

# Public Document Pack

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Pennaeth Gwasanaethau Cyfreithiol a Democraataidd



To: Cllr Matt Wright (Chairman)

CS/NG

Councillors: Haydn Bateman, Derek Butler,  
Peter Curtis, Chris Dolphin, David Evans,  
Veronica Gay, Cindy Hinds, Dennis Hutchinson,  
Joe Johnson, Colin Legg, Nancy Matthews,  
Ann Minshull, Paul Shotton and Carolyn Thomas

3 January 2013

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Dear Sir / Madam

A meeting of the **ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE** will be held in the **DELYN COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA** on **WEDNESDAY, 9TH JANUARY, 2013** at **10.00 AM** to consider the following items.

Yours faithfully

Democracy & Governance Manager

## **AGENDA**

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**
- 3 **MINUTES** (Pages 1 - 6)

To confirm as a correct record the minutes of the last meeting held on the 21 November, 2012.

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The Council welcomes correspondence in Welsh or English  
Mae'r Cyngor yn croesawau gohebiaeth yn y Cymraeg neu'r Saesneg

- 4 **DEESIDE ENTERPRISE ZONE** (Pages 7 - 10)  
Report of the Director of Environment enclosed. The Committee will receive a presentation from Mr. Sheibani, Chair of the Deeside Enterprise Zone.
- 5 **NORTH WALES RESIDUAL WASTE TREATMENT PROJECT** (Pages 11 - 28)  
Report of the Director of Environment enclosed.
- 6 **QUARTER 2 SERVICE PERFORMANCE REPORTS** (Pages 29 - 86)  
Report of the Learning and Social Care Overview and Scrutiny Facilitator enclosed.
- 7 **FORWARD WORK PROGRAMME** (Pages 87 - 94)  
Report of the Learning and Social Care Overview and Scrutiny Facilitator enclosed.
- 8 **CONSIDERATION OF A MATTER REFERRED TO THE COMMITTEE PURSUANT TO THE CALL IN ARRANGEMENTS** (Pages 95 - 98)  
A decision of the Cabinet meeting on the 18 December 2012 relating to Civil Parking Enforcement has been called in. Attached at Appendix 1 is a copy of the procedure for dealing with a called in item.
- 9 **CIVIL PARKING ENFORCEMENT** (Pages 99 - 162)  
To assist Members, the following documents are attached:-
  - Appendix 1 (a) - A copy of the Cabinet report of the Director of Environment.
  - Appendix 1 (b) - A copy of the Record of Decision.
  - Appendix 1 (c) - A copy of the Call In letter.
  - Appendix 1 (d) - A copy of the report of the Director of Environment which was due to be submitted to the Environment Overview & Scrutiny Committee meeting on the 9 January, 2013.

## **ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE** **21 NOVEMBER, 2012**

Minutes of the meeting of the Environment Overview & Scrutiny Committee of Flintshire County Council, held at County Hall, Mold on Wednesday 21 November, 2012.

### **PRESENT: Councillor N.M. Matthews (Vice-Chair in the Chair)**

Councillors: G.H. Bateman, P.J. Curtis, C.J. Dolphin, D. Evans, V. Gay, C. Hinds, J. Johnson, C. Legg, P. Shotton and C.A. Thomas

**SUBSTITUTE:** Councillor I. Dunbar for A. Minshull

### **ALSO PRESENT:**

Councillors: J.E. Falshaw and W.O. Thomas

**APOLOGIES:** Councillor M.G. Wright.

**CONTRIBUTORS:** Deputy Leader and Cabinet Member for Environment, Cabinet Member for Public Protection, Waste and Recycling, Director of Environment, Head of Assets and Transportation, Acting Head of Engineering and Traffic Services Manager

**IN ATTENDANCE:** Learning & Social Care Overview & Scrutiny Facilitator and Committee Officer

## **36. DECLARATIONS OF INTEREST (including Whipping Declarations)**

No declarations of interest were made.

## **37. MINUTES**

The minutes of the meeting held on 17 October, 2012 had been circulated with the agenda.

### **Accuracy**

Councillor C.A. Thomas referred to page 3 of the minutes and said that the minutes did not accurately reflect her comments. She had raised her concerns during the meeting on the changes to grass cutting in rural areas which were not reflected in the Grass Cutting Policy.

The Deputy Leader and Cabinet Member for Environment explained that the Grass Cutting Task and Finish Group had suggested changes to the Grass Cutting Policy but the previous Executive Member had not submitted the amended Grass Cutting Policy to the Executive. Further work was being carried out on the Policy before its submission to the Environment Overview and Scrutiny Committee and Cabinet.

Councillor G.H. Bateman referred to page 7 of the minutes and said that he had asked the question shown in the last paragraph and not Councillor C.A. Thomas.

### Matters arising

Councillor I. Dunbar referred to page 6 of the minutes and raised concern that food waste bins continued to be left open once they had been emptied and during bad weather this made them difficult for elderly residents to collect. The Head of Assets and Transportation said that these concerns would be conveyed to the Operatives.

### **RESOLVED:**

That subject to the amendments listed above, the minutes be approved as a correct record and signed by the Chairman.

## **38. SPEED LIMIT REVIEW**

Prior to consideration of this item, the Chair apologised that due to a technical error the Appendix circulated with the agenda did not include all of the relevant information and a copy of both the full Appendices to the report was circulated to the Committee. The Chair announced that there would be a 10 minute adjournment to allow Members to read the Appendices.

Prior to the adjournment, the Head of Assets and Transportation explained that the section of roads identified for a proposed change in speed limit was shown at Appendix B.

Following the 10 minute adjournment, the Head of Assets and Transportation introduced the report which detailed the conclusion of the speed limit review covering the 'A class' and 'B class' road network within the Authority.

The Welsh Government (WG) published in 2009 the document entitled 'Setting Local Speed Limits in Wales'. This guidance was to be used for setting all local speed limits on single and dual carriageways in both urban and rural areas with all highway authorities requested to review the speed limits of all of their A and B roads, and implement changes by the 31 December, 2014.

Following a decision taken at Executive on the 15 November, 2011, suitable specialist advisors were invited to tender for the review and in March 2012 Atkins were awarded the contract. Atkins undertook a video survey of the whole of the A and B class road network and made recommendations, a copy of which had been made available in the Members Library and was attached at Appendix A to the report. Following detailed analysis by officers of the information in Appendix A, a schedule of sections identified for a proposed change in speed limits was included in Appendix B.

Councillor D. Evans asked what consultation would be carried out with Members on the proposed changes to speed limits. The Director of Environment explained that consultation would be carried out with all Members and also Town and

Community Councils with a view to receiving responses back before the Christmas period.

In response to further comments from Members on the need for all ward Members and Town and Community Councillors to be given the opportunity to consider and discuss issues within their areas, the Director of Environment confirmed that the consultation period would be extended to the end of January, 2013.

Councillor Evans asked that when consulting Town and Community Councils that they be provided with maps which highlighted the exact sections of roads in order to avoid confusion. The Head of Assets and Transportation confirmed that the relevant data could be extracted in map format and would be placed in the Members Library following the meeting. If requests were received for the maps these could be provided to Members.

Councillor C.A. Thomas asked that it be made clear to Town and Community Councils that the responses to the consultation process should be sent to the Head of Assets and Transportation. She also asked whether the Streetscene Team would be responsible for erecting the new speed limit signs. The Head of Assets and Transportation confirmed that this would be carried out through a competitive tendering exercise due to the scale of work involved.

In response to a question from Councillor C. Hinds, the Head of Assets and Transportation confirmed that the change to the speed limit at Dobshill had been agreed prior to the speed limit review and a Traffic Regulation Order had been drafted and was to be approved shortly, with signage being awaited.

The Deputy Leader and Cabinet Member for Environment advised that if Members felt that there were additional A or B roads which had not been included within the review then these would be considered as part of the consultation process.

Councillor C.A. Thomas asked that reference be made within Appendix B to there being no proposed change to the speed limit on the A5104. She also asked if consideration had been given to roads used as diversion routes when the A55 was closed when reviewing speed limits. The Head of Assets and Transportation confirmed that this was not considered as part of the review.

**RESOLVED:**

- (a) That the Committee note the report and support the process as detailed in the report; and
- (b) That consultation be carried out with all Members and Town and Community Councils with a deadline for responses to be received before the end of January, 2013.

**39. FORWARD WORK PROGRAMME**

The Learning and Social Care Overview and Scrutiny Committee Facilitator introduced a report to enable the Committee to consider its Forward Work Programme.

The Committee were requested to note that a North Wales Residual Waste Project Seminar had been arranged for the 28 November, 2012 and that a Streetlighting Workshop had been arranged for the 7 December, 2012. The following items were included on the Forward Work Programme for consideration at the next Committee meeting scheduled for the 9 January, 2013:-

- Quarter 2 Performance Report
- Deeside Enterprise Zone
- Civil Parking Enforcement
- North Wales Residual Waste Treatment Project

The Facilitator also advised the Committee that they were invited to attend a meeting of the Corporate Resources Overview and Scrutiny Committee on the 17 January, 2013 to consider a report on Assets and Estates.

In response to a question on the Streetlighting workshop, the Director of Environment said that the workshop would enable Members to consider the work of the Task and Finish Group and would encourage all Members to attend.

Councillor C.J. Dolphin proposed that an item be added to the Forward Work Programme on the Energy Switching Scheme and commented on an initiative in South Lakeland District Council.

**RESOLVED:**

That subject to the foregoing, the Forward Work Programme be noted.

**40. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – TO CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:**

That the press and public be excluded from the remainder of the meeting for the following item by virtue of exempt information under paragraph 14 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

**41. NORTH EAST WALES FOOD WASTE TREATMENT PROJECT**

The Director of Environment and Cabinet Member for Public Protection, Waste and Recycling introduced an update on the progress made by the Partnership to develop a food waste treatment facility.

A number of questions were raised by Members on the level of food waste expected to be collected, the possibility of working with Wrexham County Borough Council in the future and the collection of food waste from local businesses.

The Director of Environment responded to the questions explaining that he was confident that the Council would meet the required levels of food waste expected to be collected and that these levels would increase in the future. There was the possibility of attracting food waste from neighbouring Local Authorities and local businesses in the future. He added that the Council was not responsible for the disposal of food waste from local businesses and felt that this should have been given greater prominence in the Welsh Government Waste Strategy.

The Cabinet Member for Public Protection, Waste and Recycling explained the current arrangements in place for disposing of food waste and the contingency arrangements in place if there was ever a breakdown at the food waste treatment facility. He also encouraged all Members to attend the Seminar on the North Wales Residual Waste Treatment Project which had been arranged for the 28 November, 2012.

In response to a question on the tendering process, the Director of Environment responded and provided details of the process together with the costs of completing the project.

The Committee thanked the Director of Environment and Cabinet Member for Public Protection for the positive report.

**RESOLVED:**

That the report be noted.

**42. DURATION OF MEETING**

The meeting began at 10.00 a.m. and ended at 11.25 p.m.

**43. ATTENDANCE BY MEMBERS OF THE PRESS AND PUBLIC**

There were two members of the public and one member of the press present.

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**Chair**

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** ENVIRONMENT OVERVIEW & SCRUTINY  
COMMITTEE  
**DATE:** WEDNESDAY, 9 JANUARY 2013  
**REPORT BY:** DIRECTOR OF ENVIRONMENT  
**SUBJECT:** DEESIDE ENTERPRISE ZONE

### 1.00 PURPOSE OF REPORT

To advise Members of progress on Deeside Enterprise Zone.

### 2.00 BACKGROUND

- Deeside Enterprise Zone was declared by the Minister for BETS on 12 September 2011, it came into effect on 2 April 2012 .
- This followed the declaration of twenty four enterprise zones in England, two of which (Wirral Waters and Daresbury) are within twenty miles of Deeside.
- The Minister has established a private sector-led Board, Chaired by Askar Sheibani, Chief Executive of Comtek Ltd, to advise on the delivery of DEZ. The Board has no executive authority, delivery of the Enterprise Zone programme will be by the Welsh Government.
- To date, the Board has produced Business Plan/Marketing Plans, which have been well received by WG. These include bids for funding and a response is expected early in the New Year.

The DEZ plan is both ambitious and innovative and is intended to use the opportunity created by EZ designation to;

- create 7,000 new jobs, mainly in the manufacturing sector, helping to provide a major boost to employment for the whole North Wales region;
- help make Deeside recognised on an international scale as a major focus for advanced manufacturing;
- use the proposed investment at Deeside as a catalyst for the regeneration of the wider Deeside area, this is the main concentration of deprivation in Flintshire.

## Progress

DEZ covers an area of 2,000 hectares, including Deeside Industrial Park and the Hawarden/Broughton aerospace complex. A total of 20,000 jobs are currently located within this area, with around 70% of these in manufacturing, a large proportion being within the advanced manufacturing sectors (that is, aerospace, automotive engineering, paper and packaging, pharmaceuticals, renewable energy and electronics).

To date, significant progress has been made.

1. Deeside EZ Board appointed by the Minister, with representatives from major employers (UPM, Tata, Toyota), Glyndwr University, Deeside College, financial institutions and a major trade union. FCC is represented by the Chief Executive.
2. a strong consensus has been established and this is driving forward DEZ on the twin tracks of skills/training and R&D/ supply chain development. This approach is being supported by industry bodies;
3. a planning application has been approved for what is believed to be the single largest development site currently proposed in Wales. The 200 hectare Northern Gateway site (marketed as The Airfields), will accommodate up to 5,000 jobs and 700+ residential units;
4. a feasibility study is underway which will examine the opportunity to develop a joint Advanced Manufacturing Park, focussed on a higher education-linked, Advanced Manufacturing Centre (AMC). The AMC could provide a location for a new Glyndwr University Engineering Faculty, relocated from the Wrexham Campus, a Deeside College outreach facility, the Advanced Composites Centre and an incubation centre for new small businesses. This will be the first Advanced Manufacturing Park in Wales and will follow the successful models now operating in Sheffield, together with those now declared in Derby and Belfast.
5. The AMC will provide;
  - a focus for public sector support for business, delivering FCC/WG and other public sector assistance on the 'one

stop shop' principle;

- a 'shop window' for the sector, promoting the capabilities of local and regional businesses and, importantly, to promoting local industry to the next generation of potential employees;
  - a 'full service' skills and training facility, offering training from the 14/19 level, through to post-graduate levels;
  - business incubation space for new small, high-tech companies.
6. a local recruitment initiative is now in place, this is helping local people into new job opportunities. To date 200 people have been helped in this way, with 140 gaining permanent employment.
  7. a Development Team approach has been established and this is dealing with all major applications in a coordinated and effective way.
  8. a business plan, including a marketing plan, has been prepared and both are now being considered by Welsh Government.

## **Conclusions**

The local Flintshire community has welcomed the decision by the Minister to declare an EZ in Deeside and has responded rapidly and positively to the opportunity this presents. With 33.7% of all jobs in the sector, Flintshire is already the most manufacturing-dependent local authority area in the UK and has one of the most resilient economies in Wales, providing large numbers of jobs for people across North Wales. However, competition for investment is intense and the area needs to consider how it can best position itself for the future.

The DEZ business plan sets out a programme to reinforce Flintshire's competitive position for the next generation, by maintaining existing employment and attracting new investment. This will create a legacy of economic growth and opportunity that will benefit North Wales well into this century.

DEZ also offers the opportunity to provide a very significant boost to the local economy, providing a catalyst for regenerating Deeside and leaving a lasting legacy for the region. It has been well-received by the business community and is now the subject of a significant level of development interest.

**3.00 CONSIDERATIONS**

To be covered in presentation

**4.00 RECOMMENDATIONS**

That the report be noted.

**5.00 FINANCIAL IMPLICATIONS**

None directly.

**6.00 ANTI POVERTY IMPACT**

New jobs will be created which will be targeted towards the most deprived areas.

**7.00 ENVIRONMENTAL IMPACT**

None directly.

**8.00 EQUALITIES IMPACT**

None directly.

**9.00 PERSONNEL IMPLICATIONS**

None directly.

**10.00 CONSULTATION REQUIRED**

With Welsh Government.

**11.00 CONSULTATION UNDERTAKEN**

With Welsh Government.

**12.00 APPENDICES**

N/A

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985  
BACKGROUND DOCUMENTS**

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** ENVIRONMENT OVERVIEW & SCRUTINY  
COMMITTEE

**DATE:** 9<sup>TH</sup> JANUARY 2013

**REPORT BY:** DIRECTOR OF ENVIRONMENT

**SUBJECT:** NORTH WALES RESIDUAL WASTE TREATMENT  
PROJECT

### 1.00 PURPOSE OF REPORT

To update Members on progress of the North Wales Residual Waste Treatment Project's (NWRWTP) procurement process.

### 2.00 BACKGROUND

- 2.01 The North Wales Residual Waste Treatment Partnership was formed in 2008 (made up of the Isle Of Anglesey County Council, Gwynedd Council, Conwy County Borough Council, Denbighshire County Council with Flintshire County as lead authority) to seek a solution to managing residual waste on behalf of the five Partner authorities. A North Wales Residual Waste Treatment Joint Committee has been set up to oversee and govern the procurement process. At the Joint Committee meetings, all five Partner authorities have equal voting rights. However, as Lead Authority, the Council is responsible for project planning and management, giving Leadership to the Project Team and undertaking governance issues like producing management accounts and ensuring financial probity.
- 2.02 One of the key issues for the Project is the range of waste related targets that now challenge Welsh authorities; these are set out below:-

**Table - Authority Municipal Waste Targets**

TARGET	YEAR				
	09/10	12/13	15/16	19/20	24/25
Levels of recycling / composting (or Anaerobic Digestion (AD))	40%	52%	58%	64%	70%
Levels of composting (or AD) of source separated food waste (included in the above)		12%	14%	16%	16%
Maximum level of energy from waste			42%	36%	30%
Maximum level of landfill				10%	5%

Welsh Government (WG) has made it clear via its strategy document – 'Towards Zero Waste' - that the future strategic direction and resources will be directed towards local authority policies which are based on very high levels of recycling and composting (i.e. 70% recycling /composting by 2024/25) and very low levels of landfilling (i.e. a maximum of 5% to landfill by 2024/25). Nevertheless, and even with these challenging targets achieved, there will remain significant levels of residual waste which must be disposed of through sustainable technologies offering the best balance of environmental and economic benefits.

2.03 If the Council fails to meet these targets, the Authority will face two sets of fines, which will be cumulatively levied :-

(i) Failure to meet recycling targets (£200/t)

(ii) Exceeding Landfill Allowances (£200/t)

The NWRWTP will play a key role in helping Flintshire County Council (FCC) to meet the Municipal Waste targets shown and hence help the Council to avoid the substantial fines outlined above.

2.04 At around £600m value and 25 years duration, this is an extremely complex procurement process, where proper consideration needs to be given to all matters by both the Partnership and by the bidders.

2.05 In March 2010, a Special Flintshire County Council considered a report and Outline Business Case on the NWRWTP. The report was based on an Options Appraisal undertaken by Entec (now Amec), which concluded that the NWRWTP Regional Partnership was the scenario most likely to deliver best value for the Council due to cost minimisation, meeting Welsh Government (WG) funding guidelines, resilience to legislative change and service need, as well as being the most attractive Option for the market. As a result of the Outline Business case, WG confirmed their commitment to providing £142m funding towards the Project; Flintshire County Council's share of this is £38m over the 25 years of the Project.

2.06 On 15th July 2010, the procurement process was formally started with the publication of the OJEU (Official Journal of the European Union) notice. This was followed by a formal Pre Qualification Questionnaire Stage (PQQ) where companies that formally put forward an expression of interest were assessed on their financial and technical capabilities.

2.07 The PQQ process involved a rigorous assessment of the companies that had formally expressed an interest in the procurement process. They were assessed on their financial standing and record, and also on their technical ability and record in delivering residual waste treatment contracts. This assessment process was carried out by the Project's legal, technical and financial advisors (Pinsent Masons, Entec (now Amec) and Grant Thornton respectively), and was scrutinised by the relevant technical officer group from the Partnership. 10 participants applied for pre-qualification and eight were recommended to go through to the next stage (see 2.09 below).

2.08 On 29 October 2010, the North Wales Residual Waste Joint Committee approved the next stage of the procurement process. The next stage of the procurement process was the Invitation to Submit Outline Solutions (ISOS) stage. Eight bidders were invited to submit their outline solution(s). These bidders were:-

- Biffa Waste Services/E.ON
- Complete Circle (a consortium of John Laing Investments Ltd, Shanks Waste Management Ltd, Keppel Seghers and Grays Waste Management Ltd)
- Covanta Energy Ltd
- Sita UK Ltd
- Veolia ES Aurora Ltd
- Viridor Waste Management Ltd
- Waste Recycling Group / Balfour Beatty Capital, and
- Wheelabrator Technologies

2.09 ISOS submissions were received on 4<sup>th</sup> February 2011 and the Joint Committee met on 25<sup>th</sup> March 2011. Following an exhaustive evaluation by a range of technical, legal and financial officers and advisors, Members on the Joint Committee accepted Officer recommendations and decided to take three bidders through to the next stage of the procurement process, the invitation to submit detailed solutions (ISDS) :-

- Sita UK Ltd
- Veolia ES Aurora Ltd
- Wheelabrator

2.10 The Project Team pursued the possibility of rail being used as part of the solution to transport the waste to the main facility. To this end, discussions have been held with Network Rail and the bidders, who have shown a positive stance towards the use of rail.

2.11 In order to ensure that rail was considered thoroughly, an additional stage was included in the procurement process. The participants were all instructed to submit a road and rail based solution for the Project. Participants submitted these proposals on 27<sup>th</sup> January 2012. The Project Team then looked at the relevant parts to assess the viability, cost, deliverability and risks of both transport options.

The Joint Committee considered these proposals at its meeting on 16<sup>th</sup> March 2012. The Participants were then informed that the Partnership's requirement was for a rail based solution and given a limited number of weeks to refine their proposal in the light of that decision. They submitted full detailed proposals on 5<sup>th</sup> April 2012.

### **3.00 CONSIDERATIONS**

3.01 On 1<sup>st</sup> August 2012, the Joint Committee decided to deselect one of the bidders,

leaving the following two companies :-

- Sita
- Wheelabrator

3.02 Both bidders are proposing to use Energy from Waste technology at a site in the Council's ownership on Deeside Industrial Park.

3.03 The following key points have been raised and are commented upon in the paragraphs below :-

- Welsh Government's position regarding waste treatment
- The type of waste to be treated
- The likely scale of the facility
- The traffic impacts of the project
- The environmental impacts of the treatment process
- The potential for Community Benefits
- The next steps for the Project

3.04 On 28<sup>th</sup> November 2012, Jasper Roberts, WG's Deputy Director, Waste and Resource Efficiency, gave a presentation and answered questions at a Member Seminar in County Hall. Around 35 Councillors attended the presentation, which covered WG's position on :-

- Policy and Targets
- Strategy and Approach
- Economic and Environmental goals
- Preferred Technology
- Alternative Technologies
- Permitting and Regulation
- Social Impacts – Health & Environment
- Health Protection Agency
- Benefits and Dis-benefits
- Summary

The questions raised by Members, together with the answers given, are set out in Appendix 1, for Members that were unable to attend the Seminar.

3.05 The facility will have a capacity of between 150-180k tonnes of waste treated per annum. It is projected that the Partnership will provide 115k tonnes per annum of residual municipal waste, after the constituent authorities have recycled at least 63% of the waste they collect. The remaining capacity will be taken up by the successful operator treating municipal type waste they take either from other local authorities, or from the commercial sector.

3.06 The indicative size of the process building at the facility is a footprint of 5.500m<sup>2</sup>. To put this into context, that is approximately half the size of the Asda store at Queensferry, a quarter of the size of UPM-Kymmene, or smaller than a football pitch.



- 3.07 As outlined in paragraph 2.11, a rail based solution is the preferred outcome for the Project. The anticipated traffic movements into the facility on a daily basis (Monday to Friday) are approximately 55 per day, of which 32 per day will be Flintshire County Council vehicles. These vehicles will be fitted with electronic tracker devices, to ensure that they follow approved routes. In addition to the vehicles, it is anticipated that there will be two trains per week bringing waste into the site from the west of the Partnership area.
- 3.08 At the Joint Committee meeting of 1<sup>st</sup> August 2012, there was a discussion relating to particulate monitoring that could be enhanced above that required by the Waste Incineration Directive (this directive sets all the emission limits that any operator of a waste incinerator must meet and therefore what it must monitor to ensure compliance). Members from Flintshire County particularly wished to see additional particulate monitoring carried out for small particulates (PM 2.5). The Project Team agreed to engage with both participants to explore this more fully.

Both bidders have confirmed that they would include the additional analysis of PM 2.5 particulates emissions as part of their sampling regime. Therefore they would be able to produce data showing what PM 2.5 particulates were being emitted.

- 3.09 Two meetings have been arranged on 6<sup>th</sup> and 7<sup>th</sup> February (one in the West and one at County Hall, Mold) for all Members of Partner authorities to hear a specialist representative from the Health Protection Agency (HPA) talk about emissions from energy from waste facilities and then ask him questions.
- 3.10 It is possible for Community Benefit Schemes (CBS) to be introduced in conjunction with large high profile developments, e.g. renewable energy schemes, major pipelines, highway improvements or large waste projects, etc. In some cases, these CBS are covered by a Section 106 Planning Agreement; in others the benefit is provided by the developer or via a fund put up voluntarily by the developers. In all of those circumstances, the CBS is not offered as compensation for allowing the development to proceed, nor does it imply that the development has an adverse impact on those communities. It is merely recognition that one area or community is being asked to host a development which serves a much wider catchment.
- 3.11 The Project Team has carried out an initial review of the types of schemes that have been considered or proposed in the UK to date on similar schemes. Two potential types of schemes were considered by the Project Board of having the most merit. These were :-
- 3.11.1 A) "One off" capital provision with potentially an ongoing revenue provision for maintenance upkeep. This can be for things such as youth facilities, play areas or other community type projects. Typically a local community liaison group would be set up to assist in identifying priorities for such funding.
- 3.11.2 B) The setting up of a joint venture ESCO (energy services company) for the provision of heat to local residents and/or 3rd sector /public buildings. There is

the potential for the Partnership to enter into a joint venture with an energy provider to form an ESCO, that would then contract with the Partnership's waste contractor for the purchase of heat for distribution to residential customers (such as for instance the new housing potentially being developed as part of the Northern Gateway Project and that will contain a high proportion of social housing or shared ownership housing). Such heat provision could significantly reduce the heating cost of those households receiving the heat in comparison to conventional heating systems. If a heat distribution system was developed there would also be opportunities to supply heat to 3rd sector or public buildings (such as community or leisure centres etc).

3.12 Confirmation has been received from WG that, dependant on the exact nature of the proposals, WG will consider counting such costs within the calculation for WG's revenue support (i.e. could be subject to WG's 25% revenue support).

3.13 The Outline Programme for the next stages of the procurement process is set out in the table below :-

Final tender submission by Participants	April 2013
Individual authority Approved Bidder and Final Business Case approvals completed (at FCC, this will mean consideration by the Environment O&S Committee, Cabinet and Full Council)	Sep-Dec 2013
Contract Award	Jan 2014
Submission of Planning Application	March 2014
Facility projected to be fully available	Late 2017

**4.00 RECOMMENDATIONS**

4.01 That Members note the content of the report.

**5.00 FINANCIAL IMPLICATIONS**

5.01 The proposals are anticipated to be well within the Affordability Envelope approved by full Council in March 2010.

**6.00 ANTI POVERTY IMPACT**

6.01 None.

**7.00 ENVIRONMENTAL IMPACT**

7.01 None.

**8.00 EQUALITIES IMPACT**

8.01 None.

**9.00 PERSONNEL IMPLICATIONS**

9.01 None.

**10.00 CONSULTATION REQUIRED**

10.01 Consultation of relevant communities and bodies will be very important to the future successful delivery of the Project.

**11.00 CONSULTATION UNDERTAKEN**

11.01 Various consultation processes have been undertaken throughout the Project to date. The results of the consultations have been used to inform the Project's progress.

**12.00 APPENDICES**

12.01 Appendix 1 – Questions and Answers from the 28<sup>th</sup> November 2012 Member Seminar

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985  
BACKGROUND DOCUMENTS**

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**ALL MEMBER  
RESIDUAL WASTE SEMINAR**

**Thursday 28<sup>th</sup> November 2012  
at 10.00 am**

**PRESENT:**

Councillors: Kevin Jones (in the Chair),  
Glyn Banks, Haydn Bateman, Chris Bithell, Clive Carver, Dave Cox,  
Adele Davies-Cooke, Jim Falshaw, Veronica Gay, Robin Guest  
Alison Halford, Patrick Heesom, Cindy Hinds, Ray Hughes,  
Joe Johnson, Christine Jones, Stella Jones, Colin Legg, Brian Lloyd,  
Mike Lowe, Dave Mackie, Nancy Matthews, Hilary McGill, Mike Peers,  
Mike Reece, Aaron Shotton, Paul Shotton and Carolyn Thomas.

**OFFICERS PRESENT:**

Jasper Roberts – Deputy Director, Waste Resource and Efficiency Division,  
Welsh Government  
Huw Roberts – Transactor - Local Partnerships (Communication Bridge  
between the project and WG)  
Hywel Jones – Waste Procurement Programme  
Colin Everett – Chief Executive  
Carl Longland, Director of Environment  
Stephen Penny – Project Director  
Steffan Owen , Project Manager  
Margaret Parry-Jones, Learning & Social Care Overview & Scrutiny Facilitator  
Janet Kelly, Overview & Scrutiny Support Officer

**APOLOGIES**

Councillors: Dennis Hutchinson, Rita Johnson, Richard Lloyd,  
Gareth Roberts, Nigel Steele Mortimer, David Wisinger, and Matt Wright

Item	Discussion	Action
	<p>Councillor Kevin Jones welcomed everyone to the Seminar and thanked Jasper Roberts and his team for their attendance. Cllr. Jones informed Members had met with Jasper Roberts earlier in the year and following a request from the Environment Overview &amp; Scrutiny Committee this All Member Seminar was convened.</p> <p>Cllr Jones asked for questions to be raised at the end of both presentations as time with limited and invited Carl Longland to commence his presentation.</p>	

Item	Discussion	Action
	<p>Q.</p> <p>Cllr. Carolyn Thomas asked the following:-</p> <ul style="list-style-type: none"> <li>• With regard to the two site plan which was now down to one in Deeside had the implications of all transport going to the one site in Deeside been looked at?</li> <li>• Has Anglesey been penalised for pulling out?</li> <li>• With regard to the Community Benefits were they local to Deeside?</li> </ul> <p>Carl Longland responded</p> <p>Two sites were looked at as potential options, and the Anglesey option was a privately owned site (private company called Anglesey Aluminium) not the County Council. As regards the environmental impact the issue of whether it was better to have one or two sites was looked at as part of this project with the site dictating which routes vehicles take. Bidders were free to propose their own site or sites. The size and capacity of the site with figures of approximately 130,000 - 180,000 tones per annum (approximately 115,000 tonnes from the Partnership).</p> <p>Stephen Penny added the waste projection looking at the 115,000 figure assumes recycling would continue and increase, the figures were robust with the larger risk being failure to recycle or if recycling becomes more difficult. The added capacity ensures the facility will work at optimum efficiency providing a cost effective solution with a third party income (e.g. sale of electricity).</p> <p>As regards local business waste, similar to household waste, there would be more capacity if needed in the future which ensures it stays a municipal facility, locally collected waste with the result the gate fees go down.</p> <ul style="list-style-type: none"> <li>• Penalties - Given that the Anglesey site was owned by a private company, not part of the Partnership, the Inter Authority Agreement did not cover them and hence no penalties would be applied to them.</li> <li>• Community Benefits - this was a question for the Project Board to look at what could be delivered</li> </ul>	

Item	Discussion	Action
	<p>Jasper Roberts, Deputy Director, Waste Resource and Efficiency Division, Welsh Government introduced himself and his team and gave a brief overview of what was hoped to be achieved today prior to commencing his presentation.</p>	
	<p>Q. Cllr David Mackie raised concerns on the potential health warnings on particulates emitted from the facility, in particular pm2.5's and made reference to Professor Vyvyan Howard's reports and asked what health advice and guidance was made available.</p> <p>Jasper Roberts responded saying the Project Gwyrdd (a similar project in South East Wales) receives updates from the Health Protection Agency but confirmed he would refer back to them to allay concerns. The project recently held a joint Scrutiny Panel which heard evidence from a number of experts and individuals on the subject of health effects from municipal waste incinerators, which included Professor Howard's evidence. The Panel concluded that there was no credible evidence to suggest that modern, well managed municipal waste incinerators posed a risk to human health.</p> <p>Cllr. Mackie added that evidence to support this would need to be provided and referred to the tobacco industry which could be used as a comparison.</p> <p>Jasper Roberts responded saying this was not the same as the tobacco industry but there was a need look at the evidence and understand the public concern. He reported that there will be two meeting with Dr David Russell from the Health Protection Agency in February for North Wales which will include detailed information on health effects. Communication with the public was important and he confirmed he was willing to speak to Community Groups if requested.</p>	
	<p>Q. Cllr Glyn Banks asked:</p> <ul style="list-style-type: none"> <li>• Will Flintshire have a Scrutiny Panel individually or collectively</li> <li>• What are the social impacts of this</li> </ul>	

Item	Discussion	Action
	<p>Jasper Roberts responded saying Flintshire was not alone; Wrexham had its own facility in place but does not have capabilities to burn and was sending its waste to Kent. He also noted that it was up to Flintshire and the Partnership to decide if they will have a scrutiny panel individually or collectively.</p> <p>As regards the health impacts the Welsh Government take guidance from the Chief Medical Officer, Environment Agency, Public Health Wales and the Health Protection Agency. Dr David Russell would be able to elaborate more regarding health concerns in February.</p>	
	<p>Q. Cllr. Patrick Heesom asked whether this was affordable.</p> <p>Jasper Roberts responded saying the affordability of the whole project including gates fees, how these are measured against alternatives and the need to have clear price comparisons highlighting the options for dealing with waste.</p> <p>Stephen Penny added each Authority had approved the Outline Business Case, which outlined the cost of procuring the solution and the costs of the contract.</p> <p>Financial consequences could potentially be up to £50m for Flintshire for pulling out of the Partnership. This includes having to pay back to Welsh Government's funding and paying for the costs for the other partner authorities of re-procuring. There were also issues with the bidders who could potentially charge Flintshire County Council millions of pounds each for their costs of bidding through legal challenge.</p>	
	<p>Cllr Clive Carver referred to penalties and with Anglesey withdrawing asked if Deeside was privately owned</p> <p>Carl Longland confirmed these were different sites and that the Deeside site was in the Council's ownership and was a deliverable site. He added the bidders were free to go wherever they wanted looking for suitable sites.</p>	



Item	Discussion	Action
	<p>Cllr. Chris Bithell referred to the Community Benefits and asked if this goes ahead in Deeside and the local area receives the benefit could they trade it to have improvements to roads for example.</p> <p>Cllr. Kevin Jones commented that this was a question for the Project Board to look at what could be delivered. Jasper added this was a specific project and would have to go to planning to look at planning issues. There is a potential for 106 agreements.</p>	
	<p>Cllr. Aaron Shotton reported on his involvement in the project since May. He felt there was no developed argument on the planning aspects but that this could provide opportunities for new business with tangible benefits looking at what can be built into the legal framework.</p>	
	<p>Q. Cllr. Hilary McGuill</p> <ul style="list-style-type: none"> <li>• Referred to the UPM site and asked if this would be a bigger version of this in the same area.</li> <li>• What do neighbours over the border think of this – will it affect the proposal</li> <li>• Why isn't Welsh Government putting more pressure on manufacturers who produce these harmful chemicals used in plastics to produce less harmful plastics.</li> </ul> <p>Jasper and Carl responded:</p> <ul style="list-style-type: none"> <li>• Plant size – Carl reported the main process building would be half the size of Asda in Queensferry's footprint</li> <li>• Carl referred to the second point confirming neighbours would be informed as part of the formal consultation of the Planning process</li> <li>• Jasper commented with regard to chemicals in packaging reporting talks are taking place albeit in the early stages discussing eco designs and taking hazards out of plastics and better ways of dealing with plastics</li> </ul> <p>Cllr. McGuill asked could financial pressure be used on businesses to ensure the elimination of the harmful chemicals.</p>	

Item	Discussion	Action
	<p>Jasper agreed in principle but added we were dealing in a worldwide market which in practice makes it very difficult and complex. The best way to proceed was by persuasion promoting bio waste treatment, movement away from fossil based plastics and eco waste packaging directives.</p>	
	<p>Q. Cllr. Mike Peers referred</p> <ul style="list-style-type: none"> <li>• To the carrier bag tax and wondered if something similar could be done between the manufacturers and retailers.</li> <li>• From Flintshire County Council's point of view how much would this cost over a 25 year period.</li> </ul> <p>Jasper referred to the second point and commented the capital cost will be born by the bidder with Local Authorities and Welsh Government - gate fees. WG support is 25%.</p> <p>Carl referred to the meeting in 2010 when 2 reports were presented for discussion, the second was a Part 2 on affordability</p>	
	<p>Cllr. Kevin Jones referred to the gate price will be reflected in the value of the community benefit with all authorities making a contribution. The other 4 authorities accept the argument of a proportion of the gate fee going towards a community benefit.</p>	
	<p>Q. Cllr. Patrick Heesom</p> <ul style="list-style-type: none"> <li>• Asked for clarification why Anglesey Aluminium were not penalised</li> <li>• As regards planning he had concerns over planning constraints already in place in this dense developed area with 3 plants already in the Connah's Quay area and had concerns over infrastructure and asked what happens if planning do not approve this</li> </ul> <p>Jasper responded</p> <ul style="list-style-type: none"> <li>• Anglesey Aluminium was not subject to a penalty as it was private company – bidding companies were able to bring their own sites to the table. It was not a partner authority site.</li> </ul>	

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>Regarding the planning question if this was rejected then the project would follow the same process as all other applications. Welsh Government's Waste Policy Unit would not be involved in any way.</li> </ul>	
	<p>Q. Cllr. Alison Halford commented that the Planning was important for the whole council's decision, with 17 planning members sitting on the Planning Committee, if they refused, this would cause problems.</p> <p>Jasper replied saying we operate in the public sector and were subject to legal challenge but this would be dealt with independently.</p> <p>Carl added the planning process was robust enough to handle this.</p> <p>Cllr. Kevin Jones commented there would be more information available by that point.</p>	
	<p>Q Cllr. Paul Shotton</p> <ul style="list-style-type: none"> <li>Wanted clarification on gasification</li> <li>He referred to air quality and commented it would affect Buckley, Mold and the Wirral</li> <li>Community benefits – referring to the steel works which used waste to heat the boilers but then referred to Stoke on Trent and the problems there.</li> </ul> <p>Jasper commented Stoke on Trent got the capacity wrong and had taken steps to minimise waste.</p> <p>As regards gasification, this was looked at in 2009 but unfortunately they were not in a position to bid. I understand the situation has changed but a bid cannot now be introduced, as we're now some way after the start of the procurement process.</p>	
	<p>Q Cllr. Stella Jones referred to the incineration of waste and asked would there be better monitoring of the process.</p> <p>Jasper reassured Cllr Jones that the Environment Agency will regulate this robustly and added that Dr David Russell was also closely involved with this.</p>	

Item	Discussion	Action
	<p>Cllr. Aaron Shotton thanked Jasper and his team for their attendance which enabled the issues to be debated properly. He referred to concerns raised by so many members on pm2.5 particulates in the report by Dr. Mark Broomfeld on the subject of any links between incinerators and health effects and the need for a truly independent expert to be used.</p> <p>Jasper agreed but added there were limited number of experts available who could advise, the agencies relied on for advice are the Environment Agency Wales, Chief Medical Officer, Public Health Wales, Health Protection Agency (HPA) and Defra, all of which are trustworthy and independent bodies.</p> <p>A discussion followed on whether there was a flaw in the monitoring process with concerns especially with Castle Cement being raised and if filtrations systems could capture pm2.5'a and be regulated to that level.</p> <p>Jasper added that Dr. David Russell from the HPA was truly independent, he was aware of the evidence and that he would go through all the details regarding Health concerns at the February sessions.</p> <p>Cllr. Kevin Jones added there would only be a slight additional costs for the equipment to measure the pm2.5 particulates</p>	
	<p>Colin Everett, Chief Executive, thanked Jasper and his team for their attendance at this important seminar adding he had worked closely with Welsh Government on the project. Flintshire had led for over 10 years and had to balance the role of lead authority and conflicts within Flintshire as host of the main facility's site. He added that there was a real challenge of balancing policy and environmental issues within the business case.</p> <p>The Chief Executive added that at this stage it was not possible to change the procurement scope of the project as an agreement has been signed and significant penalties would be incurred if the Council was to withdraw.</p> <p>The Chief Executive emphasised that Community Benefits were not a planning issue, however every effort would be made to ensure that the people of Deeside would be the major benefactor. The Project Board will be giving this important issue further consideration in due course.</p>	

## APPENDIX 1

Item	Discussion	Action
	<p>He added the project was consistent with the Unitary Development Plan and referred to the good road and rail networks available for the proposed site.</p> <p>The Chief acknowledged that the three main areas of concern continue to be the need for robust assurances regarding air quality and maximising Community Benefits for the area, and the costs associated with Flintshire County Council withdrawing from the process, should Members decide to do so.</p>	
	<p>Members were reminded that if they had any further questions, these should be sent to Carl Longland, Director of Environment.</p>	

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** ENVIRONMENT OVERVIEW & SCRUTINY  
COMMITTEE

**DATE:** WEDNESDAY, 9<sup>TH</sup> JANUARY 2012

**REPORT BY:** LEARNING AND SOCIAL CARE OVERVIEW &  
SCRUTINY FACILITATOR

**SUBJECT:** QUARTER 2 SERVICE PERFORMANCE REPORTS

### **1.00 PURPOSE OF REPORT**

To note and consider the 2012/13 Quarter 2 service performance reports produced at the Head of Service/Divisional level under the adopted business model of the Council. The reports cover the Quarter 2 period (July to September 2012).

**1.02** To note the position of the Strategic Assessment of Risks and Challenges (SARC) contained within the performance reports.

**1.03** To note the progress made against the Improvement Targets contained within the performance reports.

### **2.00 BACKGROUND**

**2.01** The quarterly performance reports seek to provide the reader with the 'narrative' of quarterly performance, which gives the context for overall performance. These reports are a quarterly review of service plans.

### **3.00 CONSIDERATIONS**

**3.01** Copies of the detailed Quarter 2 (July to September 2012) performance reports are attached at Appendix 1.1 – Streetscene, Appendix 1.2 - Planning, Appendix 1.3 – Public Protection, Appendix 1.4 – Regeneration, Appendix 1.5 – Assets and Transportation.

#### **3.02 Strategic Assessment of Risks and Challenges**

Each quarterly performance report contains an update of each of the relevant strategic risks and challenges. This update has been provided by each of the lead responsible officers and is available for comment and review.

**3.03** A draft revised SARC summary position of the present Red (high risk), Amber (medium risk) and Green (low risk) status for all of the reported strategic risks and challenges is provided at Appendix 2.

#### **4.00 RECOMMENDATIONS**

That the Committee consider the 2012/13 Quarter 2 performance reports produced by the Heads of Service, highlight and monitor poor performance and feedback details of any challenge to Corporate Resources O & S Committee who are responsible for the overview and monitoring of improvement targets.

#### **5.00 FINANCIAL IMPLICATIONS**

None as a result of this report.

#### **6.00 ANTI POVERTY IMPACT**

None as a result of this report.

#### **7.00 ENVIRONMENTAL IMPACT**

None as a result of this report.

#### **8.00 EQUALITIES IMPACT**

None as a result of this report.

#### **9.00 PERSONNEL IMPLICATIONS**

None as a result of this report.

#### **10.00 CONSULTATION REQUIRED**

Not applicable

#### **11.00 CONSULTATION UNDERTAKEN**

Not applicable

#### **12.00 APPENDICES**

Appendix 1.1 - Assets and Transportation  
Appendix 1.2 - Streetscene, Appendix 1.3 - Planning  
Appendix 1.4 - Public Protection Appendix 1.5 - Regeneration  
Appendix 2 - SARC

#### **LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985 BACKGROUND DOCUMENTS**

None.

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## Quarterly Performance Report – Assets & Transportation

**Report Author** Neal Cockerton  
**Report Date** September 2012  
**Report Period** Quarter 2: July - September 2012

### Introduction

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The report is produced on a quarterly basis and provided to Cabinet Members for review and assurance and will be available for Overview and Scrutiny Committees as part of their Forward Work Programmes.

The report consists of an overview of the key messages to highlight across all work streams in Assets & Transportation, which is followed by highlights from each service area. Parts 2 and 3 of the report include an assessment of performance in the quarter from the following sources:

- Improvement Plan Monitoring
- Strategic Assessment of Risks and Challenges
- Performance Indicators and Outcome Measures
- Improvement Target Action Plan Monitoring
- Key Actions from Service Plan Monitoring
- Internal and external regulatory reports
- Customer satisfaction and feedback
- Awards and accreditations
- Resource Management (HR, ICT, Finance, Assets)

## 1. Foreword

This section of the quarterly performance report gives a summary of highlight information such as key activity, issues arising, awards/accreditations. The purpose of this section is to give information highlights only; further details if appropriate are included in section 3 and signposted below.

Report highlights for this quarter are the following items: -

<b>Flintshire Futures</b>	<ul style="list-style-type: none"> <li>• Holywell Flintshire Connects facility refurbishment works have commenced and the project is scheduled to be handed over in October, the project is on plan to achieve this date.</li> <li>• The feasibility study of Clwyd Theatr Cymru has now been completed and was reported to the Theatre Management Board in 2012 prior to it being finalised in August.</li> <li>• Work in relation to the office rationalisation process and the ongoing development of the other Flintshire Connects facilities continues with the potential for Flint to be the next Connects Office to be developed.</li> <li>• Third party lease terminations continue to be progressed.</li> <li>• Work relating to the development of Alltami depot continues with phase 2 of the office remodelling complete and work around the remodelling of the reception to commence shortly. Work in relation to the remodelling of the 'red shed' and other service buildings will follow subject to planning approval being granted.</li> </ul>
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Other highlights by service area are as follows: -

<b>Transportation</b>	<ul style="list-style-type: none"> <li>• Work will commence on the development of an integrated transport solution when the Transport Manager takes up her position in October 2012.</li> <li>• The exploration of a regional transport solution is a further work area that is being progressed and a business case is being prepared through the regional consortium, Taith. This is at a very early stage and reports will be brought to the Taith Board when the business case has been developed in more detail.</li> <li>• Review of subsidised bus services will commence when the Transport Manager takes up her post in October. This is an important piece of work which will start to shape future bus services in Flintshire. Reports will be brought back to Members for future consideration and comment.</li> </ul>
<b>Valuation and Estates Management</b>	<ul style="list-style-type: none"> <li>• Work on the agricultural estate rationalisation programme continues to be progressed with our tenants. We have recently commenced the marketing of Pigeon House Farm, a vacant farm unit in Hope.</li> </ul>
<b>Property Maintenance and Design Consultancy</b>	<ul style="list-style-type: none"> <li>• Work is progressing well in relation to the new Shotton Primary School, with detailed design development work and cost planning in progress.</li> <li>• The service area is also supporting the Flintshire School modernisation programme, developing cost plans, conceptual designs and strategic procurement options.</li> <li>• In relation to the service restructure staff are currently going through the assimilation and matching process.</li> </ul>

<b>Energy and Water Management</b>	<ul style="list-style-type: none"> <li>• The Carbon Trust undertook an independent assessment of our performance in the management and delivery of the Councils Carbon Reductions Strategy; the outcome was positive and will be fed back to a future meeting of the Committee.</li> <li>• We continue to explore the potential opportunities for further biomass boilers to be installed on our remote sites, together with the development of other renewable technologies.</li> </ul>
<b>Highway Policy and Strategy</b>	<ul style="list-style-type: none"> <li>• Work on the creation of a further two half width bus bays at Shotton has commenced, this should further relieve congestion issues around Shotton.</li> <li>• The survey of 'lines and signs' have now been completed and work to reinstate a number of these throughout Flintshire has commenced to ensure that they are compliant with the related Traffic Regulation Order. As noted previously Implementation of CPE is anticipated Autumn 2013.</li> <li>• The development of a route called 'Burton Marsh', which will make a physical connection into England is currently being tendered. Other work items relating to feasibility studies and pre-delivery work packages are currently being programmed or developed.</li> </ul>
<b>Highway Engineering Consultancy including Traffic Services</b>	<ul style="list-style-type: none"> <li>• The Speed Limit Review has now been completed and Officers will be preparing a report for Scrutiny in November.</li> <li>• Work continues to be progressed regarding the development of design solutions for the Mold Flood Alleviation Scheme. Detailed modelling has now been undertaken in relation the town and this information has been shared with Welsh Water who are considering the data.</li> <li>• In relation to the restructure process we are currently reviewing JEQ information returned from panel.</li> </ul>

## 2. Performance Summary

### 2.1 Improvement Plan Monitoring

The following table summarises the progress made to date and progress against the desired outcome of the Council Improvement Priorities on which Assets & Transportation lead.















#### KEYS

##### Progress RAG

<b>R</b>	<b>Limited Progress</b> – delay in scheduled activity; not on track
<b>A</b>	<b>Satisfactory Progress</b> - some delay in scheduled activity, but broadly on track
<b>G</b>	<b>Good Progress</b> - activities completed on schedule, on track

##### Outcome RAG

<b>R</b>	<b>Low</b> - lower level of confidence in the achievement of outcome(s)
<b>A</b>	<b>Medium</b> - uncertain level of confidence in the achievement of the outcome(s)
<b>G</b>	<b>High</b> - full confidence in the achievement of the outcome(s)

Council Priority	Target Date	Progress RAG	Outcome RAG	Commentary
<b>1. To be a modern, efficient and cost effective public organisation through our four resource strategies - the Medium Term Financial Strategy, the People Strategy, the Asset Management Strategy and the ICT Strategy - whilst ensuring our local taxes and fees and charges are fair and affordable</b>				
1.3 To reduce asset costs and maximise income and receipts	Dec 2016			Para 3.1
1.5 To extend agile working within the workforce	Dec 2016			Timescale extended to make coterminous with 1.3 and 6.5. Para 3.1.2
<b>5. To make our communities safe and to safeguard the vulnerable, with children and older people being priority groups</b>				
5.6 Introduce Civil Parking Enforcement (CPE)	Nov 2013			Member workshop scheduled October 2012. Para 3.1.3
5.10 Delivering sustainable modes of travel schemes	Mar 2016			- Integrated transport business plan being developed - Work streams from Taith programme being implemented Para 3.1.4
<b>6. To protect and grow the local and regional economy, to be a prosperous County and to provide help and support for those vulnerable to poverty</b>				
6.5 Rationalisation of property and land estate	Dec 2016			- First Flintshire connect to open in October - Lease release programme continues Para 3.1.1 and 3.1.5
6.6 Complete TAI TH work programmes	Apr 2013			Burton Marsh link to commence on site in the Autumn Para 3.1.6
<b>10. To protect, plan and develop sustainable natural and built environment</b>				
10.3 Manage energy consumption within Council buildings	On-going			Para 3.1.7

## 2.2 Strategic Assessment of Risks and Challenges (SARC)











The table below summarises the position of SARCs at the end of the reporting period.

### KEY

<b>R</b>	<b>High Risk</b>
<b>A</b>	<b>Medium Risk</b>
<b>G</b>	<b>Low Risk</b>

Commentary is included in section 3 for those SARCS: -

- that are showing a Red RAG status
- where the RAG status has changed since the last reporting period
- where the Green Predictive Date has changed since the last reporting period
- where there has been considerable change or additions of secondary risks and activity



SARC	Previous RAG Status	Current RAG Status	Green Predictive
<b>CG05a</b> Asset Management			2015/16
<b>CG05b</b> Asset Rationalisation			2015/16
<b>CD07</b> Depot Review			DEC 2013/14 still ok
<b>CD06</b> Transport Arrangements for Traffic Users			2013/14
<b>CL11</b> Integrated And Public Transport Infrastructure (External)			2015/16

## 2.3.1 Performance Indicators and Outcome Measures

### Key

<b>R</b>	<b>Target missed</b>
<b>A</b>	<b>Target missed but within an acceptable level</b>
<b>G</b>	<b>Target achieved or exceeded</b>

Graphs and commentary are included section 3 for those indicators shown with a RAG status of either Amber or Red. An asterisk (\*) indicates that the indicator is an *improvement* target.

Indicator	Previous Annual Outturn	Annual Target	Annual Outturn	RAG	Improved / Downturned
* <b>IA3.1L1</b> - Increase the Standard Assessment Procedure (SAP) Rating in Council housing stock	66.70	68.00	N/A		
IMPROVEMENT SUCCESS MEASURES					
* <b>EEF/002a</b> - Percentage change in carbon dioxide emissions in the non domestic public building stock	3.88%	4%	**		
* <b>THS 007</b> – The percentage of adults aged 60 or over who hold a concessionary bus pass	76.25%	78%	N/A		

\*\* Please note EEF/002a is reported a year in arrears.

### 2.3.2 Improvement Target Action Plan Monitoring

The following table summarises the progress made in relation to the actions being undertaken to achieve the targets set for the Improvement Targets.

**Key** - ✓ on track, ✗ behind schedule, C completed

Ref	Action & Planned Completion date	On-track?
*EEF/002a	1. Maintain Energy 'Be Responsible' campaign, rollout e-learning module to staff, and undertake bridge link and energy Champion events. Ongoing activity.	✓
	2. Installation of energy efficient equipment and systems. Ongoing activity.	✓
	3. Monitor and manage energy consumption through remote access Building Management Systems, Monitoring and Targeting and Automatic Meter Readings.	C
	4. Refurbishment of Energy systems at Deeside Leisure Centre	C
*IA3.1L1	1. Complete work on the 4 Community Energy savings programmes (CESP) in Higher Shotton, Greenfield, Connah's Quay Golftyn 4 and Connah's Quay central 2. Efficiency works area about to commence on site.	✓
	2. Complete Arbed* Phase 1 and submit proposals for Arbed Phase 2. Decision is pending from Welsh Government on phase 2 proposals.  * <b>'Arbed'</b> (meaning 'Save') is a £30 million fund sourced primarily from the Strategic Capital Investment Fund (SCIF) and the UK Department of Energy and Climate Change (the initiative is also known as the 'Strategic Energy Performance Investment Programme').	✓

	This groundbreaking scheme is intended to tackle climate change, help eradicate fuel poverty and boost economic development and regeneration within Wales. Most importantly the improvements to the housing stock under the 'Arbed' scheme will ensure that long term solutions are put in place to future proof Welsh homes	
	3. Solid wall insulation installation throughout Community Energy Saving Programme (CESP) areas, the renewal area, and households benefitting from the housing renovation loans. Ongoing activity.	✓
THS 007	Continue to promote the scheme and seek to increase take up through our Flintshire Connect facilities.	✓

## 2.4 Key Actions from Service Plan Monitoring

The following table shows which areas have incurred slippage or have been subject to a revised timetable and references the page number where commentary can be found to further explain the slippage/revised timescales: -

**Key** - ✓ on track, ✗ behind schedule, C completed

Improvement Area	On-track?	Commentary
Use Asset Management to drive through the assets workstream within Flintshire Futures	✓	
Implement recommendations from Making the Connections particularly around procurement	✓	
Review and reorganisation of services	✓	
Review current Service Communication Strategy	✓	
Develop and implement positive Change Management	✓	
Develop understanding of and responses to Customer Needs	✗	Refer to 3.4.1
Depot rationalisation	✓	
Property Marketing via Web	✓	Refer to 3.4.2
Continue to implement the Carbon Reduction Strategy to help manage and control greenhouse gas emissions and deliver on national targets relating to carbon reduction.	✓	
Finalise the programme of surveys of the Council's major offices and buildings to establish the baseline use of energy and water consumption	C	
Continue to raise the profile of energy within the Council and the cost of this resource	✓	
Continue to support and advise Directorates on energy and water conservation measures	✓	
Continue to install BEMs within County buildings to increase remote access and monitoring of building heating controls	✓	

Develop data collection systems that allow prompt and accurate data collection and analysis	C	
Develop and implement action plans to ensure current DEC ratings are improved and hence energy efficiency performance increased	✓	
Implement a Quality Assured system ISO 9001	On hold	Refer to 3.4.3

## 2.5 Internal & External Regulatory Reports





The following internal or external audit/regulatory work has now been completed during the quarter and the outcome of the work can be summarised as follows. Negative outcomes should be discussed in more detail in section 3 and page numbers are referenced in the table below.

Undertaken By	Title & Date Report Received	Overall Report Status
Internal Audit	Asset Management	Issued in draft, content being discussed with Internal audit.

## 3. Exception Reporting



### 3.1 Improvement Plan Monitoring

#### 3.1.1

Council Priority	Completion due	Progress	Outcome
1.3 To reduce asset costs and maximise income and receipts	Dec 2016		
6.5 Rationalisation of property and land estate	Dec 2016		

**Progress** - This is a long term piece of work linked to a number of work stream within the Flintshire Futures programme. We are continuing to rationalise our third party leases when opportunities arise through break clauses or lease termination dates. Consolidation of staff into Mold, Flint or other Council accommodation continues where logical opportunities arise to reduce our overall footprint present themselves. Activity to move more staff to agile and mobile working will increase over the coming years as we seek to rationalise our office accommodation and consolidate into core buildings.

#### 3.1.2



1.5 To extend agile working within the workforce	Dec 2016		
--------------------------------------------------	----------	---------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------

**Progress** - This is a complex work stream connected with Flintshire Connects and seeks to increase the authority's ability to work in a mobile and agile way, through the use of IT and mobile technologies and is linked to workstream 1.3 and 6.5 above. We are currently





working on a number of areas and supporting teams in potential relocations on the basis that the move needs to make available additional space and also ensure that the service area moves from fixed desk to agile or mobile.

### 3.1.3

5.6 Introduce Civil Parking Enforcement (CPE)	Nov 2013		
-----------------------------------------------	----------	-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------



**Progress** – Work is being undertaken to explore the wider impacts of CPE linked to a review of all car parks and the creation of a more consistent position across the whole of Flintshire rather than in two towns. Member workshop to be held in October. Anticipated go live date for CPE Autumn 2013.

### 3.1.4

5.10 Delivering sustainable modes of travel schemes	Mar 2016		
-----------------------------------------------------	----------	-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------



**Progress** - Linked to activity connected to Taith. Work in progress to deliver the Taith programme for 2012/13. Overall an ongoing and long term piece of work linked to delivering the outcomes detailed within the Regional Transport Plan. Suggest that this is now linked to 3.1.6.

### 3.1.5

6.5 Rationalisation of property and land estate	Dec 2016		
-------------------------------------------------	----------	---------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------



**Progress** – This is a long term piece of work linked to a number of work streams within the Flintshire Futures programme. We are continuing to rationalise third party leases when opportunities arise through break clauses or lease termination dates, and consolidate staff into Mold, Flint or other Council accommodation. Activity to move more staff to agile and mobile working will increase over the coming year as we seek to rationalise office accommodation and consolidate into core buildings.

### 3.1.6

6.6 Complete TAITH work programmes	Apr 2013		
------------------------------------	----------	---------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------

**Progress** - Work programme for 2012/13 in progress. Overall an ongoing and long term piece of work. Schemes for 2012/13 are being currently being delivered.

### 3.1.7

10.3 Manage energy consumption within Council buildings	Ongoing		
---------------------------------------------------------	---------	---------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------

**Progress** – This is a long term programme around delivering our Carbon Reduction Strategy and the main themes within it such as good housekeeping, Invest to Save, Design and Asset Management and Renewable Technologies.

## 3.2 SARC Monitoring

3.2.1 These have been updated for this quarter.

### **3.3 Performance Indicators and Outcome Measure Monitoring**

3.3.1 Nothing further to report

### **3.4 Key Actions from Service Plan Monitoring**

#### **3.4.1 Develop understanding of and responses to Customer Needs**

Work is in progress a meeting was held to consider how this may inform the Quality Management System in terms of opportunities for improvement. A recent site visit by the accreditation body BSI has led to the certificate being reissued

#### **3.4.2 Property Marketing via Web**

County Council Assets planned on local property database ePims

#### **3.4.3 Implementation of Quality Assurance system ISO 9001**

Other services will be considered once service restructures have been concluded

### **3.5 Internal & External Regulatory Reports**

3.5.1 Nothing further to report

## Quarterly Performance Report – Streetscene

**Report Author** Steve Jones  
**Report Date** 2<sup>ND</sup> November 2012  
**Report Period** Quarter 2: 1<sup>st</sup> July – 30<sup>th</sup> September 2012

### Introduction

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The report is produced on a quarterly basis and provided to Executive members for review and assurance and will be available for Overview and Scrutiny Committees as part of their Forward Work Programmes.

The report consists of an overview of the key messages to highlight across all work streams in Streetscene, which is followed by highlights from each service area. Parts 2 and 3 of the report include an assessment of performance in the quarter from the following sources:

- Improvement Plan Monitoring
- Strategic Assessment of Risks and Challenges
- Performance Indicators and Outcome Measures
- Improvement Target Action Plan Monitoring
- Key Actions from Service Plan Monitoring
- Internal and external regulatory reports
- Customer satisfaction and feedback
- Awards and accreditations
- Resource Management (HR, ICT, Finance, Assets)

## 1. Foreword

Report highlights for this quarter are the following items: -

<b>Streetscene –</b>	<ul style="list-style-type: none"><li>• Work to consolidate the new working patterns has continued across the service during the second quarter with the final group of operational staff commencing on the new patterns in August. All operational staff are now working the extended working week and feedback from the staff has been largely positive. The move to the new patterns will allow the fleet requirement to be reviewed which will deliver the required financial savings without impacting on service</li><li>• Senior Managers from the service have completed their attendance at Town and Community Council meetings to provide briefings on the working arrangements of the Streetscene service</li><li>• The second phase of the remodelling work at the Alltami office has been completed. This has enabled all administration staff from Halkyn, Queensferry and Standard offices to move into the single open plan office within the new complex. The third phase of the work is due to be completed in November which will see completion of the reception area for the new office.</li><li>• There was further heavy rainfall during July and September, resulting in the service receiving numerous calls for assistance as a result of flooding. As in the first quarter, the service responded well to the requests and a large number of staff volunteered to work overtime in order to assist. Many staff worked through the night to ensure road closures were removed quickly once the water levels subsided and to assist residents who had experienced flooding.</li><li>• Monitoring of performance against the new Streetscene standards has continued and is presented as part of this report. In total Members set 45 standards across the Streetscene service and automated monitoring arrangements will be put in place during the year to provide accurate feedback on the performance against standard for each. In order that performance can be reported in the interim period, a management assessment of performance against standard has been made for this report.(Para 3.3.2.)</li><li>• The Streetscene Contact Centre staffing resource has now returned to the required level following some staff movement from the service. Answer times for calls made to the contact Centre has reduced as the new staff gain experience and confidence in their new roles.</li><li>• Consultation with staff and stakeholders in respect of the progress made by the Streetscene service has been undertaken to enable a report on the new service to be presented to Members in October 2012</li></ul>
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Other highlights by service area are as follows: -

<p><b>Highways &amp; Cleansing</b></p>	<ul style="list-style-type: none"> <li>• The Welsh Government Prudential Borrowing Initiative (PBI) schemes for 2012-13 have been identified and contracts are being developed to ensure the Council achieve full expenditure during the current financial year.</li> <li>• The bid for the second and third year PBI funding is currently being prepared and will be presented to Cabinet for approval during the third quarter. The bid is based on the HAMP which was approved by Members earlier this year.</li> <li>• The initial programme of resurfacing schemes funded from the PBI and the Councils own capital allocation have been substantially completed during the period, although the programme was again delayed because of the wet summer.</li> <li>• The carriageway surface dressing and footway slurry operations have been completed during the period</li> <li>• New condition surveys on all of the Council's road and footway network are being undertaken by the Streetscene Area Supervisors. This will allow the next resurfacing programme to be developed. The programme will utilise the balance of this years PBI funding, together with next years allocation and will be commence in February 2013. Information on the roads chosen to be resurfaced will available on the Councils website.</li> <li>• Rock salt levels have been brought up to the full pre-winter opening balance of 10,000 tonnes. All Salt Bins and Heaps have been filled.</li> <li>• New contractual arrangements for engaging snow plough agricultural contractors have been completed. Approximately 30 contractors are available and contracted to assist in periods of heavy snow.</li> <li>• New operational cleansing arrangements are to be trialled in two of the town centres in the run up to the Christmas period. The new arrangements will provide a dedicated Streetscene operative in the town during normal working hours. The results from the pilot will considered before the service is extended to other locations</li> </ul>
<p><b>Waste Collections</b></p>	<ul style="list-style-type: none"> <li>• The recycling rates achieved since the launch of the new service have been maintained. During the second quarter of the new financial year 61% of all waste collected in the County has been recycled. The outturn indicates that the Council will comfortably meet the 52% statutory target for recycling set by Welsh Government for 2012 – 13. This improvement has been achieved as a result of the changes made to the collection service during 2011 – 12.</li> <li>• A new round for properties with difficult access problems has been extended as properties are identified and added to the round. This will ensure residents in these properties receive the full waste collection and recycling service which will is provided by a smaller vehicle</li> <li>• The Service Improvement Action Plan developed following the County Council Motion continues to be monitored and the progress made by the service will be reported to Cabinet in November 2012</li> <li>• The new pilot Saturday collection rounds were introduced during</li> </ul>

	<p>the period. They have been generally well received by the workforce and residents however a further period of monitoring will be carried out before any decision to extend the Saturday rounds is taken.</p> <ul style="list-style-type: none"> <li>• The new electronic notification system for assisted collections has been installed in one of the waste vehicles for a trial period. The initial feedback from the crew is positive, although some minor changes to the screen configuration are required. The number of missed assisted collections on the round with the equipment fitted has fallen significantly. The remainder of the vehicles will be fitted with the new equipment during Quarter 3.</li> </ul>
<b>Waste Disposal</b>	<ul style="list-style-type: none"> <li>• The Council's new waste disposal contract commenced on the 7<sup>th</sup> May 2012. The Council's residual waste is now land filled at Hafod Landfill site in Wrexham. The contract will operate until the regional residual waste treatment plant becomes operational</li> <li>• Markets for recycling and composted material have remained relatively constant during the reporting period.</li> <li>• Food waste, now collected as part of the new waste collection service, is being processed at an anaerobic digestion plant in Shropshire. The contract will continue until the regional food treatment plant comes into operation</li> <li>• A new contract for the collection and reuse of textiles has been developed and will be offered for tender in Quarter 3.</li> <li>• New advice on HRC sites has been received following a consultants report commissioned by WLGA. In order that the advice can be considered, the configuration and collection arrangements at the existing HRC sites will remain unchanged. A new report will be presented to Cabinet in 2013-14.</li> </ul>
<b>Fleet Maintenance</b>	<ul style="list-style-type: none"> <li>• The new working patterns in the workshop are becoming established and have been well received by the majority of staff.</li> <li>• The computer diagnostic system and workshop management system continue to be developed and staff training on the new systems is on going</li> <li>• The Consultant has now been engaged to assist with the County wide fleet review which is now underway. The contract is a joint commission with Wrexham County Council and will establish recommendations aimed at delivering an integrated fleet service for all County users.</li> </ul>

## 2. Performance Summary

### 2.1 Improvement Plan Monitoring

#### KEYS

**Progress RAG** – Complete the RAG status using the following key: -

<b>R</b>	<b>Limited Progress</b> - delay in scheduled activity; not on track
<b>A</b>	<b>Satisfactory Progress</b> - some delay in scheduled activity, but broadly on track
<b>G</b>	<b>Good Progress</b> - activities completed on schedule, on track

**Outcome RAG** – Complete the RAG status using the following key: -

<b>R</b>	<b>Low</b> - lower level of confidence in the achievement of outcome(s)
<b>A</b>	<b>Medium</b> - uncertain level of confidence in the achievement of the outcome(s)
<b>G</b>	<b>High</b> - full confidence in the achievement of the outcome(s)

The following table summarises the progress made to date and the progress against the desired outcome of the Council Improvement Priorities on which Streetscene Services lead.

Council Priority	Target Date	Progress RAG	Outcome RAG	Commentary
<b>5. To make our communities safe and to safeguard the vulnerable, with children and older people being priority groups</b>				
5.8 Promote the Streetscene Customer Contact Centre and the Streetscene Service changes	On Going	<b>G</b>	<b>G</b>	See paragraph 3.1.1
5.11 Review public conveniences provision	April 2014	<b>A</b>	<b>A</b>	See paragraph 3.1.2
<b>10. To protect, plan and develop sustainable natural and built environment</b>				
10.1 Develop a single integrated operational depot	Dec 2013	<b>A</b>	<b>G</b>	
10.2 Promote the new waste collection system for residual, food and recyclates	On Going	<b>G</b>	<b>G</b>	See paragraph 3.1.3
10.4 North Wales Residual Waste Treatment Project	Mid 2017	<b>G</b>	<b>G</b>	No Change
10.5 Regional Food Waste Treatment Facility	April 2014	<b>A</b>	<b>G</b>	No Change

## 2.2 Strategic Assessment of Risks and Challenges (SARC)



















The table below summarises the position of SARCS at the end of the reporting period.

### KEY

<b>R</b>	<b>High Risk</b>
<b>A</b>	<b>Medium Risk</b>
<b>G</b>	<b>Low Risk</b>

Commentary is included in section 3 for those SARCS: -




- that are showing a Red RAG status
- where the RAG status has changed since the last reporting period
- where the Green Predictive Date has changed since the last reporting period
- where there has been considerable change or additions of secondary risks and activity

SARC	Previous RAG Status	Current RAG Status	Green Predictive
<b>CD02</b> Joined-up approach to 'street services' - delivering from a customer's perspective in an effective single service clustered arrangement			Mar 2013 *
<b>CD05</b> Current funding arrangements for highway maintenance will not keep pace with natural deterioration over time.			On going
<b>CD07</b> Depot Review			December 2013
<b>CD27a</b> Waste Management Targets not met			2016/17
<b>CD27c</b> Not reducing the amount of domestic waste sent to landfill			2016/17
<b>CD27d</b> Waste Management – AD Waste			September 2011
<b>CD34</b> Mitigating the impact of prolonged and severe weather conditions on the Councils highway infrastructure and the ability of the Council to continue to deliver its core business			On going
<b>CD37</b> Breakdown of Regional partnership delivering the food waste project.			April 2014
<b>CL14</b> North Wales Regional Waste Treatment Partnership (Waste Management Procurement)			2016/17

\* Note 3.2.1

### 2.3.1 Performance Indicators and Outcome Measures

#### Key




	Target missed
	Target missed but within an acceptable level
	Target achieved or exceeded

The status of the indicators are summarised for this quarter below:

 0       2       0

Commentary for the indicators which have an Amber or Red RAG status can be found in section 3.



Indicator	Q2 Target	Q2 Outturn	2011/12 Target	2011/12 Outturn	RAG	Change e.g. Improved / Downturned
<b>THS/009</b> – Time taken to repair streetlights	2.5 Days	3.0 Days	2.5 Days	2.61 Days		Maintained *
<b>WMT/009</b> – The percentage of municipal waste collected and prepared for reuse, recycled, composted or treated biologically in another way	52%	60.61%	52%	49.02%		Improved **
<b>New Target</b> Achieving the new Streetscene standards set by Members	45 No 4 –Annual 41 - Qtly	32 Green 9 Red 4 Annual	Not reported			Improved ***

\* Please refer to Note 3.3.1

\*\* Please refer to Note 3.3.2

\*\*\*Please refer to Note 3.3.3

## 2.4 Key Actions from Service Plan Monitoring

Action Improvement Area	Measure(s) of success	On Track
Waste Management Service	Exposure to LAS infraction mitigated Landfill diversion levels achieved and exceeded Tenant participation levels increase Recycling increases Service rationalisation generates efficiencies	✓
Food Waste Regional Project	LAS targets achieved, no fines Waste diversion targets achieved Participation at the level or better than envisaged	✓
NWRWTP	LAS targets achieved, no fines Waste diversion targets achieved Participation at the level or better than envisaged	✓

The following table shows the progress made against key areas of improvement/actions in the Streetscene service plan. A ✖ indicates those areas which have incurred slippage or have been subject to a revised timetable and references the page number where commentary can be found to further explain the slippage/revised timescales: -

Develop and implement positive Change Management	Provide support for outcomes of Restructuring Prepare for and implement outcomes of Single Status Regional partnerships to build in flexibility and responsiveness Regional procurement generating savings Delivery of Streetscene service standards	✓
Develop understanding of and responses to Customer Needs	Monitor performance and call volumes in Streetscene contact centre Increased call volumes and number of calls dealt with at first point of contact Customer first approach Attendance at T&CC meeting Environmental Visual Audits programme completed	✓
Depot rationalisation	Depots relocation Improved management processes and communication Cost savings delivered	✓
Public Conveniences	Review and develop strategy for approval by Members - due in Cabinet Dec 2012	✓
Single status	Successful implementation Business disruption minimised	✓
Staff Training	Training plan delivered	✓
Fleet Review	Completion of fleet review	✓
IT development	Agile working system introduced  Vehicle tracking and monitoring system developed  Fleet management system introduced	✓

**Key** - ✓ on track, ✗ behind schedule, C completed

## 2.5 Internal & External Regulatory Reports

The following internal or external audit/regulatory work has been completed during the quarter and the outcome of the work can be summarised as follows. Negative outcomes should be discussed in more detail in section 3 and page numbers are referenced in the table below.

None during period

## **3. Exception Reporting**

### **3.1 Improvement Plan Monitoring**

#### **3.1.1 Promote the Streetscene Customer Contact Centre and the Streetscene Service changes**

Progress - The target completion date for this element of the project has been changed from a specific end date to 'on going' to reflect the continued work required to both improve and develop the service.

#### **3.1.2 Review public conveniences provision**

Progress – The target completion date for completing the review has been extended to allow the recommendations from the Cabinet report due in December 2012 to be delivered

#### **3.1.3 Promote the new waste collection system for residual, food and recyclates**

Progress - The target completion date for this element of the project has been changed from a specific end date to 'on going' to reflect the continued work required to both improve and develop the service.

### **3.2 Strategic Assessment of Risks and Challenges (SARC)**

#### **3.2.1 - CD02 Joined up approach to 'street services' - delivering from a customer's perspective in an effective single service clustered arrangement**

Progress - The target completion date for this element of the project has been changed from a specific end date to 'on going' to reflect the continued work required to both improve and develop the service.

### **3.3 Performance Indicators and Outcome Measures**

#### **3.3.1 THS/009**

The target of 2.5 days has been narrowly missed however the current performance has been maintained. The new area based service concentrating only on the Council lighting infrastructure will ensure the target is met in over the full reporting year. A full compliment of electrical operational staff is now available to the repair faults with more available capacity to carry out the work than before the Streetscene service changes. The original paper based system of logging faults is being replaced by an electronic system which will also eventually improve response times

#### **3.3.2 Streetscene Standards**

The Service Managers considered the following standards were not met during the Period

Standard	Target	Commentary
Time taken to collect bin missed due to the fault of the Service	24 hours	Compliance with agreed the Waste Action Plan approved by Members and additional changes to the service will ensure compliance. <b>The service achieved approx 75% compliance to this standard and performance is improving</b>
Time taken to collect bulky items (following customer request)	6 working days	Compliance with agreed the Waste Action Plan approved by Members and additional changes to the service will ensure compliance <b>The service achieved approx 89% compliance to this standard and performance is improving</b>
Delivery of - Black/Blue Bin	6 working days	Compliance with agreed the Waste Action Plan approved by Members and additional changes to the service will ensure compliance <b>The service achieved approx 93% compliance to this standard and performance is improving</b>
Box, Lid	6 working days	Compliance with agreed the Waste Action Plan approved by Members and additional changes to the service will ensure compliance <b>The service achieved approx 93% compliance to this standard and performance is improving</b>
Brown Bin	6 working days	Compliance with agreed the Waste Action Plan approved by Members and additional changes to the service will ensure compliance <b>The service achieved approx 93% compliance to this standard and performance is improving</b>
Blue Bag	6 working days	Compliance with agreed the Waste Action Plan approved by Members and additional changes to the service will ensure compliance <b>The service achieved approx 93% compliance to this standard and performance is improving</b>
Missed Collections – Number of bins missed per 100,000 collections	80	Compliance with agreed the Waste Action Plan approved by Members and additional changes to the service will ensure compliance <b>Current performance is approx 99/100,000 and improving</b>
Contact Centre: Percentage of calls Answered in under 15 Seconds	75%	Changes made to staffing numbers and the continuation of the extended training programme will ensure the targets are achieved <b>Current performance is 63% and improving</b>
Contact Centre: Percentage of 'lost' calls	5%	Changes made to staffing numbers and the continuation of the extended training programme will ensure the targets are achieved <b>Current performance 13% and improving</b>

### 3.4 Improvement Target Action Plan Monitoring

No further detail to report

### 3.5 Key Actions from Service Plan Monitoring

No further detail to report

## Quarterly Performance Report – Planning

**Report Author** Andrew Farrow, Head of Planning  
**Report Date** October , 2012  
**Report Period** Quarter 2, 2012

### Introduction

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The report is produced on a quarterly basis and provided to Cabinet members for review and assurance and will be available for Overview and Scrutiny Committees as part of their Forward Work Programmes.

The report consists of an overview of the key messages to highlight across all work streams in Planning, which is followed by highlights from each service area. Parts 2 and 3 of the report include an assessment of performance in the quarter from the following sources:

- Improvement Plan Monitoring
- Strategic Assessment of Risks and Challenges
- Performance Indicators and Outcome Measures
- Improvement Target Action Plan Monitoring
- Key Actions from Service Plan Monitoring
- Internal and external regulatory reports
- Customer satisfaction and feedback
- Awards and accreditations
- Resource Management (HR, ICT, Finance, Assets)

# 1. Foreword

Report highlights for this quarter are the following items: -

<p><b>Highlights</b></p>	<p>Quarter 2 has seen the Planning Service undertake a customer satisfaction survey initially focussing on applicants and agents. The generally positive results are outlined in the Development Management section. A further survey will be undertaken in November.</p> <p>The Planning Protocol Working Group and Development Plans Panel have been subject to review through the Constitution Committee. It is likely that, subject to ratification at Council in November, those two bodies will be amalgamated. The Chairman's/Delegated Panel is subject to further review.</p> <p>Member Training has continued through Q2 with day long sessions on the planning application process being well attended and positively received.</p> <p>The Service was successful in bidding for funds from the Welsh Government Planning Improvement Fund to assist in training, production of a Local Development Order; review of Flintshire's Wildlife sites; support the analysis of the Review of old Mineral Permissions and to prepare a Strategic Flood Risk Assessment to inform the LDP.</p> <p>The Service is actively engaged in the preparation of a Welsh Planning Bill which will be preceded by a Planning White Paper in 2013.</p> <p>It has been a difficult period with respect to recent appeal decisions with more detail of these cases being provided in Section 3.1. All appeal decisions are reported to Planning and Development Control Committee and reviewed at Planning Protocol Working Group. A review of all outstanding planning applications and enforcement cases will be undertaken within Q3 to identify consistent themes for the non-achievement of targets and identify corrective actions.</p> <p>Following on-going problems with the audio system and heating/ventilation, the Planning and Development Control Committee has moved to the refurbished Council Chamber</p>
<p><b>Planning Strategy</b></p>	<p>The adopted Unitary Development Plan is now in use as the sole policy basis for recommendations made to the Planning Committee. Final printed copies of the plan are now available following the resolution of difficulties experienced with the external printers, and will be distributed to Members, Town and Community Councils and other stakeholders in the very near future. An interactive version will also be available for use via the Council's website.</p> <p>A development brief for the UDP housing allocation at Sychdyn has been prepared and consulted on, and was presented to the Council for approval as Supplementary Planning Guidance (SPG) in September. An SPG dealing with the approach to seeking developer contributions to address</p>

school capacity has also been approved by the Council. Further guidance notes will be brought forward for consultation and subsequent approval as SPG in the near future, with the first batch of these comprising Landscaping, Conversion of Rural Buildings, Listed Buildings, Conservation Areas, Parking Standards, Access for All, Sustainable Drainage Systems, Renewable Energy, and Environmental Impact Assessment.

Following receipt of the formal Order from Welsh Government in July to allow the Council to commence with work on its Local Development Plan (LDP), an outline programme for plan preparation was presented to Cabinet in September. Work is now underway to prepare a draft detailed delivery agreement and Community Engagement Strategy which will need to be agreed by Members prior to it being consulted on and sent to the Welsh Government for their views. Once finalised, this becomes a binding timetable to guide the preparation of the Plan, which will be carefully monitored by the Welsh Government.

The Planning Strategy Manager was the Council's main witness at a Public Inquiry in July and August relating to a proposed site for Gypsies & Travellers at Magazine Lane, Ewloe. Whilst the Inspector dismissed the appeal, it was solely on the grounds that the noise impact of the nearby A55 on the living conditions of the potential occupants had not been sufficiently assessed. It is likely therefore that the applicants will resubmit their application complete with a noise impact assessment, and steps have already been taken by officers to carry out our own noise monitoring via environmental health colleagues. Work is also being progressed to investigate the extension of the Council's site at Riverside, and as part of developing the evidence base for the LDP, the Council will need to carry out an assessment of likely potential future sites for Gypsies & Travellers, which could firstly focus on the assessment of all Council owned land.

A written procedure for the designation of Buildings of Local Interest has been drawn up for agreement by the Council in Q3. Whilst not up to Listing standards, there are nevertheless a significant number of locally important buildings which this procedure allows for the protection of as important parts of the local scene. This will form part of a wider Built Conservation Strategy which is being developed that will set out the key issues and priorities for action in relation to the County's built heritage and the action necessary to ensure its long term preservation. This is likely to come before the Cabinet for approval in Q4.

Both policy and conservation and design officers are playing important roles in the implementation of the Buckley and Flint Master Plans at present, as well as being directly involved in designing improvements to the look and function of the public realm in Holywell High street. The Design Commission for Wales has also recently reviewed a number of key development schemes in Flintshire including the design for the new Buckley Health Centre, and the Master Plan for the Northern Gateway site.

In relation to the work being done on the Townscape Heritage Initiative Schemes in Holywell and Flint, the longer running of the two schemes in

	<p>Holywell is due for completion by February 2013. In Flint, the first of the agreed grant schemes are now nearing completion involving four properties at Trelawny Square, with work about to start on the repair and renovation of 3 properties on Church Street (including the Listed Old Courthouse) and one on Feather Street. The THI officer is also working with Planning Enforcement colleagues in taking appropriate action in relation to the unauthorised installation of roller shutters on several shop fronts in the Flint THI High Street area.</p>
<p><b>Development Management</b></p>	<p>The number of planning applications received within Quarter 2 (<b>229</b>) is down significantly on Q1 (<b>270</b>) and also in relation to the corresponding Q2 in 2011/12 (<b>286</b>), which perhaps gives a better indication of the state of the economy in view of the general pattern of the submission of certain types of applications at certain times of the year. (There are traditionally more householder applications within the first quarter, particularly where extensions are sought as an alternative to moving to a larger property).</p> <p>The number of planning applications determined during the quarter (<b>231</b>) is consistent with the number received and whereas there are no new large residential developments some of the committed sites (e.g. Croes Atti) have involved applications to keep the permission alive reflecting a genuine desire on the part of the developer to commence building during the year. Meetings have also been held regarding the residential element of the Northern Gateway site (amounting to some 1200 dwellings), with an application being prepared for the southern part, following the outline application on the northern part which was taken to Committee in April.</p> <p>During Quarter 2 we sought some feedback on the service through a 'Customer Satisfaction and Equality' questionnaire which was sent out with each planning decision notice in June. Of the 105 forms in total, 19 went to applicants and 86 to agents. 21 were returned, which is probably better than average for a survey of this type, where people are more likely to respond if they have particular issue to air. However, in response to a particular question, 76% of respondents were either 'satisfied' or 'very satisfied' with the service received (14% being 'fairly satisfied' or 'very dissatisfied'). The main issues raised by respondents concern the lack of information given to them in relation to the progress of the application, which is something that is being addressed with officers as part of the 'case management' procedures set out in the DC Manual. A further survey will be undertaken in November 2012 and the results of the June survey will be reported to the next meeting of the Planning Protocol Working Group, or its successor.</p> <p>Discussions are continuing with Welsh Government over the collection of the additional performance indicators, which is being trialled through the Ffynnon system. These include recording the number of permissions granted subject to s.106 Obligations, those within Flood Risk Areas, the number of 'rural enterprise' dwellings, number of retrospective applications, etc. At the moment this additional information has to be collated manually but we are discussing adaptations to facilitate this with our electronic recording systems provider, 'Flare/Civica' and Flintshire's ICT team.</p>
<p><b>Countryside</b></p>	<p>Green-space strategy – Following the visioning exercise held in June a</p>



draft strategy has been developed and will go out to further consultation in October.

The tree team was successful with their application to WG and have secured £35K towards tree planting to improve visual and environmental quality in Flint and Wepre Park.

Following a successful planning improvement grant of £10K towards surveying of wildlife sites, the North Wales Environmental Information Service (COFNOD) has been engaged to carry out boundary analysis and mapping to 150 sites.

National Environment Research Council (NERC) training was planned and a session for Highways staff was held on the 4th October: The training was provided by the County Ecologist and Biodiversity Officer and encompassed protected sites and species, the value of biodiversity and importance of the roadside verges. Priorities for winter 2012/13 were agreed with highways staff. Biodiversity Action Reporting System (BARS) training is planned for Dec/January for FCC staff, following completion of data migration from the old BARS system to the new BARS database.

The autumn biodiversity network meeting in Flintshire was held with a presentation from the Wales lead on urban ecosystems. A new biodiversity network logo/banner and display was produced which developed a clear identity for the North East Wales Biodiversity Network also with new electronic newsletter.

Discussions have been on-going to develop a Flintshire Coast Park strategy which will take forward the Green Infrastructure action plans and other coastal initiatives.

The Q2 claim for the final 'Year 6' of All Wales Coastal Improvement Programme was made. Work is still underway by CCW to look at options for path management and maintenance post 2012, NE&C has fed into that process to ensure Flintshire needs are considered.

The Wepre Park HLF Phase 2 application was submitted at the end of August. The application is being assessed and the decision is due in December

Halkyn - The limekiln consolidation and interpretation project is ongoing and the conservation architect is preparing the tender for the lead contractor. The CADW application was unsuccessful, but officers are looking into other sources of funding from HLF and the Quarries.

The Big Dee Day ran for its 5<sup>th</sup> year, with a breakfast launch at Chester Racecourse organised by Cheshire West and Chester. This year saw over 70 groups taking part and the event widening out to the upper reaches of the River Dee in Corwen and also looking not only about marine litter but invasive species.

Key figures:

	<p>£19,240 externally invoiced, £27,000 -Coastal claim.        821 volunteer hours managed        1 School groups with 65 children and 293 people on our countryside events programme.</p>
<p><b>Minerals and Waste Shared Service for North Wales</b></p>	<p>The Minerals and Waste Planning Service for North Wales commenced with Flintshire as the lead authority on 1st April 2011 and has now been operational for 18 months.</p> <p>The Service has been active in every partner authority area, including Powys and Snowdonia National Park. Operational activity within the minerals aggregates sector remains depressed. However, reviews, changes in legislation, the introduction of legislation derived from the Mining Waste Directive, quarry closures and reactivation of quarries to replace closed units, and site restoration continues to generate planning work. Interest in specialist rock types is bucking the trend, and planning applications have been submitted for extensions to slate quarries in Gwynedd, and a Scoping Opinion has been issued for a gritstone quarry in Powys.</p> <p>Periodic and stalled mineral reviews continue to be progressed, and Environmental Impact Assessments for those quarries which are likely to continue working are being prepared or are under consideration. A programme for Prohibition and Suspension Orders will be rolled out this financial year to eliminate those sites where the resumption of working is considered unlikely. A number of such sites which have ceased to be operational have, or are, seeking alternative development proposals, such as housing, or landfill.</p> <p>There has been an increase in planning activity as a result of national legislative changes in the Environmental Permitting regime administered by the Environment Agency Wales. A number of waste management operations which previously benefited from “exemptions” to permitting now have to apply for a formal permit, and in many instances these lack planning permission. In some cases, applications are being submitted to retrospectively apply for planning permission or obtain Certificates of Lawful use to “regularise” the activity, and in other instances Environment Agency Wales prosecutions and planning enforcement proceedings are being commenced. This is likely to continue during the transitional period as unauthorised activity comes to light. Of particular note, an unauthorised waste recycling operation in Snowdonia National Park has just been refused planning permission, leading the way for enforcement proceedings.</p> <p>The removal of “exemptions” described above will reduce the availability of sites for the disposal of waste in golf courses, landscaping, land reclamation and agricultural improvement schemes, and closes the landfill tax exemption “loophole”. This has resulted in renewed interest in backfilling old quarries, including three sites in Flintshire, Wrexham and Denbighshire.</p> <p>Interest in skip hire and materials recycling remains strong, and there are</p>

also signs that major investment in larger waste processing and treatment will take place this financial year.

Emphasis is being placed on the restoration and aftercare of former quarry and landfill sites, and biodiversity, geodiversity and recreational objectives are promoted where possible.

The Service has secured a 4 year contract for the North Wales Regional Aggregates Working Party from the Welsh Government, and there is the possibility of reviewing the Regional Waste Plan, and has just published the 2010 annual monitoring report on aggregate sales. The Service has worked closely with the Welsh Government in relation to issues arising from the recently published Capacity, Infrastructure and Markets Sector Plan, and consequential Planning Policy changes that may arise, particularly in relation to the Regional Waste Plan, which is part of the Welsh Government's Zero Waste Strategy, and continues to have direct dialogue to achieve the best policy outcome.

The Service is carrying out chargeable monitoring and reporting visits across North Wales and Flintshire, and is also carrying out other non-chargeable activities such as blast monitoring. These exercises will help raise compliance standards at operational quarry and landfill sites, and provide constructive dialogue to remedy any breaches of planning control that may be evident. A performance standard to be developed is to ensure that each site is monitored at least once in a given financial year.

The Service has also continued to provide support to Conwy, Denbighshire and Wrexham Planning Policy in preparation for their respective Local Development Plans.

The service also assists with queries and advice relating to the Aggregates Sustainability Levy Fund (which is derived from a tax on aggregate production), and a number of community-led projects across North Wales, and in particular, Flintshire, have been successful in securing funding as a result of sound advice provided by the Shared Service Team. Projects have included a BMX track and Community Hall at Treuddyn, to funding for rangers and the future preservation of Limekilns on Halkyn and Brynford Commons.

## 2. Performance Summary

### 2.1 Improvement Plan Monitoring





#### KEYS

**Progress RAG** – Complete the RAG status using the following key: -

<b>R</b>	<b>Limited Progress</b> - delay in scheduled activity; not on track
<b>A</b>	<b>Satisfactory Progress</b> - some delay in scheduled activity, but broadly on track
<b>G</b>	<b>Good Progress</b> - activities completed on schedule, on track

**Outcome RAG** – Complete the RAG status using the following key: -

<b>R</b>	<b>Low</b> - lower level of confidence in the achievement of outcome(s)
<b>A</b>	<b>Medium</b> - uncertain level of confidence in the achievement of the outcome(s)
<b>G</b>	<b>High</b> - full confidence in the achievement of the outcome(s)







Council Priority	Target Date	Progress RAG	Outcome RAG	Commentary
<b>6. To protect and grow the local and regional economy, to be a prosperous County and to provide help and support for those vulnerable to poverty</b>				
6.1 Adoption of UDP	9.11			Section 3.1
<b>8. To meet housing need in the County and to work with partners to ensure a sufficient supply of quality and affordable homes and housing services in the social , mixed tenure and private sector housing markets</b>				
8.6 Implement Section 106 funding policy	On-going			Section 3.1

### 2.2 Strategic Assessment of Risks and Challenges (SARC)

The table below summarises the position of SARCS at the end of the reporting period.

Commentary is included in section 3 for those SARCS: -






- that are showing a Red RAG status
- where the RAG status has changed since the last reporting period
- where the Green Predictive Date has changed since the last reporting period
- where there has been considerable change or additions of secondary risks and activity


SARC	Previous RAG Status	Current RAG Status	Green Predictive
CL08 Climate Change and Flood Risk Management			TBC
CD03 Transition from UDP to LDP Please see 3.for further detail regarding the change in RAG status			Sept 2017
CD04 Planning Protocol			March 2012

### 2.3.1 Performance Indicators and Outcome Measures

The status of the indicators are summarised for this quarter below:

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Indicator	Annual Target	Previous Quarter Outturn	Current Quarter Target	Current Quarter Outturn	RAG	Change e.g. Improved / Downturn ed
<b>PLA/003</b> No. of Planning Appeals determined during quarter which uphold the Authority's decision	66%	60%	66%	20%		Downturn
* <b>PLA/004a</b> % Major applications determined within 13 weeks	39%	50%	39%	33.33%		Downturn
* <b>PLA/004b</b> % Minor applications determined within 8 weeks	65%	50%	65%	48.08 %		Downturn
<b>PLA/004c</b> % Householder applications determined within 8 weeks	90%	74.8%	90%	65.17%		Downturn
<b>PLA/004d</b> % Other applications determined within 8 weeks	80%	44.44%	80%	63.64%		Improved

* <b>PLA/005</b> % Enforcement cases resolved within 12 weeks	73%	62.59%	73%	<b>63.93%</b>		Improved
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\* *Improvement Target*

### 2.3.2 Improvement Target Action Plan Monitoring

Key - ✓ on track, ✗ behind schedule, C completed

Ref	Action	Progress
PLA/004a	Review of S106 procedures – partly completed	✓
	Outstanding S106 requests subject of review with Legal	✓
PLA/004b	Performance monitoring on a ‘case by case’ basis	✓
	Review delegated scheme/ S106 procedures – partly completed	✓
PLA/005	LEAN review of Enforcement procedures completed	<b>C</b>
	Implement recommendations of LEAN review – partly completed	✓

### 2.4 Key Actions from Service Plan Monitoring

The following table shows the progress made against key areas of improvement/actions in the Planning service plan. A ✗ indicates those areas which have incurred slippage or have been subject to a revised timetable and references the page number where commentary can be found to further explain the slippage/revised timescales: -

Key - ✓ on track, ✗ behind schedule, C completed

Improvement Area	Progress	Commentary
Implementation of Development Management Manual	✓	Ongoing. As discussed elsewhere the Manual is a ‘live’ document, continually adapted to meet legislative and other changes
Review of Enforcement Policy and Procedures	✓	Ongoing – Initial Draft produced
Review of compliance with adopted procedures	✓	Ongoing monitoring
Make decisions in the Public Interest	✓	All appeals decisions are reviewed at Planning Protocol Working Group

## 2.5 Internal & External Regulatory Reports

The following internal or external audit/regulatory work has been completed during the quarter and the outcome of the work can be summarised as follows. Negative outcomes are discussed in more detail in section 3 and page numbers are referenced in the table below.

Undertaken By	Title & Date Report Received	Overall Report Status
Internal Audit	CD0200P1 – Performance Indicators	✓

## 3. Exception Reporting

### 3.1 Improvement Plan Monitoring

6.1 – Adoption of UDP – Adopted at Council in September 2011. Commencement Order on Local Development Plan granted by Council in March 2012 and formal Order received from Welsh Government in June 2012.

8.6 – Implement Section 106 funding policy – Work in association with other North Wales authorities on S106 work and Community Infrastructure Levy (CIL) has resulted in finalised reports which identified best practice for both methods of securing community benefits. Local Planning Guidance Note on educational contributions now adopted by Flintshire County Council. Work has begun to secure a jointly funded shared CIL officer for the North Wales Planning Authorities

### 3.2 SARC Monitoring

#### CD03 – Transition from UDP to LDP

The Green Predictive date has changed from the previously reported December 2011 to September 2017 as we are now clearer (following adoption of the UDP) when work on the LDP can be completed by. The September 2017 date will be referred to in our LDP Delivery Agreement with Welsh Government which is due to be in place by the end of 2012. It is proposed to delete this SARC and for consideration to be given as to a new SARC for the LDP process.

#### 3.3.1 Improvement Targets

The Planning Service has three **Improvement Targets** for 2012/13 : PLA/004a (Major applications determined within 13 weeks); PLA/004b (Minor Applications determined within 8 weeks) and PLA/005 (Enforcement cases resolved within 12 weeks). Each of these are addressed below :

PLA/004a – The Q2 outturn (**33.33%**) falls below target but it has been acknowledged that this is the category of application which involves most input from officers, through negotiation often resulting in amended plans , all to improve the quality of what are often prestigious developments. It is for this reason that the service is currently structured with a team of Senior Planners to deal with this aspect of the work, each of whom carries a significantly lower caseload than the Planners who deal with the bulk of the more straightforward applications. When these major applications are ready for determination

there is often the need to enter into Section 106 Obligations, which delay the issuing of the decision. All outstanding Section 106 requests are the subject of review with colleagues in Legal and Democratic services and where there is now little chance that the Agreement will be signed these are being returned to Planning and Development Control committee for refusal.

The low target (37%) acknowledges the complexity of this category of applications but the relatively low numerator/denominator (4/12) raises the significance of each individual decision. We are investigating the possibility of streamlining the Section 106 procedures and regular meetings have been set up between the Principal Solicitor and the Development Manager to review and monitor progress on applications which have been approved subject to S 106. This in itself is unlikely to have a significant impact on performance in this category and the approach adopted by some Authorities of 'negotiation by refusal' (i.e. issuing a refusal within the 13 weeks regardless of the stage of any negotiations) is unlikely to be favoured by Members or by the developers, who will often prefer a positive decision, whatever the timeframe, provided that they are kept informed of progress leading up to it.

PLA/004b – The Q2 outturn (**48.08%**) is down on Q1 (50). This falls well short of the revised target of 65%. Apart from the increased emphasis on negotiating quality (mentioned above in the context of the major applications) which is difficult to quantify, there are a number of reasons why decisions on the minor applications go beyond the 8 weeks. These include the number of applications needing to be reported to the Committee meetings for reasons which include the need for Section 106 Agreements, particularly to cover affordability of housing (under Policies HSG 3 and HSG 5) and commuted sums. In the longer term, the introduction of a more robust system of pre-application advice (with charges) will allow any planning issues to be dealt with prior to the submission of applications and streamlining the procedures involved with legal agreements will reduce the delays currently involved with these.

This clearly remains an Improvement target and performance will continue to be monitored, on a case by case basis where necessary, to ensure that negotiations on development proposals are carried out in accordance with procedures set out in the DC Manual. From November, 2012 regular reports will be presented to the Cabinet Member for Environment which will indicate the number of applications in the system (across all categories) which have exceeded the statutory time period for determination. Officers will indicate the reason for the delay and this will build upon the 'case by case' monitoring currently undertaken and referred to above. This will identify those applications where the decision can be taken earlier, for example, in challenging with local members the need for committee determination of applications, where appropriate. However, we must not lose sight of the role of negotiation in improving the quality of development, even if this means that certain decisions go beyond the 8 weeks and the reports for the Cabinet member will identify such cases so that, if necessary, a decision can be taken over the merits of this conciliatory approach.

PLA/005 – Q2 outturn (**63.93%**) is an improvement on Q1 (62.59%) but falls below target (73%). The target in this category was revised to reflect the significant improvements which had been achieved in clearing the backlog of cases to allow officers to manage their caseload more effectively. These improvements resulted in a performance return of 77.61% in Q4, 2012 but this has slipped in the last two quarters, partly as a result of some complex cases coming to a conclusion and court appearances in relation to some of these which has involved significant officer time.



### **Of the remaining indicators (other than Improvement Targets):**

PLA/003 – The Q2 outturn (20%) representing 4 appeals allowed and 1 dismissed within the quarter, falls far below the revised target (66%), which represents the national average. Clearly the low denominator has a significant influence on the results but also allows each decision to be detailed :

- 48550 – Residential development at Maude Street, Connah's Quay – DISMISSED
- 38189 – Residential development at Broughton Park (non-determination) – ALLOWED
- 48032 – Residential development at Overlea Drive, Hawarden – ALLOWED
- 49192 – Variation of condition at Caerwys Hill caravan park - ALLOWED
- 49337 - Storage at Min-y-Don, Llannerch y Mor – ALLOWED

PLA/004c –The Q2 outturn (**65.17%**) falls well below the target (88%) and is significantly below the Q1 (74.8%) figure. Considering that 89 applications fall within this category, this poor return has an impact on the overall performance figure. It is difficult to account for without reporting on each decision but main factors seem to be the holiday period (and perhaps a failure to provide adequate cover in the absence of certain key officers) and the absence of a Chairman Delegations meeting between end of July – end of August. Again, the regular reporting on case by case basis will serve to highlight these in the future, as will a more robust case management procedure through the DC manual.

PLA/004d – The Q2 outturn (**63.64%**) improves upon Q1 (44.44%) but falls short of the target (80%). This category includes a range of application types from complex Minerals and Waste applications to straightforward Advertisements and the return within any particular period can be unduly influenced by this factor. The target of 80% can only realistically be achieved where the bulk of the applications lie within the latter category, but in view of the relatively low denominator (11 applications), this remains something of a lottery.

### **3.3.2 Improvement Target Action Plan Monitoring**

Implement recommendations of LEAN review in line with the Service Review implementation.

### **3.3 Key Actions from Service Plan Monitoring**

The robustness of the Enforcement procedures have been tested through the LEAN report (referred to in section 2.3.2) and compliance with them through the Audit report (referred to in section 2.5). It will be noted, however, that performance against the Improvement Target (PLA/005 – cases closed within 12 weeks) has slipped within the last two quarters and the Enforcement Policy/Procedure is currently being reviewed with an initial draft of an amended version having been produced.

The DC Manual (now Development Management Manual) is subject to continual review to reflect evolving procedure and changes emanating from Government policy and/or new legislation.

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## Quarterly Performance Report –Public Protection

**Report Author** Ian Vaughan-Evans  
**Report Date** Quarter 2 2012-13  
**Report Period** Quarter 2: July – September 2012

### Introduction

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The report is produced on a quarterly basis and is provided to Cabinet members for review and assurance and will be available for Overview and Scrutiny Committees as part of their Forward Work Programmes.

The report consists of an overview of the key messages to highlight across all work streams in Public Protection, which is followed by highlights from each service area. Parts 2 and 3 of the report include an assessment of performance in the quarter from the following sources:

- Improvement Plan Monitoring
- Strategic Assessment of Risks and Challenges
- Performance Indicators and Outcome Measures
- Improvement Target Action Plan Monitoring
- Key Actions from Service Plan Monitoring
- Internal and external regulatory reports
- Customer satisfaction and feedback
- Awards and accreditations
- Resource Management (HR, ICT, Finance, Assets)

# 1. Foreword

Report highlights for this quarter are the following items: -

<p><b><u>Community Protection:</u></b></p> <p><b>Trading Standards - Investigations</b></p>	<p>The indicator for Trading Standards High Risk inspections is jointly reported by the Compliance, Food Safety/Standards and Investigations sections. Performance has improved this quarter with an outturn figure of 50% recorded. The other indicators for Trading Standards are annually reported and at current performance are projected to meet the 100% target by the end of the fourth quarter.</p> <p>The Investigations Team successfully prosecuted a Mold Market trader for selling counterfeit goods in the form of air freshener aerosol canisters. The trader elected trial in the Crown Court but later changed his pleas to guilty. In sentencing the judge mentioned that this type of offence jeopardises the business prospects and employment of genuine traders. The defendant was sentenced to 24 weeks imprisonment for each of 4 offences – to run concurrently and be suspended for 12 months. He also received a 200 hours unpaid work order plus costs of £860 and a destruction order for his stock of 200 canisters.</p> <p>In July the Council underwent an audit of its covert surveillance activities by the Office of the Surveillance Commissioner. The report has recently been received and was favourable.</p> <p>The North Wales Tobacco Alliance was launched. This brings together those that can have an impact on reducing the prevalence of smoking and preventing young people from starting smoking. The Team Leader, Trading Standards Compliance represents Public Protection and we contribute via work on under age sales; the prohibition on sale of tobacco from vending machines; reducing the sale of counterfeit products; and enforcement of the smoke-free premises requirements.</p>
<p><b>Licensing</b></p>	<p>The Private Hire Operators Forum met on 16<sup>th</sup> August. This provides an arena for open discussion between the taxi trade and the Licensing Authority. It is valued by both parties and provides for increased understanding. We learn of the problems encountered by the industry during difficult trading conditions and they can better understand the legislative constraints that we have to operate under.</p> <p>There was a Licensing Committee on 24<sup>th</sup> September 2012 and reports included:</p> <ul style="list-style-type: none"><li>- An update on recent changes to the Licensing Act 2003</li><li>- Progress on the next Gambling Act 2005 licensing policy</li><li>- The Law Commission review of the 1847 and 1976 taxi legislation.</li></ul>

<p><b>Community Safety</b></p>	<p>The Public Protection contribution to Flintshire’s stand at the Flint &amp; Denbigh Show was well received. The theme for one of the Community Safety stalls was ‘Know Your Units’ which aimed to get people thinking about their alcohol intake. Unit measure cups and information cards were given to older people who were advised to keep them at home and if they have a drink they could use the measure cup to monitor the units of alcohol being consumed.</p> <p>In addition around 120 Drug and Alcohol Packs were distributed to teenagers. These packs were developed by Community Safety to provide age appropriate factually correct information.</p> <p>The Anti Social Behaviour Coordinator led on a multi-agency approach to tackling street drinking in Flint. A number of complaints were made to several agencies and also through 'Facebook', highlighting the fact that individuals have been drinking in public areas and causing a nuisance which was impacting on the quality of life of local residents. In response to the problem, a multi-agency meeting was held on the 11th July to address the concerns of local people and formulate an action plan. A number of actions were taken including increased patrols by Neighbourhood Wardens and concerted efforts by the Police to target drinkers in the ‘Alcohol Control Zones’ that the Council have set up.</p> <p>The Street Rugby League Project ran through the summer in Higher Shotton and Fron Park Holywell. It offered young people between 11 and 17yrs an opportunity to get involved in a new sport that offers physical /health benefits as well teaching respect, discipline and team work all wrapped up in fun sessions run by trained Street Rugby League coaches. The projects received multi agency funding and have been a success in providing young people with a focus that helps steer them away from less positive activities and influences.</p>
<p><b><u>Environmental Protection:</u></b></p> <p><b>Environmental Control</b></p>	<p>This section has again worked hard to deal with reactive service requests (177 this quarter) as well as undertaking proactive work in relation to Houses of Multiple Occupation (HMOs)</p> <p>3 Improvement notices have been served.</p> <p>Progress has also been made this quarter in the successful recruitment of temporary Environmental Health Officers and one Enforcement Officer due to start with the team in October.</p>
<p><b>Pollution</b></p>	<p>120 alleged noise nuisance complaints have been logged and investigated this quarter.</p> <p>The team have also provided advice and guidance on 238</p>

	<p>planning consultations for proposed developments across the County.</p> <p>4 enforcement notices have been served.</p> <p>The Local Air Quality Management Report has been completed and has been submitted to Welsh Government for ratification. The section will work on implementing any recommendations as a result of this report during Q3 and Q4.</p> <p>Work has also commenced this quarter on updating the Council's Contaminated Land Strategy.</p>												
<p><b>Animal and Pest Control</b></p>	<p>Due to the nature of this service area, Quarter 2 is naturally the peak of the animal and pest control service delivery. Despite the wet and variable temperature experienced this Summer, the team has treated and dealt with the following number of reported public health pest incidents:</p> <table data-bbox="459 840 906 1059"> <tr> <td>Mice</td> <td>67</td> </tr> <tr> <td>Rats</td> <td>289</td> </tr> <tr> <td>Unidentified insects</td> <td>9</td> </tr> <tr> <td>Fleas</td> <td>49</td> </tr> <tr> <td>Wasps</td> <td>283</td> </tr> <tr> <td>Garden Ants</td> <td>134</td> </tr> </table> <p>Signs at school sites where they do not permit access to the public have begun to be erected in order for the Council's enforcement officers and North Wales Police to undertake enforcement action for dog fouling under Section 547 of the Education Act 1996.</p> <p>Proactive patrols have taken place by North Wales Police and our enforcement officers for littering and dog fouling.</p> <p>The launch of the Council's first app "Doggy Do" took place this quarter. This has enabled residents to report issues to the Council at times that suit them, rather than times that suit the Council. It has meant that our intelligence base has increased and are able to direct our resources more appropriately. The launch of this app was featured on BBC breakfast / evening radio as well as in the local and national press. Other Local Authorities now wish to adopt this app for their own Authority area.</p>	Mice	67	Rats	289	Unidentified insects	9	Fleas	49	Wasps	283	Garden Ants	134
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Garden Ants	134												
<p><b>Bereavement Service</b></p>	<p>The Council's Cemetery Regulations have been updated during this quarter and were approved by Cabinet. Copies of the new Regulations will now be sent out to all Funeral Directors and Stone Masons within the County as well as our online version being updated.</p> <p>The Council has been subjected to a number of complaints in relation to grass cutting and maintenance within the Cemeteries</p>												

	<p>which is undertaken in house by our Streetscene team. This has been due to the exceptionally wet weather that we have experienced this quarter. Additional cuts were arranged to deal with long grass as well as operatives ensuring wet cuttings were removed from headstones to maintain the overall high quality appearance of our cemeteries.</p> <p>Ongoing improvement works to Hawarden No2, Treuddyn and Kelsterton continue.</p>																				
<p><b>Building Control</b></p>	<p>During Q2, the Building Control section have dealt with:-</p> <table data-bbox="475 584 1214 1099"> <thead> <tr> <th></th> <th>Quarter 2 2012</th> </tr> </thead> <tbody> <tr> <td>Full Plans submissions</td> <td>96</td> </tr> <tr> <td>Building Notice submissions</td> <td>40</td> </tr> <tr> <td>Partner Authority submissions</td> <td>23</td> </tr> <tr> <td>Partner Inspector submissions</td> <td>4</td> </tr> <tr> <td>Regularisation submissions</td> <td>2</td> </tr> <tr> <td>Dangerous Structure cases</td> <td>9</td> </tr> <tr> <td>Demolition Notices</td> <td>6</td> </tr> <tr> <td>Street naming / numbering and house naming cases</td> <td>18</td> </tr> <tr> <td>Consultations from Planning concerning possible Building Regulation work</td> <td>33</td> </tr> </tbody> </table> <p>During the last three months the Building Control team has received four applications from a firm of local Architects who have in recent years used Approved Inspectors for all their Building Control work in Flintshire.</p> <p>The team has received an application for further building work at Airbus UK in Broughton, a project with a build cost of at least £7 million.</p> <p>A project which Flintshire Building Control administered for Airbus UK in Broughton proceeded through to the National Local Authority Building Control Awards to be held at the Senedd in Cardiff in October.</p> <p>The team continues to undertake Fire Risk Assessments of Council owned buildings with a number of school sites now completed and work on the County Hall complex having started during this quarter.</p>		Quarter 2 2012	Full Plans submissions	96	Building Notice submissions	40	Partner Authority submissions	23	Partner Inspector submissions	4	Regularisation submissions	2	Dangerous Structure cases	9	Demolition Notices	6	Street naming / numbering and house naming cases	18	Consultations from Planning concerning possible Building Regulation work	33
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<p><b><u>Health Protection</u></b></p> <p><b>Food Safety and Food Standards</b></p>	<p>Performance against High Risk inspections undertaken has improved this quarter with an outturn figure of 40% recorded against the target of 50%. The percentage number of Broadly Compliant premises has remained at 82% which is in excess of</p>																				

	<p>the target of 80%. Progress has been made on recruitment to the vacant posts by the appointment of a temporary EHO to the section with a further EHO due to start in October; this will help towards performance for the remainder of the year.</p>
<b>Health &amp; Safety Enforcement</b>	<p>Work is progressing well with the Estates Excellence project in conjunction with Wrexham County Borough Council to promote and mentor Health and Safety awareness on the Deeside and Wrexham Industrial parks.</p>
<b>Corporate Health &amp; Safety</b>	<p>During this quarter the first of two Members Development Health and Safety training has taken place on 21<sup>st</sup> September with very positive feedback. The next session is organised for 12<sup>th</sup> October.</p> <p>Two out of three Senior Management Health and Safety training sessions have also taken place as a joint venture between ourselves and Wrexham County Borough Council. This training entitled “The Principles of Safety Leadership” has also been very well received.</p> <p>During this quarter the Corporate Health and Safety Steering Group received presentations from the Environment Directorate which included updates on progress on Health and Safety action plans.</p> <p>The “new look” Corporate Health and Safety Infonet site has now gone live which is ahead of schedule. The site has been visually improved and has been designed to be more user-friendly. It allows easier navigation to the important documentation and tools required by all staff to assist them in managing health and safety across the Authority.</p>
<b>Animal Health and Welfare</b>	<p>Our Priority Action Plan for Animal Health and Welfare work has been approved by Welsh Government and we will soon receive our grant allocation for 2012/13 which amounts to £34,730.93. This will enable us to continue with the priority work as identified in the Framework document submitted.</p> <p>Good progress to date is being made against these priorities.</p>
<b>General</b>	<p>The Business Support meeting held in August with the Better Regulation Delivery Office (BRDO), Wrexham County Borough Council and key local business partners went very well, with a direction for further work to provide a consolidated joint “New Business” information pack on Public Protection regulation and to explore the possibilities for a single Business Support telephone number in the two counties. Collaborative work between Flintshire and Wrexham Councils is ongoing in this regard.</p>



## 2. Performance Summary

### 2.1 Improvement Plan Monitoring

The following table summarises the progress made to date and the progress against the desired outcome of the Council Improvement Priorities on which Public Protection lead.



#### KEYS

**Progress RAG** – Complete the RAG status using the following key: -

<b>R</b>	<b>Limited Progress</b> - delay in scheduled activity; not on track
<b>A</b>	<b>Satisfactory Progress</b> - some delay in scheduled activity, but broadly on track
<b>G</b>	<b>Good Progress</b> - activities completed on schedule, on track

**Outcome RAG** – Complete the RAG status using the following key: -

<b>R</b>	<b>Low</b> - lower level of confidence in the achievement of outcome(s)
<b>A</b>	<b>Medium</b> - uncertain level of confidence in the achievement of the outcome(s)
<b>G</b>	<b>High</b> - full confidence in the achievement of the outcome(s)

Council Priority	Target Date	Progress RAG	Outcome RAG	Commentary
5.9 Implement recommendations of E-coli inquiry	Ongoing			See Para 3.1

### 2.2 Strategic Assessment of Risks and Challenges

At present Public Protection does not lead on mitigating any of the risks identified in the SARC.

#### 2.3.1 Performance Indicators and Outcome Measures

The status of the indicators are summarised for this quarter below:



Graphs and commentary are included section 3 for those indicators shown with a RAG status of either Amber or Red. An asterisk (\*) indicates that the indicator is an *improvement* target.

The following are annual PIs and will be reported at Q4: -

PPN/007 – The percentage of significant breaches that were rectified by intervention during the year for i) Trading Standards, ii) Animal Health.








PPN/008 - The percentage of new businesses identified which were subject to a risk assessment visit or returned a self assessment questionnaire during the year for i) Trading Standards, ii) Food Hygiene, iii) Animal Health & iv) Health & Safety.

PSR/007A – Of the Houses in Multiple Occupation (HMO) known to the local authority, the percentage that have a full licence.

PSR/007c – Of the Houses in Multiple Occupation (HMO) known to the local authority, the percentage subject to enforcement.

PSR/008 - The percentage of high risk private sector dwellings improved to an acceptable level.

1A4.2L3 – Develop targets for increasing satisfaction levels by 5% per year over baseline.

Indicator	Annual Target	Previous Quarter Outturn	Current Quarter Target	Current Quarter Outturn	RAG	Change e.g. Improved / Downturned
BCT/004 – The percentage of building control ‘full plan’ applications checked within 15 working days during the year	92%	97%	92%	95%		Downward
BCT/007 – The percentage of ‘full plan’ applications approved first time	95%	100%	95%	100%		No change
PPN/001i-iv – The percentage of high risk businesses that were liable to a programmed inspection that were inspected for: -						
PPN/001i – Trading Standards	100%	17%	50%	50%		Improved
PPN/001ii – Food Hygiene	100%	15%	50%	40%		Improved (see para 3.2.1)
PPN/001iii – Animal Health	100%	16%	50%	38%		Improved (see para 3.2.2)
PPN/001iv – Health & Safety	100%	N/A	50%	50%		N/A
PPN/009 (I.P. 5.9) – Percentage of food establishments which are ‘broadly compliant’ with food hygiene standards <b>(Improvement Success Measure)</b>	80%	82%	80%	82%		No change

### IMPROVEMENT SUCCESS MEASURES

Please see 3.2 for commentary on amber performance indicators.

#### 2.3.2 Improvement Target Action Plan Monitoring

Key - ✓ on track, ✗ behind schedule, C completed

Ref	Action & Planned Completion date	Progress
PPN/008i -The percentage of new businesses identified which were subject to a risk assessment visit or returned a self assessment questionnaire during the year for Trading Standards	Monthly monitoring of new businesses and allocation of work to ensure target is met	✓
PSR/007c – Of the Houses in Multiple Occupation (HMO) known to the local authority, the percentage subject to enforcement.	Working with landlords to ensure properties are up to the required standards and serving enforcement notices where necessary.	✓
PSR/008 - The percentage of high risk private sector dwellings improved to an acceptable level	Using the new guidance provided to identify high risk properties and working closely with private landlords and house owners to improve standards within dwellings. Enforcement notices served where necessary	✓
IA4.2L3 - Develop targets for increasing satisfaction levels by 5% per year over baseline.	The customer survey for work carried out by the service during 2012/13 will be undertaken during the year and the results of the survey will be provided at the end of the year.	✓

## 2.4 Key Actions from Service Plan Monitoring

The following table shows the progress made against key areas of improvement/actions in the Public Protection service plan. A ✘ indicates those areas which have incurred slippage or have been subject to a revised timetable and references the paragraph number where commentary can be found to further explain the slippage/revised timescales: -

**Key** - ✓ on track, ✘ behind schedule, C completed

Improvement Area	On-track?	Commentary
Implementing the recommendations of the e-coli Public Enquiry report	✓	See paragraph 3.1
Improve Business Compliance in high risk premises	✓	
Deliver FSA and DEFRA Framework agreements	✓	
Support Neighbourhood Renewal Programme	✓	
Review, Improve and Integrate new services and functions.		
Effective Implementation of Corporate Health	✓	

Improvement Area	On-track?	Commentary
and Safety Strategy and Strategic Health and safety Improvement Plan.		
Tackling dog fouling, littering and other environmental crime.	✓	

### 3. Exception Reporting

#### 3.1 Implementation of the recommendations from the E coli inquiry.

As previously reported the Food Standards Agency have issued new guidance relating to E coli. All food hygiene inspections in Flintshire are being carried out with due regard to this new guidance but as a consequence progress on this recommendation is reported as Amber rather than Green at this time.

#### 3.2 Performance Indicators

##### 3.2.1 PPN/001ii – Food Hygiene – High Risk Businesses

The indicator is slightly below target for this quarter but considerable improvements have been made and, with the replacement of staff due to start imminently, it is expected to achieve the set target by the end of the year.

##### 3.2.2 PPN/001iii – Animal Health – High Risk Businesses

The indicator is as expected for the time of year as most high risk inspections are due in winter when welfare issues are most prevalent on farms. It is expected to achieve the set target by the end of the year.

## Quarterly Performance Report – Regeneration

**Report Author** Dave Heggarty  
**Report Date** October 2012  
**Report Period** Quarter 2: 1<sup>st</sup> July 2012 to 30<sup>th</sup> September 2012

### Introduction

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The report is produced on a quarterly basis and is provided to Cabinet members for review and assurance and will be available for Overview and Scrutiny Committees as part of their Forward Work Programmes.

The report consists of an overview of the key messages to highlight across all work streams in Regeneration, which is followed by highlights from each service area. Parts 2 and 3 of the report include an assessment of performance in the quarter from the following sources:

- Improvement Plan Monitoring
- Strategic Assessment of Risks and Challenges
- Performance Indicators and Outcome Measures
- Improvement Target Action Plan Monitoring
- Key Actions from Service Plan Monitoring
- Internal and external regulatory reports
- Customer satisfaction and feedback
- Awards and accreditations
- Resource Management (HR, ICT, Finance, Assets)

# 1. Foreword

Report highlights for this year are the following items: -

<p>Business</p>	<p>Deeside Enterprise Zone</p> <p>Deeside Enterprise Zone is a vital catalyst not only for the revitalization of the Deeside area, but for the regional economy as a whole. DEZ adjoins the most deprived communities in Flintshire and designation of the EZ provides a once in a generation opportunity to transform these areas. Local residents will benefit from both new job opportunities and the improved local environment. It is essential that this improvement is embedded within the community so that benefits extend beyond the five year life of the Enterprise Zone.</p> <p>The Business Plan, incorporating the marketing strategy and infrastructure plan, is now with Welsh Government.</p>
<p>Places</p>	<p>Flint masterplan</p> <p>Flint has enjoyed a significant amount of good publicity this year with the Flint Festival, Cultural Olympiad and the achievement of Jade Jones in the Olympics. In addition, there has been a significant amount of movement in the regeneration work. Some of the highlights are:</p> <ol style="list-style-type: none"> <li>1. Demolition of the Coleshill Lea maisonettes took place in August. The site will be grassed over in the interim before re-building begins. Flintshire County Council is working with consultants on the development plan for the rebuilding of houses, flats and apartments on the sites of the maisonettes.</li> <li>2. All empty homes in Flint have been identified and some of them will be improved for re-occupation. Vacant shop units are also being assessed with a view to establishing the reasons why they are vacant and whether some intervention can be undertaken to make them more attractive for reoccupation.</li> <li>3. Confidence in the town appears to be building, as there has been movement on development sites that have been vacant for years. For example, the long term vacant terrace of houses on the A548 next to the Coop have been purchased by a developer for rented accommodation. Clwyd Alyn Housing has purchased the former youth club site at Borough Grove to build nine apartments for rent. The council are in discussion with the Police and the Magistrates Court over the future of this key site near the cenotaph.</li> <li>4. The Townscape Heritage Initiative is progressing well. A block of four properties on Trelawny Square will be completed this year.</li> <li>5. The car parks in Flint have been surveyed to try to understand capacity and usage at different time of the day and week. This piece of work will be used to improve the parking infrastructure in due course.</li> <li>6. Permanent permission has now been secured for Flint Market -</li> </ol>

	<p>to allow it to be held every Friday on Church Street. Over the 18 month trial period, assessment of footfall revealed that there are twice as many people in Church Street on a Friday, compared to other days of the week.</p> <p>7. Eirgrid, who managed the scheme to lay electricity cables from Ireland to Connahs Quay power station, has agreed to make a community payment. This is being used to fund projects located near to where their work passed through the town. The three projects being funded are (1) the incorporation of yorkstone stone pavement into the cobbled area around St. Mary's Church to enable easier access, (2) the creation of an additional stretch of path at Flint waterfront on land west of the Old Dock, (3) the development and installation of a Heritage Trail that ensures Flint's rich history is celebrated and showcased. Initially this will see a number of Tourist Information Points being installed around the town and near the Lifeboat station.</p> <p>8. Flint Pavillion has been upgraded to become a regional indoor bowling centre and multi-purpose leisure centre.</p>
<p>People</p>	<p>CF is awaiting the result of the Futures bid submitted in June 2012 and is operating under temporary funding arrangements. Nonetheless, CF areas are stepping up to their new action agenda for prosperity, health and learning.</p> <p>CF is working closely with the Apprenticeship, Employment and Work Experience Board of the LSB to develop the Jobs Growth Wales agenda in Flintshire. Progress is being made in the development of a broader range of employment, education and training (EET) opportunities for young people 16-24.</p> <p>CF is working closely with the North Wales Young Entrepreneurship Champion through the Flintshire Business Entrepreneurship Network (BEN) which was launched in June 2012. BEN met again in September and agreed an Entrepreneurship Programme. Flintshire will launch its first Enterprise Club in January 2013 within which young entrepreneurs 16-24 will be given the help they need to start and grow business ideas. Schools will be invited to participate in events and activities which encourage students to develop entrepreneurial skills and CF, with Deeside College and Glyndwr University are directly supporting the BEN Entrepreneurship Programme.</p>

Other highlights by service area are as follows: -

<p>Town centre regeneration</p>	<p>The first agreement for roundabout sponsorship in Flintshire was signed in September 2012 with Airbus UK. Airbus has agreed to sponsor the Broughton roundabout near their plant and signs to recognise their contribution to the environment and economy of Flintshire have now been installed. Sponsorship agreements with other companies are in progress.</p>
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	<p>FCC, with the Community Events and Markets Company, is running five-day courses to provide a practical and hands-on guide to setting up and running a market business. The courses have been attended by 15 residents from across Flintshire, some of whom were unemployed whilst others were looking at options for a career change. Seven trainees have now set up their own businesses and all of the trainees have said how much the course has helped them in terms of developing confidence. The next course is to run in late October and is fully booked with a waiting list for the next session. In addition to helping unemployed people into business, the courses will help to grow the next generation of market traders.</p> <p>FCC has supported two very successful town centre events in September. The Mold Food and Drink Festival, showcasing local and regional food, drink and entertainment, was held on the weekend of 22 September and attracted around 15,000 visitors, bringing an estimated £450,000 into the Flintshire economy. The second Well Inn Festival, held on Holywell High Street, featured music and entertainment and was held on 8 September. Organised by local volunteers, the Town Partnership and the Town Council, an estimated 1,200 people attended through the day, bringing crucial customers into the town centre.</p>
<p>Business</p>	<p>Enquiries from businesses have remained steady this quarter from 432 (Q1 2012-13) to 446 in Q2.</p> <p>The programme for Flintshire Business Week 12<sup>th</sup> to 19<sup>th</sup> October 2012 is well underway. This year, the reception at the House of Commons will include Embassy representatives from Ireland, Brazil, Germany, Latvia and China and a Deeside Enterprise Zone presentation. The two day Trade Show has 80 stands confirmed with exhibitors from North and Mid Wales and across England. To date £74,000 sponsorship has been invoiced, with the total sponsorship target being £90,000.</p>
<p>Communities First Flintshire</p>	<p>The extension of the Flintshire CF Programme remains subject to a successful funding bid. Priority will be given to improving opportunities for learning and skills.</p> <p>CF has been responding to the need for an effective local labour market. CF supports partners by facilitating a range of community based activities which include community based learning, work clubs, job search, CV and interview skills, careers advice and employers' recruitment needs.</p> <p>CF is adapting and developing its local labour market activities to ensure CF communities in both East and West Clusters are to benefit from the employment and enterprise opportunities presented by Deeside Enterprise Zone. This will require much better intelligence of employer needs and CF is supporting work to be undertaken with the private sector, Deeside Industrial Park Forum for example. A survey will help stakeholders understand needs and expectations.</p>



## 2. Performance Summary

### 2.1 Improvement Plan Monitoring













#### KEYS

**Progress RAG** – Complete the RAG status using the following key: -

<b>R</b>	<b>Limited Progress</b> - delay in scheduled activity; not on track
<b>A</b>	<b>Satisfactory Progress</b> - some delay in scheduled activity, but broadly on track
<b>G</b>	<b>Good Progress</b> - activities completed on schedule, on track

**Outcome RAG** – Complete the RAG status using the following key: -

<b>R</b>	<b>Low</b> - lower level of confidence in the achievement of outcome(s)
<b>A</b>	<b>Medium</b> - uncertain level of confidence in the achievement of the outcome(s)
<b>G</b>	<b>High</b> - full confidence in the achievement of the outcome(s)

Council Priority	Target Date	Progress RAG	Outcome RAG	Signpost
<b>6. To protect and grow the local and regional economy, to be a prosperous County and to provide help and support for those vulnerable to poverty</b>				
6.2 Regenerate Town Centres	TBC			See para 3.1.1
6.3 Lead the Deeside Renewal Area Programme	Ongoing			
6.4 Promote the development of the Northern Gateway  (Working with landowners and developers complete the appropriate planning application)	Ongoing			See para 3.1.2
6.7 Development of skills to align with business needs	Ongoing			
6.8 Encourage and retain business investment in Flintshire  (Implementation of Town Action Plans)	Ongoing			See para 3.1.3
<b>10. To protect, plan and develop sustainable natural and built environments</b>				
10.6 Further regeneration of rural areas in Flintshire	Dec 2013			

## 2.2 Strategic Assessment of Risks and Challenges (SARC)







The table below summarises the position of SARCs at the end of the reporting period.

### KEY

<b>R</b>	<b>High Risk</b>
<b>A</b>	<b>Medium Risk</b>
<b>G</b>	<b>Low Risk</b>

Commentary is included in section 3 for those SARCS: -

- that are showing a Red RAG status
- where the RAG status has changed since the last reporting period
- where the Green Predictive Date has changed since the last reporting period
- where there has been considerable change or additions of secondary risks and activity

SARC	Previous RAG Status	Current RAG Status	Green Predictive
CL09 Economic Regeneration Strategy			TBC
CL10 County Town Network			Achieved Feb 2011
CL12 Skills Needs of Employers			Achieved Oct 2011


## 2.3.1 Performance Indicators and Outcome Measures

### Key

<b>R</b>	<b>Target missed</b>
<b>A</b>	<b>Target missed but within an acceptable level</b>
<b>G</b>	<b>Target achieved or exceeded</b>

The status of the indicators are summarised for this period below:

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Indicator	Annual Target	Previous Annual Target Outturn	Current Annual Outturn	RAG	Change (trend) e.g. Improved / Downturned
*IA4.2L1 Deliver Improvement Agreement	1,470	2,576	1,675		Annual target exceeded but lower outturn than 2011/12 due to a reduced number of attendees at the 2 day Trade Show.

### 2.3.2 Improvement Target Action Plan Monitoring

Key - ✓ on track, ✗ behind schedule, C completed

Ref	Action & Planned Completion date	Progress
IA4.2L1 Deliver Improvement Agreement	Establish FBW stakeholder Steering Group April 2012	C
	Develop draft FBW calendar of events June 2012	C
	Launch main events to raise profile June 2012	C
	Actively promote finalised FBW calendar August 2012	C
	Deliver main event October 2012	C
	Preparation of FBW11 Evaluation Report December 2012	✓

### 2.4 Key Actions from Service Plan Monitoring

Key - ✓ on track, ✗ behind schedule, C completed

The following table shows which areas have incurred slippage or have been subject to a revised timetable and references the page number where commentary can be found to further explain the slippage/revised timescales: -

Improvement Area	On-track?	Commentary
Refresh Regeneration Partnership	✓	See paragraph 3.2.1
Raise profile of service	✓	See paragraph 3.2.2
Improve town centres in Flintshire	✓	See paragraph 3.2.3
Improve quality of life in rural Flintshire	✓	See paragraph 3.2.4
Promote Flintshire to visitors.	✓	See paragraph 3.2.5

### 2.5 Internal & External Regulatory Reports

The following internal or external audit/regulatory work has been completed during the period and the outcome of the work can be summarised as follows. Negative outcomes should be discussed in more detail in section 3 and page numbers are referenced in the table below.

Undertaken By	Title & Date Report Received	Overall Report Status
Welsh Audit Office	<b>Annual Audit of Communities First (CF).</b> No significant concerns raised about CF grant fund management. WAO recommendations for ensuring certification of CF Partnership Board private accounts are currently being implemented.	

### **3. Exception Reporting**

#### **3.1 Improvement Plan Monitoring**

##### **3.1.1 6.2 Regenerate Town Centres**

Good progress is being made through the Town Action Plan programme in developing long term plans for each centre. However, the long term future of our town centres remains challenging and, although town centres in Flintshire are generally out-performing the national average, continued effort will be needed to help them to adapt to a changing world.

##### **3.1.2 6.4 Promote the development of the Northern Gateway**

Planning permission for Northern Gateway has been secured and the whole site now benefits from Enterprise Zone designation. A joint marketing and promotion group will be implemented to focus on investment opportunities with a dedicated private sector sales office and team. A significant level of enquiries is being received for the Deeside Enterprise Zone.

##### **3.1.3 6.8 Encourage and retain business investment in Flintshire**

An Infrastructure Plan and Marketing, Promotion and Communications Plan has been developed with private sector partners to increase the level of inward investment into Flintshire with the focus on Deeside Enterprise Zone.

#### **3.2 Service Plan Monitoring**

##### **3.2.1 Refresh Regeneration Partnership**

The Partnership membership is refreshed on an ongoing basis. The priorities from the Flintshire Regeneration Strategy are also refreshed annually at a conference for stakeholders. The Strategy will be the subject of a major review this year.

##### **3.2.2 Raise profile of service**

A range of initiatives now underway including:

- Annual Regeneration Conference;
- Flintshire Business Week;
- range of business networks and fora now being delivered;
- services increasingly better linked, both locally and regionally.

##### **3.2.3 Improve Town Centres in Flintshire**

Good progress is being made through the Town Action Plan programme in developing long term plans for each centre with local partnerships. However, the long term future of our town centres remains challenging and, although town centres in Flintshire are generally out-performing the national average, continued effort will be needed to help them to adapt to a changing world.

##### **3.2.4 Improve quality of life in rural Flintshire**

The Rural Development Plan for Wales programme is funding a number of projects, to improve rural quality of life, services and facilities, as well as encouraging enterprise and tourism. These are due to complete late 2013. Most projects are on track to spend their allocated funding with only small virements of funding between projects anticipated.

### **3.2.5 Promote Flintshire to visitors**

Most Flintshire promotion takes place at the sub-regional level through the North Wales Borderlands Partnership. The work of this Partnership and the promotion of the sub-region is under review currently, led by Tourism Partnership North Wales. This will ensure that future campaigns are better able to measure their impact on the visitor economy in the area and are more closely supported by the business community.

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## Strategic Assessment of Risks & Challenges' RAG Summary (Refresh)

Risk Reference	Risk Title	2012-2013					Predictive Green/Amber
		Q2	Q3	Q4	Q1	Q2	
	<b>Community Leadership</b>	Sept 11	Dec 11	Mar 12	June 12	Sept 12	
CL04	Affordable Housing	A	A	A	A		
CL05	Social Care For Older People	A	A	A	A	A	TBC
CL07	Relationship with Local Health Board & Public & Primary Health	A	A	A	R	R	TBC
CL08	Climate Change & Flood Risk Management		A	A	A	A	SEPT 2017
CL09	Economic Regeneration	A	A	A	A	A	TBC
CL10	County Town Network Regeneration & Protection	G	G	G	G	G	FEB 2011
CL11	Integrated and Public Transport Infrastructure (External)	A	A	A	A	A	2015/16
CL12	Skills Needs of Employers	A	G	G	G	G	OCT 2011
CL14	North Wales Regional Waste Treatment Partnership		A	A	A	A	2016/17
CL15	Clwyd Theatr Cymru (CTC)	A	A	A	A	G	SEPT 2012
	<b>Council Delivery</b>	Sept 11	Dec 11	Mar 12	June 12		Predictive Green/Amber
CD02	Streetscene	A	A	A	A	A	TBC
CD03	Transition from UDP to LDP	A	G	G	G	A	SEPT 2017
CD04	Planning Protocol	G	G	G	G	G	MAR 2012
CD05	Highways Infrastructure	A	A	A	A	A	TBC
CD06	Transport Arrangements For Service Users	A	A	A	A	A	DEC 2013
CD07	Depot Provision	A	A	A	A	A	DEC 2013
CD08	Connah's Quay, Shotton & Deeside Housing Renewal Area	A	A	A	A	A	MAR 2020
CD10a	Leisure - Revenue Funding	R	R	R	R	R	TBC
CD10b	Leisure - Capital Projects	A	A	A	A	A	TBC
CD10c	Leisure - Play Strategy	A	A	A	A	R	TBC
CD12a	Housing Strategy	A	A	A	A		
CD12b	Housing Management	A	A	A	A	A	TBC
CD12c	Housing Repairs and Maintenance Services	A	A	A	A	A	APR 2013
CD12d	Homelessness	A	A	A	A		
CD12e	Sheltered Housing	A	A	A	A	A	NOV 2013
CD19	Gypsies and Travellers	A	A	A	A		
CD20	School Buildings/School modernisation		R	R	R	R	2018
CD22	School Improvement - Regional Project	A	A	A	A	A	APR 2013
CD23	Procurement of Independent Sector placements for looked after children	A	A	A	A	A	TBC
CD26	Disabled Facilities Grants	A	A	A	A	A	MAR 2013
CD27a	Waste Management Targets/Food Waste Treatment Project	A	A	A	A	A	2016/17
CD27c	Waste Management Operations	A	A	A	A	A	2016/17
CD27d	Waste Management (AD Waste)	G	G	G	G	G	SEPT 2011
CD34	Severe Winter Weather	A	A	A	A	A	TBC
CD37	Food Waste Treatment Project		A	A		G	SEPT 2012
CD38	Welfare Reform			R	R	R	TBC
	<b>Council Governance</b>	Sept 11	Dec 11	Mar 12	June 12	Sept 12	Predictive Green/Amber
CG05a	Asset Management - Strategic	A	A	A	A	A	2015/16
CG05b	Asset Rationalisation	A	A	A	A	A	2015/16
CG06	Medium Term Financial Strategy	A	A	A	A	A	TBC
CG07	Financial Management and Control	A	A	A	A	A	TBC
CG08	ICT Strategy	A	G	G	G	G	DEC 2011
CG09	Information Governance	A	A	A	A	A	TBC
CG10	Human Resources and Management	A	A	A	A	A	MAR 2013
CG11	Single Status and Terms and Conditions of Employment	A	A	A	A	A	JUN 2013
CG13	Customer Focus	G	G	G	G	G	JUN 2011
CG16	Workforce and Succession Planning	A	A	A	A	A	MAR 2013
CG18	Procurement		A	A	A	A	MAR 2013
CG19	Business Continuity (including Winter Disruption)	A	A	A	A	G	SEPT 2012
CG22	Flintshire Futures	A	A	A	A		MAR 2013
CG23	Data Protection			R	R	R	TBC

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE**

**DATE:** **09 JANUARY 2013**

**REPORT BY:** **LEARNING & SOCIAL CARE OVERVIEW & SCRUTINY FACILITATOR**

**SUBJECT:** **FORWARD WORK PROGRAMME**

### **1.00 PURPOSE OF REPORT**

1.01 To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.

### **2.00 BACKGROUND**

2.01 Items feed into a Committee's Forward Work Programme from a number of sources. Members can suggest topics for review by Overview & Scrutiny Committees, members of the public can suggest topics, items can be referred by the Executive for consultation purposes, or by County Council, or Directors. Other possible items are identified from the Executive Work Programme and the Strategic Assessment of Risks & Challenges.

2.02 In identifying topics for future consideration, it is useful or a 'test of significance' to be applied. This can be achieved by asking a range of questions as follows:

1. Will the review contribute to the Council's priorities and/or objectives?
2. Are there issues of weak or poor performance?
3. How, where and why were the issues identified?
4. Do local communities think the issues are important and is there any evidence of this? Is there evidence of public dissatisfaction?
5. Is there new Government guidance or legislation?
6. Have inspections been carried out?
7. Is this area already the subject of an ongoing review?

### **3.00 CONSIDERATIONS**

3.01 Overview & Scrutiny presents a unique opportunity for Members to determine the Forward Work Programme of the Committees of which they are members. By reviewing and prioritising the forward work programme Members are able to ensure it is member-led and includes the right issues. A copy of the Forward Work Programme is attached at Appendix 1 for Members' consideration which has been updated following the last meeting.

**4.00 RECOMMENDATIONS**

4.01 That the Committee considers the draft Forward Work Programme attached as Appendix 1 and approve/amend as necessary.

**5.00 FINANCIAL IMPLICATIONS**

5.01 None as a result of this report.

**6.00 ANTI POVERTY IMPACT**

6.01 None as a result of this report.

**7.00 ENVIRONMENTAL IMPACT**

7.01 None as a result of this report.

**8.00 EQUALITIES IMPACT**

8.01 None as a result of this report.

**9.00 PERSONNEL IMPLICATIONS**

9.01 None as a result of this report.

**10.00 CONSULTATION REQUIRED**

10.01 N/A

**11.00 CONSULTATION UNDERTAKEN**

11.01 Publication of this report constitutes consultation.

**12.00 APPENDICES**

12.01 Appendix 1 – Forward Work Programme

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985  
BACKGROUND DOCUMENTS**

None.

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# ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

## CURRENT FWP

<b>Date of Meeting</b>	<b>Subject</b>	<b>Purpose of Report/Presentation</b>	<b>Scrutiny Focus</b>	<b>Responsible/Contact Officer</b>	<b>Submission Deadline</b>
<b>17<sup>th</sup> January</b>	<b>Assets and Estates</b>	Invitation from Corporate Resources O & S Committee to attend for Assets & Estates item		Member Engagement Manager	
<b>6 Feb 2013</b>	<b>Contracted Bus Services</b>	To consider proposals following the national review.	Service Delivery	Director of Environment	<b>28 Jan 2013</b>
	<b>Recycling Income</b>	To receive a report on the income generated via recycling activity.		Director of Environment	
	<b>Review of Public Conveniences</b>	To receive a progress report	Pre-decision scrutiny	Director of Environment	
<b>6 March 2013</b>	<b>Quarterly Performance Reporting</b>	To consider Quarter 3 outturns for improvement targets against directorate indicators.	Performance Monitoring	Director of Environment	<b>25 Feb 2013</b>
	<b>Energy Switching Scheme</b>	To consider the benefits of Energy Switching Schemes	Service Delivery	Director of Environment	
<b>10 April 2013</b>	<b>Communities First</b>	To receive an update on the effectiveness of the new programme.	Service Delivery	Head of Regeneration	<b>1 April 2013</b>

## ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

Date of Meeting	Subject	Purpose of Report/Presentation	Scrutiny Focus	Responsible/Contact Officer	Submission Deadline
	<b>Rural Development Plan</b>	To receive regular updates on the progress of Business Plan 2 with particular consideration to any downturns in progress.	Monitoring Report	Head of Regeneration	
	<b>Cadwyn Clwyd and linking Flintshire Communities</b>	To receive a presentation on current developments	Awareness raising	Sharon Barlow	
<b>22 May 2013</b>	<b>Rights of Way</b>	To be agreed			<b>13 May 2013</b>
<b>26 June 2013</b>	<b>Quarterly Performance Reporting</b>	To consider Quarter 4 and year end outturns for improvement targets against directorate indicators.	Performance Monitoring	Director of Environment	<b>17 June 2013</b>
<b>23 July 2013</b>	<b>North Wales Residual Waste Treatment Partnership</b>	To receive and consider further details on the progress of the project.	Strategic (Collaboration)	Director of Environment	<b>19 July 2013</b>

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### ITEMS TO BE SCHEDULED as agreed by Committee

Item	Purpose of Report	Responsible / Contact Officer
<b>Dog fouling</b>	To receive a report on the review of enforcement options re dog fouling	Director of Environment
<b>Missed Collections Technology</b>	To be agreed	

## ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

Item	Purpose of Report	Responsible / Contact Officer
Planning	To be agreed	
Extended Area of Outstanding Natural Beauty	To be agreed	

### REGULAR ITEMS

Month	Item	Purpose of Report	Responsible / Contact Officer
Quarterly/ Annual	Performance Reporting	To consider performance outturns for improvement targets against directorate indicators.	Director of Environment
Quarterly	North Wales Residual Waste Treatment Project	To receive and consider further details on the progress of the project.	Director of Environment
6 monthly	Rural Development Plan	To receive regular updates on the progress of Business Plan 2 with particular consideration to any downturns in progress.	Head of Regeneration

# ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

## APPENDIX B

### STRATEGIC ASSESSMENT OF RISKS AND CHALLENGES TOPICS ALLOCATED TO OVERVIEW & SCRUTINY COMMITTEES

#### SECTION 1 - COMMUNITY LEADERSHIP

Category	Risk Reference	Title	Committee
Strategic Partnerships	CL08	Climate Change and Flood Risk Management	Enviro
	CL09	Economic Regeneration	Enviro
	CL10	Decline of Town Centres	Enviro
	CL11	Integrated and Public Transport Infrastructure	Enviro
	CL12	Skills Needs of Employers	Enviro / LL
	CL14	North Wales Regional Waste Treatment Partnership	Enviro

#### SECTION 2 - COUNCIL DELIVERY

Category	Number	Title	Committee
Environment	CD02	Streetscene	Enviro
	CD03	Transition from UDP to LDP	Enviro
	CD04	Planning Protocol	Enviro
	CD05	Highways Infrastructure	Enviro
	CD06	Transport arrangements for service users	Enviro (links to S&H and LL)
	CD07	Depot provision	Enviro

## ENVIRONMENT OVERVIEW & SCRUTINY FORWARD WORK PROGRAMME

Category	Number	Title	Committee
Waste	CD27	Waste Management Targets (Food Waste Treatment Project)	Enviro
	CD27c	Waste Management (Operations)	Enviro
	CD34	Impact of Severe Winter Weather	Enviro

### SECTION 3 - COUNCIL GOVERNANCE

Category	Number	Title	Committee
Environment	CG05	Asset Management	Enviro
Environment	CG05a	Asset – Strategy	Enviro
Environment	CG05b	Asset Rationalisation	Enviro

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**FLINTSHIRE COUNTY COUNCIL**

**OVERVIEW & SCRUTINY**

**CALL-IN ARRANGEMENTS**

**1. Background**

The arrangements for calling in a decision are to be found in paragraph 16 of the Overview & Scrutiny Procedure Rules contained within the Council's Constitution. The legal authority is derived from section 21 (3) of the Local Government Act 2000. This note summarises the provisions in the Constitution.

**2. Decision of the Executive**

When a decision is made by the Executive, the Democracy & Governance Manager publishes a record of those decisions within two days of them being made. Copies are available at County Hall, and are sent to all Members of the County Council.

The decision record bears the date on which it was published and specifies that the decision will come into force, and may then be implemented on the expiry of five working days after the publication of the decision, unless it is called in within 5 working days after the publication of the decision

**3. Calling in a Decision**

If the Democracy & Governance Manager receives a request from the Chair or at least four members of the Council, (for the avoidance of doubt such a request should be in writing, giving the reason for the call-in, and signed by all parties) the Democracy & Governance Manager will notify the decision taker of the call-in, and then arrange a meeting of the Committee within seven working days. (The last working day before Christmas and the three working days between Christmas and New Year will not be counted as working days for the purposes of this paragraph).

**4. The Call-in Meeting**

By their nature, call-in meetings will be held at short notice (i.e. within seven working days of the call-in being initiated) and the only item of business to be transacted would normally be to deal with the call-in. However, from time to time it is expedient to consider a call in at a meeting which has already been convened.

It is suggested that the procedure outlined below be used at such a meeting.

## **5. Procedure for a Call-in Meeting**

- (i) The decision makers who have been invited to the meeting (usually the relevant Executive Member(s) and/or Director(s)) can be admitted to the committee room at the start of the meeting, and sit in the public gallery. It would not be appropriate for them to be seated at the committee table as this would imply that they were able to take part throughout the meeting.
- (ii) The Chairman will invite the Member Engagement Manager to briefly outline the call-in procedure for Members of the Committee, explaining the time constraints within the Constitution. The Officer should also outline the ideal procedure, set out below, for an Overview & Scrutiny Committee to deal with a call-in meeting.
- (iii) The Chairman should invite the decision makers and any initiators of the call-in who are not Members of the Committee to take their places at the table. The initiators of the call-in (those who have signed the letter) will then explain and clarify their reasons for calling in the decision. This can be by means of a spokesman, or by several Members contributing.
- (iv) The decision makers would then have the opportunity to respond to the issues raised by those initiating the call-in.
- (v) The Chairman will then invite questions from Members, and the decision-makers and call-in initiators will be invited to answer the questions.
- (vi) At the end of Members' questions, the Chairman will ask the initiators of the call-in and the decision makers to sum up their respective cases. Once this has concluded, the Chairman will ask those who are not Members of the Committee to withdraw from the committee table. They are able to return to the public gallery and witness, but not participate in the rest of the proceedings.
- (vii) The Chairman will then invite the Member Engagement Manager to explain the Committee's options for decision contained in the Constitution. The decision should include one of the four options given below, which are contained in the Constitution.

### Option 1

If, having considered the decision, the Overview & Scrutiny Committee is satisfied with the explanation which it has received, it will indicate as such, in order for the decision to be implemented.

### Option 2

If, having considered the decision, the Overview & Scrutiny Committee is 'no longer concerned', having received the explanations, but is not minded to indicate that it is 'satisfied with the explanation', then it is in

order for the Committee to resolve that ‘the explanation be accepted but not endorsed by the Overview & Scrutiny Committee’.

### Option 3

If, having considered the decision, the Overview & Scrutiny Committee is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns. If referred to the decision maker then the decision maker shall then reconsider, at the earliest scheduled meeting, amending the decision or not, before adopting a final decision.

### Option 4

If, having considered the decision, the Overview & Scrutiny Committee is still concerned about it, then it may refer the matter to full Council. If referred to full Council, the Council shall meet to consider the referral within 10 working days unless there is a scheduled meeting of the full Council at which the matter may be considered within the expiry of a further 5 working days.

### Note:

If either Option 1 or Option 2 is decided upon, the Executive decision can be implemented after the Overview & Scrutiny meeting. If either Option 3 or 4 is decided upon, the Executive decision cannot be implemented after the Overview & Scrutiny meeting until it has received further consideration by either the Executive or Council.

- (viii) The Committee will then discuss the matter and following debate, reach a decision.

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FLINTSHIRE COUNTY COUNCIL

REPORT TO: CABINET  
DATE: TUESDAY 18 DECEMBER 2012  
REPORT BY: DIRECTOR OF ENVIRONMENT  
SUBJECT: CIVIL PARKING ENFORCEMENT

**1.00 PURPOSE OF REPORT**

1.01 To provide an update on the introduction of Civil Parking Enforcement (CPE) in Flintshire and to establish an off-street parking policy for the County.

**2.00 BACKGROUND**

2.01 The Regional Transport Plan (RTP) on pages 99 and 100 outlines a Network Management Strategy. As an introduction, it refers to :-

The Traffic Management Act 2004, which was applicable from April 2008, and which imposes a network management duty on all local traffic authorities, including Flintshire County Council states :-

“It is the duty of a local traffic authority to manage their road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations, policies and objectives :

a) Securing the expeditious movement of traffic (all road users) on the authority’s road network

and

b) Facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority”.

2.02 The RTP then sets out the objectives of the Network Management Strategy and outlines a number of ways which local authorities will meet them, including :-

- Implementing and enforcing appropriate moving and stationary traffic regulations
- Periodically reviewing the appropriateness, adequacy and relevance of traffic regulations

- Developing and implementing appropriate policies relating to the management and enforcement of on and off street parking provision.

2.03 Currently, within Flintshire, all on-street parking enforcement is the responsibility of North Wales Police, whereas all off-street public car parking management is administered by Flintshire County Council.

2.04 The Council is the only North Wales authority which has not adopted CPE so far. A report was presented to Executive in March 2010 which approved work towards the introduction of a Civil Parking Enforcement Area within the County, with the exception of high speed dual carriageway lengths of trunk roads.

2.05 The effective enforcement of on-street parking regulations is essential for:

- Improving safety for both pedestrians and drivers through de-cluttering streets of illegally parked vehicles which often obstruct clear safe views of the highway network by both pedestrians and other road users
- Improving the general flow and efficiency of pedestrians, vehicles and cyclists through the road network
- Improving the local environment by preventing parking on grass verges, pavements and through such activity causing damage and tripping hazards
- Meeting the needs of people with disabilities through the increased provision of specific parking bays which are easily accessible and close to local shops
- Supporting the local economy through improving the general flow of traffic through our highway network, and regularising journey times; and in doing so improving the quality, accessibility and overall reliability of public transport which uses the network
- Improving the general ambience of our car parks which are, for many visitors, the first visible arrival point within our towns
- Management and enforcement of Residents Parking Permits and on street parking where applicable

2.06 Any application for CPE has to be associated with a Parking Policy and Business Case.

### **3.00 CONSIDERATIONS**

3.01 The process of applying for CPE powers includes a number of steps:-

- Reviewing the County's Traffic Regulation Orders (TROs) and confirming that they are consistent with the position 'on the ground' in terms of lines and signage. This process is now complete.
- Writing to all Town & Community Councils to seek their observations. The Council has written out to all Town and Community Councils seeking their observations on the location and effectiveness of current markings, signage etc, with a view, at some future point after the implementation of CPE, to review such observations. In addition, the Council also holds a list of historic requests for modifications/additions; these will, as a priority, be considered immediately after the implementation of CPE.
- Reviewing the current IT software and its ability to interface with other Third Party systems and other local authority applications. In some instances it may be necessary to upgrade existing systems.

3.02 As part of the general process of approvals, Members will need to agree a number of measures which will have to be reflected in the Order. Of particular significance will be the need to confirm the adoption of Civil Parking Enforcement Powers. Within this report Appendices 'A', 'B' and 'C' are documents relating to Contravention codes, Residents Permits and Disabled Parking Bays which will require confirmation and adoption.

3.03 The majority of Local Authorities in North Wales process any Penalties through Denbighshire County Council (Wales Penalty Processing Partnership {WPPP}). This is an efficient and cost effective service and links into a regionalised approach to service delivery and cross regional partnership working. Flintshire County Council, as part of the implementation of CPE, proposes to take advantage of this regional service. Under CPE this will create a single enforcement regime that will provide members of the public with a more easily understood parking enforcement system.

3.04 As part of the CPE process, it will be necessary for the Council to nominate a Councillor to serve on the Adjudication Joint Committee. The Joint Committee Lead Authority is Manchester City Council and a Memorandum of Participation will be issued for subsequent signature before the commencement date of CPE within Flintshire. It is proposed that the nominated Councillor will be the Cabinet Member for Environment.

**Note:** Within the Traffic Management Act guidance on CPE, there is provision for appeal to an adjudicator, should anyone having received a Parking Contravention Notice (PCN) wish to make

representation and challenge the decision of the local authority.

- 3.05 The Council has already submitted a draft application to Welsh Government (WG) for their consideration and has received some initial feedback on this document. Generally the feedback was positive and has been taken account of in current proposals.
- 3.06 Integral to Civil Parking Enforcement (CPE), which takes place “On Street”, is the issue of “Off- Street” parking, as a significant proportion of vehicles displaced from roads are likely to resort to public and privately owned car parks.
- 3.07 There is an historic inconsistency in the way the Council’s car parks are managed across the County which goes back to the precursor authorities of Delyn and Alyn & Deeside. Delyn had a policy of charging, whereas Alyn & Deeside did not and, as a result of this position not having been reviewed since local government re-organisation, we now have the situation where the Council charges for the use of its car parks in Mold and Holywell, whereas all of the other Council car parks are free. Furthermore, the level of charges have not been reviewed for over 18 years. It is therefore clearly appropriate to review the current situation and to implement proposals aimed at addressing this inconsistency. This review has been carried out and is included in the Off Street Parking Policy attached to Appendix ‘D’.
- 3.08 Based on the proposed Off-Street Parking Policy shown in Appendix ‘D’, a Summary Business Case has been prepared for the introduction of CPE. This takes account of factors such as the level of fines generated by enforcement, the anticipated income from the Council’s car parks, and the cost of Civil Enforcement Officers required. This Summary Business Case is shown in Appendix ‘E’.
- 3.09 To accord with legislation, the Council, in addition to other powers set out within this report, need to approve the following :-
- Clamping and removal powers, even if the Council chooses not to use them in the future
  - A formal start date
  - The use of Bailiffs
  - The style, colour and type of uniform to be used by Civil Parking Enforcement Officers
  - How the Council will deal with TUPE issues should they arise
  - The formal SLA with the Central Ticketing Unit
- 3.10 The Council wishes to ensure that it maximises the use of the enforcement staff and does not wish, if legal and practicable to do so, to see the Civil Enforcement Officers solely allocated to CPE. Ideally it would be preferable to have the team undertake other enforcement activity such as littering and dog fouling. Whilst this is seen as



positive, in reality it is more complex and the legal framework within which the Officers would operate does not easily accommodate such flexibility. Research is continuing in relation to other local authorities who may also have multi-tasking Enforcement Officers. For instance, whilst this is being undertaken in Manchester, Officers record different penalties on different systems as currently there seems to be no ability to integrate the different Penalty Notices.

- 3.11 It is proposed to submit the application for Civil Parking Enforcement powers in January 2013. Following submission, Welsh Government will take a period of up to six months to review the details within the application. If approved, there will then be a period of recruitment and training of new and existing staff (Civil Enforcement Officers ([CEOs])). It is anticipated that, on the above timetable, CPE could be implemented in October 2013.

#### **4.00 RECOMMENDATIONS**

4.01 That Members:

- 4.01.1 Approve the list of Contravention Codes and Policies on Residents Permits and Disabled Parking Bays shown in Appendices 'A', 'B' and 'C'.
- 4.01.2 Approve the 'Off-Street' Parking Policy shown in Appendix 'D'.
- 4.01.3 Approve the Summary Business Case shown in Appendix 'E' for submission to WG, as a formal request for CPE powers to be conferred upon Flintshire County Council.
- 4.01.4 Approve the use of Wales Penalty Processing Partnership {WPPP} to process all Parking Contraventions Notices (PCNs).
- 4.01.5 To grant delegated authority to the Director of Environment, following consultation with the Cabinet Member for Environment, to finalise all detailed aspects of the process, including the matters listed in paragraph 3.09.
- 4.01.6 Approve the Cabinet Member for Environment, or their nominated substitute, as the Council's representative on the Adjudication Joint Committee outlined in paragraph 3.04.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 Civil Parking Enforcement has specific resources of £186k allocated to the project, which will require approval for carry forward into 2013/14.

**6.00 ANTI POVERTY IMPACT**

6.01 None as a direct result of this report.

**7.00 ENVIRONMENTAL IMPACT**

7.01 Should be positive in terms of parking controls and general street improvement.

**8.00 EQUALITIES IMPACT**

8.01 Positive in creating increased access opportunities for those with disabilities.

**9.00 PERSONNEL IMPLICATIONS**

9.01 The figures shown in the Summary Business Case in Appendix 'E' assume there are 9 employees compared to the current team of 6.5. The roles of affected employees will need to be reviewed to take account of these proposals.

**10.00 CONSULTATION REQUIRED**

10.01 Key stakeholders and Members is an ongoing activity.

**11.00 CONSULTATION UNDERTAKEN**

11.01 Initial report into Executive March 2010.

11.02 Update report to Environment Scrutiny Committee, 17 November 2010.

11.03 Meetings with staff and other key stakeholders, such as Town & Community Councils.

**12.00 APPENDICES**

12.01 Appendix 'A' - Contravention Codes

12.02 Appendix 'B' - Draft Policy for Resident Parking Schemes

12.03 Appendix 'C' - Disabled Parking Bays

12.04 Appendix 'D' - Off-Street Parking Policy

12.05 Appendix 'E' - Summary Business Case

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985  
BACKGROUND DOCUMENTS**

**Contact Officer:** Neal Cockerton  
**Telephone:** 01352 703169  
**Email:** [neal.cockerton@flintshire.gov.uk](mailto:neal.cockerton@flintshire.gov.uk)

**CONTRAVENTIONS FOR WHICH THE HIGHER AND THE LOWER LEVEL  
PENALTY CHARGES SHOULD BE MADE**

**VEHICLE CLAMPING AND REMOVAL POWERS**

The use of clamping and powers of removal.

Note: clamping and removal powers need to be agreed but are not intended to be used without prior approval of Cabinet.

**PENALTY CHARGE LEVELS**

Penalty charges at the following recommended bands:

- Band level 2 (£70.00 reduced to £35.00 or £50.00 reduced to £25.00 if paid within 14 days as set out in the guidance note on the level of charges).
- Parking Contravention Notice (PCN) level, clamping fee (£40.00), removal fee (£105.00), storage fee (£12.00 per day), and crushing fee (£50.00). It may be necessary to seek recovery of outstanding sums through the appointment of bailiffs. As such approval to use of bailiffs will also be required as part of this report.

**CONTRAVENTION CODES**

Contravention codes are basically a list of coded parking contraventions. The code would appear on the Parking Contravention Notice (PCN) and would cross reference to the level of fine as advised above, For example contravention code 40 would relate to 'parking in a designated disabled person's parking place without displaying a valid disabled persons badge'.

\*= or other specified      \*\*\*\*= or other number      +=or other specified

**Higher Level Contraventions**

**On-Street**

Code	Description
01	Parked in a restricted street during prescribed hours
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force
12	Parked in a residents' or shared use parking place without clearly displaying either a permit or voucher or pay and display ticket issued for that place
14	Parked in an electric vehicles' charging place during restricted hours without charging

16	Parked in a permit space without displaying a valid permit
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
20	Parked in a loading gap marked by a yellow line
21	Parked in a suspended bay/space or part of bay/space
23	Parked in a parking place or area not designated for that class of vehicle
25	Parked in a loading place during restricted hours without loading
26	Vehicle parked more than 50 centimetres from the edge of the carriageway and not within a designated parking space
27	Parked adjacent to a dropped footway
40	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge
41	Parked in a parking place designated for diplomatic vehicles
42	Parked in a parking place designated for police vehicles
45	Parked on a taxi rank
46	Stopping where prohibited (on a red route or clearway)
47	Stopped on a restricted bus stop or stand
48	Stopped on a restricted area outside a school
49	Parked wholly or partly on a cycle track
55	A commercial vehicle parked in a restricted street in contravention of the Overnight waiting ban
56	Parked in contravention of a commercial vehicle waiting restriction
57	Parked in contravention of a coach ban
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways
62	Parked with one or more wheels on any part of an urban road other than a carriageway (footway parking)
99	Stopped on a pedestrian crossing and/or crossing area marked by zig-zags

### Off-Street

Code	Description
70	Parked in a loading area during restricted hours without reasonable excuse
74	Using a vehicle in a parking place in connection with the sale of offering or exposing for sale of goods when prohibited
81	Parked in a restricted area in a car park
85	Parked in a permit bay without clearly displaying a valid permit
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge
89	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area
91	Parked in a car park or area not designated for that class of vehicle
92	Parked causing an obstruction

## Lower Level Contraventions

### On-Street

Code	Description
04	Parked in a meter bay when penalty time is indicated
05	Parked after the expiry of paid for time
06	Parked without clearly displaying a valid pay-and-display ticket or voucher
07	Parked with payment made to extend the stay beyond initial time
08	Parked at an out-of-order meter during controlled hours
09	Parked displaying multiple pay-and-display tickets where prohibited
10	Parked without clearly displaying two**** valid pay-and-display tickets when required
11	Parked without payment of the parking charge
19	Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay-and-display ticket
22	Re-parked in the same parking place within one hour* of leaving
24	Not parked correctly within the markings of the bay or space
30	Parked for longer than permitted
35	Parked in a disc parking place without clearly displaying a valid disc
36	Parked in a disc parking place for longer than permitted
63	Parked with engine running where prohibited

### Off-Street

Code	Description
73	Parked without payment of the parking charge
80	Parked for longer than the maximum period permitted
82	Parked after the expiry of paid for time
83	Parked in a car park without clearly displaying a valid pay-and-display ticket or voucher or parking clock
84	Parked with additional payment made to extend the stay beyond time first purchased
86	Parked beyond the bay markings
90	Re-parked within one hour* of leaving a bay or space in a car park
93	Parked in car park when closed
94	Parked in a pay-and-display car park without clearly displaying two**** valid pay-and-display tickets when required
95	Parked in a parking place for a purpose other than the designated purpose for the parking place
96	Parked with engine running where prohibited

**FLINTSHIRE COUNTY COUNCIL**

**POLICY FOR RESIDENT PARKING SCHEMES**

**1.0 Background**

1.1 The main purpose of the highway is for traffic movement and there is no inherent right for any vehicle to park on a public highway. Parking is accepted where it does not impact upon the movement of traffic, create a safety hazard, obstruct emergency vehicle access or access to properties.

1.2 In other areas parking on the highway is controlled by restrictions introduced by Traffic Regulation Orders after the completion of formal statutory procedures and the resolution of public objections in consultation and subject to Member approval.

These restrictions can take different forms:-

- \* double yellow lines prohibiting all parking, introduced specifically for highway safety needs and generally containing exceptions for loading/unloading and disabled badge holders (Providing that these vehicles do not create an obstruction).

- \* Single yellow lines restricting parking to specific periods (usually associated with highway operational needs) and containing the same objections.

- \* designated parking areas, identified where vehicles can be parked and under what conditions (e.g. time limited and/or pay on street parking) These ration on-street parking in cases where the demand exceeds the supply. It can also cover residential permit parking where residents' parking is prioritised over other highway users.

1.3 Resident Parking Schemes, also introduced by means of a Traffic Regulation Order, provide an alternative mechanism for managing parking demands, in situations where it is not reasonable to manage parking problems through conventional parking restrictions and to make town centres and fringe areas more attractive.

1.4 This policy sets out the principles for the establishment of Residents Parking Schemes. However the issue as a whole can be very complex, with many individual circumstances that can be difficult to address within a prescriptive policy and a degree of interpretation for specific schemes is therefore desirable and inevitable.

**2.0 Advantages and Disadvantages of Residents of Parking Schemes**

2.1 Whilst there are immediate and obvious attractions for implementing residents' parking schemes there are both advantages and disadvantages:-

### Advantages

- \* Discourage commuter/shopper/business parking in residential streets.
- \* Enhanced environment in residential areas.
- \* Residents may find their on-street parking to be easier and more convenient.
- \* May provide improved parking and traffic management.
- \* Can produce road safety benefits.

### Disadvantages.

- \* Possible knock-on effect of relocated commuter/shopper/business parking.
- \* Costs of introduction and management and payment for permits. On these grounds it is recommended that any individual scheme should be self-financing.
- \* Permits do not absolutely guarantee a parking space.
- \* May only help manage an under supply of spaces and not solve problems.
- \* Can lead to inefficient use of on-street parking space.
- \* There are risks that a scheme could reduce levels of on-street parking, with problems for visitors and businesses.

## **3.0 Types of Parking Permit Schemes**

3.1 There may be considered, to be broadly three types of location where residents parking schemes may be appropriate:-

### **3.2 Demand for Parking Exceeds Supply - Exclusive Permit Schemes.**

This is the most traditional and common form of scheme, where a street or area is divided into prohibited and permitted parking areas. To park in a permitted area, a vehicle would be required to display a valid permit. The permit categories may vary but usually provide for residents, visitors, health care workers serving residents and other users the Council may consider to be appropriate. This system provides optimum benefit to residents but low levels of residents' parking can lead to an inefficient use of on-street parking provision, in areas where the overall parking supply is limited.

In areas where the demand for on-street spaces from residents alone exceeds the supply, the management and allocation of permits can be problematic. This is particularly so where a scheme results in a reduction in kerbside space



by the formalisation of parking provision, e.g. clearing parking from junctions etc.

### 3.3 On-Street Parking Control with Relaxation for Residents – Shared Spaces.

This type of scheme is referred to as 'shared space', where there is dual use of on-street space, overcoming the under use, resulting from the under use issues experience in the exclusive permit schemes detailed above. This scheme enables the time-limited use of on street space (which may or may not be charged for) to operate alongside vehicles with residents' permits that would be exempt from either time or charge restrictions. In isolation, these schemes may eliminate the need for the administration of permits for visitors, carers etc. Possible variations to this type of scheme could provide for the provision of exclusive residents parking bays.

### 3.4 Areas where Parking has Environmental/Safety/Traffic Management Issues

In some instances the management of parking may be desirable for highway management of traffic flow/safety reasons. Whilst this category can include residents' parking as a management feature, it should be noted that more conventional parking restrictions can be as effective, but where these could interfere with residents, schemes to accommodate their needs may be appropriate.

## **4.0 Criteria for the Consideration of Residents' Parking Schemes**

4.1 The main criteria for the justification of a residents' parking scheme is that there is insufficient highway space for the residents of an area to park, as a result of the presence of vehicles arising from visitor, business or commuter parking and/or as a result of existing parking restrictions. Initial principles would be that:-

- \* There should be clear evidence of residents support for a scheme in advance of any details of the scheme being prepared.
- \* The enforcement associated with all schemes to be undertaken by the Councils Civil Parking Enforcement Officers.
- \* Residents' parking schemes would not be introduced where the majority of residents have off-street parking or where there is insufficient on-street space to accommodate both residential and non residential parking.
- \* Generally schemes should not be introduced to manage parking in situations where the problem is linked to over demand from residents for on-street spaces.
- \* There is a presumption against small isolated areas remote from the principle areas of parking enforcement.

4.2 It is recommended that the following general principles should be adopted to help further define a manageable scheme or to develop an initial scheme:-

- \* At least 50% of properties in any proposed area to have no off-street parking.
- \* At times when parking problems are caused by non-residents the kerb space occupied by residents should exceed 40% of the total available.
- \* There is sufficient kerb space to enable 85% of all households to park at least one vehicle on-street.
- \* Schemes should not create unacceptable problems on adjacent roads.
- \* The introduction of reserved parking in areas where parking spaces are severely limited shall not affect the commercial viability of the area.

4.3 Any requests that do not meet these criteria should not be considered further unless:-

- \* The scheme forms part of a wider integrated traffic/parking management scheme.
- \* There are road safety problems.
- \* The parking impact from development in residential areas would be adverse.
- \* There are schemes being promoted to use alternative facilities such as off-street parking.

## **5.0 Legal Framework & Management**

5.1 The issue of a Parking Permit will at no time absolve the permit holder from parking legally, without due care and without creating an obstruction. The Council will not accept any responsibility for the damage, theft or loss of, or to, any vehicle or its contents whilst parked in a Residents' Parking Zone. When operated under Civil Parking enforcement procedures, vehicles parking in Residents' Parking Zones without displaying a valid permit will be subject to a Penalty Charge Notice, enforced through the Civil Parking processes and powers, and normal approved procedures will be followed.

5.2 Any schemes implemented under the Civil Parking Enforcement processes will be managed by the Councils parking Services and all appropriate management and appeals processes would apply.

5.3 All schemes will be operated in full accordance with the Council's race and equal opportunities policies and in all decisions preceding any scheme implementation, all comments from special needs groups will be assessed.

## **6.0 Definitions and Permit Details**

6.1 In order for schemes to operate satisfactorily and without ambiguity, it is necessary to detail vehicles that would qualify for permits and the type of permits issued.

### **6.2 Permitted Vehicles**

\* Permits will only be issued to cars and light goods vehicles with a weight limit of 3.5 tonnes or under. Vehicles that exceed 6 metres in length, 2.44 metres in height or are capable of carrying more than 13 people including the driver will all be excluded from applying for permits.

\* Permits will not be issued to motor cycles due to display practicalities, but, wherever possible, motorcycles will be provided a designated parking area where there is a demand. Should this not be possible or if there is insufficient demand motorcycles may park in permit bays without a permit, subject to prior written approval from the Council.

\* Individual permits will not be issued for caravans or trailers, although these may be parked within a scheme on a short term basis whilst loading/unloading provided that they are hitched to a vehicle bearing a valid permit.

### **6.3 Issue of Permits and Associated Definitions.**

The holding of a permit will not guarantee a parking space within a zone and where there are separate zones within an area permits will be zone specific. **No scheme will however be designed, unless the likelihood of spaces not being available to permit holders is low.** Although some indication of definitions and requirements for permit eligibility is provided in this document, further considerations may be required for specific designs.

### **6.4 Permits and Use**

\* Permits will be issued on a renewable annual basis and be effective for a period of 12 months. The issue and renewal will be by individual request and via appropriate application forms.

\* Permits will show the name and title of the issuing Authority, the relevant parking zone, the vehicle registration number and a reference number. Any specialist permits will provide individual details.

\* All permits must be displayed on the inside surface of the windscreen so that recorded particulars are clearly visible.

\* The council reserves the right to permits in the event of fraudulent or inappropriate use without any reimbursement of costs.

\* Where a hire or courtesy car replaces an existing vehicle a Visitor/Temporary Permit may be issued for a limited period.

\* A permit will not be required for vehicles carrying out essential duties and statutory powers, including emergency service vehicles whilst attending an emergency, statutory undertakers, postal collection/delivery, council/government business and formal wedding cars and hearses. In addition permits will not be required for vehicles engaged in the loading/unloading of goods or where passengers are boarding or alighting.

## 6.5 Residents Permits

The following definitions and guidance should be considered as a part of a residents' parking scheme:-

\* A resident will be considered as any person who resides at a residence within the defined scheme, for at least four nights a week and should be registered in the Council Tax records.

\* A residence will be defined as a domestic property listed under the Council Tax definitions.

\* Specific notes should be made of Houses of Multiple Occupancy, where a house has been converted into a number of separate flats or apartments, at the time of the introduction of the scheme, each of which meets the formal classification of a residence, then each would be eligible to apply for both residents' and visitors permits (as applicable) and as allowed under the policy, or applicable to the individual scheme. However where one house has been converted to contain a number of habitable rooms, remaining as one property, it will be treated as a single residence.

\* The number of Residents' Permits available to one property will be specific to the scheme, to allow some flexibility in interpretation.

\*The following guidelines will be adopted to underpin permit provision:-

(a) Initially one permit and one visitor permit will be issued to an individual residence but subject to an assessment of parking demand/supply within a zone, additional permits may be available.

(b) Where a residence has at least one off-street parking space available, it would not be eligible for the full allocation of residential permits per residence. It would however be eligible for any allocation of visitors' permits and may be eligible for any subsequent allocation of second round residents' permits.

\* (c) Residents' permits will normally be specific to one registered vehicle and proof of ownership/responsibility must be provided to the satisfaction of the Council.

\* (d) Residents who are only entitled or choose to apply for only one permit may specify two registration numbers to be inserted on the

permit, to enable them to decide which vehicle is parked in the bays and to avoid swapping cars on and off a driveway. However it is stressed that a permit **must** be displayed at all times on vehicles parked within the residents' parking bays. Penalty Notices will be issued for any vehicle failing to **display** a valid permit and not for failing to **own** a permit.

#### 6.6 Blue Badge Holders

All Blue badge holders will require a relevant Residents Parking permit to park in any Residents' Parking Zone. Any existing on-street disabled parking bays within a zone will be retained, but in order to park within these, both a Blue Badge and valid Residents parking Permit will need to be displayed.

#### 6.7 Attendance Permits

Visitors delivering health and care needs to residents will be afforded access under the schemes. Those residents who live within the zone may apply for a parking permit for family or professionals who visit the property to provide care or medical needs. Where parking demand is heavy, these permits may be restricted to those residents who do not hold a Residents Parking permit. Permit applications in these cases will require to be supported by the resident's medical practitioners.

#### 6.8 Visitors Permits

Visitor permits will be available to all residents within a scheme on submission of proof of residency at a concessionary rate. Should conditions permit additional permits may be available at an undiscounted cost.

#### 6.9 Business Permits

Any business that operates from within a Residents Parking Zone will be eligible for a business permit; although if any form of off-street parking is available these would be severely restricted. Customer parking provision can be catered for by the provision of alternative parking controls e.g. short limited waiting in the vicinity of a small shop.

#### 6.10 Special Permits.

The predominant parking users will be covered by the permits listed above, a few isolated uses lie outside those defined. At the Councils discretion special permits may be authorised for restricted periods on individual application. These will cover health workers, maintenance contractors, visiting tradespersons etc. Within the design of schemes, specific arrangements will be considered for churches and individual businesses located within defined zones but any charges will need to reflect administrative costs.

### **7.0 Financial Principles**

7.1 The costs of Residents Parking Schemes can be split into two categories.

(a) Set up costs i.e. Capital costs covering the investigation of schemes, consultation, design, traffic order and changes to signs and lines.

(b) Ongoing operational costs for enforcement and management.

7.2 It is recommended that all schemes should be fully self financing, including the repayment of all initial set up costs. Any operational surplus should be ring fenced for use on the improvement of parking facilities throughout the County area.

## **8.0 Scheme Implementation**

8.1 From past history it can be expected that the number of schemes requested will be substantial once civil parking is operational and will probably exceed the Authority's resource capacity in any single financial year. It is recommended that all applications are evaluated by Traffic Section staff in conjunction with Parking Services and a shortlist of those considered to be desirable and practical submitted to the respective Local Members for approval, prior to submission to the approval of the Director of Environment and Executive Board Member. Larger schemes covering more than a single Ward may require Executive Board approval.

These approvals are recommended due to the need to alter Traffic Regulation Orders, to rank schemes in order of priority and to verify that a fair and reasonable evaluation has been undertaken.

Factors for determining relative scheme priorities should be:-

- \* The tie in with other works being undertaken e.g. town centre reviews.
- \* Emergency vehicle access.
- \* Availability of off-street parking for non-residents using the area.
- \* Impact of displacing non-residents cars.
- \* Size of the scheme proposed.
- \* Purposes for which non-residents are parking.

## **8.2 Consultation and Implementation.**

All proposed resident parking schemes will be subject to consultation and will include:-

(a) An initial questionnaire sent to all residents and businesses within and adjacent to the proposed area, to identify the level of concern regarding parking difficulties and to establish the level of support for any proposed scheme. This consultation will be used solely to establish the local community requirements for any scheme. The results from this exercise will then be used to determine the need for and to develop proposals based on the majority views expressed. Full details resulting

from the consultation will be available for examination by any consultee.

(b) Once a scheme has been determined there should be further consultations undertaken by means of a local public exhibition, public meeting or residents group meetings and concentrating on the size and scale of any potential scheme to allow officers to answer any questions, followed by a further questionnaire to all residents and business asking respondents to indicate if they agree or disagree with the scheme.

\* The formal stage of the process will involve the publication of Notices of Intent in the press and on site. At this stage any objections received will need to be dealt with and resolved in accordance with the Councils agreed procedures.

**A scheme should only be considered for implementation if there is clear support for the proposals from households within the zone and agreement to pay the annual permit costs. For any scheme to proceed it is recommended that a minimum response of 50% will be required to the initial questionnaire with 51% remaining in favour of the proposals at all stages of the consultation process.**

## **9.0 Design**

9.1 In considering any schemes there needs to be a clear understanding of the parking problems in the area and the implications of the introduction of any new Residents Parking controls, particularly in terms of the potential relocation of displaced parking. All schemes will be introduced on a zonal basis thereby providing greater flexibility by using spare capacity in one street to supplement another. Zone boundaries should remain logical and easily defined and not large enough to provide a benefit for vehicles 'commuting' whilst remaining in their zone.

9.2 In principle daytime parking restrictions reflecting standard scheme timings (for example Monday to Saturday 8am to 6pm), will be adopted and will be the basis for commencing the design process on local schemes. These parking restrictions can however be inconvenient at times when residential demand is at its highest. Flexibility therefore needs to be applied in determining the actual time period of restrictions within each scheme in order to achieve the parking needs of local residents in practical terms. No scheme will be designed that spans night times or excessive cover and the basic principle will be applied that schemes are primarily to resolve the problems created by day time parkers.

9.3 When considering the needs of residents and determining scheme details the following matters will be considered:-

- \* Maintaining traffic flow and visibility at junctions.
- \* Vehicle accesses.
- \* Loading/unloading requirements.

- \* Bus stops.
- \* Needs of Blue Badge holders.
- \* Limited waiting areas for local business.
- \* Visitors and other categories of drivers who need to park within the zone.
- \* Use of the area i.e. residential or commercial.
- \* Safety of public within the zone.

The objective being to maximise the number of residents spaces, reduce the amount of commuter/business parking in residential areas and also provide proper consideration of special issues such as schools/churches and businesses to minimise disruption.

9.4 All signing and markings must be in accordance with the current Traffic Signs Regulations and General Directions and the relevant sections of the Department of Transport/Welsh Assembly Government's Traffic Signs Manual.

9.5 Individual parking bays will not normally be provided. Continual marked bays current at the time will normally be provided in accordance with the Regulations. Vehicles must be wholly parked within a marked bay with no part spanning another bay or extending over yellow lines or some other restriction. Failure to comply with this requirement will make the Permit holder liable to a Penalty Charge Notice.

9.6 Restricted Zones can be used with special authorisation from the Welsh Assembly Government although the approval process can be lengthy. Within these yellow lines can be removed and the marked bays omitted. However, signs are still required to advise motorists of the restrictions and in practice these are only recommended for small areas and cul-de-sacs for clarity of enforcement, as motorists are only made aware of the restrictions at the zone entry points.

9.7 Upon completion of a scheme and within the first year arrangements will be made to undertake an operational review and if necessary initiate improvements in accordance with the approved procedures.

## **10 Scheme Charges and Review**

10.1 Charges for Permits shall be determined by the Authority and should be set at a level that covers the enforcement and operational costs of the scheme. All charges should be clearly set out and published in any consultation literature, along with all other Terms and Conditions of the Residents' Parking scheme.

10.2 All Permit charges shall be reviewed annually.



10.3 The recommended current level of Permit charges are as follows:-

* Residents' Permits	£..... per annum including 'Blue Badge' holders
* Attendance Permits	Provided without costs.
* Visitor Permits	£..... per annum
* Business Permits	£..... per permit
* Second Permits	same charges as above
* Special Permits	covered outside of this policy by dispensations and waivers

10.4 Responsibility for the renewal of Permits is the responsibility of holders. Existing Permit holders will be invited to renew their permits on an annual basis by the Council. In the event that a resident fails to renew their permit before the expiry date, the permit will become invalid.

10.5 The Permit period shall extend from 1 April to 31 March.

10.6 Refunds will be provided where Permits are no longer required. Permits must be returned to the Parking Services Section, Environment Department, County Hall, Mold CH7 6NF and all refunds shall be calculated on the basis of remaining full months less a deduction of 10% of the annual permit costs for administration.

10.7 Lost or stolen Permits must be reported immediately to the Parking Services Section at the address in 10.6 above. A replacement permit will be issued subject to an administration of 10% of the annual permit cost, providing that all terms and conditions are met.

**DISABLED PARKING BAYS**

I suggest the following guidelines are used by the County Council for the processing of all requests for disabled parking bays, once Civil Parking Enforcement has become operational. These guidelines to be adopted until the results of the Welsh Assembly Governments proposed consultation paper for on and off-street parking for blue badge holders is known.

**Information**

A disabled parking bay is a boxed area marked in accordance with the Traffic Sign Regulations and General Directions, that enables disabled residents to park near to their property.

**Criteria**

1. Applicants must be registered as disabled.
2. Applicants must be in possession of a valid blue disabled badge, photocopies of which must accompany the application.
3. Applicants must have no suitable off street parking available at their permanent place of residence such as drives or garages.
4. The applicant must prove that there is a vehicle registered and kept at the blue badge holder's address.
5. All bays will be available for use by any disabled badge holder and will not be provided for individual use.
6. No parking bays will be provided within 10 metres of a junction.
7. Bays will only be provided on roads wide enough to facilitate the unobstructed passage of emergency vehicles.
8. All bays will initially be advisory, but in the event of continual abuse, the Council may consider the introduction of a Traffic Regulation Order to enable enforcement action by the Council's Civil parking Enforcement Officers.
9. No bays will be provided in situations that contravene any existing parking regulations in force on the road.
10. Applications must be submitted in writing to the Traffic Section, Flintshire County Council, County Hall, Mold CH7 6NF. Tel:01352 704634.

**OFF STREET PARKING POLICY**

1. Integral to Civil Parking Enforcement (CPE), which takes place "On-Street", is the issue of "Off- Street" parking, as a significant proportion of vehicles displaced from roads are likely to resort to public and privately owned car parks.
2. There is an historic inconsistency in the way the Council's car parks are managed across the County which goes back to the precursor authorities of Delyn and Alyn & Deeside. Delyn had a policy of charging, whereas Alyn & Deeside did not and, as a result of this position not having been reviewed since local government re-organisation, we now have the situation where the Council charges for the use of its car parks in Mold and Holywell, whereas all of the other Council car parks are free.

Furthermore, the level of charges have not been reviewed for over 18 years. It is therefore clearly appropriate to review the current situation and to implement proposals aimed at addressing this inconsistency.

3. Surveys have been undertaken of all of the car parks within the seven town centres identified within the Council's UDP. Weekday and Saturday usage figures have been collected, to give indicative utilisation percentages on a daily basis. These have been compared to figures captured during a similar survey undertaken in 2005 and in most cases, the numbers have remained fairly constant.
4. The Regional Transport Plan, which has been developed by TAITH on behalf of all six constituent North Wales authorities, makes a number of references to the importance of 'Demand Management' in relation to the provision of sustainable transport, recognising that over 20% of our community will not have access to a car (this figure will be a lot more in our more disadvantaged neighbourhoods). Demand Management, in relation to car parks, is effectively the process of charging users a proportionate fee, where it's appropriate to do so, in order to encourage a modal shift from cars to public and other forms of transport, thereby reducing congestion and increasing the viability of buses. Extracts from the Regional Transport Plan and Flintshire's Regeneration Strategy are set out below:-

**Regional Transport Plan****Managing Demand and Traffic Flows**

*Techniques for managing demand and traffic flow include road user charging which is a matter for the Welsh Assembly Government although local access control schemes based on charging such as in Durham or the Peak District National Park in England might be considered for some local problems. Parking management, including the use of workplace or retail parking levies might also be considered,*

*particularly to generate revenue to support other measures such as public transport services in development of large new commercial sites.*

**Parking**

*Parking is an important aspect of transport, given that most vehicles, particularly private cars, spend most of their time not moving and therefore have to be parked somewhere. Taith aims to ensure that the methods used for managing parking are consistent across the region wherever practicable, in line with current joint working on Civil Parking, balancing the needs of all sectors of society in North Wales.*

**Regeneration Strategy**

*The Flintshire Economic Regeneration Strategy 2009-2020 identifies the importance of town centre regeneration and stresses the need to 'improve the integrated management of town centres', 'improve the built environment, public realm, and facilities for users' and 'provide alternative means of transport to the private car.'*

5. A fundamental review of the Council's subsidised bus services is being undertaken, following the WG announcement of a 27% cut in grants and a commitment given to the Environment Overview & Scrutiny Committee at its budget Scrutiny meeting in January 2012. This review will be based on criteria aimed at maximising sustainable transport provision to meet social and economic needs. This will include an assessment of bus services serving our town centres in Flintshire.
  
6. Car park charges are sometimes criticised for having a negative impact upon the local economy, on the assumption that they encourage drivers to go to shopping areas that have free parking. This is not considered to be the case, where charging levels are proportionate to the locality, including the local shopping 'offer' available. The table below sets out the number of ground floor commercial units within each of the seven town centre boundaries, together with the vacancy rates in October 2012, compared to the national average vacancy rate for the same period of 14.6%.

<b>Town</b>	<b>Number of Commercial Units</b>	<b>% Vacancy Rate</b>
Buckley	96	5
Connah's Quay	57	11
Flint	122	11
Holywell	112	10
Mold	231	4
Queensferry	69	7
Shotton	94	9

## APPENDIX 'D'

7. There is clear evidence to show that some of the Council's car parks are used by residents, where they don't have access to their own private or on street parking. In these circumstances, the level of usage by surrounding residents needs to be taken into account in deciding whether or not to charge. Also, where appropriate, residents Parking Permits could be issued.
8. There is also clear evidence to show that our car parks are being used for 'Park and Share' purposes ie cars are left in them all day at no cost, whilst the drivers share a car to into, say Chester, where they have to pay. This practice does not add anything to the local economy and could be managed by the introduction of parking charges and CPE.
9. Similarly, Flint Station car park is heavily used, but not necessarily by rail travellers, who should be able to find a parking space whenever they want to use the train. Charging at the station car parks, but not others in Flint, will displace the vehicles of employees that work in the town and make it more likely to have spaces for rail users.

The Council is obliged to pay 50% of any income generated by charging to the owners of the car parks, Arriva Trains Wales.

10. Given the above points, a review has been carried out of the Council owned car parks in the County against the following criteria :-
  - Town Centre location, as identified in the Council's UDP
  - Occupancy levels of the car parks
  - Vibrancy of the Town Centres
  - Proximity of the Town Centre to public transport
  - Percentage usage by surrounding residents not having access to a private parking space or on street parking.
11. The outcome of the review is set out in the document attached to this Policy entitled "Initial Proposal for Car Parks Suitable for Charging". It is suggested that the charges will be :-
  - 20p per hour, for up to 3 hours
  - £2.00 for over 3 hours, except the Flint Station Car Park, which will be £3.00 and Love Lane Car Park, Mold, which will be 50p
  - Charges will apply between 08.00 am – 3.00 pm – Monday – Saturday

Annual Parking Permits will be issued at a charge of 75% of the aggregated weekly tariff for business users and 50% for residents.

## **APPENDIX 'D'**

12. It is intended to charge more for parking all day at Flint Railway Station as an added 'incentive' for non-rail passengers to park on the 'Free' car parks in Flint. Similarly, Love Lane Car Park in Mold is recommended to remain at the same tariff as now, to provide an option for lower cost parking on the outskirts of the town.
13. It is intended that the Council's Enforcement Officers undertake enforcement action in all of our car parks, whether we charge in them or not. This will cover issues like parking within bays and proper use of disabled bays.
14. As part of the process, it is intended that all car parks proposed for charging will be invested in, to ensure their surfaces, lines and signs are appropriate and that the lighting in them is up to the required quality.
15. It is recognised that the implementation of the above Off-Street Parking policy, together with the introduction of CPE, is likely to have a significant impact upon vehicular usage of our town centres and car parks. It is therefore intended to review the Policy during the 2013-14 financial year, when the initial impact of the introduction of CPE has had time to settle down, and then annually thereafter.

**APPENDIX 'D'**

**INITIAL PROPOSAL FOR CAR PARKS SUITABLE FOR CHARGING**

All charges will be 20p per hour, for up to 3 hours and £2 all day, unless shown  
Charges will apply between 08.00 am – 3.00 pm - Monday - Saturday

<b>Area</b>	<b>Car Park</b>	<b>Proposal to Charge</b>
Buckley	<p><i>FCC Controlled</i> Argoed Road Bistre Avenue (plus 5 cycle bays) Black Horse (plus 4 cycle bays) Brunswick Road Precinct Way</p> <p><i>Privately Controlled</i> Sommerfield</p>	<p>Argoed Road Bistre Avenue Black Horse Brunswick Road</p>
Connah's Quay	<p><i>FCC Controlled</i> Old Dock Road Fron Road Maude Street Sommerfield/Council</p> <p><i>Privately Controlled</i> Area to front of Boathouse/Shops Fron Road Health Centre (has lockable gates)</p>	<p>Sommerfield</p>
Flint	<p><i>FCC Controlled</i> Allt Goch – Large Allt Goch – Small Bollingbroke Heights Castle Heights Feather Street (library) Pavilion Leisure Centre Railway Station Richard Heights (6 residents bays) Swan Street</p> <p><i>Privately Controlled</i> Retail Centre McDonalds/Asda</p>	<p>Railway Station (£3 all day) Swan Street</p>
Holywell	<p><i>FCC Controlled - Free</i> Station Road – inner ring road (7 bays – disabled only) Halkyn Street</p> <p><i>FCC Controlled – Short Stay</i> Bevans Yard (rear 63-69 High Street) Gateway (Sommerfield) Leisure Centre Tower Gardens Upper</p>	<p>Halkyn Street</p> <p>Bevans Yard</p> <p>Tower Gardens Upper</p>

**APPENDIX 'D'**

<b>Area</b>	<b>Car Park</b>	<b>Proposal to Charge</b>
Holywell (Cont)	<p><i>FCC Controlled – Short/Long Stay</i> Plas yn Dre Well Street Car Park</p> <p><i>Privately Controlled</i> Tesco Lidl</p>	Plas yn Dre Well Street
Mold	<p><i>FCC Controlled-Contract</i> Town Hall</p> <p><i>FCC Controlled-Long Stay</i> Love Lane</p> <p><i>FCC controlled – Short Stay</i> Grosvenor Street King Street Meadow Place</p> <p><i>FCC Controlled – Short/Long Stay</i> Griffiths Square New Street</p> <p><i>Privately Controlled</i> Aldi Tesco Lidl</p>	<p>Town Hall</p> <p>Love Lane (50p all day)</p> <p>Grosvenor Street King Street Meadow Place</p> <p>Griffiths Square New Street</p>
Queensferry	<p><i>FCC Controlled</i> Pierce Street Station Road</p> <p><i>Privately Controlled</i> Asda Deeside Leisure Centre</p>	None
Saltney	<p><i>FCC Controlled</i> None</p>	None
Shotton	<p><i>FCC Controlled</i> Alexandra Street P&amp;R Alexandra Street – King Edward Street Ash Grove Bridge Street Central Hotel Charmleys Lane King George Street Plymouth Street</p>	None



**APPENDIX 'D'**

Area	Car Park	Proposal to Charge
Shotton (Cont)	<i>Privately Controlled</i> Old B&Q/Charlies Lidl/B&Q/Pets at Home Pizza Hut Car Park	None
Talacre	<i>FCC Controlled</i> Smugglers Inn  Proposed Additional Parking Lighthouse Pub Station Road Beach Car Park BHP	None

**Civil Parking Enforcement and Off-Street Parking  
Implementation of 01.07.13 for Off-Street & 01.10.13 for On-Street**

**APPENDIX 'E'**

	Note	Set Up £	2013/14 Year 1 £	2014/15 Year 2 £	2015/16 Year 3 £	2016/17 Year 4 £	2017/18 Year 5 £
<b>Balance B/fwd</b>	1	<b>186,000</b>	<b>-93,623</b>				
<u>On-street</u>							
Start-Up Costs	2	-199,623					
Maintenance of lines and signs			-20,000	-20,000	-20,000	-20,000	-20,000
Expenditure	3		-89,949	-179,898	-179,898	-179,898	-179,898
Less costs with existing budget provision	4		60,000	60,000	60,000	60,000	60,000
Net Expenditure Increase			-29,949	-119,898	-119,898	-119,898	-119,898
Income from PCN's			75,663	211,198	211,198	211,198	211,198
<b>Total On-Street</b>		<b>-199,623</b>	<b>25,714</b>	<b>71,300</b>	<b>71,300</b>	<b>71,300</b>	<b>71,300</b>
<u>Off-street</u>							
Car Park Resurfacing, Lining, Lights & Signs		-80,000					
Enforcement, cash collection, transport, maintenance, CPU and leasing finance	5		-128,316	-171,088	-171,088	-171,088	-171,088
Less costs with existing budget provision	6		65,000	65,000	65,000	65,000	65,000
Net Expenditure Increase			-63,316	-106,088	-106,088	-106,088	-106,088
Forecast Income from Off-Street Parking	7		420,885	493,230	493,230	493,230	493,230
Projected Current income level			-203,850	-203,850	-203,850	-203,850	-203,850
Additional Income from Car Parks			217,035	289,380	289,380	289,380	289,380
<b>Total Off-Street</b>		<b>-80,000</b>	<b>153,719</b>	<b>183,292</b>	<b>183,292</b>	<b>183,292</b>	<b>183,292</b>
<b>Balance C/fwd</b>		<b>-93,623</b>	<b>85,809</b>	<b>254,592</b>	<b>254,592</b>	<b>254,592</b>	<b>254,592</b>

Notes

- 1 Specific Directorate Balance Carried Forward previously approved by Executive in sums of £61k (2008/09), £75k (2009/10) and £50k (2010/11)
- 2 Start-up costs include: Specialist Advice £15k, IT/Office Equipment & Training £30k, Public Relations £10k, Legal Costs/Adverts £10k, TRO Survey & Mapping £40k, Signs & Line upgrade £30k, Signs conversion £30k, Hardware Maintenance for CPU £25k, Uniforms £9k
- 3 Expenditure consists of: Parking Manager £27k, Salary Overheads £25k, Parking Attendants £79k, Office Equipment & Overheads £9k, Transport Costs £30k, Ticket & Permit Processing £9k
- 4 Current Staff Budget Provision for management of car parks of £60k
- 5 Enforcement £89k, Cash Collection £28k, Transport £4k, Machine Maintenance £4k, PCN Levy to CPU £24k, Leasing Finance £22k
- 6 Current Enforcement Budget Provision for Attendants of £65k
- 7 3 months at existing levels (£50,962.50) and 9 months at new projected levels (£369,922.50)

**FLINTSHIRE COUNTY COUNCIL**

**CABINET RECORD OF DECISION**

**DATE OF MEETING:**            **18 DECEMBER 2012**            **AGENDA ITEM NO. 17**

**REPORT OF:**                    **Director of Environment**

**SUBJECT:**                        **CIVIL PARKING ENFORCEMENT**

**RECOMMENDATIONS OF REPORT:**    That Members:-

- (a)    Approve the list of Contravention Codes and Policies on Residents Permits and Disabled Parking Bays shown in Appendices 'A', 'B' and 'C'.
  
- (b)    Approve the 'Off Street' Parking Policy shown in Appendix D, subject to the views expressed during the Scrutiny process in January, 2013 and a review of all car parks listed against the criteria set out in paragraph 10 of Appendix D, with consideration of any temporary exemptions for special reasons.
  
- (c)    Approve the Summary Business Case shown in Appendix 'E' for submission to WG, as a formal request for CPE powers to be conferred upon Flintshire County Council.
  
- (d)    Approve the use of Wales Penalty Processing Partnership (WPPP) to process all Parking Contravention Notices (PCNs).
  
- (e)    To grant delegated authority to the Director of Environment, following consultation with the Cabinet Member for Environment, to finalise all detailed aspects of the process, including the matters

listed in paragraph 3.09.

- (f) Approve the Cabinet Member for Environment, or their nominated substitute, as the Council's representative on the Adjudication Joint Committee outlined in paragraph 3.04.
- (g) That a further report be brought to Cabinet on Appendix D, to finalise the proposals.

**DECISION:**

As detailed in the recommendations.

**REASON FOR DECISION:**

As in the report.

**CONSULTATION REQUIRED:**

Key stakeholders and Members is an ongoing activity.

**CONSULTATION UNDERTAKEN:**

Initial report into Executive March 2010.

Update report to Environment Scrutiny Committee, 17 November 2010.

Meetings with staff and other key stakeholders, such as Town & Community Councils.

**FINANCIAL IMPLICATIONS:**

Civil Parking Enforcement has specific resources of £186k allocated to the project, which will require approval for carry forward into 2013/14.

**DECLARATIONS OF INTEREST:**

None.

**DISPENSATIONS**

None.

**DATE PUBLISHED:**

19 December 2012

**SIGNED**



**(Proper Officer)**

Insert date here... 21<sup>ST</sup> DECEMBER 2012

To Democracy & Governance Manager

We, the undersigned, wish to call in the following decision of the Executive:

Date of Executive meeting: 18<sup>TH</sup> DECEMBER 2012

Report title: CIVIL PARKING ENFORCEMENT

Record of Decision number: 2769

Reason(s) for call in: INCONSISTENCY IN THE APPLICATION OF PROPOSALS ACROSS THE COUNTY, IN PARTICULAR ALYN & DEESIDE CONFLICTING WITH THE AIMS OF PARAGRAPH 3-07. FINANCIAL ASSUMPTIONS MADE IN APPENDIX 'E' ARE WITHOUT SUPPORTING EVIDENCE. FUTURE IMPLICATIONS FOR OUR TOWN CENTRES

In initiating this call in, we recognise that it will be regarded as a gross discourtesy to the committee if members who have requested the call in do not attend the meeting of the committee without contacting the Member Engagement Manager to explain their reasons.

We understand that the call in meeting will be held within 7 working days of this call in notice being received and accepted.

Signature

Printed name

1.  ..... Cllr M. J. PEERS

2.  ..... A. WOOLLEY

3.  ..... Cllr CAROL ANN ELLIS

4.  ..... Cllr DENNIS HUTCHINSON

5.  ..... NEVILLE PHILLIPS

6.  ..... Cllr RICHARD JONES

7. ....

8. ....

Call in Notice received 21/12 2012 Accepted 2/1 2013

Signed  ..... Democracy & Governance Manager

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**FLINTSHIRE COUNTY COUNCIL**

**REPORT TO:** **ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE**

**DATE:** **WEDNESDAY 9 JANUARY 2013**

**REPORT BY:** **DIRECTOR OF ENVIRONMENT**

**SUBJECT:** **CIVIL PARKING ENFORCEMENT**

**1.00 PURPOSE OF REPORT**

1.01 To provide an update on the introduction of Civil Parking Enforcement (CPE) in Flintshire and to establish an off-street parking policy for the County.

**2.00 BACKGROUND**

2.01 The Regional Transport Plan (RTP) on pages 99 and 100 outlines a Network Management Strategy. As an introduction, it refers to :-

The Traffic Management Act 2004, which was applicable from April 2008, and which imposes a network management duty on all local traffic authorities, including Flintshire County Council states :-

“It is the duty of a local traffic authority to manage their road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations, policies and objectives :

a) Securing the expeditious movement of traffic (all road users) on the authority’s road network

and

b) Facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority”.

2.02 The RTP then sets out the objectives of the Network Management Strategy and outlines a number of ways which local authorities will meet them, including :-

- Implementing and enforcing appropriate moving and stationary traffic regulations
- Periodically reviewing the appropriateness, adequacy and relevance of traffic regulations

- Developing and implementing appropriate policies relating to the management and enforcement of on and off street parking provision.

2.03 Currently, within Flintshire, all on-street parking enforcement is the responsibility of North Wales Police, whereas all off-street public car parking management is administered by Flintshire County Council.

2.04 The Council is the only North Wales authority which has not adopted CPE so far. A report was presented to Executive in March 2010 which approved work towards the introduction of a Civil Parking Enforcement Area within the County, with the exception of high speed dual carriageway lengths of trunk roads.

2.05 The effective enforcement of on-street parking regulations is essential for:

- Improving safety for both pedestrians and drivers through de-cluttering streets of illegally parked vehicles which often obstruct clear safe views of the highway network by both pedestrians and other road users
- Improving the general flow and efficiency of pedestrians, vehicles and cyclists through the road network
- Improving the local environment by preventing parking on grass verges, pavements and through such activity causing damage and tripping hazards
- Meeting the needs of people with disabilities through the increased provision of specific parking bays which are easily accessible and close to local shops
- Supporting the local economy through improving the general flow of traffic through our highway network, and regularising journey times; and in doing so improving the quality, accessibility and overall reliability of public transport which uses the network
- Improving the general ambience of our car parks which are, for many visitors, the first visible arrival point within our towns
- Management and enforcement of Residents Parking Permits and on street parking where applicable

2.06 Any application for CPE has to be associated with a Parking Policy and Business Case.

### **3.00 CONSIDERATIONS**

3.01 The process of applying for CPE powers includes a number of



steps:-

- Reviewing the County's Traffic Regulation Orders (TROs) and confirming that they are consistent with the position 'on the ground' in terms of lines and signage. This process is now complete.
- Writing to all Town & Community Councils to seek their observations. The Council has written out to all Town and Community Councils seeking their observations on the location and effectiveness of current markings, signage etc, with a view, at some future point after the implementation of CPE, to review such observations. In addition, the Council also holds a list of historic requests for modifications/additions; these will, as a priority, be considered immediately after the implementation of CPE.
- Reviewing the current IT software and its ability to interface with other Third Party systems and other local authority applications. In some instances it may be necessary to upgrade existing systems.

3.02 As part of the general process a number of measures, which will have to be reflected in the Order, will need to be considered. Of particular significance will be the need to confirm the adoption of Civil Parking Enforcement Powers. Within this report Appendices 'A', 'B' and 'C' are documents relating to Contravention codes, Residents Permits and Disabled Parking Bays which will require confirmation and adoption.

3.03 The majority of Local Authorities in North Wales process any Penalties through Denbighshire County Council (Wales Penalty Processing Partnership {WPPP}). This is an efficient and cost effective service and links into a regionalised approach to service delivery and cross regional partnership working. Flintshire County Council, as part of the implementation of CPE, proposes to take advantage of this regional service. Under CPE this will create a single enforcement regime that will provide members of the public with a more easily understood parking enforcement system.

3.04 As part of the CPE process, it will be necessary for the Council to nominate a Councillor to serve on the Adjudication Joint Committee. The Joint Committee Lead Authority is Manchester City Council and a Memorandum of Participation will be issued for subsequent signature before the commencement date of CPE within Flintshire. It is proposed that the nominated Councillor will be the Cabinet Member for Environment.

**Note:** Within the Traffic Management Act guidance on CPE, there is provision for appeal to an adjudicator, should anyone having

received a Parking Contravention Notice (PCN) wish to make representation and challenge the decision of the local authority.

- 3.05 The Council has already submitted a draft application to Welsh Government (WG) for their consideration and has received some initial feedback on this document. Generally the feedback was positive and has been taken account of in current proposals.
- 3.06 Integral to Civil Parking Enforcement (CPE), which takes place “On Street”, is the issue of “Off- Street” parking, as a significant proportion of vehicles displaced from roads are likely to resort to public and privately owned car parks.
- 3.07 There is an historic inconsistency in the way the Council’s car parks are managed across the County which goes back to the precursor authorities of Delyn and Alyn & Deeside. Delyn had a policy of charging, whereas Alyn & Deeside did not and, as a result of this position not having been reviewed since local government re-organisation, we now have the situation where the Council charges for the use of its car parks in Mold and Holywell, whereas all of the other Council car parks are free. Furthermore, the level of charges have not been reviewed for over 18 years. It is therefore clearly appropriate to review the current situation and to implement proposals aimed at addressing this inconsistency. This review has been carried out and is included in the Off Street Parking Policy attached to Appendix ‘D’.
- 3.08 Based on the proposed Off-Street Parking Policy shown in Appendix ‘D’, a Summary Business Case has been prepared for the introduction of CPE. This takes account of factors such as the level of fines generated by enforcement, the anticipated income from the Council’s car parks, and the cost of Civil Enforcement Officers required. This Summary Business Case is shown in Appendix ‘E’.
- 3.09 To accord with legislation, the Council, in addition to other powers set out within this report, need to approve the following :-
- Clamping and removal powers, even if the Council chooses not to use them in the future
  - A formal start date
  - The use of Bailiffs
  - The style, colour and type of uniform to be used by Civil Parking Enforcement Officers
  - How the Council will deal with TUPE issues should they arise
  - The formal SLA with the Central Ticketing Unit
- 3.10 The Council wishes to ensure that it maximises the use of the enforcement staff and does not wish, if legal and practicable to do so, to see the Civil Enforcement Officers solely allocated to CPE. Ideally it would be preferable to have the team undertake other enforcement

activity such as littering and dog fouling. Whilst this is seen as positive, in reality it is more complex and the legal framework within which the Officers would operate does not easily accommodate such flexibility. Research is continuing in relation to other local authorities who may also have multi-tasking Enforcement Officers. For instance, whilst this is being undertaken in Manchester, Officers record different penalties on different systems as currently there seems to be no ability to integrate the different Penalty Notices.

- 3.11 It is proposed to submit the application for Civil Parking Enforcement powers in January 2013. Following submission, Welsh Government will take a period of up to six months to review the details within the application. If approved, there will then be a period of recruitment and training of new and existing staff (Civil Enforcement Officers ([CEOs])). It is anticipated that, on the above timetable, CPE could be implemented in October 2013.

#### **4.00 RECOMMENDATIONS**

4.01 That Scrutiny Members:

- 4.01.1 Note and comment on the report.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 Civil Parking Enforcement has specific resources of £186k allocated to the project, which will require approval for carry forward into 2013/14.

#### **6.00 ANTI POVERTY IMPACT**

6.01 None as a direct result of this report.

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 Should be positive in terms of parking controls and general street improvement.

#### **8.00 EQUALITIES IMPACT**

8.01 Positive in creating increased access opportunities for those with disabilities.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 The figures shown in the Summary Business Case in Appendix 'E' assume there are 9 employees compared to the current team of 6.5. The roles of affected employees will need to be reviewed to take account of these proposals.

**10.00 CONSULTATION REQUIRED**

10.01 Key stakeholders and Members is an ongoing activity.

**11.00 CONSULTATION UNDERTAKEN**

11.01 Initial report into Executive March 2010.

11.02 Update report to Environment Scrutiny Committee, 17 November 2010.

11.03 Meetings with staff and other key stakeholders, such as Town & Community Councils.

11.04 Report to Cabinet on the 18 December 2012.

**12.00 APPENDICES**

12.01 Appendix 'A' - Contravention Codes

12.02 Appendix 'B' - Draft Policy for Resident Parking Schemes

12.03 Appendix 'C' - Disabled Parking Bays

12.04 Appendix 'D' - Off-Street Parking Policy

12.05 Appendix 'E' - Summary Business Case

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985  
BACKGROUND DOCUMENTS**

**Contact Officer:** Neal Cockerton

**Telephone:** 01352 703169

**Email:** neal.cockerton@flintshire.gov.uk

**CONTRAVENTIONS FOR WHICH THE HIGHER AND THE LOWER LEVEL  
PENALTY CHARGES SHOULD BE MADE**

**VEHICLE CLAMPING AND REMOVAL POWERS**

The use of clamping and powers of removal.

Note: clamping and removal powers need to be agreed but are not intended to be used without prior approval of Cabinet.

**PENALTY CHARGE LEVELS**

Penalty charges at the following recommended bands:

- Band level 2 (£70.00 reduced to £35.00 or £50.00 reduced to £25.00 if paid within 14 days as set out in the guidance note on the level of charges).

- Parking Contravention Notice (PCN) level, clamping fee (£40.00), removal fee (£105.00), storage fee (£12.00 per day), and crushing fee (£50.00). It may be necessary to seek recovery of outstanding sums through the appointment of bailiffs. As such approval to use of bailiffs will also be required as part of this report.

**CONTRAVENTION CODES**

Contravention codes are basically a list of coded parking contraventions. The code would appear on the Parking Contravention Notice (PCN) and would cross reference to the level of fine as advised above, For example contravention code 40 would relate to 'parking in a designated disabled person's parking place without displaying a valid disabled persons badge'.

\*= or other specified

\*\*\*\*= or other number

+ = or other specified

**Higher Level Contraventions**

**On-Street**

Code	Description
01	Parked in a restricted street during prescribed hours
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force
12	Parked in a residents' or shared use parking place without clearly displaying either a permit or voucher or pay and display ticket issued for that place
14	Parked in an electric vehicles' charging place during restricted hours without charging

16	Parked in a permit space without displaying a valid permit
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
20	Parked in a loading gap marked by a yellow line
21	Parked in a suspended bay/space or part of bay/space
23	Parked in a parking place or area not designated for that class of vehicle
25	Parked in a loading place during restricted hours without loading
26	Vehicle parked more than 50 centimetres from the edge of the carriageway and not within a designated parking space
27	Parked adjacent to a dropped footway
40	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge
41	Parked in a parking place designated for diplomatic vehicles
42	Parked in a parking place designated for police vehicles
45	Parked on a taxi rank
46	Stopping where prohibited (on a red route or clearway)
47	Stopped on a restricted bus stop or stand
48	Stopped on a restricted area outside a school
49	Parked wholly or partly on a cycle track
55	A commercial vehicle parked in a restricted street in contravention of the Overnight waiting ban
56	Parked in contravention of a commercial vehicle waiting restriction
57	Parked in contravention of a coach ban
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways
62	Parked with one or more wheels on any part of an urban road other than a carriageway (footway parking)
99	Stopped on a pedestrian crossing and/or crossing area marked by zig-zags

### Off-Street

Code	Description
70	Parked in a loading area during restricted hours without reasonable excuse
74	Using a vehicle in a parking place in connection with the sale of offering or exposing for sale of goods when prohibited
81	Parked in a restricted area in a car park
85	Parked in a permit bay without clearly displaying a valid permit
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge
89	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area
91	Parked in a car park or area not designated for that class of vehicle
92	Parked causing an obstruction

## Lower Level Contraventions

### On-Street

Code	Description
04	Parked in a meter bay when penalty time is indicated
05	Parked after the expiry of paid for time
06	Parked without clearly displaying a valid pay-and-display ticket or voucher
07	Parked with payment made to extend the stay beyond initial time
08	Parked at an out-of-order meter during controlled hours
09	Parked displaying multiple pay-and-display tickets where prohibited
10	Parked without clearly displaying two**** valid pay-and-display tickets when required
11	Parked without payment of the parking charge
19	Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay-and-display ticket
22	Re-parked in the same parking place within one hour* of leaving
24	Not parked correctly within the markings of the bay or space
30	Parked for longer than permitted
35	Parked in a disc parking place without clearly displaying a valid disc
36	Parked in a disc parking place for longer than permitted
63	Parked with engine running where prohibited

### Off-Street

Code	Description
73	Parked without payment of the parking charge
80	Parked for longer than the maximum period permitted
82	Parked after the expiry of paid for time
83	Parked in a car park without clearly displaying a valid pay-and-display ticket or voucher or parking clock
84	Parked with additional payment made to extend the stay beyond time first purchased
86	Parked beyond the bay markings
90	Re-parked within one hour* of leaving a bay or space in a car park
93	Parked in car park when closed
94	Parked in a pay-and-display car park without clearly displaying two**** valid pay-and-display tickets when required
95	Parked in a parking place for a purpose other than the designated purpose for the parking place
96	Parked with engine running where prohibited

**FLINTSHIRE COUNTY COUNCIL**

**POLICY FOR RESIDENT PARKING SCHEMES**

**1.0 Background**

1.1 The main purpose of the highway is for traffic movement and there is no inherent right for any vehicle to park on a public highway. Parking is accepted where it does not impact upon the movement of traffic, create a safety hazard, obstruct emergency vehicle access or access to properties.

1.2 In other areas parking on the highway is controlled by restrictions introduced by Traffic Regulation Orders after the completion of formal statutory procedures and the resolution of public objections in consultation and subject to Member approval.

These restrictions can take different forms:-

- \* double yellow lines prohibiting all parking, introduced specifically for highway safety needs and generally containing exceptions for loading/unloading and disabled badge holders (Providing that these vehicles do not create an obstruction).

- \* Single yellow lines restricting parking to specific periods (usually associated with highway operational needs) and containing the same objections.

- \* designated parking areas, identified where vehicles can be parked and under what conditions (e.g. time limited and/or pay on street parking) These ration on-street parking in cases where the demand exceeds the supply. It can also cover residential permit parking where residents' parking is prioritised over other highway users.

1.3 Resident Parking Schemes, also introduced by means of a Traffic Regulation Order, provide an alternative mechanism for managing parking demands, in situations where it is not reasonable to manage parking problems through conventional parking restrictions and to make town centres and fringe areas more attractive.

1.4 This policy sets out the principles for the establishment of Residents Parking Schemes. However the issue as a whole can be very complex, with many individual circumstances that can be difficult to address within a prescriptive policy and a degree of interpretation for specific schemes is therefore desirable and inevitable.

**2.0 Advantages and Disadvantages of Residents of Parking Schemes**

2.1 Whilst there are immediate and obvious attractions for implementing residents' parking schemes there are both advantages and disadvantages:-



### Advantages

- \* Discourage commuter/shopper/business parking in residential streets.
- \* Enhanced environment in residential areas.
- \* Residents may find their on-street parking to be easier and more convenient.
- \* May provide improved parking and traffic management.
- \* Can produce road safety benefits.

### Disadvantages.

- \* Possible knock-on effect of relocated commuter/shopper/business parking.
- \* Costs of introduction and management and payment for permits. On these grounds it is recommended that any individual scheme should be self-financing.
- \* Permits do not absolutely guarantee a parking space.
- \* May only help manage an under supply of spaces and not solve problems.
- \* Can lead to inefficient use of on-street parking space.
- \* There are risks that a scheme could reduce levels of on-street parking, with problems for visitors and businesses.

## **3.0 Types of Parking Permit Schemes**

3.1 There may be considered, to be broadly three types of location where residents parking schemes may be appropriate:-

### **3.2 Demand for Parking Exceeds Supply - Exclusive Permit Schemes.**

This is the most traditional and common form of scheme, where a street or area is divided into prohibited and permitted parking areas. To park in a permitted area, a vehicle would be required to display a valid permit. The permit categories may vary but usually provide for residents, visitors, health care workers serving residents and other users the Council may consider to be appropriate. This system provides optimum benefit to residents but low levels of residents' parking can lead to an inefficient use of on-street parking provision, in areas where the overall parking supply is limited.

In areas where the demand for on-street spaces from residents alone exceeds the supply, the management and allocation of permits can be problematic. This is particularly so where a scheme results in a reduction in kerbside space

by the formalisation of parking provision, e.g. clearing parking from junctions etc.

### 3.3 On-Street Parking Control with Relaxation for Residents – Shared Spaces.

This type of scheme is referred to as 'shared space', where there is dual use of on-street space, overcoming the under use, resulting from the under use issues experience in the exclusive permit schemes detailed above. This scheme enables the time-limited use of on street space (which may or may not be charged for) to operate alongside vehicles with residents' permits that would be exempt from either time or charge restrictions. In isolation, these schemes may eliminate the need for the administration of permits for visitors, carers etc. Possible variations to this type of scheme could provide for the provision of exclusive residents parking bays.

### 3.4 Areas where Parking has Environmental/Safety/Traffic Management Issues

In some instances the management of parking may be desirable for highway management of traffic flow/safety reasons. Whilst this category can include residents' parking as a management feature, it should be noted that more conventional parking restrictions can be as effective, but where these could interfere with residents, schemes to accommodate their needs may be appropriate.

## **4.0 Criteria for the Consideration of Residents' Parking Schemes**

4.1 The main criteria for the justification of a residents' parking scheme is that there is insufficient highway space for the residents of an area to park, as a result of the presence of vehicles arising from visitor, business or commuter parking and/or as a result of existing parking restrictions. Initial principles would be that:-

- \* There should be clear evidence of residents support for a scheme in advance of any details of the scheme being prepared.
- \* The enforcement associated with all schemes to be undertaken by the Councils Civil Parking Enforcement Officers.
- \* Residents' parking schemes would not be introduced where the majority of residents have off-street parking or where there is insufficient on-street space to accommodate both residential and non residential parking.
- \* Generally schemes should not be introduced to manage parking in situations where the problem is linked to over demand from residents for on-street spaces.
- \* There is a presumption against small isolated areas remote from the principle areas of parking enforcement.

4.2 It is recommended that the following general principles should be adopted to help further define a manageable scheme or to develop an initial scheme:-

- \* At least 50% of properties in any proposed area to have no off-street parking.
- \* At times when parking problems are caused by non-residents the kerb space occupied by residents should exceed 40% of the total available.
- \* There is sufficient kerb space to enable 85% of all households to park at least one vehicle on-street.
- \* Schemes should not create unacceptable problems on adjacent roads.
- \* The introduction of reserved parking in areas where parking spaces are severely limited shall not affect the commercial viability of the area.

4.3 Any requests that do not meet these criteria should not be considered further unless:-

- \* The scheme forms part of a wider integrated traffic/parking management scheme.
- \* There are road safety problems.
- \* The parking impact from development in residential areas would be adverse.
- \* There are schemes being promoted to use alternative facilities such as off-street parking.

## **5.0 Legal Framework & Management**

5.1 The issue of a Parking Permit will at no time absolve the permit holder from parking legally, without due care and without creating an obstruction. The Council will not accept any responsibility for the damage, theft or loss of, or to, any vehicle or its contents whilst parked in a Residents' Parking Zone. When operated under Civil Parking enforcement procedures, vehicles parking in Residents' Parking Zones without displaying a valid permit will be subject to a Penalty Charge Notice, enforced through the Civil Parking processes and powers, and normal approved procedures will be followed.

5.2 Any schemes implemented under the Civil Parking Enforcement processes will be managed by the Councils parking Services and all appropriate management and appeals processes would apply.

5.3 All schemes will be operated in full accordance with the Council's race and equal opportunities policies and in all decisions preceding any scheme implementation, all comments from special needs groups will be assessed.

## **6.0 Definitions and Permit Details**

6.1 In order for schemes to operate satisfactorily and without ambiguity, it is necessary to detail vehicles that would qualify for permits and the type of permits issued.

### **6.2 Permitted Vehicles**

\* Permits will only be issued to cars and light goods vehicles with a weight limit of 3.5 tonnes or under. Vehicles that exceed 6 metres in length, 2.44 metres in height or are capable of carrying more than 13 people including the driver will all be excluded from applying for permits.

\* Permits will not be issued to motor cycles due to display practicalities, but, wherever possible, motorcycles will be provided a designated parking area where there is a demand. Should this not be possible or if there is insufficient demand motorcycles may park in permit bays without a permit, subject to prior written approval from the Council.

\* Individual permits will not be issued for caravans or trailers, although these may be parked within a scheme on a short term basis whilst loading/unloading provided that they are hitched to a vehicle bearing a valid permit.

### **6.3 Issue of Permits and Associated Definitions.**

The holding of a permit will not guarantee a parking space within a zone and where there are separate zones within an area permits will be zone specific. **No scheme will however be designed, unless the likelihood of spaces not being available to permit holders is low.** Although some indication of definitions and requirements for permit eligibility is provided in this document, further considerations may be required for specific designs.

### **6.4 Permits and Use**

\* Permits will be issued on a renewable annual basis and be effective for a period of 12 months. The issue and renewal will be by individual request and via appropriate application forms.

\* Permits will show the name and title of the issuing Authority, the relevant parking zone, the vehicle registration number and a reference number. Any specialist permits will provide individual details.

\* All permits must be displayed on the inside surface of the windscreen so that recorded particulars are clearly visible.

\* The council reserves the right to permits in the event of fraudulent or inappropriate use without any reimbursement of costs.

\* Where a hire or courtesy car replaces an existing vehicle a Visitor/Temporary Permit may be issued for a limited period.

\* A permit will not be required for vehicles carrying out essential duties and statutory powers, including emergency service vehicles whilst attending an emergency, statutory undertakers, postal collection/delivery, council/government business and formal wedding cars and hearses. In addition permits will not be required for vehicles engaged in the loading/unloading of goods or where passengers are boarding or alighting.

## 6.5 Residents Permits

The following definitions and guidance should be considered as a part of a residents' parking scheme:-

\* A resident will be considered as any person who resides at a residence within the defined scheme, for at least four nights a week and should be registered in the Council Tax records.

\* A residence will be defined as a domestic property listed under the Council Tax definitions.

\* Specific notes should be made of Houses of Multiple Occupancy, where a house has been converted into a number of separate flats or apartments, at the time of the introduction of the scheme, each of which meets the formal classification of a residence, then each would be eligible to apply for both residents' and visitors permits (as applicable) and as allowed under the policy, or applicable to the individual scheme. However where one house has been converted to contain a number of habitable rooms, remaining as one property, it will be treated as a single residence.

\* The number of Residents' Permits available to one property will be specific to the scheme, to allow some flexibility in interpretation.

\*The following guidelines will be adopted to underpin permit provision:-

(a) Initially one permit and one visitor permit will be issued to an individual residence but subject to an assessment of parking demand/supply within a zone, additional permits may be available.

(b) Where a residence has at least one off-street parking space available, it would not be eligible for the full allocation of residential permits per residence. It would however be eligible for any allocation of visitors' permits and may be eligible for any subsequent allocation of second round residents' permits.

\* (c) Residents' permits will normally be specific to one registered vehicle and proof of ownership/responsibility must be provided to the satisfaction of the Council.

\* (d) Residents who are only entitled or choose to apply for only one permit may specify two registration numbers to be inserted on the

permit, to enable them to decide which vehicle is parked in the bays and to avoid swapping cars on and off a driveway. However it is stressed that a permit **must** be displayed at all times on vehicles parked within the residents' parking bays. Penalty Notices will be issued for any vehicle failing to **display** a valid permit and not for failing to **own** a permit.

#### 6.6 Blue Badge Holders

All Blue badge holders will require a relevant Residents Parking permit to park in any Residents' Parking Zone. Any existing on-street disabled parking bays within a zone will be retained, but in order to park within these, both a Blue Badge and valid Residents parking Permit will need to be displayed.

#### 6.7 Attendance Permits

Visitors delivering health and care needs to residents will be afforded access under the schemes. Those residents who live within the zone may apply for a parking permit for family or professionals who visit the property to provide care or medical needs. Where parking demand is heavy, these permits may be restricted to those residents who do not hold a Residents Parking permit. Permit applications in these cases will require to be supported by the resident's medical practitioners.

#### 6.8 Visitors Permits

Visitor permits will be available to all residents within a scheme on submission of proof of residency at a concessionary rate. Should conditions permit additional permits may be available at an undiscounted cost.

#### 6.9 Business Permits

Any business that operates from within a Residents Parking Zone will be eligible for a business permit; although if any form of off-street parking is available these would be severely restricted. Customer parking provision can be catered for by the provision of alternative parking controls e.g. short limited waiting in the vicinity of a small shop.

#### 6.10 Special Permits.

The predominant parking users will be covered by the permits listed above, a few isolated uses lie outside those defined. At the Councils discretion special permits may be authorised for restricted periods on individual application. These will cover health workers, maintenance contractors, visiting tradespersons etc. Within the design of schemes, specific arrangements will be considered for churches and individual businesses located within defined zones but any charges will need to reflect administrative costs.

### **7.0 Financial Principles**

7.1 The costs of Residents Parking Schemes can be split into two categories.

(a) Set up costs i.e. Capital costs covering the investigation of schemes, consultation, design, traffic order and changes to signs and lines.

(b) Ongoing operational costs for enforcement and management.

7.2 It is recommended that all schemes should be fully self financing, including the repayment of all initial set up costs. Any operational surplus should be ring fenced for use on the improvement of parking facilities throughout the County area.

## **8.0 Scheme Implementation**

8.1 From past history it can be expected that the number of schemes requested will be substantial once civil parking is operational and will probably exceed the Authority's resource capacity in any single financial year. It is recommended that all applications are evaluated by Traffic Section staff in conjunction with Parking Services and a shortlist of those considered to be desirable and practical submitted to the respective Local Members for approval, prior to submission to the approval of the Director of Environment and Executive Board Member. Larger schemes covering more than a single Ward may require Executive Board approval.

These approvals are recommended due to the need to alter Traffic Regulation Orders, to rank schemes in order of priority and to verify that a fair and reasonable evaluation has been undertaken.

Factors for determining relative scheme priorities should be:-

- \* The tie in with other works being undertaken e.g. town centre reviews.
- \* Emergency vehicle access.
- \* Availability of off-street parking for non-residents using the area.
- \* Impact of displacing non-residents cars.
- \* Size of the scheme proposed.
- \* Purposes for which non-residents are parking.

## **8.2 Consultation and Implementation.**

All proposed resident parking schemes will be subject to consultation and will include:-

(a) An initial questionnaire sent to all residents and businesses within and adjacent to the proposed area, to identify the level of concern regarding parking difficulties and to establish the level of support for any proposed scheme. This consultation will be used solely to establish the local community requirements for any scheme. The results from this exercise will then be used to determine the need for and to develop proposals based on the majority views expressed. Full details resulting

from the consultation will be available for examination by any consultee.

(b) Once a scheme has been determined there should be further consultations undertaken by means of a local public exhibition, public meeting or residents group meetings and concentrating on the size and scale of any potential scheme to allow officers to answer any questions, followed by a further questionnaire to all residents and business asking respondents to indicate if they agree or disagree with the scheme.

\* The formal stage of the process will involve the publication of Notices of Intent in the press and on site. At this stage any objections received will need to be dealt with and resolved in accordance with the Councils agreed procedures.

**A scheme should only be considered for implementation if there is clear support for the proposals from households within the zone and agreement to pay the annual permit costs. For any scheme to proceed it is recommended that a minimum response of 50% will be required to the initial questionnaire with 51% remaining in favour of the proposals at all stages of the consultation process.**

## **9.0 Design**

9.1 In considering any schemes there needs to be a clear understanding of the parking problems in the area and the implications of the introduction of any new Residents Parking controls, particularly in terms of the potential relocation of displaced parking. All schemes will be introduced on a zonal basis thereby providing greater flexibility by using spare capacity in one street to supplement another. Zone boundaries should remain logical and easily defined and not large enough to provide a benefit for vehicles 'commuting' whilst remaining in their zone.

9.2 In principle daytime parking restrictions reflecting standard scheme timings (for example Monday to Saturday 8am to 6pm), will be adopted and will be the basis for commencing the design process on local schemes. These parking restrictions can however be inconvenient at times when residential demand is at its highest. Flexibility therefore needs to be applied in determining the actual time period of restrictions within each scheme in order to achieve the parking needs of local residents in practical terms. No scheme will be designed that spans night times or excessive cover and the basic principle will be applied that schemes are primarily to resolve the problems created by day time parkers.

9.3 When considering the needs of residents and determining scheme details the following matters will be considered:-

- \* Maintaining traffic flow and visibility at junctions.
- \* Vehicle accesses.
- \* Loading/unloading requirements.



- \* Bus stops.
- \* Needs of Blue Badge holders.
- \* Limited waiting areas for local business.
- \* Visitors and other categories of drivers who need to park within the zone.
- \* Use of the area i.e. residential or commercial.
- \* Safety of public within the zone.

The objective being to maximise the number of residents spaces, reduce the amount of commuter/business parking in residential areas and also provide proper consideration of special issues such as schools/churches and businesses to minimise disruption.

9.4 All signing and markings must be in accordance with the current Traffic Signs Regulations and General Directions and the relevant sections of the Department of Transport/Welsh Assembly Government's Traffic Signs Manual.

9.5 Individual parking bays will not normally be provided. Continual marked bays current at the time will normally be provided in accordance with the Regulations. Vehicles must be wholly parked within a marked bay with no part spanning another bay or extending over yellow lines or some other restriction. Failure to comply with this requirement will make the Permit holder liable to a Penalty Charge Notice.

9.6 Restricted Zones can be used with special authorisation from the Welsh Assembly Government although the approval process can be lengthy. Within these yellow lines can be removed and the marked bays omitted. However, signs are still required to advise motorists of the restrictions and in practice these are only recommended for small areas and cul-de-sacs for clarity of enforcement, as motorists are only made aware of the restrictions at the zone entry points.

9.7 Upon completion of a scheme and within the first year arrangements will be made to undertake an operational review and if necessary initiate improvements in accordance with the approved procedures.

## **10 Scheme Charges and Review**

10.1 Charges for Permits shall be determined by the Authority and should be set at a level that covers the enforcement and operational costs of the scheme. All charges should be clearly set out and published in any consultation literature, along with all other Terms and Conditions of the Residents' Parking scheme.

10.2 All Permit charges shall be reviewed annually.

10.3 The recommended current level of Permit charges are as follows:-

* Residents' Permits	£..... per annum including 'Blue Badge' holders
* Attendance Permits	Provided without costs.
* Visitor Permits	£..... per annum
* Business Permits	£..... per permit
* Second Permits	same charges as above
* Special Permits	covered outside of this policy by dispensations and waivers

10.4 Responsibility for the renewal of Permits is the responsibility of holders. Existing Permit holders will be invited to renew their permits on an annual basis by the Council. In the event that a resident fails to renew their permit before the expiry date, the permit will become invalid.

10.5 The Permit period shall extend from 1 April to 31 March.

10.6 Refunds will be provided where Permits are no longer required. Permits must be returned to the Parking Services Section, Environment Department, County Hall, Mold CH7 6NF and all refunds shall be calculated on the basis of remaining full months less a deduction of 10% of the annual permit costs for administration.

10.7 Lost or stolen Permits must be reported immediately to the Parking Services Section at the address in 10.6 above. A replacement permit will be issued subject to an administration of 10% of the annual permit cost, providing that all terms and conditions are met.

**DISABLED PARKING BAYS**

I suggest the following guidelines are used by the County Council for the processing of all requests for disabled parking bays, once Civil Parking Enforcement has become operational. These guidelines to be adopted until the results of the Welsh Assembly Governments proposed consultation paper for on and off-street parking for blue badge holders is known.

**Information**

A disabled parking bay is a boxed area marked in accordance with the Traffic Sign Regulations and General Directions, that enables disabled residents to park near to their property.

**Criteria**

1. Applicants must be registered as disabled.
2. Applicants must be in possession of a valid blue disabled badge, photocopies of which must accompany the application.
3. Applicants must have no suitable off street parking available at their permanent place of residence such as drives or garages.
4. The applicant must prove that there is a vehicle registered and kept at the blue badge holder's address.
5. All bays will be available for use by any disabled badge holder and will not be provided for individual use.
6. No parking bays will be provided within 10 metres of a junction.
7. Bays will only be provided on roads wide enough to facilitate the unobstructed passage of emergency vehicles.
8. All bays will initially be advisory, but in the event of continual abuse, the Council may consider the introduction of a Traffic Regulation Order to enable enforcement action by the Council's Civil parking Enforcement Officers.
9. No bays will be provided in situations that contravene any existing parking regulations in force on the road.
10. Applications must be submitted in writing to the Traffic Section, Flintshire County Council, County Hall, Mold CH7 6NF. Tel:01352 704634.

## OFF STREET PARKING POLICY

1. Integral to Civil Parking Enforcement (CPE), which takes place “On-Street”, is the issue of “Off- Street” parking, as a significant proportion of vehicles displaced from roads are likely to resort to public and privately owned car parks.
2. There is an historic inconsistency in the way the Council’s car parks are managed across the County which goes back to the precursor authorities of Delyn and Alyn & Deeside. Delyn had a policy of charging, whereas Alyn & Deeside did not and, as a result of this position not having been reviewed since local government re-organisation, we now have the situation where the Council charges for the use of its car parks in Mold and Holywell, whereas all of the other Council car parks are free.

Furthermore, the level of charges have not been reviewed for over 18 years. It is therefore clearly appropriate to review the current situation and to implement proposals aimed at addressing this inconsistency.

3. Surveys have been undertaken of all of the car parks within the seven town centres identified within the Council’s UDP. Weekday and Saturday usage figures have been collected, to give indicative utilisation percentages on a daily basis. These have been compared to figures captured during a similar survey undertaken in 2005 and in most cases, the numbers have remained fairly constant.
4. The Regional Transport Plan, which has been developed by TAITH on behalf of all six constituent North Wales authorities, makes a number of references to the importance of ‘Demand Management’ in relation to the provision of sustainable transport, recognising that over 20% of our community will not have access to a car (this figure will be a lot more in our more disadvantaged neighbourhoods). Demand Management, in relation to car parks, is effectively the process of charging users a proportionate fee, where it’s appropriate to do so, in order to encourage a modal shift from cars to public and other forms of transport, thereby reducing congestion and increasing the viability of buses. Extracts from the Regional Transport Plan and Flintshire’s Regeneration Strategy are set out below:-

### **Regional Transport Plan**

#### ***Managing Demand and Traffic Flows***

*Techniques for managing demand and traffic flow include road user charging which is a matter for the Welsh Assembly Government although local access control schemes based on charging such as in Durham or the Peak District National Park in England might be considered for some local problems. Parking management, including the use of workplace or retail parking levies might also be considered,*

*particularly to generate revenue to support other measures such as public transport services in development of large new commercial sites.*

**Parking**

*Parking is an important aspect of transport, given that most vehicles, particularly private cars, spend most of their time not moving and therefore have to be parked somewhere. Taith aims to ensure that the methods used for managing parking are consistent across the region wherever practicable, in line with current joint working on Civil Parking, balancing the needs of all sectors of society in North Wales.*

**Regeneration Strategy**

*The Flintshire Economic Regeneration Strategy 2009-2020 identifies the importance of town centre regeneration and stresses the need to 'improve the integrated management of town centres', 'improve the built environment, public realm, and facilities for users' and 'provide alternative means of transport to the private car.'*

5. A fundamental review of the Council's subsidised bus services is being undertaken, following the WG announcement of a 27% cut in grants and a commitment given to the Environment Overview & Scrutiny Committee at its budget Scrutiny meeting in January 2012. This review will be based on criteria aimed at maximising sustainable transport provision to meet social and economic needs. This will include an assessment of bus services serving our town centres in Flintshire.
  
6. Car park charges are sometimes criticised for having a negative impact upon the local economy, on the assumption that they encourage drivers to go to shopping areas that have free parking. This is not considered to be the case, where charging levels are proportionate to the locality, including the local shopping 'offer' available. The table below sets out the number of ground floor commercial units within each of the seven town centre boundaries, together with the vacancy rates in October 2012, compared to the national average vacancy rate for the same period of 14.6%.

<b>Town</b>	<b>Number of Commercial Units</b>	<b>% Vacancy Rate</b>
Buckley	96	5
Connah's Quay	57	11
Flint	122	11
Holywell	112	10
Mold	231	4
Queensferry	69	7
Shotton	94	9

## APPENDIX 'D'

7. There is clear evidence to show that some of the Council's car parks are used by residents, where they don't have access to their own private or on street parking. In these circumstances, the level of usage by surrounding residents needs to be taken into account in deciding whether or not to charge. Also, where appropriate, residents Parking Permits could be issued.
8. There is also clear evidence to show that our car parks are being used for 'Park and Share' purposes ie cars are left in them all day at no cost, whilst the drivers share a car to into, say Chester, where they have to pay. This practice does not add anything to the local economy and could be managed by the introduction of parking charges and CPE.
9. Similarly, Flint Station car park is heavily used, but not necessarily by rail travellers, who should be able to find a parking space whenever they want to use the train. Charging at the station car parks, but not others in Flint, will displace the vehicles of employees that work in the town and make it more likely to have spaces for rail users.

The Council is obliged to pay 50% of any income generated by charging to the owners of the car parks, Arriva Trains Wales.

10. Given the above points, a review has been carried out of the Council owned car parks in the County against the following criteria :-
  - Town Centre location, as identified in the Council's UDP
  - Occupancy levels of the car parks
  - Vibrancy of the Town Centres
  - Proximity of the Town Centre to public transport
  - Percentage usage by surrounding residents not having access to a private parking space or on street parking.
11. The outcome of the review is set out in the document attached to this Policy entitled "Initial Proposal for Car Parks Suitable for Charging". It is suggested that the charges will be :-
  - 20p per hour, for up to 3 hours
  - £2.00 for over 3 hours, except the Flint Station Car Park, which will be £3.00 and Love Lane Car Park, Mold, which will be 50p
  - Charges will apply between 08.00 am – 3.00 pm – Monday – Saturday

Annual Parking Permits will be issued at a charge of 75% of the aggregated weekly tariff for business users and 50% for residents.

## **APPENDIX 'D'**

12. It is intended to charge more for parking all day at Flint Railway Station as an added 'incentive' for non-rail passengers to park on the 'Free' car parks in Flint. Similarly, Love Lane Car Park in Mold is recommended to remain at the same tariff as now, to provide an option for lower cost parking on the outskirts of the town.
13. It is intended that the Council's Enforcement Officers undertake enforcement action in all of our car parks, whether we charge in them or not. This will cover issues like parking within bays and proper use of disabled bays.
14. As part of the process, it is intended that all car parks proposed for charging will be invested in, to ensure their surfaces, lines and signs are appropriate and that the lighting in them is up to the required quality.
15. It is recognised that the implementation of the above Off-Street Parking policy, together with the introduction of CPE, is likely to have a significant impact upon vehicular usage of our town centres and car parks. It is therefore intended to review the Policy during the 2013-14 financial year, when the initial impact of the introduction of CPE has had time to settle down, and then annually thereafter.

**APPENDIX 'D'**

**INITIAL PROPOSAL FOR CAR PARKS SUITABLE FOR CHARGING**

All charges will be 20p per hour, for up to 3 hours and £2 all day, unless shown  
Charges will apply between 08.00 am – 3.00 pm - Monday - Saturday

<b>Area</b>	<b>Car Park</b>	<b>Proposal to Charge</b>
Buckley	<p><i>FCC Controlled</i> Argoed Road Bistre Avenue (plus 5 cycle bays) Black Horse (plus 4 cycle bays) Brunswick Road Precinct Way</p> <p><i>Privately Controlled</i> Sommerfield</p>	<p>Argoed Road Bistre Avenue Black Horse Brunswick Road</p>
Connah's Quay	<p><i>FCC Controlled</i> Old Dock Road Fron Road Maude Street Sommerfield/Council</p> <p><i>Privately Controlled</i> Area to front of Boathouse/Shops Fron Road Health Centre (has lockable gates)</p>	<p>Sommerfield</p>
Flint	<p><i>FCC Controlled</i> Allt Goch – Large Allt Goch – Small Bollingbroke Heights Castle Heights Feather Street (library) Pavilion Leisure Centre Railway Station Richard Heights (6 residents bays) Swan Street</p> <p><i>Privately Controlled</i> Retail Centre McDonalds/Asda</p>	<p>Railway Station (£3 all day) Swan Street</p>
Holywell	<p><i>FCC Controlled - Free</i> Station Road – inner ring road (7 bays – disabled only) Halkyn Street</p> <p><i>FCC Controlled – Short Stay</i> Bevans Yard (rear 63-69 High Street) Gateway (Sommerfield) Leisure Centre Tower Gardens Upper</p>	<p>Halkyn Street</p> <p>Bevans Yard</p> <p>Tower Gardens Upper</p>



**APPENDIX 'D'**

<b>Area</b>	<b>Car Park</b>	<b>Proposal to Charge</b>
Holywell (Cont)	<p><i>FCC Controlled – Short/Long Stay</i>  Plas yn Dre  Well Street  Car Park</p> <p><i>Privately Controlled</i>  Tesco  Lidl</p>	Plas yn Dre Well Street
Mold	<p><i>FCC Controlled-Contract</i>  Town Hall</p> <p><i>FCC Controlled-Long Stay</i>  Love Lane</p> <p><i>FCC controlled – Short Stay</i>  Grosvenor Street  King Street  Meadow Place</p> <p><i>FCC Controlled – Short/Long Stay</i>  Griffiths Square  New Street</p> <p><i>Privately Controlled</i>  Aldi  Tesco  Lidl</p>	Town Hall  Love Lane (50p all day)  Grosvenor Street King Street Meadow Place  Griffiths Square New Street
Queensferry	<p><i>FCC Controlled</i>  Pierce Street  Station Road</p> <p><i>Privately Controlled</i>  Asda  Deeside Leisure Centre</p>	None
Saltney	<p><i>FCC Controlled</i>  None</p>	None
Shotton	<p><i>FCC Controlled</i>  Alexandra Street P&amp;R  Alexandra Street – King Edward Street  Ash Grove  Bridge Street  Central Hotel  Charmleys Lane  King George Street  Plymouth Street</p>	None

**APPENDIX 'D'**

Area	Car Park	Proposal to Charge
Shotton (Cont)	<i>Privately Controlled</i> Old B&Q/Charlies Lidl/B&Q/Pets at Home Pizza Hut Car Park	None
Talacre	<i>FCC Controlled</i> Smugglers Inn  Proposed Additional Parking Lighthouse Pub Station Road Beach Car Park BHP	None

**Civil Parking Enforcement and Off-Street Parking  
Implementation of 01.07.13 for Off-Street & 01.10.13 for On-Street**

**APPENDIX 'E'**

	Note	Set Up £	2013/14 Year 1 £	2014/15 Year 2 £	2015/16 Year 3 £	2016/17 Year 4 £	2017/18 Year 5 £
<b>Balance B/fwd</b>	1	<b>186,000</b>	<b>-93,623</b>				
<u>On-street</u>							
Start-Up Costs	2	-199,623					
Maintenance of lines and signs			-20,000	-20,000	-20,000	-20,000	-20,000
Expenditure	3		-89,949	-179,898	-179,898	-179,898	-179,898
Less costs with existing budget provision	4		60,000	60,000	60,000	60,000	60,000
Net Expenditure Increase			-29,949	-119,898	-119,898	-119,898	-119,898
Income from PCN's			75,663	211,198	211,198	211,198	211,198
<b>Total On-Street</b>		<b>-199,623</b>	<b>25,714</b>	<b>71,300</b>	<b>71,300</b>	<b>71,300</b>	<b>71,300</b>
<u>Off-street</u>							
Car Park Resurfacing, Lining, Lights & Signs		-80,000					
Enforcement, cash collection, transport, maintenance, CPU and leasing finance	5		-128,316	-171,088	-171,088	-171,088	-171,088
Less costs with existing budget provision	6		65,000	65,000	65,000	65,000	65,000
Net Expenditure Increase			-63,316	-106,088	-106,088	-106,088	-106,088
Forecast Income from Off-Street Parking	7		420,885	493,230	493,230	493,230	493,230
Projected Current income level			-203,850	-203,850	-203,850	-203,850	-203,850
Additional Income from Car Parks			217,035	289,380	289,380	289,380	289,380
<b>Total Off-Street</b>		<b>-80,000</b>	<b>153,719</b>	<b>183,292</b>	<b>183,292</b>	<b>183,292</b>	<b>183,292</b>
<b>Balance C/fwd</b>		<b>-93,623</b>	<b>85,809</b>	<b>254,592</b>	<b>254,592</b>	<b>254,592</b>	<b>254,592</b>

Notes

- 1 Specific Directorate Balance Carried Forward previously approved by Executive in sums of £61k (2008/09), £75k (2009/10) and £50k (2010/11)
- 2 Start-up costs include: Specialist Advice £15k, IT/Office Equipment & Training £30k, Public Relations £10k, Legal Costs/Adverts £10k, TRO Survey & Mapping £40k, Signs & Line upgrade £30k, Signs conversion £30k, Hardware Maintenance for CPU £25k, Uniforms £9k
- 3 Expenditure consists of: Parking Manager £27k, Salary Overheads £25k, Parking Attendants £79k, Office Equipment & Overheads £9k, Transport Costs £30k, Ticket & Permit Processing £9k
- 4 Current Staff Budget Provision for management of car parks of £60k
- 5 Enforcement £89k, Cash Collection £28k, Transport £4k, Machine Maintenance £4k, PCN Levy to CPU £24k, Leasing Finance £22k
- 6 Current Enforcement Budget Provision for Attendants of £65k
- 7 3 months at existing levels (£50,962.50) and 9 months at new projected levels (£369,922.50)

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