty Notices, within Section 47ZA of the Environmental Protection Act 1990.	Executive Committee	[Assistant Director of Environmental and Housing Property Services] or his/her nominee(s)
Abandoned Vehicles.	Removal, storage and disposal of abandoned vehicles.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Environmental Services Manager].
Vehicle Amnesties.	To organise vehicle amnesties as and when required.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Environmental Services Manager].
Garden Waste - Charges.	To set and/or vary the level of charges for the opt-in chargeable garden waste collection service, in relation to the overall agreed.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services], following consultation with the relevant Portfolio Holder for the Environment.

5. Energy Efficiency and Climate Change			
Subject:	**Detail:**	**Delegated by:**	**Delegated to:**
Home Energy Conservation Reports.	Home Energy Conservation Act 1995 - to prepare, publish and submit to the Secretary of State, the Council's Home Energy Conservation Reports.	Executive Committee.	[Assistant Director ofCommunity and Housing Services].
Low Emissions Vehicle Strategy	To act, following consultation with the relevant Portfolio Holder, to apply for, accept, and administer (including in partnership with other local authorities) future funding in line with this strategy.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] and [Assistant Director of Community and Housing Services].
Warm Homes Local Grant	To administer the funding received from the Warm Homes Local Grant for the financial years 25/26 to 27/28 in line with grant conditions and any alterations to the delivery programme.	Executive Committee	[Assistant Director of Community and Housing Services