



Democratic Support

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#workingplymouth

WORKING PLYMOUTH

Wednesday 15 October 2014
3.00 pm
Council House (Next to the Civic Centre), Plymouth

Members:

Councillor Murphy, Chair
Councillor Darcy, Vice Chair
Councillors Ball, Hendy, Jarvis, Michael Leaves, Morris, Parker (substitute), John Smith, Storer and Wigans.

Members are invited to attend the above meeting to consider the items of business overleaf.

Tracey Lee
Chief Executive

WORKING PLYMOUTH

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for non-attendance by panel members.

2. DECLARATIONS OF INTEREST

Members will be asked to make any declarations of interest in respect of items on this agenda.

3. MINUTES

(Pages 1 - 26)

To confirm the minutes of the meeting held on the following dates:

5 March 2014

23 April 2014

10 June 2014

22 July 2014

4. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

5. WASTE COLLECTION REORGANISATION

(Pages 27 - 28)

Members will be provided with an update in the preparations for the Waste Collection Reorganisation.

6. CONTROLLED PARKING ZONES: ON STREET PARKING SCRUTINY REVIEW PROGRESS UPDATE

(Pages 29 - 40)

Members will be provided with a verbal progress update on the Controlled Parking Zones: On Street Parking Review.

The full report can be accessed via the following link:

<http://www.plymouth.gov.uk/mgInternet/documents/s56113/Co-operative%20Scrutiny%20Review%20Report%20-%20Controlled%20Parking%20Zones%20On%20Street%20Parking%20Review.pdf>

7. PLAN FOR PARKING

Members will be provided with a verbal update on the scope, context and information regarding the consultation programme relating to the Plan for Parking.

**8. CITY CENTRE BUSINESS IMPROVEMENT DISTRICT
BALLOT MARCH 2015 (TO FOLLOW)**

Members will be provided with the outline proposals for the renewal of the City Centre BID.

9. WORK PROGRAMME (Pages 41 - 42)

For the panel to review its work programme for 2014/15.

10. EXEMPT BUSINESS

To consider passing a resolution under Section 100A (4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph(s) of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the Panel is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

NIL.

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Working Plymouth**Wednesday 5 March 2014****PRESENT:**

Councillor Murphy, in the Chair.

Councillor Darcy, Vice Chair.

Councillors Martin Leaves, Michael Leaves, Morris, Mrs Nelder, Mrs Nicholson, Dr. Salter, John Smith and Wheeler.

Apologies for absence: Councillor Nicholson.

Also in attendance: Paul Barnard (Assistant Director for Strategic Planning and Infrastructure), Stephen Bashford (Economic Research and Monitoring Officer), Linda Crane (Economic Development Officer), David Draffan (Assistant Director for Economic Development), Councillor Evans (the Leader), Adam Hickman (Economic Strategy and Partnership Officer) Patrick Knight (Economy and Employment Manager), Gill Peele (Lead Officer), Annie Singer (Senior Leadership Advisor) and Helen Rickman (Democratic Support Officer).

The meeting started at 3.00 pm and finished at 5.30 pm.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

62. DECLARATIONS OF INTEREST

In accordance with the code of conduct, the following declarations of interest were made –

Name	Subject	Reason	Interest
Councillor Martin Leaves	Agenda item numbers 11 and 12	Hackney Carriage Taxi Driver	Personal
Councillor John Smith	Agenda item numbers 11 and 12	Taxi Proprietor	Personal

63. MINUTES

Agreed that the minutes of 6 November 2013 were approved as an accurate record.

64. CHAIR'S URGENT BUSINESS

There were no items of Chair's urgent business.

65. **LOCAL ECONOMIC STRATEGY**

Stephen Bashford (Economic Research and Monitoring Officer) provided the Committee with an update on the Local Economic Strategy. David Draffan (Assistant Director for Economic Development) and Councillor Evans (the Leader) were also in attendance to answer the Committee's questions.

Members were advised that –

- (a) the Local Economic Strategy (LES) Review was prompted because of the Plymouth Plan; so far evidence based reviews had taken place as well as stakeholder workshops and consultations;
- (b) the Council was working with a number of partners to refresh the strategy; the report would be submitted to Cabinet at the end of March 2014;
- (c) there were six areas of focus for the LES including enterprise and entrepreneurship, indigenous and inward investment, innovation and the knowledge of the economy, employment and skills, economic rebalancing and connectivity;
- (d) the business start-up rate in the city was very low in comparison to others with a similar density of business stock; officers were working hard to encourage more inward investment;
- (e) the LES flagships included Ocean City Infrastructure, Digital Economy, Business Growth and Investment, Learning and Talent Development, People, Communities and Institutions and Visitor Economy and Culture;
- (f) Plymouth currently had an issues with graduate retention and under employment in the city;
- (g) Mayflower 2020 was a big opportunity for the city's economy; it was a means of 'selling' the city to the global market;
- (h) the Council had the following 'big ticket' opportunities:
 - Strategic infrastructure – City Deal/ South Yard
 - Tamar Science Park – Phase 5
 - Business Support – Growth Acceleration and Investment Network (GAIN)
 - Mayflower 2020/ Britain's Ocean City
 - Deal for Young People/ Skills Hub
 - Social Enterprise City

In response to questions raised it was reported that –

- (i) it was the expectation that the framework for the LES would be signed off in March 2014; working groups were in the process of working on key actions;
- (j) officers were working hard to ensure that Plymouth's Local Economic Strategy was set up properly in order for Plymouth to make the most of forthcoming opportunities such as bidding for 500m worth of funding from the Local Enterprise Partnership;
- (k) Officers had been in talks with Plymouth Area Business Council and First Great Western regarding the state of the railway and the effect this was having on the business/ visitor community; Members were advised that for every 100 minutes from London productivity was reduced by 6%;
- (l) letters had been written by the Council and the Plymouth Area Business Council to the Secretary of State for Transport highlighting the importance of the South West's railway line;
- (m) Plymouth was currently focusing on attracting day visitors to Plymouth, the aim would then be to attract overnight stay visitors and then the niche market such as the East Coast;
- (n) officers had developed a good working relationship with the Local Economic Partnership and were working hard to raise Plymouth's priorities and profile; Officers were offering the LEP support where possible;
- (o) the Council had asked the Secretary of State and the PABC for Plymouth to be included on the Strategic Transport Corridor for the Southwest;
- (p) Plymouth had submitted '13 asks' to the Secretary of State and the Prime minister with regards to the railway line into Plymouth; the Leader had also asked every member of the transport select committee, the Chancellor of the Exchequer, Ed Milliband and the Transport Secretary to write letters with regards to the current issues being faced.

The Chair thanked the Leader and Officers for their attendance at the meeting and for answering Members' questions.

66. **YOUTH UNEMPLOYMENT/ SKILLS PLAN**

Patrick Knight (Economy and Employment Manager), Annie Singer (Senior Leadership Advisor) and Linda Crane (Economic Development Officer) were in attendance at the meeting. The Chair advised the Committee and Officers that due to the size of the agenda Officers were required to answer Members' questions other than give a brief overview of the report.

In response to questions raised it was reported that –

- (a) there was considered to be a skills gap, specifically in terms of construction, both nationally and locally; officers recognised that it was important for everyone to have the right skills for the job;
- (b) the Achievement Pluss course had been cancelled due to lack of funding for the Pluss job coaches; the course was a trial project in order to provide new learning opportunities leading to employment. There was a reduction in the funding that the Council forwarded to Pluss resulting in the scheme being withdrawn;
- (c) the Achievement Pluss course ran for one year and had a small group of five to six young people; the course was a small pilot that was cost intensive however half of the group had secured further employment as a result of the course;
- (d) Officers would provide Members with details regarding the success of last year's Achievement Pluss course and whether young people that got jobs as a result of the course had retained them;
- (e) at a meeting with Careers Southwest Officers requested for benchmarking data against the statistical neighbours; it was expected that benchmarking data would be available at the end of March 2014; this information would be provided to Members once the national data was released;
- (f) Concerns were raised regarding figures for NEETS (not in education, employment or training) in Plymouth however Officers urged Members to look at figures relating to young people 'not known' – Plymouth only had nine 'not known' young people in which they were unaware of the status of young people within the city however aimed to have zero;
- (g) the 1000 Club now had 1027 jobs.

The Chair thanked Officers for their attendance at the meeting and for answering Members' questions.

67. **PLAN FOR JOBS**

Patrick Knight (Economy and Employment Manager) and Adam Hickman (Economic Strategy and Partnership Officer) were in attendance at the meeting. The Chair advised the Committee and Officers that due to the size of the agenda Officers were required to answer Members' questions other than give a brief overview of the report.

In response to questions raised it was reported that –

- (a) the Assistant Director for Economic Development would provide Members with the correlation between the fact that at the Cooperative Scrutiny Board the corporate performance measure stated that there was a projected 9000 shortfall in the jobs target for the year yet the Plan for Jobs stated that 2000 new jobs had been created;
- (b) Officers worked hard to ensure that data was not duplicated within statistics provided;
- (c) Officers would provide Members with more information upon the funding for the Plymouth Pavilions and Get Plymouth Building projects;
- (d) the Council had signed up to the Living Wage for its employees however was unable to dictate to the private sector that they should also sign up to this agreement for its workers.

68. **PLAN FOR HOMES**

Paul Barnard (Assistant Director for Strategic Planning and Infrastructure) was in attendance at the meeting. The Chair advised the Committee that due to the size of the agenda the Assistant Director for Strategic Planning and Infrastructure was only required to answer Members' questions other than give a brief overview of the report.

In response to questions raised it was reported that –

- (a) the code for sustainable homes set out different levels of energy and building standards; code level 4 set out specifications over and above average building requirements;
- (b) notwithstanding the initiative in the Plan for Homes stating that where appropriate, more flexible land and Section 106 payments would be considered, this did not change the normal consideration of planning applications by the Planning Committee;
- (c) there was a need to mitigate the impact of development upon local communities which existing adopted planning policies would continue to do;
- (d) an initiative contained within the Plan for Homes set out to incentivise the delivery of city centre housing by creating a “city centre density bonus” in order to provide more homes;
- (e) since the launch of the Plan for Homes initial meetings had been held with four potential investors who had expressed interest in investing in Plymouth but these discussions were commercially confidential at this stage;
- (f) a dedicated board for Sherford had been initiated with City Council representation in order to drive forward delivery of this development;

- (g) the Community Infrastructure Levy (CIL) was different to the Section 106 funding and could only be spent on items listed in the Regulation 123 List and that monitoring of Section 106 expenditure was reported on the Council's website on a generally quarterly basis;
- (h) there were sites still allocated for residential development contained within the Central Park Area Action Plan and in total, in all Area Action Plans, there were over 11,000 dwellings allocated for housing with Officers working hard to proactively bring these developments forward.

The Chair thanked Paul for answering Members' questions.

69. **GET PLYMOUTH BUILDING: UPDATE ON PROGRESS WITH CITY COUNCIL SITES**

Paul Barnard (Assistant Director for Strategic Planning and Infrastructure) was in attendance at the meeting. The Chair advised the Committee that due to the size of the agenda the Assistant Director for Strategic Planning and Infrastructure was only required to answer Members' questions other than give a brief overview of the report.

In response to questions raised it was reported that –

- (a) the Former Southway Primary School, with the proposal of 156 dwellings, was still at the pre-application stage however discussions had commenced with the focus on addressing the Section 77 issues. Section 77 related to the re-provision of education facilities, specifically playing pitches, with the Department for Education;
- (b) officers were proactively working with the Department for Education to take forward the Former Southway Primary School site;
- (c) Officers were trying to work with developers during the pre-application process to speed up housing delivery in city council sites;
- (d) the Assistant Director for Strategic Planning and Infrastructure would inform Members with how the Committee could help accelerate housing delivery and monitor progress through the scrutiny process;
- (e) the Assistant Director for Strategic Planning and Infrastructure would inform Members in relation to Ward Members involvement in pre application discussions.

The Chair thanked Paul for answering Members' questions.

70. **LOCAL DEVELOPMENT FRAMEWORK**

Paul Barnard, Assistant Director for Strategic Planning and Infrastructure, provided Members with an update on the Local Development Framework.

Members were advised that –

- (a) the Local Development Framework Authority's Monitoring Report was produced annually;
- (b) the Community Infrastructure Levy was formally adopted in April 2013 and came into effect on 1 June 2013 and Plymouth was one of the first group of authorities to adopt it;
- (c) the Derriford and Seaton Area Action Plan was submitted to the Government in December in December 2012; in August 2013 the Council received the Inspector's report detailing that the AAP had been found 'unsound';
- (d) the review of the Core Strategy and planning for the Plymouth Plan took place between October 2012 and June 2013 with over 30 sofa events held around the city;
- (e) the number of planning applications for major developments has increased to 111 which compares favorably to other big cities;
- (f) planning application appeals were at a similar level to 2011/2012 with 28 appeals and appeals performance having improved with 75% wholly or partly agreed by the Inspectorate;
- (g) in 2012/13 the Council negotiated £3m for planning obligation contributions from developments recently completed or under construction and had so far received £2.3m of which £217,000 had been spent on schemes in neighbourhoods or on citywide projects;
- (h) 28 of the 40 Core Strategy targets had been met or were on-track;
- (i) housing delivery was approximately two years behind where they expected to be in terms of figures; there was a gradual increase in numbers of homes being built since the recession;
- (j) the economic crisis and lack of availability of grant funding has seen the number of affordable dwellings built decrease from the record numbers in 2012/11 although overall 36% of all new homes delivered since the start of the plan had been affordable, above the Core Strategy target;
- (k) in the years up to 2009, 83% of new homes were flats (mainly one and two beds) producing an average density for new developments of 131 dwellings per hectare;
- (l) since 2010 the type of dwellings completed show a more balanced mix (a higher proportion of semi-detached and terraced houses, and a higher number of four or more beds) as a result of a number of large redevelopment sites - at Southway, Derriford and Barne Barton;

- (m) the percentage of Lifetime Homes target had been met for the previous two years;
- (n) the Council had seen a rise in employment land developed in 2012/13 to 3.58 hectares with the average annual amount now 4.41 hectares which was above the Core Strategy target of 4 hectares per annum;
- (o) the Council had a target of 13,000sqm for office floorspace delivery however in 2012 to 2013, 6,325sqm of office space had been completed;
- (p) 7.27 hectares of employment land development was under construction or had been delivered and 17.76 hectares had been given permission;
- (q) since September 2012 there had been an increase in vacancies at Drake Circus; it was expected that this was partially down to the refurbishment of a number of units within the shopping centre and that vacancy rates should return to normal levels soon;
- (r) overall vacancies since October 2013 were at 14.75%; this was slightly above the national average.

In response to questions raised it was reported that –

- (s) the figures provided in the presentation related to the period 1st April 2012 to 31st March 2013;
- (t) the percentage of flats developed in the city also included figures for houses that had been converted into flats; the Assistant Director for Strategic Planning and Infrastructure would check if these figures could be broken down further in order to give Members a breakdown of house conversions;
- (u) the figures relating to Section 106 monies negotiated, received and spent was a snapshot in time from April 2012;
- (v) the Assistant Director for Strategic Planning and Infrastructure would provide a copy of the presentation and confirm if the information regarding the vacant units in the Drake Circus Shopping Centre was from 2012 or 2013; he would also check the feasibility of providing Members with the data from 2013 as well as national comparative figures for 2013 and local figures for 2013.

The Chair thanked Paul Barnard for his attendance at the meeting and for answering Members' questions.

71. **SUBSIDISED BUS ROUTES**

The Chair advised Members that the Subsidised Bus Routes report was an update from the review that had taken place in 2012 – an Officer was not in attendance for this item however the report set out an update from recommendations made during the review.

Members raised concerns that recommendation eight, relating to the request for the Council to seek the support of local MPs to make representations to the Secretary of State for Transport on the current financial pressures facing the bus industry, had not been implemented.

Agreed that the following information would be requested:

- (1) figures relating to Council spend on subsidised bus services;
- (2) passenger numbers for subsidised bus services;
- (3) the criteria for subsidised bus services with regards to the state of buses;
- (4) information detailing how local bus companies advertised the skipper ticker;
- (5) numbers of passengers that used their concessionary bus passes on subsidised routes;
- (6) the frequency of subsidised buses/ timetables.

Members were advised that the Lead Officer and Democratic Support Officer were not involved in the review so were unable to answer Members' questions however it was expected that much of the information requested would be contained within the Subsidised Bus Services Review report; the report would be circulated to Members if this was the case.

Members raised their concern that recommendation 8, encouraging the Council to seek the support of local MPs to encourage them to make representations to the Secretary of State on the current financial pressures facing the bus industry, had not been implemented. It was agreed that Members' concerns would be referred to the Cabinet Member for Transport.

72. **PARK AND RIDE BUS SERVICE REVIEW - UPDATE**

The Chair informed Members that the Park and Ride Bus Service Review report had been submitted to Cabinet on 12 February 2014 and four of the five recommendations were accepted. Cabinet rejected the first recommendation to investigate the feasibility of introducing parking metres to the Park and Ride Bus Service car parks. The Vice Chair encouraged Members to get involved with future reviews.

73. **TRACKING RESOLUTIONS AND UPDATE FROM THE COOPERATIVE SCRUTINY BOARD**

Members noted the tracking resolutions document.

74. **WORK PROGRAMME**

The Committee noted the work programme for 2013/14. Under this item the Chair thanked Members and Officers for their hard work over the past 12 months.

75. **EXEMPT BUSINESS**

There were no items of exempt business.

Working Plymouth

Wednesday 23 April 2014

PRESENT:

Councillor Murphy, in the Chair.

Councillors Michael Leaves, Morris, Mrs Nelder, Mrs Nicholson (substitute for Councillor Nicholson), Parker (substitute for Councillor Singh), Dr. Salter, John Smith and Wheeler.

Apologies for absence: Councillors Darcy, Martin Leaves, Councillor Nicholson and Singh.

Also in attendance: Less Allen (Transformation Programmes Manager), Carole Burgoyne (Strategic Director for People), Phil Morgan (Senior Policy, Performance and Partnership Advisor), Helen Rickman (Democratic Support Officer) and Councillor Peter Smith (Deputy Leader).

The meeting started at 2.00 pm and finished at 3.15 pm.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

76. **DECLARATIONS OF INTEREST**

There were no declarations of interest in accordance with the code of conduct.

77. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

78. **TRANSFORMATION PROGRAMME - PEOPLE AND ORGANISATIONAL DEVELOPMENT**

Les Allen (Transformation Programme Manager), Carole Burgoyne (Strategic Director for People) and Councillor Peter Smith (Deputy Leader) provided Members with an overview of the Transformation Programme – People and Organisational Development Business Case.

Members were advised that –

- (a) the People and Organisational Development (P&OD) Transformation Business Case focused upon workforce delivery and accommodation & infrastructure; the intention was to have the right people in the right place at the right time with the right skills;

- (b) possible problems that the P&OD Transformation programme was expected to address included workforce planning to achieve the Council's vision, a move towards a systems led culture of collaboration and the size and state of the Council's current office space;
- (c) this area of transformation was considered to be an enabler for the other four transformation programmes namely Customer Centre of Operations (CCO), Growth, Assets and Municipal Enterprise (GAME) and Integrated Health and Wellbeing (IHWB);
- (d) aims of the programme included:
 - options to address the capability gap currently identified to ensure that staff had the required skill sets, training, knowledge and behaviour to provide increased capability;
 - to review current policies and procedures to help the Council work more efficiently;
 - addressing shared priorities for system improvement with partners through collaboration;
 - to release significant excess office space to reduce costs and enable flexible modern working spaces;
 - to encourage flexible working practices;
- (e) specific projects included as part of the programme included the decant of the Civic Centre and the refurbishment of Ballard House as well as a focus upon workforce capability requirements;
- (f) issues excluded from the scope of the programme included the development of a high level organisational structure and detailed organisation design as well as the commercial estate;
- (g) specific financial benefits had not yet been identified as this programme was an enabling programme to support transformation in other areas;
- (h) some benefits included a reduction in accommodation space across the city, reduction in associated lease and operational costs of property occupation and maintenance and improved employee satisfaction;
- (i) it was expected that, by moving staff to alternative accommodation, there would be a reduction in sickness absence as the current accommodation was cold and damp;
- (j) costs associated with the P&OD programme were linked to training staff and human investment in ensuring the correct people were employed however PCC staff would be used on projects where appropriate;

- (k) the main equalities and diversity issues for the programme included providing facilities which were DDA compliant and equipping staff with skills to provide excellent services and recognise issues with customers including disabilities, dementia;
- (l) key partners were engaged in developing the programme through a variety of communication channels including the a full stakeholder analysis, consultation with elected members and a plan of key events; Members were advised that Public Health England and the Police were already working closely with the Council;
- (m) the main risks included the availability of both capital and revenue funding to support the delivery of assets required for the programme, ICT requirements and the scale and number of changes across the Council; it was considered that these would be addressed through prior planning and coordination;
- (n) key events for the P&OD transformation programme included:
 - completion of Phase I of the refurbishment of Ballard House; it was expected that staff would begin to be moved into the building in June 2014;
 - start on the 71 New George Street site;
 - continue shredding and removal of waste from the Civic Centre;
 - complete work with business architecture on flexible working strategy;
- (o) it was estimated that the Council had 10,000 linear km of paper currently stored within its buildings; a small team of people would be responsible for working through current paperwork to ensure that only that which was needed was kept;
- (p) it was hoped that scrutiny would help the programme by challenging where necessary;

In response to questions raised it was reported that –

- (q) officers acknowledged that some of the language and abbreviations contained within the transformation documentation was confusing; officers would aim to use plain English;
- (r) assets needed to be utilised; the Council's buildings were getting older which was having an impact upon the cost of maintenance;
- (s) officers would refer to the document retention policy when sorting and disposing of the vast amount of paperwork stored by the Council;

- (t) decanting of the Civic Centre was anticipated to cost £895,000; Ballard House would be on lease for either 5,6 or 10 years;
- (u) the Council was already exploring options of bringing together ICT functions and administration support across partnerships;
- (v) the Council was reducing the number of staff accommodation buildings to an efficient level;
- (w) the majority of staff members working within the transformation programme were seconded on a three year contract from other Council departments.

The Chair thanked Carole Burgoyne, Les Allen, Councillor Peter Smith and Phil Morgan for their attendance at the meeting and also thanked all Members for their input over the past municipal year.

79. **EXEMPT BUSINESS**

There were no items of exempt business.

Working Plymouth

Tuesday 10 June 2014

PRESENT:

Councillor Murphy, in the Chair.

Councillor Darcy, Vice Chair.

Councillors Ball, Drean (substitute for Councillor Wigans), Michael Leaves, Morris, Mrs Nelder, John Smith, Storer and Wheeler.

Apologies for absence: Councillors Hendy and Wigans

Also in attendance: Paul Barnard (Assistant Director for Strategic Planning and Infrastructure), Simon Dale (Interim Assistant Director for Street Services), David Draffan (Assistant Director for Economic Development), Nigel Gooding (G.A.M.E Programme Manager), Councillor Lowry (Cabinet Member for Finance), Gill Peele (Lead Officer) and Helen Rickman (Democratic Support Officer).

The meeting started at 3.30 pm and finished at 5.30 pm.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

1. TO NOTE THE CHAIR AND VICE CHAIR

The Committee noted the appointment of Councillor Murphy as Chair and Councillor Darcy as Vice Chair for the municipal year 2014/15.

2. DECLARATIONS OF INTEREST

There were no declarations of interest in accordance with the code of conduct.

3. CHAIR'S URGENT BUSINESS

There were no items of Chair's Urgent Business.

4. TERMS OF REFERENCE

Members noted the terms of reference for the Working Plymouth scrutiny panel and discussed the impact that the scrutiny of the G.A.M.E Transformation Programme would have upon the current workload and terms of reference for the panel. It was highlighted that waste management, recycling and street cleaning, climate change and sustainability and parks (including playgrounds and greenspaces) was currently listed on the terms of reference for the Your Plymouth scrutiny panel however these responsibilities would be included and referred to in the G.A.M.E Transformation Programme which was the responsibility of Working Plymouth. In order to avoid duplication of work Members agreed that the possibility of including these areas of

responsibility to their terms of reference should be referred to the Cooperative Scrutiny Board for decision.

Agreed to recommend to the Cooperative Scrutiny Board that:

- (a) waste management, recycling and street cleaning, climate change and sustainability and parks including playgrounds and greenspaces, as currently listed on Your Plymouth's terms of reference, are transferred to the Working Plymouth scrutiny panel's terms of reference.

5. **APPOINTMENT OF CO-OPTED REPRESENTATIVES**

Members discussed the possibility of appointing a co-opted representative onto the Working Plymouth scrutiny panel however considered that a co-opted representative should only be appointed for a specific piece of work and should not be appointed as a permanent member of the panel.

Agreed that a co-opted representative would only be co-opted onto the Working Plymouth scrutiny panel for specific pieces of work other than remaining as a permanent member of the committee.

6. **SCHEDULE OF MEETINGS FOR FORTHCOMING YEAR**

Members noted the schedule of meetings for the forthcoming year for the Working Plymouth scrutiny panel and considered that due to the high level of work expected to be undertaken by the panel, that additional meetings are scheduled once a month on a provisional basis, to be activated if required.

Agreed that it is recommended to the Cooperative Scrutiny Board that the Working Plymouth scrutiny panel have permission to schedule additional meetings once a month on a provisional basis, to be activated by the panel if required, in order to undertake the high level of work anticipated. The short term urgency was for the scrutiny panel to be able to consider Transformation Business Cases and a number of other reports going to July, August and September 2014 Cabinet meetings.

7. **OVERVIEW OF PRIORITIES FOR WORKING PLYMOUTH**

Paul Barnard (Assistant Director for Strategic Planning and Infrastructure), Simon Dale (Interim Assistant Director for Street Services), Councillor Lowry (Cabinet Member for Finance) and Nigel Gooding (G.A.M.E Programme Manager) provided the Committee with an overview of priorities for Working Plymouth.

Members were advised that –

- (a) priorities for street services consisted of the Waste Management Strategy, Waste Collection Rounds and Enforcement Services;
- (b) the Waste Management Strategy would be fed through a scrutiny workshop and the Plymouth Plan process; this was a main objective for the year due to the new waste disposal point in the north of the city and the glass recycling

facility;

- (c) there would be an all Member workshop towards the end of June 2014 relating to waste collection rounds for the city; the objective was to make the service more efficient;
- (d) a report was to be submitted to Cabinet in August/ September 2014 setting out how to create a more efficient enforcement service; it was the aim that powers would be shared with the Police and civil enforcement officers;
- (e) the three main priorities for the transport portfolio consisted of the citywide Parking Strategy, the future of the service currently provided by Amey and the Highway Asset Management Plan;
- (f) a lot of work had been undertaken by Officers and Councillors recently with regards to parking however an all-inclusive citywide parking strategy was required to look at current and future demands as well as the level of supply; this strategy would link in with the Plymouth Plan;
- (g) the current contract with Amey was due to expire in November 2015; alternative models for maintaining the highway would be considered;
- (h) a Highway Asset Management Plan was required to be undertaken in order to understand the condition of the highway; a treatment survey would be developed alongside an investment model;
- (i) the focus for Economic Development would focus around the delivery of the pipeline of activity and close working links between the Growth Board, Destination Plymouth, the Culture Board and the Heart of the South West Local Enterprise Partnership; work would also be undertaken relating to the refresh of the Local Economic Strategy, the delivery of the CityDeal, Mayflower 2020 and the History Centre;
- (j) the focus for Strategic Planning and Infrastructure would focus around work with the Local Transport Board, the Housing Development Partnership and One Plymouth; key issues for the department would link to city centre regeneration projects, Major Scheme and Infrastructure Bids and consultations undertaken, specifically the 'sofa' events;
- (k) Members would be kept informed of the progress with the Plan for Homes initiative and Get Plymouth Building;
- (l) Officers would be working on Local Investment Planning, greenscape infrastructure, neighbourhood planning and connectivity issues relating to the rail, road and air.

In response to questions raised it was reported that –

- (m) an audit would be completed over the summer months relating to the

Citywide Parking Strategy; officers acknowledged that the main concentration of problems associated with parking was linked to the city centre however a holistic approach was required to capture the variety of work undertaken by officers and Councillors relating to this subject; it was the intention that this would be completed in 2014;

- (n) increasing parking charges, therefore having a detrimental impact upon district car parks, was not the aim of the Citywide Parking Strategy; the exercise was necessary to capture the variety of information contained on parking within the city as a whole;
- (o) it was considered that the current enforcement service was required in order to empower different services to do different things; officers were working closely with the Chief Constable to bring about an increase in efficiency and to share work;
- (p) the energy from waste projected savings for 2014/15 was approximately £1.8m;
- (q) that Police approached the Council with regards to discussions around enforcement services; Officers would raise the suggestion of meeting with the Police and Crime Commissioner with Chris Singer, Chief Constable;
- (r) a series of options relating to the future of highway maintenance would be submitted to Cabinet; Cabinet would consider a range of different options including if the service should be re-tendered, or if the Council should partner with a number of authorities; it was expected that scrutiny would be able to have an input into this;
- (s) it was expected that the waste disposal collection changes would be initiated in October 2014;
- (t) Members would be provided with the Plymouth Plan detailed programme as set out in the Cabinet report;
- (u) the History Centre was currently a project title; it was expected that the final name would be for Members consideration.

The Chair thanked Officers and Councillor Lowry for their attendance.

8. **PRESENTATION ON G.A.M.E (GROWTH, ASSETS AND MUNICIPAL ENTERPRISE) TRANSFORMATION PROGRAMME**

Agreed that this item would be discussed with the Growth and Assets Full Business Case item.

Please refer to minute 10.

9. **COST AND BENEFIT MONITORING INFORMATION FOR TRANSFORMATION (G.A.M.E) - TO FOLLOW**

Members were advised that this item was withdrawn from the agenda after its publication and that cost and benefit monitoring information would be supplied to the panel on a quarterly basis.

10. **GROWTH AND ASSETS FULL BUSINESS CASE**

Paul Barnard (Assistant Director for Strategic Planning), Councillor Lowry (Cabinet Member for Finance), David Draffan (Assistant Director for Economic Development) and Nigel Gooding (G.A.M.E Programme Manager) provided the Committee with a presentation on the G.A.M.E Transformation Programme and the Growth and Assets Full Business Case.

Members were informed that –

- (a) a key element of the Growth and Assets programme focused around increasing sustainable income and more efficient ways of working creating employment opportunities, reduced dependency on benefits and increased local economic activity; it was the aim that revenue would be increased from the corporate estate by proactively accelerating the delivery of growth;
- (b) specific projects included in the programme included the acceleration of economic and housing projects as part of the pipeline of key sites; the effectiveness of services such as street services and fleet services was essential for efficiency gains;
- (c) financial benefits anticipated were £13884k total savings from the G.A.M.E. Transformation Programme from 2014 to 2017;
- (d) the creation of the Plymouth Growth Dividend, made by revenue from the New Homes Bonus, Council Tax and Business Rates, was expected to accelerate and co-ordinate economic growth and housing delivery within the city by increasing the numbers of homes and jobs.

In response to questions raised it was reported that –

- (e) officers expected to achieve targets set out within the business case and built resilience into the pipeline of projects to achieve targets; there was confidence that the business case set out realistic financial assessments;
- (f) 2109 consent planning applications had lapsed in 2013/14; these figures were not added to the calculations for the Plymouth Growth Dividend;
- (g) it was the responsibility of the Local Authority to define their own assessed housing needs; this was not set by Government;
- (h) the Game Business Case did not detail how many residents of Plymouth would be housed as a result of the planned work as it was a business case

which included financial information and plans for protecting the Council's budget to deliver services;

- (i) officers would email Members with the Gross Annual Running Costs for the Commercial Estate and the Corporate Estate as these figures were not contained within the report attached to the agenda;
- (j) annual liability costs associated with the Civic Centre were reflected in the business case;
- (k) the bubble graph contained within the report did not contain job creation figures but demonstrated the pipeline of projects to capture income for the Council budget; Officers would provide Members with details contained within the pipeline;
- (l) cost benefit monitoring information would be submitted to the panel on a quarterly basis;
- (m) the New Homes Bonus scheme had been confirmed by Government for 2015/16 however was identified as a risk on the Council's risk register;
- (n) officers would provide Members with an update on progress with the projects contained within the risk analysis table contained on page 33.

Agreed that

- (1) Members commend the Growth and Assets Full Business Case to the Cooperative Scrutiny Board;
- (2) officers would email Members with the Gross Annual Running Costs for the Commercial Estate and the Corporate Estate as these figures were not contained within the report attached to the agenda;
- (3) officers would provide Members with an update on progress with the projects contained within the risk analysis table contained on page 33 of the agenda.

11. **DRAFT WORK PROGRAMME**

Members discussed the draft work programme attached to the agenda.

Agreed to recommend to the Cooperative Scrutiny Board that –

- (1) the following items are included on the work programme for Working Plymouth:
 - Market recovery Scheme
 - Get Plymouth Building – 2nd Annual Report
 - Plan for Homes – 1st Annual Report

- Plan for Jobs
- Commercialism in PCC Full Business Case
- Street Services Review Full Business Case
- Waste Collection Reorganisation
- Parking Strategy
- Mayflower Coach Hub
- Category Management Fleet and Commercialisation
- Enforcement Services
- Highways Maintenance Services

- (2) the Cooperative Scrutiny Board provide the four scrutiny panels with their scheduled work programme for the scrutiny of the Plymouth Plan in order to help panel's incorporate this work into their work programmes.

Under this item the Chair advised Members of a review that she would like to undertake personally, which did not fall under the terms of reference for the Working Plymouth scrutiny panel, regarding electoral services and the help given to those who were unable to read or write but wanted to, and were eligible to vote. This request would be submitted by Councillor Murphy personally.

12. **EXEMPT BUSINESS**

There were no items of exempt business.

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Working Plymouth**Tuesday 22 July 2014****PRESENT:**

Councillor Murphy, in the Chair.

Councillor Darcy, Vice Chair.

Councillors Ball, Sam Davey (substitute for Councillor Wheeler), Hendy, Morris, Parker (substitute for Councillor Mrs Nelder), John Smith, Storer and Wigans.

Apologies for absence: Councillors Michael Leaves, Councillor Nelder and Councillor Wheeler.

Also in attendance: Paul Barnard (Assistant Director for Strategic Planning and Infrastructure), Andy Sharp (Public Transport Manager), Helen Rickman (Democratic Support Officer) and Juli Wileman (Transport Project Manager).

The meeting started at 3.00 pm and finished at 3.50 pm.

*Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.***13. DECLARATIONS OF INTEREST**

The following declaration of interest was made by a member in accordance with the code of conduct –

Name	Minute Number	Reason	Interest
Councillor John Smith	Minute 15, Mayflower Coach Hub	He is a Hackney Carriage Licence Holder	Personal

14. CHAIR'S URGENT BUSINESS

There were no items of Chair's urgent business.

15. MAYFLOWER COACH HUB

Paul Barnard (Assistant Director for Strategic Planning and Infrastructure), Phil Heseltine (Head of Integrated Transport), Andy Sharp (Public Transport Manager) and Juli Wileman (Transport Projects Manager) provided the Committee with an update on the Mayflower Coach Hub.

Members were advised that –

- (a) proposals for Bretonside bus station consisted of a £42m cinema and mixed use Drakes Circus Leisure development; this was announced in March 2014 at

- a Cabinet meeting;
- (b) the Drakes Circus Leisure development would consist of a 12 screen Cineworld cinema including one IMAX screen, 14 restaurant or leisure units, 424 car parking spaces and the creation of a high quality public realm in Exeter Street and Bretonside;
 - (c) to support the Drake Circus development the current transport facilities at Bretonside bus station needed to be relocated including scheduled coach services, visitor coaches, local bus services and lorry parking;
 - (d) with regards to the new coach station location, in 2009 a feasibility study was undertaken to assess the best location within the city; a series of options were investigated and the preferred locations were Bretonside, the Civic Centre and the Mayflower West car park. As the first two are now to be developed Mayflower West car park was identified as the location for the new bus station. It has good access for coaches from Western Approach and provides good access to the city centre and west end;
 - (e) it was expected that the outline design and public consultation for the proposed coach hub would be undertaken in Summer 2014 and that the planning application would be submitted in the Autumn of 2014;
 - (f) approximately 200,000 passengers used the current bus station at Bretonside every year however passengers were faced with potential problems due to the location of the site, the lack of a clear pedestrian route out of the bus station as well as the stepped access to the site. The site was considered to be larger than required;
 - (g) plans for the new coach hub included 7 coach bays, one layover to support future capacity for growth, passenger drop-off facilities, a ticket office and external and internal waiting facilities; the area would also be landscaped with living walls;
 - (h) the Council had recently purchased Taylor Maxwell House in which the ground floor of the building would be used as a ticket office and waiting room; a café facility would be provided in this part of the building, possibly via a newsagents.

In response to questions raised it was reported that –

- (i) Plymouth City Council owned the land that the new coach station was due to be situated on;
- (j) it was expected that traffic signals would be installed to allow coaches to gain access both in and out of the coach station;
- (k) a living wall , high quality paving, appropriate lighting and public art are all being considered for the Cornwall Street entrance to the coach station to improve its appearance and provide a welcoming entrance;

- (l) it was not expected that the ticket office and indoor waiting area would be open 24 hours a day as it was considered that the majority of coaches would arrive during the day; this facility was expected to be staffed between 7am to 7pm;
- (m) the coach station would be well lit, would have help points installed and would have CCTV in operation;
- (n) there were plans for a taxi pick-up and drop-off point to be situated on Mayflower Street where the existing taxi rank is. A pick up/drop off area would also be provided within the coach station car park and taxi passengers could also be picked up here. Members were concerned that locating the main taxi facilities on Mayflower Street would not offer the convenience passengers required and asked that officers look at providing a formal taxi rank within the car park;
- (o) the coach station design team were satisfied that access to the coach station from Mayflower Street or Western Approach was feasible however Officers took on board Members concerns that Mayflower Street was quite narrow and regularly got congested due to the level of traffic and the nearby bus stop;
- (p) lorry drivers currently parked-up at Bretonside Bus Station however it was not a statutory responsibility of the Council to provide this facility; it was expected that lorry drivers would utilise the Lee Mill facility instead;
- (q) both CityBus and First Ltd used the layover above Bretonside Bus Station to schedule bus departures however these scheduled bus journeys would be moved to Royal Parade if feasible;
- (r) the car park was expected to be pay and display for up to three hours;
- (s) Officers would strongly support local traders that wanted to refurbish their shop-fronts and would try to fast track applications in order to help improve the general ambiance of the area;
- (t) cycle parking would be installed at the station;
- (u) local businesses and residents would be contacted as part of the public consultation that was scheduled for late August 2014; there would be two exhibitions over two days and plans of the proposed site would be displayed; Officers took on board Members comments that the consultation should be advertised in local libraries and further afield to broaden the response rate;
- (v) pedestrian access to the site would be DDA compliant and there would be clear signage to direct those passengers wishing to get a taxi; for public conveniences Officers were looking into the feasibility of having a standalone toilet or access to the toilets within the ticket office outside of working hours;
- (w) payment would be required to gain access to the toilets and CCTV would be installed both internally and externally to monitor security; the car park would

also be covered by CCTV cameras;

- (x) the monitoring of the site had to be balanced with the reality of potential Anti-Social Behaviour incidents;
- (y) the proposed coach station had been designed to ensure it was fit for purpose to meet the needs of the city currently and in the future; the station would be well lit, safe, would have an attractive waiting area and would be a welcoming gateway to the city;
- (z) officers would investigate the feasibility of installing lockers and providing passengers with luggage trolleys;
- (aa) it was hoped that a small catering facility, such as a café or newsagents, would be situated inside the ticket office to provide food and drink; Officers would investigate the possibility of installing vending machines outside of the ticket office.

The Chair thanked Officers for their attendance at the meeting and for providing an update.

Agreed to note the update on the Mayflower Coach Hub.

16. **EXEMPT BUSINESS**

There were no items of exempt business.

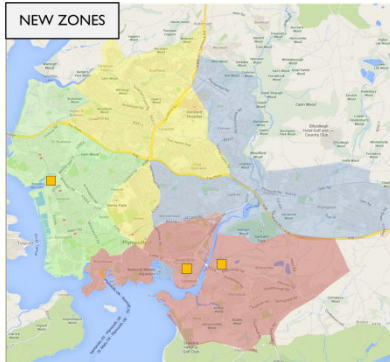
Waste Collection Reorganisation (Update)

Working Plymouth Scrutiny Panel : 15th October 2014



General Update

- We are on track for the implementation of new routes on 19/01/2015
- The initial routing exercise is complete. Routes are currently being tested by supervisors and staff



- Our Communication Campaign is underway. This will initially highlight when change will occur – more specific information for households will be provided from December
- A review of assisted collections will start within the next month

Timebanking Pilot

Linking in with work undertaken by Adult Social Care and in conjunction with Planning

Support required by local timebanking groups

- Help with application processes
- Risk management expertise
- Access to bins
- Promotion



Support required by PCC

- Help in putting out information
- People with the knowledge to answer questions within the community
- 'Champions' who understand the need for change who can advocate for us informally

Additional Benefits –

Building community capacity
 Developing skills
 Promoting co-operative values within the Council
 A more open and responsive organisation

Staff Involvement

Key learning from other route reorganisation projects emphasises the importance of staff involvement:

- Staff will have multiple opportunities to identify potential problems and take ownership of change – for example in testing new routes
- Staff will have opportunities to get used to routes prior to the go live date. Crews will be allocated according to the knowledge base of individual team members. New routes will be presented in a clear manner for staff
- We will provide ongoing briefings for collection and contact centre staff
- Additional training will be provided in response to issues that have come up through consultation, for example in relation to returning bins to the correct position
- We will value engagement with business support staff and the Contact Centre – facilitating two way dialogue
- We will liaise with other teams such as Public Protection to co-ordinate our work more effectively. For example they will input into policies
- We will take a dementia friendly approach, link with Adult Social Care's Adult Safeguarding team – building skills within the team

Mitigating Risk

We are confident that our planning will minimise problems, but if they do occur:

- Multiple crews will be on standby to collect missed bins/provide additional capacity. This resource will not be withdrawn until the new routes are bedded in
- Every household will receive specific information regarding change, and we will engage with every community in the build up to enable two way dialogue
- We are already responding to feedback we have received through the project, for example we are installing more communal bins, putting additional resources into providing replacement bins and supporting staff to return bins to the right location
- Additional resources will be allocated to the Contact Centre. This includes a resource to manage social media, ensuring that we respond to feedback from all elements of the community

PLYMOUTH CITY COUNCIL

Subject: Controlled Parking Zones: On Street Parking Review
Committee: Cabinet
Date: 1 July 2014
Cabinet Member: Councillor Coker
CMT Member: Anthony Payne (Strategic Director for Place)
Author: Mike Artherton (Parking and Marine Manager)
Contact details Tel: 01752 305582
Email: mike.artherton@plymouth.gov.uk
Ref: CPZ1714
Key Decision: Yes
Part: 1

Purpose of the report:

This report seeks Cabinet approval to recommendations for a Controlled Parking Zone (CPZ) policy, recommendations to define when the introduction a CPZ is an appropriate tool to assist in tackling difficulties with residents parking. The recommendations set out a cooperative and democratic approach to the consultation and adoption of such schemes.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:Pioneering Plymouth

“We will be responsible for designing and delivering better services that are more accountable, flexible and efficient in spite of reducing resources”.

The recommendations contained with this report will enable the designing and deliver of better services for residents of Plymouth.

Caring Plymouth

“We will promote a fairer, more equal city by investing in communities, putting citizens at the heart of decision making, promoting independence and reducing health and inequality”.

The recommendations in this report put forward a cooperative framework whereby residents are at the heart of determining whether, and what, residents parking schemes may be introduced to improve their quality of life.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

There are no direct financial implications with the production and adoption of the policy. Once operational, there may be financial implications associated with the implementation of the policy for individual consultation exercises and potential schemes on a case by case basis. Schemes will be subject to separate report as they arise with the principle that the potential cost of individual consultations and proposals will be met from the relevant ward Councillors "Living Street" budget and any costs of implementation of actual schemes will be met from applying reasonable fees and charges.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

None

Equality and Diversity

Has an Equality Impact Assessment been undertaken? Yes

Recommendations and Reasons for recommended action:

To approve the recommendations from the Cooperative Scrutiny Board, together with officer recommendations, for the adoption of a Controlled Parking Zone policy. The policy sets defines the criteria for when a Controlled Parking Zone is an appropriate tool to help resolve parking difficulties within residential areas.

Alternative options considered and rejected:

Not adopting this policy is rejected as this would not see the Council establish defined criteria to enable a clear and consistent approach to addressing many parking difficulties within residential areas of Plymouth, areas which experience difficulties due to high demands for parking impacting on residents quality of life.

Published work / information:

None

Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
Equality Impact Assessment	√									

Sign off:

Fin	PlaceF TC1415 004- SRA-03-07- 2014	Leg	DVS/ 20660	Mon Off	DVS/ 20660	HR		Assets		IT		Strat Proc	
Originating SMT Member: Simon Dale													
Has the Cabinet Member(s) agreed the contents of the report? Yes													

I. INTRODUCTION

- 1.1. This report puts forward recommendations for a Controlled Parking Zone (CPZ) policy to define when the introduction a CPZ is an appropriate tool to assist in tackling difficulties with residents parking. The recommendations set out a cooperative and democratic approach to the consultation and adoption of such schemes.
- 1.2. This report details the recommendations from the Cooperative Scrutiny Board together with officer response and subsequent recommendations in the adoption of such a Controlled Parking Zone policy.

2. BACKGROUND

- 2.1. In September 2010 work began on a review of on street parking in Plymouth, the review was in response to increasing demands on on-street parking. Residents and business were consulted on what they thought works well, what doesn't work well and where opportunity existed to improve on street parking.
- 2.2. Following the review a number of proposals were implemented to support residents and businesses. This included: -
 - Increasing residents parking by allowing residents to park within some underutilised pay and display bays
 - Support for local businesses through the introduction of a new business parking permit, a permit providing greater flexibility to meet local businesses needs
 - Support for local businesses through introducing new technology to ensure the turnover of vehicles in short stay parking bays, short stay high turnover bays essential to the success local businesses.
- 2.3. Work then commenced focused specifically on residential parking and in particular Controlled Parking Zones (CPZ's). The Working Plymouth Scrutiny Panel undertook a review into CPZ's. The principal objective of the review was to establish the criteria/principals for when a Controlled Parking Zone (CPZ) may be considered, to define the parking difficulties/situations to which a CPZ may be an appropriate solution.

3. CURRENT POSITION

- 3.1. The Working Plymouth Cooperative Review Scrutiny Group commenced on 16th December 13 and concluded on 17th April 14. Recommendations were presented to the Cooperative Scrutiny Board on 25th June 14.
- 3.2. In undertaking the review the Scrutiny Group considered evidence submitted by Councillors, MP's and Neighbourhood Liaison Officers whilst hearing evidence from the University of Plymouth, Transport, Planning, Plymouth Chamber of Commerce and Plymouth Community Healthcare.

4. CO-OPERATIVE SCRUTINY BOARD RECOMMENDATIONS

- 4.1. Below are the recommendations from the Co-operative Scrutiny Board together with officers response: -

Co-operative Scrutiny Board Recommendation A: -

- 4.2. A resident's controlled parking zone must improve the quality of life, for residents of an identified area, where non-resident parking prevents residents from accessing reasonable on street parking relatively close their homes. A resident's controlled parking zone should only be considered after a significant number of evidence based on-street parking issues have been raised with Ward Councillors by residents. A controlled parking zone may not always be considered as the solution; especially if the issues raised by residents are not considered to be about solving parking.

Officer Comment: -

- 4.3. This recommendation is agreed however it is recommended to better define the amount of 'non-residential' parking within a defined area before considering a CPZ.
- 4.4. It is recommended that a CPZ should only be considered whereby 20%, or more, of the available residents parking, within a defined area and on a regular basis, is occupied by non-residential parking. The impact of the non-residential parking should be a consistent difficulty in parking for local residents.
- 4.5. It is also important to recognise that, parking being a highly emotive subject, it is important to base such decisions on factual information.

Co-operative Scrutiny Board Recommendation B: -

- 4.6. The initial options for design, and the boundary, should be worked up by Ward Councillors together with local residents and businesses. When working through the options, Ward Councillors must consider street(s) affected, neighbouring streets, adjacent area(s), causes and possible remedies including appropriate time restrictions. Technical advice may be sought from officers to support initial outline design concepts. Ward councillors may consider opportunities for the rationalisation of existing resident controlled parking zones, and the creation of larger zones, or possibly merging existing zones, in order to address local residents' needs. When designing a scheme the impact on the needs of a wider group must be considered such as visiting friends and relatives, professional trades' people, business parking for customers and staff and general visitors.

Officer Comment: -

- 4.7. This recommendation is agreed. As with recommendation A, such decisions should be made on factual information.

Co-operative Scrutiny Board Recommendation C: -

- 4.8. The initial consultation with residents will be informal and undertaken by Ward Councillors. In doing this the Ward Councillors will use their Living Streets budgets to pay for incidental expenses. Where the cause or proposed remedy(s) will impact on residents of more than one ward, Ward Councillors will work together to seek to identify the optimum trans-boundary scheme for all residents.

Officer Comment: -

- 4.9. This recommendation is agreed. Ward Councillors can consult with local communities on parking issues; recognising these criteria to determine the suitability of a CPZ, developing and consulting on proposals which best meet the needs of the local community.

Co-operative Scrutiny Board Recommendation D: -

- 4.10. The informal consultation will promote engagement and return of votes from as many residents as possible. A proposed scheme will not progress to the next stage, formal consultation, if the majority do not express their approval. A low turnout/low number of votes overall may indicate insignificant support for such scheme, and may result in the informal consultation not progressing to the next stage.

Officer Comment: -

- 4.11. This recommendation is agreed; however it is recommended that the level of 'turnout' to consultation, the numbers of 'persons in support' and the situation of the 'those opposed' to scheme proposals be clearly defined.
- 4.12. It is recommended that, for a proposal to proceed, the majority of residents must be in agreement to the scheme and that 'majority' be defined as 'a minimum of 51%'.
- 4.13. It is recommended that, for a proposal to proceed, the response to any consultation/surveys for a proposal should be not less than 30% of the residents within the defined area of a proposed.
- 4.14. It is recommended to be clarified that when both the required turnout and support to a scheme are achieved, the scheme should apply to all residents within the defined area, including any residents who may have opposed such proposals.

Co-operative Scrutiny Board Recommendation E: -

- 4.15. The city currently has a significant number of different zones, with various time restrictions. The panel will recommend a study to look at the feasibility of radically reducing this number, but meanwhile Ward Councillors should consider their proposals within the following framework of restrictions:
- 10am to 6pm, 8am to 8pm or similar
 - 24 hr 7 day week
 - Minimum requirement (e.g. for one or two hours duration) but limiting the variation in the duration of times
 - Event led or very localised condition

Officer Comment: -

- 4.16. In respect to the benefits of rationalising existing CPZ's this recommendation is agreed, however it is recommended that the variations to when a scheme applies needs to be clearly defined.
- 4.17. Earlier consultation on the Parking Review, supported by further correspondence from residents, identifies the high number of variations to when a scheme applies, together with schemes which only operate for a periods between 1 and 2 hours, as a cause of clear frustration.
- 4.18. It is recommended that a review be undertaken of existing CPZ's, a review to explore opportunity to reduce the number of scheme variations, ensuring schemes adopt the approach of 'the minimum intervention required to address the residents' problem'.
- 4.19. It is recommended that operational hours of any new CPZ's be selected from a core selection of operational hours as follows:-
- 24 hours (apply at all times)
 - 12 hours (i.e. 8am to 8pm)
 - 6 hours (i.e. 9am to 3pm)
 - 3 hours (i.e. 12 to 3pm)
- 4.20. It is recommended that when determining the most appropriate hours of operation for a scheme, this must also consider any adjacent schemes in operation. There are examples today of schemes, schemes which operate for short periods, where non-resident vehicles simply 'hop between zones' as a means to overcome the restrictions.

Co-operative Scrutiny Board Recommendation F: -

- 4.21. If the proposals proceed to formal consultation via the Highways Authority the Cabinet member will receive the consultation feedback and make the final decision under delegated powers.

Officer Comment: -

- 4.22. This recommendation is agreed.

Co-operative Scrutiny Board Recommendation G: -

- 4.23. Residents controlled parking zones must be kept under review. It is recommended that new zones be reviewed after the first 6–12 months and then beyond the first year on an annual or bi annual basis. Reviews will be an assessment of whether a scheme is meeting its objectives or not. Only if users or ward councillors identify problems will a more detailed review be undertaken.

Officers Comments: -

- 4.24. The recommendation that new CPZ's be subject to review is agreed, however it is recommended that this should be not less than 12 months. This is to allow the scheme to bed in and enable a more informed appraisal of the scheme.

- 4.25. It recommended that should a CPZ be determined as being effective, which may simply be through feedback received by the Ward Councillor, then there should be no requirement to review a scheme unless circumstances within the zone change, i.e. a potential new development changes parking demand within the zone.
- 4.26. Where a review is undertaken, this may simply be a review led by local Ward Councillors in engaging with local residents on their views. Subsequently, should a Ward Member have reason to doubt the effectiveness, or harbour concerns, about a scheme, they will be able to request, to the Cabinet Member for Transport, for a review of a scheme.

Co-operative Scrutiny Board Recommendation H: -

- 4.27. The panel have considered the current level of charges for residents parking permits and have benchmarked with other local authorities. The benchmarking also looked at differential charging and escalating costs with the number of permits issued. The panel considered however that the current charge of £30 per permit offers good value and should not be increased, and officers confirmed that the charge covers costs of administering the scheme.

Officer Comment: -

- 4.28. This recommendation was outside of the scope of the Scrutiny Review, however this recommendation will be considered in light of any potential charges reviews.

Cooperative Scrutiny Board Recommendation I: -

- 4.29. The panel benchmarked whether other local authorities capped the number of permits per household. This was not regarded as practical however and the panel therefore recommend that capping should not be introduced at this stage.

Officer Comment: -

- 4.30. This recommendation was outside of the scope of the review however this recommendation will be considered in light of any review on permit allocation.

Co-operative Scrutiny Board Recommendation J: -

- 4.31. The panel received information on the vehicle dimensions allowed for a resident parking permit. The current arrangements limit this to weight only. The panel recommend that this be extended to include a length and height restriction too.

Officer Comment: -

- 4.32. This recommendation is agreed, in respect to vehicle length but not in respect to vehicle height. The dimension of vehicles, such as campervans or vehicles with trailers is known to be a cause of frustration with residents, especially in areas where demand for parking is high as these vehicles occupy in excess of one parking space.

- 4.33. It is recommended that vehicles exceeding the defined 'Planning Parking Standards' bay length of 5.5m be excluded from permits. It is not recommended to restrict vehicles based on height as this does not implicate on available road space. In most cases prohibiting vehicles exceeding 5.5m will also prohibit excessively tall vehicles i.e. advertising vehicles and campervans.

Co-operative Scrutiny Board Recommendation K: -

- 4.34. The panel received information regarding the number of parking spaces available in the current controlled parking zones across the city. It was noted that in some areas the permits issued far exceed the capacity for parking. The panel recommend that clarification be sought on whether households currently exempt from council tax could be considered separately and, in particular, whether these houses could be exempt from parking permits in over-subscribed areas of the city.

Officer Comment: -

- 4.35. This recommendation is agreed.
- 4.36. A study is to be commissioned to explore the feasibility, and legality, of excluding households which are exempt from Council tax from parking permits. The findings of this review, and any subsequent recommendations, will be presented to the Cabinet Member for Transport.

Co-operative Scrutiny Board Recommendation L: -

- 4.37. There are currently 53 resident parking zones across the city. The panel received benchmarking information from other local authorities and how some have only 2 or 3 zones. The panel recommend that officers are asked to undertake a feasibility study to look at how far the zones can be rationalised across the city and whether a more radical approach could be achievable. The study, however, must not lose sight of the needs of users by possibly imposing unnecessary restrictions in an area.

Officer Comment: -

- 4.38. This recommendation is agreed. A feasibility study is to be commissioned, linked to recommendation E (reduced variations to the operational timings of schemes), to explore the wider rationalisation of CPZ's. The outcome of this study, and any subsequent recommendations, will be presented to the Cabinet Member for Transport.

Co-operative Scrutiny Board Recommendation M: -

- 4.39. The panel received information from officers on the working policies and practices when considering parking or transport related aspects of planning applications. It was clear that closer discussions must take place between Planning, Transport and Parking and that the Supplementary Planning Guidance should be reviewed.

Officer Comment: -

- 4.40. This recommendation is agreed.

Co-operative Scrutiny Board Recommendation N: -

- 4.41. The panel agreed that the recommendations in this report, if approved by Cabinet, be forwarded to officers to be included for consideration in the development of the Parking Strategy as part of the Plymouth Plan.

Officer Comment: -

- 4.42. This recommendation is agreed. If approved by Cabinet, this policy will be included within the development of the Car Parking Strategy.

5. FINANCIAL IMPLICATIONS

- 5.1. There are no costs associated with the adoption of these recommendations. The recommendations within this report define the policy for when a CPZ is an appropriate intervention to address parking problems, how such measures are cooperatively developed and democratically consulted, with the objective of improving the quality of life for residents in the city.
- 5.2. Ward Councillors will use allocated budgets from their 'Living Streets' budgets to undertake consultation within wards to determine the extent of a problem, develop proposals and gauge support for a scheme.
- 5.3. Where support for a scheme has been achieved and a scheme is to be implemented, the costs of associated with this will be met though income received from permits. Council minute no 74(9) 13.07.2000 clarified that the costs of Residents Parking Schemes be financed from the permit price.

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(Extract from Cabinet Minute)

Cabinet

Tuesday 15 July 2014

PRESENT:

Councillor Evans, Chair

Councillor Peter Smith, Vice Chair

Councillors Coker, Lowry, McDonald, Penberthy, Tuffin and Vincent

Apologies for late arrival: Tracey Lee (Chief Executive)

Also in attendance: Mike Artherton (Parking and Marine Service Manager), Carole Burgoyne (Strategic Director for People), Hannah Daw (Policy and Business Planning Officer), Councillor Darcy (Chair of the Working Plymouth Co-operative Scrutiny Review Group), Judith Harwood (Assistant Director for Education, Learning and Families), Philip Heseltine (Head of Integrated Transport), Nicky Jones (Commissioning Lead, West Locality NEW Devon CCG), Craig McArdle (Head of Co-operative Commissioning), Stuart Palmer (Assistant Director for Homes and Communities), Anthony Payne (Strategic Director for Place), Chris Trevitt (Head of Partnerships and Operations), Mark Turner (Head of Waste Services), Craig Williams (Interim Programme Manager Integrated Health and Wellbeing) and Helen Wright (Democratic Support Officer).

The meeting started 2pm at and finished at 3.40pm.

Note: At a future meeting, the Cabinet will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

20. **CONTROLLED PARKING ZONES: ON STREET PARKING REVIEW
SCRUTINY REPORT**

Councillor Darcy (Chair of the Working Plymouth Co-operative Scrutiny Review Group), attended the meeting and presented the scrutiny recommendations following their review of controlled parking zones and on street parking. He also presented the comments of the Co-operative Scrutiny Board referred to in minute 14 of its meeting held on 25 June 2014.

Councillor James, Chair of the Co-operative Scrutiny Board, was not able to attend the meeting.

Anthony Payne (Strategic Director for Place) submitted a report responding to the recommendations in the scrutiny report and by the Co-operative Scrutiny Board. The recommendations would form a Controlled Parking Zone (CPZ) policy which would define when the introduction a CPZ was appropriate to tackle difficulties with residents parking and set out a co-operative and democratic approach to the consultation for and adoption of such schemes.

Councillor Coker (Cabinet Member for Transport) thanked the co-operative review group for their work.

Mike Artherton (Parking and Marine Service Manager) and Gill Peele (Business Manager) also attended the meeting for this item.

Councillor Evans (Chair) joined with Councillor Coker to thank the Panel and the Co-operative Scrutiny Board for their work, together with the co-operative review group members and all those who supported it.

Alternative options considered and reasons for the decision –

As set out in the report.

Agreed the recommendations from the Co-operative Scrutiny Board, together with officer recommendations, for the adoption of a Controlled Parking Zone policy. The policy sets and defines the criteria for when a Controlled Parking Zone is an appropriate tool to help resolve parking difficulties within residential areas (as set out in the report).

WORKING PLYMOUTH**DRAFT**

Work Programme 2014 - 2015


PLYMOUTH
CITY COUNCIL

Please note that the work programme is a 'live' document and subject to change at short notice. The information in this work programme is intended to be of strategic relevance and is subject to approval at the Cooperative Scrutiny Board.

For general enquiries relating to the Council's Scrutiny function, including this committee's work programme, please contact Helen Rickman, Democratic Support Officer, on 01752 398444.

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
10.6.2014 (Business meeting)	Overview of Priorities for Working Plymouth	To help inform the work programme and cooperative review discussion.		Anthony Payne – Strategic Director for Place
	Presentation on G.A.M.E Transformation Business Case	To help inform Members of the G.A.M.E. business case	Overview presentation to update Members.	Nigel Gooding - GAME Programme Manager.
	Growth and Assets Full Business Case	To enable Members to scrutinise the business case before it is submitted to Cabinet on 17 June 2014.	Transformation Key Decision.	Nigel Gooding - GAME Programme Manager.
22.7.2014 (Review)	Mayflower Coach Hub Review	For Members to be advised of proposals for the Mayflower Coach Hub.	Referred from the Cooperative Scrutiny Board.	Paul Barnard/ Juli Wileman
8.8.2014 (Review)	Waste Collection Re-organisation Business Case - Transformation	For Members to be advised of the proposed Waste Collection re-organisation Business Case before its submission to Cabinet.	Part of the Transformation Programme	Simon Dale/ Tom Cox
28.8.2014 (Review)	Commercialisation Business Case/ Fleet Services Business Case and Street Services Business Case - Transformation	For Members to be advised of the proposed Commercialisation/ Fleet Services and Street Services Business Cases before their submission to Cabinet.	Part of the Transformation Programme	Simon Dale/ Tom Cox/ Lee Pundsack
3.9.2014 Meeting postponed	Controlled Parking Zones: On Street Parking Scrutiny Report	To update Members of the result of the Controlled Parking Zones: On Street Parking Scrutiny Review.	Monitor progress	Mike Artherton
15.10.14 (Business meeting) NEW	Controlled Parking Zones: On Street Parking Scrutiny Report	To update Members of the result of the Controlled Parking Zones: On Street Parking Scrutiny Review as well as its progress through Cabinet.	Monitor progress	Mike Artherton
	City Centre BID Ballot	Members will be provided with the outline proposals for the renewal of the City Centre BID.		David Draffan/ Stefan Krause
	Plan for Parking (Parking strategy)	For Members to receive the scope, context and information on the consultation programme for the Plan for Parking Strategy.		Mike Artherton/ Phil Heseltine
	Waste Collection reorganisation	To update Members on preparations.		Tom Cox
10.12.2014	Market Recovery Scheme		Performance Review	

Date of meeting	Agenda item	Purpose of the agenda item	Reason for consideration	Responsible Officer
(Business meeting)	Get Plymouth Building – 2 nd Annual Report	For Members to be provided with the second annual report.	Performance Review	
	Plan for Homes – 1 st Annual Report	For Members to be provided with the first annual report.	Performance Review	
	Plan for Jobs			David Draffan
	Waste Collection Re-organisation	Monitor progress from August Review.	Performance Review	Simon Dale
18.3.2015 (Business meeting)	*new item – Inward Investment			David Draffan
	Strategic Property Review	Monitoring progress	The Cooperative Scrutiny Board agreed at its 27 November 2013 meeting that the Strategic Property Review is included on the Working Plymouth work programme for 2014/15.	
	Category Management Fleet Services Project	Monitor progress from August review	Performance Review	Simon Dale
	The Brilliant Cooperative Strategic Street Services	Monitor progress from August review	Performance Review	Simon Dale
	Commercialisation	Monitor progress from August review	Performance Review	Simon Dale
NEW – items not yet allocated a date				
Enforcement Services		The Co-operative Scrutiny Board agreed at their 25 June 2014 meeting that this item could be included on the Working Plymouth work programme.		
Highways Maintenance Services				
Scrutiny Review Proposals		Description		