

# Public Document Pack



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To: Cllr Ray Hughes (Chairman)

Councillors: Mike Allport, Haydn Bateman, Sean Bibby, Chris Dolphin, Andy Dunbobbin, David Evans, Veronica Gay, Cindy Hinds, Dave Hughes, Joe Johnson, Colin Legg, Vicky Perfect, Paul Shotton and Owen Thomas

5 December 2018

Dear Councillor

You are invited to attend a meeting of the Environment Overview & Scrutiny Committee which will be held at 9.00 am on Tuesday, 11th December, 2018 in the Delyn Committee Room, County Hall, Mold CH7 6NA to consider the following items

## A G E N D A

### 1 APOLOGIES

**Purpose:** To receive any apologies.

### 2 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

**Purpose:** To receive any Declarations and advise Members accordingly.

### 3 DRAFT INTERIM HOUSES IN MULTIPLE OCCUPATION (HMO) DEVELOPER ADVICE NOTE (Pages 3 - 26)

Report of Chief Officer (Planning, Environment and Economy) - Cabinet Member for Planning and Public Protection

**Purpose:** To provide interim planning advice to prospective developers of HMOs in relation to the standards, conditions and requirements that should be taken into account in submitting applications. This guidance will need to be published for public and stakeholder consultation in order to have subsequent weight as a material planning consideration. A specific policy relating to HMO development will be published as part of the emerging Local Development Plan but this will not have weight until the plan is adopted, hence the Interim Planning Advice Note.

4 **6 MONTH REVIEW OF THE REVISED CAR PARKING CHARGES** (Pages 27 - 48)

Report of Chief Officer (Streetscene and Transportation) - Cabinet Member for Streetscene and Countryside

**Purpose:** To receive an update following the review of car parking charges.

5 **THE REVIEW OF GARDEN WASTE CHARGES IN FLINTSHIRE** (Pages 49 - 54)

Report of Chief Officer (Streetscene and Transportation) - Cabinet Member for Streetscene and Countryside


**Purpose:** To review and receive an update following the introduction of charges for Garden Waste collection services.

6 **NORTH EAST WALES METRO** (Pages 55 - 62)

Report of Chief Officer (Streetscene and Transportation) - Cabinet Member for Streetscene and Countryside

**Purpose:** To update Scrutiny on the progress of the North East Wales Metro Project, including the latest bids to Welsh Government for funding.

Yours sincerely



Robert Robins  
Democratic Services Manager



## ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Tuesday 11 <sup>th</sup> December 2018
<b>Report Subject</b>	Draft Interim Houses in Multiple Occupation (HMO) Developer Advice Note
<b>Cabinet Member</b>	Cabinet Member for Planning and Public Protection
<b>Report Author</b>	Chief Officer (Planning, Environment and Economy)
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

Following changes made to the Permitted Development Order by Welsh Government in 2016 that required the change of use from a private residential property to a House in Multiple Occupation (HMO) to require planning consent, the Planning Committee has received and dealt with an increasing number of such applications.

As a matter of principle, the development of HMOs has its place as part of meeting housing needs in Flintshire particularly for affordable, short term single person accommodation. However Planning Committee Members have found it increasingly difficult to positively consider such applications in the absence of specific policy guidance in the adopted Unitary Development Plan. Although there are suitable policies against which to assess applications for HMOs, Members have particularly struggled to be confident that the living conditions of future residents and neighbours are properly assessed. They are further concerned about the impacts HMO development (particularly multiple HMOs in one area) can have on the character of an area.

It is not possible to retrospectively add a specific policy to the adopted UDP, and a draft HMO policy in the emerging Local Development Plan does not yet have any weight for use in decision making. As an interim measure a HMO Developer Advice Note has been produced to clarify for developers the standards and requirements expected in the submission of applications for HMOs, it includes guidance on key areas such as parking requirements; the impact on the living conditions of neighbours, and controls relating to the concentration of HMOs in an area.

To carry weight as a material planning consideration when used to assess applications for HMOs, the Developer Advice note needs to be approved and released for public consultation prior to being adopted.

## RECOMMENDATIONS

1	That the Committee endorses the Cabinet's decision to approve the content of the Draft Interim HMO Developer Advice Note attached to this report, and for it to be published for public consultation at the earliest possible opportunity.
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## REPORT DETAILS

<b>1.00</b>	<b>CONTEXT</b>
1.01	Members have previously raised concerns relating to the lack of specific policy controls when dealing with an increasing pattern of applications for HMO development being considered at Planning Committee.
1.02	It is acknowledged that there is no specific policy in the UDP that relates to the considerations required to assess the suitability of an application for a HMO. However the plan needs to be read as a whole and it does contain a number of relevant policies that allow the proper assessment of HMO applications and the main issues related to such considerations, as identified in the paragraph above. Nevertheless, there is clear benefit from ensuring that an appropriate policy is included in the LDP.
1.03	Whilst this policy is under development, it cannot be used for Development Management purposes until the LDP is adopted. That said, it is also recognised that there are significant benefits in developing an interim form of planning advice to guide both applicants and Members of the Planning Committee in considering applications for HMOs. This has involved the development of 'developer advice' that supports the policy context within the UDP as a material consideration, allowing clear guidance to be provided to prospective developers of HMOs on the key standards, assessments and evidence that the LPA require to properly consider and assess applications. The attached Draft Interim HMO Developer Advice Note (appendix 1) has been produced to fulfil this requirement and Cabinet have considered and approved the content of the advice note, and agreed to its publication for public consultation, at its meeting on 9 <sup>th</sup> October 2018. This committee is asked to endorse this outcome and their views on the draft Advice Note are welcomed.
1.04	The guidance provided in the Advice Note essentially comprises three key parts: <ul style="list-style-type: none"> <li>1. Standards relating to room space, general amenity, provision of</li> </ul>

	<p>facilities, and parking relating to the development of a HMO and the living conditions relating to its future occupants;</p> <p>2. Additional standards and requirements to those in Part 1, relating to the development of stand-alone flats or mixed flat and bedsit accommodation;</p> <p>3. Specific requirements relating to the consideration of the living conditions of neighbouring non-HMO properties, including impacts on the character of an area.</p>
1.05	Part 3 of the Advice Note is specifically drafted to address previous Member concerns, as it goes as far as it can (without creating new UDP policy) to define specific 'policy controls' relating to the acceptability or otherwise of proposing the development of HMOs in certain residential contexts.
1.06	The next steps will be to make the Advice Note available for consultation (as if it were a form of supplementary planning guidance ) in order to then consider any responses, amend as appropriate/if required, and formally adopt as a material planning consideration alongside the UDP.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Six week public consultation period required following approval of the draft Interim Advice Note by Cabinet, and endorsement by this committee.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	None.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 Draft Interim HMO Developer Advice Note.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><b>Contact Officer:</b> Andy Roberts, Service Manager Strategy  <b>Telephone:</b> 01352 703211  <b>E-mail:</b> andy.roberts@flintshire.gov.uk</p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p>(1) <b>House in Multiple Occupation:</b> Houses in Multiple Occupation (including self-contained flats where relevant) provide small, affordable, flexible and safe accommodation for a wide variety of people including single people, students, low paid and seasonal workers, those on short term contracts and are an essential part of the housing market. They can also offer temporary accommodation for people who are saving to purchase a home. Houses that provide accommodation for at least 3 people who are not all members of the same family are known as 'Houses in Multiple Occupation' (HMOs).</p>

**Flintshire County Council  
Draft Interim Developer Advice Note**

# **Flats and Houses in Multiple Occupation**

**September 2018**

**Contents**

<b>1. Introduction</b>	<b>3</b>
<b>2. Definitions</b>	<b>3</b>
<b>3. Policy Context and Background</b>	<b>4</b>
<b>4. Part 1. – Houses in Multiple Occupation</b>	<b>6</b>
Amenity of Occupiers	6
Outlook and Privacy	8
Basement Accommodation	8
Roof Space Accommodation	9
Outdoor Amenity Space	9
Bin Stores	11
Access and parking and cycling	11
<b>5. Part 2. – Flats (additional standards and requirements)</b>	<b>12</b>
Amenity of Occupiers	12
Outdoor Amenity Space	12
Access and parking and cycling	13
<b>6. Part 3. – Living Conditions of Neighbours and Character of the Area</b>	<b>15</b>
<b>7. Useful Contacts</b>	<b>18</b>
<b>8. Appendices</b>	<b>19</b>



### 1. Introduction

- 1.1 Houses in Multiple Occupation (including self-contained flats where relevant) provide small, affordable, flexible and safe accommodation for a wide variety of people including single people, students, low paid and seasonal workers, those on short term contracts and are an essential part of the housing market. They can also offer temporary accommodation for people who are saving to purchase a home.
- 1.2 Houses that provide accommodation for at least 3 people who are not all members of the same family are known as ‘Houses in Multiple Occupation’ (HMOs). Whilst a small number of HMOs are purpose built, the overwhelming majority in Flintshire are created through the conversion of buildings, either currently residential or in other uses.
- 1.3 Poorly designed Flats and HMOs can lead to problems, both for the occupants and for neighbours, due to the large number of people living within relatively small places. These issues can include, noise, disturbance, loss of privacy and inadequate living accommodation. Similarly an over-concentration of HMOs, or those that are poorly located, can be detrimental to residential amenity and harm the character of an area.
- 1.4 Given the clear and growing trend for the development of HMOs in Flintshire, and particularly in certain locations such as Deeside, the Council has produced this Developer Guidance Note in order to advise prospective applicants about the requirements the Local Planning Authority (LPA) has for relevant information and evidence to be prepared and submitted in support of planning applications for HMOs, in order to properly consider applications.
- 1.5 This document sets out how the Council intends to manage the development of HMOs and will be used in the determination of any planning application for the development of these properties within Flintshire. Whilst not a policy document itself, this Developer Advice Note will be adopted by the Council once it has been consulted on, and will be a material consideration in the determination of such applications. Once the LDP is adopted, a supplementary Planning Guidance Note will be produced to support the interpretation and implementation of a specific HMO policy in the LDP.

### 2. Definitions

- 2.1 The definition of what constitutes an HMO primarily relies on legislation concerning the private rented sector i.e. Housing Act 2004. In simple terms, an HMO is defined as a property where occupants share one or more basic amenities (i.e. a toilet, personal washing facilities or cooking facilities), and is occupied by 3 or more people who do not form a single household and occupy the property as their only or main residence. There is also a requirement that rent is payable by at least one occupant of the property.
- 2.2 For planning purposes, HMOs are identified within the Town and Country Planning (Use Classes) Order 1987, as amended, as “*use of a dwelling house*”

by 3-6 residents as a “house in multiple occupation” (Use Class C4) or a large HMOs (more than 6 people sharing) (Sui Generis). HMOs are not defined within the Order, which instead relies upon the definition given within the Housing Act 2004.

- 2.3 Amendments made to the Town and Country Planning (Use Classes) Order 1987 in 2016, introduced a specific use class for HMOs (C4). This means that any changes from Class C3 to C4 would require planning permission. This change is specific to Wales as in England the same change of use is permitted development.

### 3. Policy Context and Background

#### National

- 3.1 Whilst the current version of Planning Policy Wales (PPW) (Edition 9, 2016) does not make specific reference to the development of HMOs, the Welsh Government have recognised that the over-development of HMOs in an area can have significant detrimental effects. Firstly it carried out extensive research in 2015 entitled ‘Houses in Multiple Occupation: Review and Evidence Gathering’ which whilst focussing on areas with significant concentrations of students, nevertheless acknowledged in a general sense that the concerns emanating from the number of HMOs in an area increase, once the concentration of such households exceeds a certain threshold (10%). The difficulty that arises from this is that given HMOs with less than 7 occupants do not currently need to be registered with the Council, it is difficult to identify where HMOs are. This is compounded by the fact that before 2016, the development of a small HMO was permitted development that did not require planning consent.
- 3.2 Changes to the Town and Country Planning (Use Classes) Order 1987, were made in 2016 where a new class C4 was introduced which was an HMO described as the use of a dwellinghouse by not more than 6 residents as a house of multiple occupation. This has resulted in the need for an application for a change of use to C4 to be submitted to the LPA.
- 3.3 More recently, the Cabinet Secretary for Energy, Planning and Rural Affairs wrote to all local authorities in February 2018 to ‘remind’ them of the powers they have to manage HMOs (see appendix 1). The letter clearly emphasises that the management of HMOs is a local issue where LPAs should make informed decisions on what is best for their area, and develop suitable and evidenced policy responses to help achieve this. PPW assists with this context also when it states in paragraph 3.1.4 that: *“The planning system does not exist to protect the private interests of one person against the activities of another. Proposals should be considered in terms of their effect on the amenity and existing use of land and buildings in the public interest. The Courts have ruled that the individual interest is an aspect of the public interest, and it is therefore valid to consider the effect of a proposal on the amenity of neighbouring properties. However, such consideration should be based on general principles, reflecting the wider public interest (for example a*

*standard of “good neighbourliness”), rather than the concerns of the individual.”*

### **Local**

- 3.4 The adopted Flintshire Unitary Development Plan (UDP) is the formally adopted development plan for the County. Although the UDP became time expired at the end of 2015 it remains the adopted development plan for the County, whilst the Council’s Local Development Plan (LDP) is progressing through its statutory stages. Regard will need to be had to the UDP in the determination of applications for HMOs.
- 3.5 Whilst there is no specific policy in the UDP that deals directly with HMO’s, the plan should be read as a whole and the following policies are relevant to the consideration of HMO proposals (but there may also be others to consider):
- **STR1 New Development**
  - **STR4 Housing**
  - **GEN1 General Requirements for Development**
  - **GEN2 Development inside Settlement Boundaries**
  - **D1 Design Quality, Location and Layout**
  - **D2 Design**
  - **AC18 Parking Provision and New Development**
  - **HSG3 Housing on Unallocated Sites within Settlement Boundaries**
  - **S10 Conversion of Upper Floors**
- 3.6 **The main planning issues to consider with the majority of proposals for HMOs are the impact of the development on the character of the area with regard to the living conditions for neighbours, future occupiers, and parking provision.**

### **Structure of this Advice Note and Weight to Attach**

- 3.7 The following guidance sets out the standards and requirements that applicants for HMOs are expected to adhere to, as well as the assessments required of the likely potential impacts of the development and how these can be mitigated. The note is structured in three main parts:
- **Part 1: Houses in Multiple Occupation** – this section broadly deals with the planning requirements for how an HMO should be designed to provide suitable accommodation for future occupiers and avoid impacts on the living conditions of neighbours;
  - **Part 2: Additional Standards and Requirements relating to Flats** – Flats are governed by the same requirements set out in Part 1, but also have some addition standards to meet such as room sizes;
  - **Part 3: Living Conditions of Neighbours and Character of an Area** – this section provides reasonable safeguards to ensure that the development of HMOs in an area can be managed to avoid negative impacts on neighbours and the areas character.

## 4. Part 1: Houses in Multiple Occupation

- 4.1 This section sets out how the Council intends to manage the provision of HMOs within the county so that that they represent a sustainable form of development and do not unacceptably impact on future occupiers, the amenity of neighbours, the inherent character of an area, and the ability to park. Please note that this section sets out **only the planning requirements**. It should not be assumed that the Housing Act standards, HMO management regulations and Mandatory HMO Licensing (if applicable) are also met. Applicants should contact the housing standards team (see Appendix B) to ensure any additional requirements are met.
- 4.2 An HMO can broadly be defined as: *A house occupied by unrelated individuals, some of whom share one or more of the basic amenities. Commonly shared amenities include: bathrooms, toilets, shower rooms, kitchens and living rooms.*
- 4.3 A building defined as a HMO may consist entirely of bedsit unit type accommodation (where some or all amenities are shared) or a combination of both bedsits and fully self-contained flats (see Part 2 for addition requirements relating to flats).

### Amenity of Occupiers

- 4.4 **Room Sizes** - To ensure that Houses in Multiple Occupation are large enough to provide suitable accommodation for residents, the following minimum room size standards should be met:

**Table 1: Single Room Bedsit (HMO) Accommodation<sup>1</sup> – Minimum internal room sizes**

	Accommodation that has communal living room/lounge area	Accommodation that <b>does not</b> have access to a communal dining room or lounge area
Single room bedsit without kitchen facilities	<b>10m<sup>2</sup></b>	<b>15m<sup>2</sup></b>
Single room bedsit with integral kitchen facilities	<b>13m<sup>2</sup></b>	<b>19.5m<sup>2</sup></b>

<sup>1</sup> These figures assume there is only one occupant. Were a single room bedsit unit within a HMO is intended for two occupants then these standards should be increased by 25%. These areas exclude bathrooms, toilets or shower rooms.

- 4.5 A self-contained flat within a HMO must meet the standards set out in Part 2 of this note relating to flats.

4.6 It is recommended that all residents in HMO schemes have access to communal areas in which they can spend time to relax, socialise, eat meals etc. This is particularly important as residents will otherwise only have one room to spend the majority of their time. However, if the rooms provided are spacious (i.e. all bedsits meet the standards in the right-hand column above) then the Council recognises that communal rooms may not be required as residents will have sufficient private space. It is considered this provides a flexible approach that will allow applicants to best use the available accommodation.

4.7 **Multi Room Bedsit Accommodation** - A HMO bedsit unit will occasionally have more than one private room for the use of the occupier. These additional rooms should also meet minimum standards as set out below. The main room should meet the standards as set out above in table 1. Any additional room(s) must meet the standards below (table 2), depending on its function:

**Table 2: Multi Room Bedsit (HMO) Accommodation – additional internal room sizes**

Separate Bedroom	<b>8.5m<sup>2</sup></b>
Living room	<b>9m<sup>2</sup></b>
Combined living room/kitchen	<b>11m<sup>2</sup></b>
Kitchen	<b>5.5m<sup>2</sup></b>

4.8 **Shared Facilities** - Typically HMOs will share one or more key amenity, usually a kitchen, dining room, living room or bathroom. Shared bathrooms and kitchens should be no more than one floor up or down from the bedsit units that they are intended for. If bedsit accommodation is provided within a separate building or annex to the main building, these residents must have access to a suitably located bathroom and/or kitchen within that building. No resident will be expected to go outside or into another building, in order to access a bathroom or kitchen.

4.9 Shared facilities, where residents may be expected to socialise for a period of time, such as a communal lounge or dining room (essentially rooms that have seating), should be located to minimise the impact on bedrooms, both within the building and adjoining properties. These typically may be best located on the ground floor.

4.10 Table 3 below sets out the minimum size of the communal rooms if these are provided.

Table 3: HMO Shared Facilities Room Sizes

Separate Kitchen	7m <sup>2</sup>
Lounge or Dining Room	11m <sup>2</sup>
Multi use communal area (e.g. kitchen/dining room or kitchen/lounge)	14m <sup>2</sup>
Bathroom/wc	<b>No set standard – however must have a suitable internal arrangement to allow residents to use the facilities safely without resulting in a slip / trip/ collision or entrapment hazard.</b>

- 4.11 These standards should be increased depending upon the number of occupants they are intended to serve. An appropriate number of bathrooms and/or WCs should be provided in relation to the number of units sharing those facilities. Applicants are advised to speak to the Council's Housing Standards Team at the earliest opportunity to ensure that sufficient amenities are provided for future tenants.

### Outlook and Privacy

- 4.12 In HMOs each bedsit should have at least one window with a reasonable outlook and prospect. Similarly at least one window in communal habitable rooms should have a reasonable outlook and prospect. The LPA considers that a reasonable outlook comprises a minimum distance of 12 metres between a main window in a habitable room and a blank wall (or a wall with a window of a non-habitable room). To ensure privacy there should be a minimum distance of 21 metres between a main window in a habitable room and another window in a habitable room.
- 4.13 In many urban parts of Flintshire these standards may not be achievable. This may be particularly the case with conversions and infill development. In these instances the Council will consider the outlook and prospect of the accommodation as a whole, including communal habitable rooms. The Council will also consider the previous use of the rooms with a conversion schemes and determine whether the proposal will have any greater harm. Each case will be assessed on its merits.

### Basement Accommodation

- 4.14 For basements, the Council will only grant planning permission where there is a reasonable outlook from windows in each bedsit and each habitable room within the basement. We will also only grant planning permission where there

is no known flood risk, or where flood risk has been managed to the satisfaction of both Natural Resources Wales (NRW) and the Council. In most cases basements are unlikely to be considered acceptable for conversion to HMO accommodation.

- 4.15 When considering whether there is a reasonable outlook from a window in a habitable room in a basement the Council will consider the function of the space to which it looks onto. For example it would not be considered appropriate if the window looks directly onto a bin storage area or an area for parking or directly onto the public highway or footway.
- 4.16 More generally, internal floor levels should not be more than 1 metre below the existing ground level from outside (it will not be acceptable to excavate land in order to provide a reasonable outlook). This is to prevent accommodation from being dark, gloomy and damp. Basements can be used for storage, laundry rooms, bicycles or other uses. This restriction on excavation to provide a reasonable outlook from a basement applies especially to 'heritage assets' as additional excavation can affect the character and appearance of the building.

### **Roof Space Accommodation**

- 4.17 The same principles apply to roof space accommodation as to other accommodation.
- 4.18 When calculating the floorspace of bedsits and communal rooms in a roof space, the Council will not include space that has a floor to ceiling height of below 1.5m. It is considered that these spaces would not provide useable accommodation. Applicants must identify on submitted plans the floorspace area that has a floor to ceiling height of 1.5m or more.
- 4.19 Roof lights that face the sky are not considered to provide a reasonable outlook and prospect.
- 4.20 Rooms within the roof need will need to be thermally insulated from excess cold or heat.
- 4.21 Developers should be aware that large numbers of roof lights can spoil the appearance of a building, especially where the building is a heritage asset, and such proposals are unlikely to be acceptable.

### **Outdoor Amenity Space**

- 4.22 It is important that residents have access to an area of private outdoor amenity space. This is usually provided as a communal area that is available for all residents of the HMO to use. This space is intended to provide an area for residents for informal recreation, drying clothes and socialising.

4.23 The table below sets out the minimum requirement for amenity space for Houses in Multiple Occupation. These standards reflect that bedsits are almost always occupied by a single person and rarely will children live in them. The occupation level of a House in Multiple Occupation may not be much different than that in a three bedroom flat. Nevertheless the standards below will help ensure that occupiers of a HMO building will have sufficient private outdoor space.

**Table 4: HMO Minimum Amenity Space Requirements**

Size of HMO proposal	Amenity Space standard
3 bedsits	<b>Minimum of 20m<sup>2</sup></b>
Each additional bedsit above three	<b>+10m<sup>2</sup> per bedsit</b>

- 4.24 The amenity space must be accessible to all residents and be of high quality, and well designed and laid out as suitable for its intended use. The standard can be met either by provision of a communal area (such as a rear garden or roof terrace), a private space (such as a balcony) or a combination of these. Areas to the front of a building that are not private and areas intended for parking and bin stores will not be included in the calculation. Long narrow spaces will not be included in a calculation of available amenity space as they are not considered to provide useable space.
- 4.25 The Council may, in limited exceptional circumstances, accept a lower amount of amenity space if it is not possible to meet these standards. This will be assessed on a case by case basis. Under no circumstances will the Council accept the provision of no amenity space or space that is significantly below the standard. Some of the factors that may be relevant to whether a lower standard is acceptable include:
- The proposal is within easy walking distance to a local centre, where the benefits of being close to community facilities (such as green spaces, open spaces, or recreational facilities) and public transport are significant;
  - The re-use of an otherwise vacant building has wider significant community or regeneration benefits.
- 4.26 If it difficult to meet the required amenity space standard, applicants must take all opportunities to maximise amenity space within the proposals. This may include for example the removal of existing extensions and outbuildings. The Council will not permit insufficient amenity space if all opportunities to maximise the amount of space have not been taken. Extensions to properties to increase accommodation will not be permitted if this would result in an inadequate amount of amenity space.
- 4.27 **If it is not possible to meet the full amenity open space standard it is the responsibility of the applicant to clearly demonstrate why a lower standard should be accepted.**



### Bin Stores

- 4.28 A suitable space for refuse and recycling bins must be provided, for all of the occupants of the building. The bin storage area must be within 25m of a publicly accessible pavement for ease of collection. Where possible, the bin store should be to the side or rear of the property out of public view and where it will not be a nuisance. Where it is necessary for bins to be stored at the front of the property, the bin store should be designed to fit in with the street scene. Bin stores should not create dark recessed areas which could encourage misuse, vandalism or pest control problems.
- 4.29 Where a development affects a heritage asset, the bin store should, where possible, be out of sight from the road.

### Access and parking and cycling

- 4.30 Residents of HMOs are less likely to own a car than others residents, and so it is important that HMOs are located in areas that have good access to a variety of means of travel including walking, cycling and public transport. That said much will depend on the type of HMO and the status of the occupants.
- 4.31 The Applicant will need to carefully consider how many car parking spaces are required by the development, and provide a plan of the site showing the layout of the spaces as part of any planning application. The preference will be to provide off-street parking as this will assist in controlling the effects that the development of HMOs can have on on-street parking, particularly in dense urban residential areas such as terraced streets, where existing residents rely on this form of parking with no reasonable alternatives available. **Applicants must clearly explain how the parking requirements of their proposed HMO can be reasonably accommodated without detriment to the existing circumstances in the local area.**

**Ref to appeal decision in The Brackens and Inspector's view on parking requirements**

- 4.32 The Applicant must also include secure cycle parking facilities within the site. This is especially important due to the low levels of car ownership associated with HMOs. Unless the developer demonstrates to the Council's satisfaction that this is not possible, one secure cycle parking space should be provided for every HMO bedsit unit or self-contained flat within the building. Details should be provided as part of any planning application.
- 4.33 Car parking areas can spoil the appearance of heritage assets, particularly where they are at the front of buildings. Where this is unavoidable, car parking should be sensitively designed. In accessible locations, on-site parking may not be necessary.

## 5. Part 2: Additional Standards and requirements relating to Flats

- 5.1 Following on from Part 1 of this advice note, the requirements in relation to the development of self-contained flats either on their own, or as part of a mixed development of flats and non-self-contained accommodation, are in most respects the same as for bedsit HMOs as set out in Part 1, but with the exception of the following additional standards and requirements.

### Amenity of Occupiers

- 5.2 **Room Sizes** - To ensure that self-contained flats are large enough to provide suitable accommodation for residents the following minimum size standards should be met:

**Table 5: Minimum gross internal floor area for flats (m<sup>2</sup>)**

	<b>Total size of accommodation</b>	<b>Minimum main bedroom<sup>2</sup> size</b>
<b>Studio flat<sup>1</sup></b>	<b>25m<sup>2</sup></b>	<b>n/a</b>
<b>1 bedroom flat</b>	<b>37m<sup>2</sup></b>	<b>8.5m<sup>2</sup> (10.5m<sup>2</sup> if the room is to be considered a double)</b>
<b>2 Bedroom flat</b>	<b>61m<sup>2</sup></b>	<b>10.5m<sup>2</sup></b>
<b>3 Bedroom flat</b>	<b>74m<sup>2</sup></b>	<b>10.5m<sup>2</sup></b>

<sup>1</sup> A studio flat is accommodation which has all the living accommodation (bedroom, kitchen, living room) within a single room/space

<sup>2</sup> A main bedroom is the only bedroom in a one bedroom flat or the largest bedroom in flats with two or more bedrooms

- 5.3 In flats that have two or more bedrooms it is considered that at least one of the bedrooms should be a double (i.e. able to accommodate a double bed or two single beds).
- 5.4 The space within the flat can be used flexibly so that new flats can be designed to meet local market needs or conversions can take account of existing layouts. However, rooms should be of sufficient size for their purpose.

### Outdoor Amenity Space

- 5.5 It is important that residents have access to an area of private outdoor amenity space. For flats this is usually provided as a communal area that is available for all residents of the flats to use. This space is intended to provide an area for residents for informal recreation, drying clothes and socialising.
- 5.6 The minimum standard for outdoor amenity space for flats is as follows:

**Table 6: Minimum Amenity Space Requirements for Flats**

<b>Amenity Space Required</b>
<b>20m<sup>2</sup> per flat</b>

- 5.7 The amenity space must be accessible to all residents and be of high quality, and well designed and laid out as suitable for its intended use. The standard can be met either by provision of a communal area (such as a rear garden or roof terrace), a private space (such as a balcony) or a combination of these. Areas to the front of a building that are not private and areas intended for parking and bin stores will not be included in the calculation. Long narrow spaces will not be included in a calculation of available amenity space, as they are not considered to provide useable space.
- 5.8 The Council may, in limited exceptional circumstances, accept a lower amount of amenity space if it is not possible to meet these standards. This will be assessed case by case. Under no circumstances will the Council accept the provision of no amenity space or space that is significantly below the standard. Some of the factors that may be relevant to whether a lower standard is acceptable include:
- The proposal is within easy walking distance to a local centre, where the benefits of being close to community facilities (such as green spaces, open spaces, or recreational facilities) and public transport are significant;
  - The re-use of an otherwise vacant building has wider significant community or regeneration benefits.
- 5.9 If it is difficult to meet the required amenity space standard, applicants must take all opportunities to maximise amenity space within the proposals. This may include the removal of existing extensions and outbuildings and/or the inclusion of appropriate roof terraces. The Council will not permit insufficient amenity space if all opportunities to maximise the amount of space have not been taken. Extensions to properties to increase accommodation will not be permitted if this would result in an inadequate amount of amenity space.
- 5.10 If it is not possible to meet the full amenity open space standard it is the responsibility of the applicant to clearly demonstrate why a lower standard should be accepted.

### **Access and parking and cycling**

- 5.11 The Council's Supplementary Guidance Note No.11 Parking Standards sets out the principles that ensure that new flats developments have adequate parking spaces.
- 5.12 Applicants will need to consider how many car parking spaces, are required to serve the development in line with the above parking policy, and provide a plan of the site showing the layout of the spaces as part of any planning

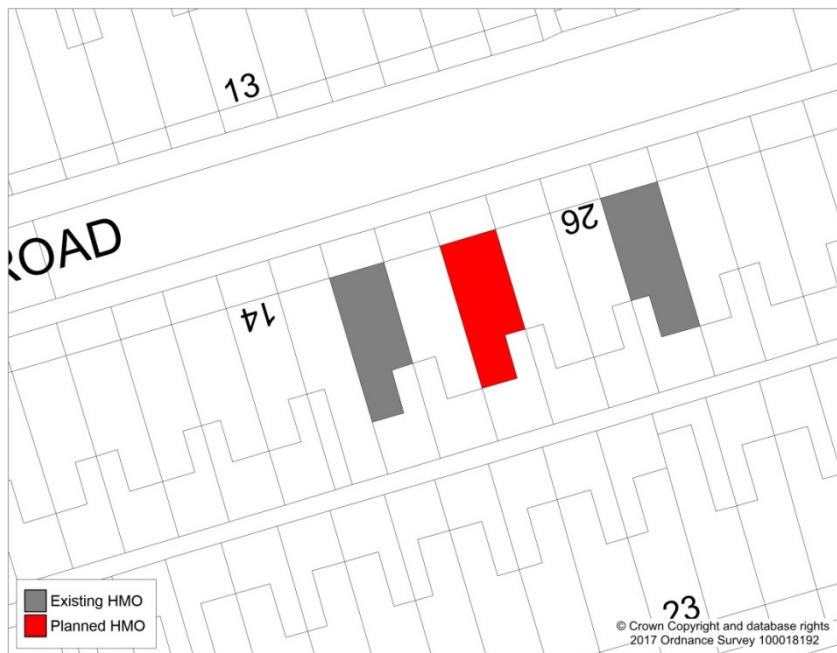
application. **Applicants must clearly explain how the parking requirements of their proposed flatted accommodation can be reasonably accommodated without detriment to the existing circumstances in the local area.**

## 6. Part 3: Living Conditions of Neighbours and Character of the Area

- 6.1 Permitting the conversion of a building into a House in Multiple Occupation can help bring back into viable use an otherwise vacant property. However, they also have the potential to cause a nuisance to existing neighbouring residents. Additionally, an over proliferation of conversions to HMOs in a local area can have a negative impact on residential amenity and change the character of an area for the worse.

### Reducing the impact on neighbouring properties

- 6.2 The conversion of a property into a HMO has the potential to adversely impact on its immediate neighbours. The sub-division of a single family home into accommodation for a number of households could have a detrimental impact on noise, parking, waste etc. The following restrictions are intended to reduce the potential harm on existing properties/neighbours within close proximity to a proposal for a HMO. **It will be the responsibility of the applicant to research and determine the circumstances below and whether their proposal is capable of complying with the following requirements.**
- 6.3 The Council will not permit the following when considering applications for conversions to HMOs:
- a). **A non-HMO property will not be allowed to be ‘sandwiched’ between**

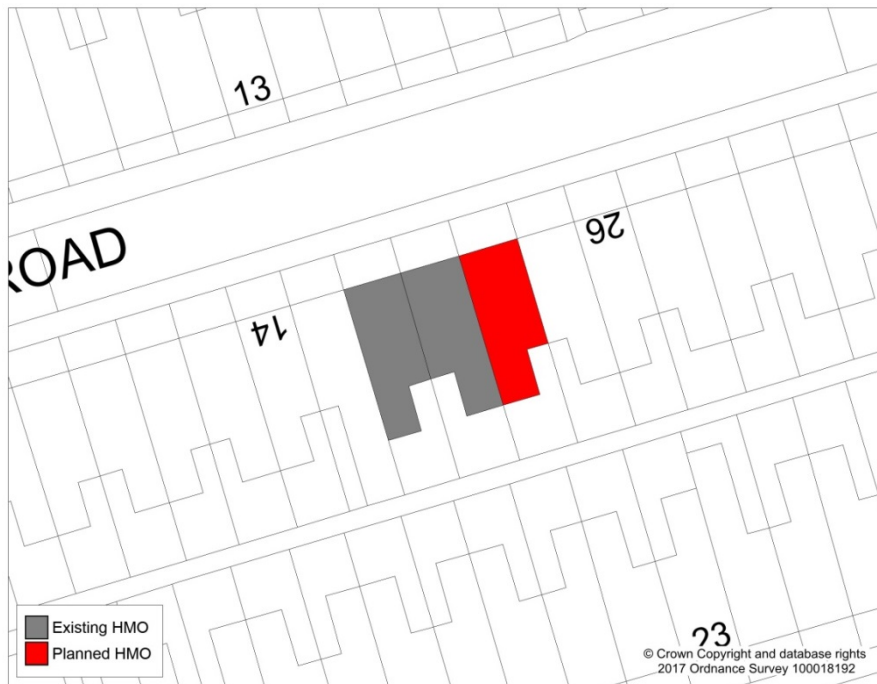


**two HMOs.**

- 6.4 In the example above the proposed HMO (at number 22) would result in a neighbouring non-HMO property (number 20) being sandwiched between two HMOs. **This would not be acceptable.**
- 6.5 However, in the example below the proposed HMO (at number 18) would not result in a non-HMO property being sandwiched between two HMOs. **This would be acceptable in principle.**



b). Proposals shall not result in three adjacent HMOs, unless the



application property is located between two existing HMOs

6.6 In the example above the proposed HMO would result in a row of three HMOs. **This would not be acceptable.** However, in the example below, whilst the proposed HMO (at number 20) would result in a row of three consecutive HMOs, the property is sandwiched between two existing HMOs. It is considered that allowing this property to convert to a HMO would solve an existing problem of a single home being sandwiched between two HMOs. **This would be acceptable in principle.**



- 6.7 These restrictions apply to all house types, including terraced, semi-detached and detached properties. These restrictions will not apply if the properties (including the curtilage) are separated by a road (minimum of 5.5m) suitable for vehicles or an area of undeveloped land (that is at least 5.5 wide).
- 6.8 Communal rooms, where residents would be expected to spend periods of time (kitchen, lounge etc.) or circulation areas (including stairwells), should be avoided where they would share a party wall with a bedroom in a neighbouring property. Communal rooms and circulation areas should be located so as to cause minimal nuisance to both future and existing residents. If locating a communal area next to a bedroom cannot be avoided, it may be necessary to secure sound insulation measures through a condition.



## 7. Useful Contacts and Links

### **For Planning Development Management (01352 703248)**

Web?

Email?

### **For Planning Policy (01352 703213)**

Web?

Email?

### **For Heritage and design issues (01352 703218/ 703297)**

Web?

Email?

### **For Building Control (01352 703418)**

Web?

Email?

### **For Highways Development Control (01352 704617)**

Web?

Email?

### **For Environmental Protection (01352 70XXXX)**

Web?

Email?

### **For Housing Standards (01352 70XXXX) & HMO Licensing Environmental Control, (01352 703396)**

The postal address for all of the above is:

**Flintshire County Council,  
County Hall,  
Mold,  
CH7 6NF**

## **Procedures**

### **1. Consulting with the community before making your application**

You are encouraged to consult local residents and other key interests before making an application.

### **2. Pre-application advice**

As discussed above, this type of development involves a number of issues that will need to be addressed with a planning application. An applicant is therefore strongly encouraged to seek advice before making the application from the Council. Information about what service we offer, what information is needed and what fees we charge for pre-application advice can be found at <http://www.flintshire.gov.uk/en/Resident/Planning/Pre-application-Planning-Advice.aspx>

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## ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Tuesday 11 <sup>th</sup> December 2018
<b>Report Subject</b>	6 Month Review of the Revised Car Parking Charges
<b>Cabinet Member</b>	Cabinet Member for Streetscene and Countryside
<b>Report Author</b>	Chief Officer (Streetscene & Transportation)
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

In March 2018, Cabinet approved the revised car parking charges which are contained within the County wide car parking strategy and the commencement of car parking charges in Flint, following the town centre regeneration works. The new charges now apply in all of the Councils car parks included within the strategy and were introduced during May 2018.

Cabinet requested that a review of the new parking charges should be undertaken, 6 months after their introduction.

This review has now been completed and the outcomes of the work and a number of recommended changes to the charging arrangements, which can be accommodated within the current strategy, are detailed in this report.

### RECOMMENDATIONS

1	That Scrutiny notes the content of the 6 month review of the new car park charging regime introduced in May 2018.
2.	That Scrutiny recommends Cabinet approve the associated changes to the charging arrangements, as highlighted in this report, which are considered to be within the boundaries and limitations of the overall strategy.

## REPORT DETAILS

1.00	BACKGROUND TO THE REVIEW OF STAGE 2 CAR PARKING STRATEGY
1.01	<p>Following the revision of the Council's car parking strategy in March 2018, new car parking charges were introduced at the following locations within the County:</p> <p>Mold – Revised charging tariffs introduced in May 2018            Buckley – Revised charging tariffs introduced in May 2018            Talacre – Introduced charging arrangements (partial) in July 2015            Holywell – Revised charging tariffs introduced in May 2018            Connah's Quay – Revised charging tariffs introduced in May 2018            Shotton – Revised charging tariffs introduced in May 2018            Queensferry – Revised charging tariffs introduced in May 2018            Mold, County Hall - Revised charging tariffs introduced in May 2018            Flint - Introduced charging arrangements in May 2018</p>
1.02	<p>Prior to the implementation of the revised charges, projected income levels were assessed, based on the existing car park utilisation levels prior to the change in tariff (except Flint where the original utilisation models were used to calculate the expected usage).</p> <p>The expected income levels at each of the car parks, based on actual uptake, can now be compared against these projections.</p> <p>A summary of income levels against projections, for each town, for the financial year 2018/19 are shown in <b>Appendix 1</b>.</p>
1.03	<p><b>Appendix 2</b> highlights the percentage income per hour in time bands against total income across all pay and display car parks in Flintshire.</p>
1.04	<p>It is projected that there will be an in-year financial pressure from car parking 'pay and display' charges of £240k.</p> <p>There are four main reasons for this under recovery, which are detailed in sections 1.05 to 1.08 below.</p>
1.05	<p>Delays in the implementation the new car parking tariffs in 2018/19 has resulted in a pressure of £80k. The budget was based on a full year assumption with the new charges being introduced in April 2018, with the delay being as a result of the extended political approval process.</p>
1.06	<p>Due to the ongoing town centre regeneration works, the Flint car parking strategy implementation was delayed until May 2018. The original business model projections for income had not therefore been tested, as in other towns in the car parking strategy and the percentage increase in additional income was applied to Flint pay and display charges, in line with the expected increases from other towns.</p> <p>The significantly lower income levels in Flint can partly be attributed to the high availability of off street parking particularly in the retail park area within the town and the late introduction of charges. The Feather Street car park which was built into the business model is also still currently being used as</p>

	<p>a compound by contractors for development works further contributing to the pressure on income levels.</p> <p>Income on the car parks will increase when the development works commence on Flint Retail Park.</p> <p>Excluding the delay in implementing the charge, the projected pressure against the income target is expected to be £62k.</p>
1.07	<p>When reviewing monthly ticket sales year on year across the County, a small reduction since the beginning of the calendar year can be identified. However there has been no further significant decrease in tickets purchased since the new charges were induced in May 2018.</p> <p>This decrease in tickets sold against projection is resulting in a pressure projected to be £52k.</p>
1.08	<p>Projections were based on assumptions that the former '4 hour' tariff being removed would result in more all day tickets being purchased however, actual results are showing sales are falling into the 1 and 2 hour tariff bands.</p> <p>Following a request from scrutiny, a 30p for an hour tariff was implemented. This is showing a higher purchase rate than anticipated compared to the 2 hour tariff.</p> <p>Together these trends result in an expected pressure of £46k.</p>
1.09	<p>Since the introduction of the revised charging scheme, a number of suggested amendments to the charging arrangements have been received from various individuals, companies and public bodies. All of these suggestions have been assessed and considered against the existing strategy and are now put forward as viable or not viable within the constraints of the approved strategy.</p> <p>The full list of suggested changes are detailed on <b>Appendix 3</b>, together with an assessment of their acceptability within the strategy. The list also shows suggestions that could not be considered, because they fall outside of the overarching parking strategy and the principles set down in the March 2018 Cabinet report, which introduced the new charges.</p> <p>The March 2018 report confirmed that any proposals to amend or support car parking charges from Town Councils would be considered within the following limitations:</p> <ol style="list-style-type: none"> <li>1. That the overall net income of individual car parks and individual town centre car parks as a whole is not reduced; and</li> <li>2. That any proposal will meet the principles of the Council's Car Parking Strategy and will promote management of the car parking network to provide available spaces and therefore access to the town centres.</li> </ol> <p>In order to assist Town Councils who wish to support car parking charges in their town, guidelines (on what may or may not be considered within the policy and the above limitations) were produced. These guidelines are</p>

	shown on <b>Appendix 4.</b>
1.10	<p>The proposed changes to the car parking charging arrangements are as follows:</p> <ol style="list-style-type: none"> <li>1. To introduce pay and display charges on the third tier of the car park at County Hall on the spaces nearest to Llwynegrin Hall, with remaining spaces on the tiers retained for permit holders only. – This will increase income levels and provide space for additional visitors to Llwynegrin Hall,</li> <li>2. To introduce an additional 4 hour tariff band at Llwynegrin Hall. Increasing the time banding which will be more convenient for people visiting and attending weddings at Llwynegrin Hall. This will also increase income levels</li> <li>3. To increase the charge at Alexander Street, Shotton car park to £2 all day. This will align with the charge for users of the Railway Station at Flint. – This will increase income levels and bring all station car park charges into alignment.</li> <li>4. A trial of a chip and contactless payment function will take place at three selected locations for a quick and convenient way to pay the appropriate tariff. If the trial proves to be successful, the arrangement will be extended to other car parks across the County and for all new machines installed in future.</li> <li>5. It is proposed to trial ‘pay by phone’ facility on one of the pay and display machines in the County. A viable option would be the machine at Flint Railway Station, due the nature of the customers using the car park. If successful this payment option would be introduced at other suitable locations across the County.</li> <li>6. A review of maximising on street parking in town centres in order to provide some free short stay parking for quick visits to the town centre if possible, is permissible within the strategy. The Council are currently trialling de-pedestrianisation in Holywell Town Centre, to provide free on-street car parking and encourage shoppers to the town.</li> <li>7. The £1 tariff in Mold has been increased to 3 hours from 2 hours in long and short stay car parks. The proposal was within the strategy and limitations and had no impact on income levels and could be supported. On this basis, the revised arrangements were introduced in September</li> <li>8. A review of parking configuration to increase the car parking spaces available at New Street car park, Mold to support the increase in visitors to the town centre. This will also increase income levels</li> <li>9. Review the percentage of income above the ‘core charging level’ paid to Town Councils. The existing level (10%) provides the T&amp;CC with a sustainable income which can be invested in local related projects and it is considered to be at an appropriate level and should therefore</li> </ol>

	<p>remain constant.</p> <p>10. A suggestion can be supported to support free car parking charges during the period of town centre festivals in a single car park, for up to 2 days per year, in each town in the County, based on a formal request and Business Case being submitted by the Town Council. This is on the basis that the additional visitors will utilise the other chargeable car parks in the town which will balance the overall income levels.</p> <p>11. The offer of free car parking for the month of December in towns would be considered to within the strategy and would be classed as a single event for the Town (if approved) however, due to the extended period, the cost to provide this arrangement would be passed by the Town Council.</p>
1.11	<p>The following suggestions which have been put forward could not be accommodated within the current car parking strategy:</p> <ol style="list-style-type: none"> <li>1. The removal car parking charges completely – This is not possible due to the impact on car parking availability in the town centres and the impact on income levels to the Authority. The funding raised is used to meet management and maintenance costs.</li> <li>2. Introducing charges in some towns and not others. This would create inconsistencies and unfair advantages in those towns without charges, and impact on income level to the Authority.</li> <li>3. A suggestion to extend charges to Sunday and Bank Holidays at all car parks across the County (Currently, only Flint Railway Station, Alexander Street and Talacre are chargeable on Sundays and Bank Holidays). This proposal could not be accepted as the current policy does not allow for Sunday and Bank Holidays charges, outside of those mentioned and there is limited demand for the car parks on these days.</li> <li>4. A suggestion that disabled spaces become chargeable and are no longer provided longer free of charge (There is a statutory duty to provide disabled parking spaces, however there is no obligation to provide them free of charge). The proposal could not be accepted as current policy states that disable parking will be provided free of charge.</li> <li>5. The increase of chargeable hours at the multi storey car park in County Hall and the Jade Jones Pavilion, Flint. This could not be accepted as they should remain in line with chargeable hours across the County. Aura could consider a business case to review chargeable hours at the Jade Jones Pavilion.</li> <li>6. It is also recommended that the operational times remain unchanged at other car parks across the County. Chargeable hours are currently 08:00 to 17:00.</li> </ol>

	<p>7. Proposal to introduce new tariff bands at the multi storey car park, County Hall and Halkyn Road, Holywell. Recommended to remain in line with tariff bands across the County as this would impact on income levels.</p> <p>8. Introduction of on-street parking charges are not to be considered as they are contrary to the Council strategy which is to maximise free short stay on -street parking within town centres.</p> <p>9. The proposal from Buckley Town Council to support up to six month's pay and display charges cannot be supported as it fails to meet the principles of the car parking strategy in that the provision of unrestricted and long term free parking would not support the management of car parking in the town.</p> <p>10. The extension of pay and display charges to other car parks across the County is not to be reviewed at this point in time. Options to extend the strategy could be reviewed in the future, but each location would need to be considered on a case by case business case basis.</p> <p>11. The provision of free parking after 3pm would have a detrimental impact on income levels to the Authority and shopping habits within the towns.</p> <p>12. Providing free, 30 minute parking in some car parks would be difficult to enforce and would heavily impact on shopping habits and income levels.</p>
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<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	<p>Total in year (2018 – 19) projected shortfall - £240,000</p> <p>Figure includes £80k from the delay in introducing the new charges in the current financial year.</p>

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	Suggested changes have been received from various sources during the period of revised charges.
3.02	Consultation took place with the Cabinet Member on all of the proposed changes to parking policy contained within the report.



4.01	Further loss of car parking income will result in financial pressures within the service. Utilisation levels and income levels are monitored as part of the regular budget monitoring process
4.02	The introduction of car parking charges was intended to ensure the availability of parking within the town centres, whilst providing a contribution to the overall cost of maintaining the car parking facilities.

<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Expected income vs budget Appendix 2 – Percentage income per hour Appendix 3 – Options for consideration Appendix 4 - Guidelines for Town Councils

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<b>Contact Officer:</b> Stephen O Jones <b>Telephone:</b> 01352 704700 <b>E-mail:</b> <a href="mailto:stephen.o.jones@flintshire.gov.uk">stephen.o.jones@flintshire.gov.uk</a>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	None.

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	Expected Income (Budget)	Predicted Income for 2018/19 based on revenue to date
Talacre	£ 15,000	£ 22,419
Mold	£ 501,653	£ 426,570
Buckley	£ 101,000	£ 73,400
Holywell	£ 92,000	£ 63,908
Connahs Quay	£ 28,653	£ 15,412
Shotton	£ 59,000	£ 47,287
Queensferry	£ 20,500	£ 14,304
Flint	£ 155,000	£ 68,266
	<b>£ 972,806</b>	<b>£ 731,566</b>

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Hour Band	Percentage of all tickets bought - 21st May to 31st October
06:00 - 06:59	1
07:00 - 07:59	3
08:00 - 08:59	13
09:00 - 09:59	18
10:00 - 10:59	14
11:00 - 11:59	12
12:00 - 12:59	11
13:00 - 13:59	10
14:00 - 14:59	8
15:00 - 15:59	6
16:00 - 16:59	4

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## Streetscene and Transportation Portfolio

### 6 Month Review of Stage 2 Car Parking Charges

Possible changes or alternative options for consideration	Advantages	Disadvantages	Financial Impact	Outcome of considerations
<b>Complete removal of charges – County wide.</b>	<p>Reduce financial impact on car park users.</p> <p>Decrease parking displacement from car parks to on street areas.</p>	<p>Provide free of charge parking for commuters and shop workers to utilise town centre parking places reducing available spaces for visitors, decreasing vibrancy/vitality.</p>	<p>Significant impact on budget requirement to cover management/maintenance/enforcement costs.</p>	<p>Charges will not be removed from County car parks – outside of strategy</p>
<b>Removal of car parking charges from some towns.</b>	<p>Support those town centres that are seeing a significant impact of decrease in footfall.</p> <p>Decrease parking displacement from car parks to on street areas.</p>	<p>Provide an inconsistent approach to car parking provision across the County.</p> <p>Provides free of charge parking for commuters and shop workers to utilise town centre parking places reducing available spaces for visitors, decreasing vibrancy/vitality</p>	<p>Significant impact on budget requirement to cover management/maintenance/enforcement costs.</p>	<p>Charges to remain in all towns to which the policy applies in line with strategy.</p>
<b>Pay and display on tiers at County Hall.</b>	<p>Introduce pay and display charges on the tiers during weekdays and weekends. This will be more convenient for people visiting and attending weddings at Llwynegrin Hall.</p> <p>Allows utilisation of the car parking spaces on the tiers at the weekend, and during the week once staff move to Unity House.</p>	<p>Cost of purchasing and installing new machines and amending the Traffic Order.</p> <p>Potential confusion to public and staff around who can park where and when.</p> <p>Tiers would have to be both pay and display and permit holders.</p>	<p>Additional income generated.</p>	<p>It is recommended that the 3<sup>rd</sup> tier, opposite the entrance to Llwynegrin Hall becomes both a pay and display and permit holder tier. Spaces nearest to Llywynegrin Hall being pay &amp; display only with the remaining spaces on the tier being permit holder only.</p> <p>The tariff would fall in line with recommendation below.</p>

<b>Llwynegrin Hall - Increase time banding to 4 hours.</b>	<p>The current tariff for use of the Llwynegrin Hall car park is 50p for up to 2 hours.</p> <p>Increasing the time banding will be more convenient for people visiting and attending weddings at Llwynegrin Hall</p>	<p>Adverse impact from users of the main entrance and multi storey car park who will use the parking space at Llwynegrin Hall.</p> <p>The price will have to reflect any increase of the time banding.</p>	<p>No significant impact.</p>	<p>Introduction of a new £1 for 4 hours tariff. No impact on strategy</p>
<b>Increase hours of charging at Multi Storey car park, County Hall.</b>	<p>Increase revenue to support additional management and enforcement.</p>	<p>Potential decrease in people visiting Theatre Clwyd due to extended hours.</p> <p>Amending signage at the car park.</p>	<p>Additional income generated.</p> <p>Cost of amending signage at each site.</p>	<p>It is recommended to retain the hours at charging for the Multi Storey car park.</p>
<b>Increase hours of charging at the Jade Jones Pavilion.</b>	<p>Increase revenue to support additional management and enforcement.</p>	<p>Potential decrease in people using the Leisure Centre due to extended hours.</p> <p>Amending signage at the car park.</p>	<p>Additional income generated.</p> <p>Cost of amending signage at each site.</p>	<p>It is recommended not to increase hours of charging.</p> <p>Aura could consider a business case to review chargeable hours.</p>
<b>Suggestion to review car parking tariff charges at the Multi Storey car park, County Hall. Introduce an intermediate charge of 75p for 3 hours tariff.</b>	<p>This tariff allows people to see a matinee film for a period of 2 hours 30 minutes without having to pay an additional £1 for 30 minutes.</p> <p>3 hours of parking which would be proportionate and cover the time it takes a person to see a matinee.</p>	<p>Tariff does not fit in the car parking strategy across the county.</p> <p>Amending signage at the car park.</p>	<p>Potential decrease in revenue as predicted income from all day tariff will reduce.</p> <p>Cost of amending signage at each site.</p>	<p>No change in tariff bands to be progressed.</p>
<b>Suggestion for a 4 hour tariff at Halkyn Road car park, Holywell.</b>	<p>The car park is used by patients who have no way of determining how long their treatment or appointment time may be. It is not unusual for this to be in excess of 2 hours, but not all day.</p>	<p>Tariff does not fit in the car parking strategy across the county.</p> <p>Tariff purchases shown to date does not see an increase in all day tickets purchased at the site. 1 hour tariff is more frequently purchased at this car park.</p> <p>Amending signage at the car park.</p>	<p>Potential decrease in income.</p> <p>Cost of amending signage at each site.</p>	<p>No change in tariff bands to be progressed due to potential to lose income.</p>
<b>Alexander Street, Shotton – £2 all day.</b>	<p>Unlike Flint Railway Station, the car park is not classed as a railway station car park, however is mostly used by commuters.</p>	<p>Would require a 21 day statutory notice around the change in tariff.</p> <p>Amending signage at the car parks.</p>	<p>Additional income generated.</p> <p>Cost of amending signage</p>	<p>It is recommended that the charge is increased to £2 all day to align with the charge at Flint Railway Station.</p>



	The charge of £2 all day would align this to the current charge at Flint Railway Station.		at each site.	
<b>Sunday and Bank Holiday charging across the County.</b>	<p>Consistent approach to pay and display charges 7 days a week and Bank Holidays.</p> <p>Increase revenue to support additional management and enforcement.</p>	<p>Lack of demand for in the car parks on Sunday and Bank Holidays.</p> <p>Proposal is contrary to the existing strategy</p> <p>Amending Order and signage at the car parks.</p>	<p>Potential for additional income generation.</p> <p>Cost of amending signage at each site.</p>	It is recommended that Sunday and Bank Holiday charging is not considered, because it falls outside the existing strategy and limitations.
<b>Extend operational times across the County.</b>	Extending operational times of the car parks across the County from 08:00 to 17:00 to 06:00 to 22:00.	<p>Would require a 21 day statutory notice around the change in hours.</p> <p>Amending signage at the car parks.</p>	<p>Additional income generated.</p> <p>Cost of amending signage at each site.</p>	It is recommended that the operational times remain unchanged.
<b>Should the disabled spaces continue to be free of charge?</b>	<p>All users of the car park are subject to charges reducing criticism for inequality.</p> <p>There is a statutory duty to provide disabled parking spaces, however there is not an obligation to provide them free of charge.</p>	<p>Location and accessibility of the P&amp;D machines may be an issue for users. This could result in costs to adjust islands where machines are located.</p> <p>Amending signage at the car parks.</p>	<p>Increase revenue for improved management/maintenance/enforcement.</p> <p>It is estimated that the introduction of disabled parking charges would bring in potential income between £18k and £27k</p> <p>Cost of signage and works estimated around £50k.</p>	The current strategy does not support the introduction of charging for disabled parking and cannot be progressed.
<b>Introducing chip &amp; contactless payment method.</b>	<p>Quick and convenient way to pay the appropriate tariff at the car park. To be introduced at Flint Station as a trial machine due to the nature of the customers using the car park.</p> <p>To also trial 3 machines in Mold. The trial will take place on one long stay car (x2 machines) and one short stay car park.</p>	<p>Cost of implementing the equipment and software to allow card transactions to be taken.</p> <p>Only cards approved by Flintshire's approved merchant ID can be taken.</p> <p>Transaction rate per transaction. Potential software issues in the</p>	<p>Initial set of costs for equipment and software is £1,400 per machine.</p> <p>Transaction costs for contactless payment will be offset by reduction of cash collections cost in towns.</p>	<p>All new machine come with this function installed in the future</p> <p>If the trials prove to be successful, to introduce this payment function on the most popular machines / biggest car parks across the County.</p>

	<p>Does not allow a 'free parking' if the cash payment option is not working.</p> <p>Reduction of cash collection services and risk of paying by cash.</p>	<p>future.</p>	<p>Contactless payments would prevent potential overpayments which may have a small financial impact to the Authority.</p>	
<p><b>Introduction of pay by phone facility.</b></p>	<p>The introduction of this system in other Local Authorities has been hugely popular. Have seen increase in income as there are different options to pay for a tariff giving the customer choice and convenience.</p> <p>Does not allow a 'free parking' if the cash payment option is not working.</p> <p>Reduction of cash collection services and risk of paying by cash.</p>	<p>The demand for this in Flintshire car parks may not be as high in comparison to city centres.</p>	<p>Cost of implementing and running the system to allow payment by phone.</p>	<p>Looking for this function to be trialled at one location.</p> <p>Flint Railway Station may have a higher demand for this service due to commuter parking.</p>
<p><b>Introduction of On Street parking charges.</b></p>	<p>Income to cover operational costs.</p> <p>Control usage of On Street parking by charging.</p>	<p>Initial set up costs of implementing the On Street machines, signage and traffic Orders.</p> <p>Maintenance and cash collection costs/procedures.</p> <p>Impact on town centres.</p>	<p>Additional income generated.</p> <p>Cost of implementing machines / signage at each site.</p>	<p>No charges to be introduced for On Street parking.</p>
<p><b>Maximising On Street parking in town centres.</b></p>	<p>Visitors/shoppers allowed 20-30 minutes free parking in proximity to shops.</p> <p>Free, convenient parking for those wanting to spend a short period of time in the town centre.</p> <p>Removing pedestrian zone could encourage shoppers to town centre. Flintshire currently trialling depedestrianisation in Holywell Town Centre.</p>	<p>Impact on the high street health and safety.</p> <p>In adequate available space on street to support limited waiting parking.</p>	<p>Potential financial impact regarding parking revenue.</p> <p>Cost to changing TRO / implementation.</p>	
<p><b>Development of free 30 minutes in Off Street short stay car</b></p>	<p>Free, convenient parking for those wanting to spend a short period of time in the town centres.</p>	<p>Difficult for enforcement to manage and monitor the usage of the car parks.</p>	<p>Potential financial impact regarding parking revenue.</p>	<p>Impact on other car parking habits will influence income levels – not to be taken</p>

parks,		<p>Short stay spaces will be utilised for all day parking reducing available spaces for shoppers/visitors to the town centre.</p> <p>Potential to rush visitors around the towns not spending more time within the town.</p>	<p>Cost to changing TRO / implementation.</p> <p>Cost of procuring a camera to monitor vehicles in and out of the car park.</p>	<p>forward.</p> <p>Encourage extension of free on street parking charges where possible</p>
<p><b>Mold Town Council – Request to extend the £1 tariff from 2 hours to 3 hours in long and short stay car parks.</b></p>	<p>Increase inconvenience to visitors with mobility issues who struggle to walk from the long stay car parks.</p> <p>Help with increasing tickets sold and footfall in the town.</p> <p>Will not have a significant impact on Flintshire’s car parking strategy. The proposal still meets the principles of the car parking strategy and promoted management of the car parking network.</p>	<p>Possibility of lost income from the potential increases in ticket swapping, however can be enforced by Civil Parking Enforcement officers.</p> <p>Amending signage at the car parks.</p>	<p>Will not be significant.</p> <p>When carrying out the projections for the new tariffs implemented in May 18, the figure for tickets purchased for the previous 50p for 3 hours ticket where used to project the income under the new £1 for 2 hours tariff. These are currently in line with the actual sales.</p>	<p>The request to increase the time band back to 3 hours was cost neutral and within the Council’s car parking policy guidelines, which allowed the change to be implemented in September.</p>
<p><b>Buckley Town Council - Request to pay for six months of pay and display charges to offer free parking.</b></p>	<p>Reduce financial impact on car park users.</p> <p>Potential to increase footfall in the town.</p>	<p>Provide an inconsistent approach to car parking provision across the County.</p> <p>Provides free of charge parking for commuters and shop workers to utilise town centre parking places reducing available spaces for visitors, decreasing vibrancy/vitality</p> <p>The removal and reinstatement of parking charges during the year within a town is impractical and will lead to confusion to the general public using them. This could lead to an increase in enforcement action, with PCN’s being issued to the public in the chargeable</p>	<p>Buckley Town Council would cover the loss of income for the period of free charging.</p> <p>The charging regimes would need to remain consistent with other towns during the chargeable periods.</p>	<p>The proposals fails to meet the requirements of point 2 of the limitations, in that the provision of unrestricted and long term free parking would not promote the management of car parking in the town.</p> <p>This is because it would remove the available car parking spaces from the town centre car parks, which are intended for short stay visitors, as the spaces would be taken up by businesses and shop workers.</p> <p>It is considered that the</p>

		months.  There would be no traffic control on car parks, resulting in cars parking out of bay causing obstructions and potentially parking over multiple spaces, as well as non blue badge holders parking in disabled spaces and having incorrect class of vehicle parking in the car parks not being enforced.		proposals would therefore be against the defined outcomes of the Flintshire Parking Strategy and could not be accepted without a change of policy.
<b>Extend pay and display charges to other locations across the County.</b>	Pay and display charges to assist traffic management and safeguarding the car park for visitor use.  Any income received will assist with enhancing / maintaining facilities at the sites.	Initial reaction of the public and visitors to these locations.  Capital layout costs of implementing charges at the sites.	Provide income to support the management of the service.  Cost of implementation.	The possibility of extending the pay and display charges across other sites would need to be considered on a case by case basis.
<b>Introduce free parking after 3pm</b>	Allow shoppers/visitors to park without having to pay after 3pm.  Allow shoppers to park without the inconvenience of purchasing a ticket after this time.	Decrease income required which is required for full management and enforcement of the service.  Introduction of free parking after 3pm will reduce income levels by 10% or £97k over all car parks in the County.	Significant decrease in predicted revenue.	Not to reduce the hours of charging.
<b>Review to possibility for increasing car parking space availability in New Street car park, Mold</b>	Support the town centre as it will create additional parking spaces for visitors in the main longer stay car park in Mold.  Increase in income received in this car park.	Would incur one off costs for the development of additional spaces and may cause disruption in the car park for a short period of time.	Provide income to support the management of the service.  Cost of implementation.	Would support the development of creating additional parking space if the opportunity arises.
<b>Review percentage of income above base level currently paid to Mold Town Council (currently 10%)</b>	Maintain income levels for Mold Town Council to invest in town centre.	Potential reduced revenue for management and enforcement of the service impacting on budget.	Likely reduction to Mold Town Council in amount due with increasing £1 tariff to 3 hours.	Maintain 10% level.
<b>For Flintshire County Council to offer car parking for town</b>	To support town centres for specific festivals to help the town with positive social and economic impact in the	Loss of income from the car parks.	Potential reduction in overall income. Lost income in the selected car	The Council would support the request for free of charge car parking for town centre

<p><b>centre festivals free of charge.</b></p>	<p>communities.</p>		<p>park may be offset by usage in another.</p>	<p>festivals for one car park for a maximum of two days per year, per town.</p> <p>Free car parking for the month of December to be considered as a single event. The cost to mitigate the loss of income from the car park over this extended period would need to be agreed with the Town Council upon approving the request.</p>
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## Car Parking Charges – Town Council subsidy and amendment request guidelines

### Background

In March 2018 Cabinet approved the new car park charging arrangements. It was agreed that Town Councils may consider subsidising car parking charges in their area however each proposal would be considered on merit and deliverability within the current car parking strategy.

The report confirmed that any proposal would be considered within the following limitations:

1. That the overall net income of individual car parks and individual town centre car parks as a whole is not reduced; and
2. That any proposal will meet the principles of the Council's Car Parking Strategy and will promote management of the car parking network to provide available spaces and therefore access to the town centres.

In order to provide some clarity and guidance for Town Councils, the following table provides examples of localised changes to current arrangements which would be considered or rejected within the limitations of this Council policy:

Proposals that <b>might</b> be considered as agreeable flexibilities under the policy (subject to an approvable business case)	Proposals that would <b>not</b> be considered under the policy as they would work against these principles and therefore be a breach of policy
<p>The provision of short periods of free parking to coincide with special events or specific periods during the year with Town Council subsidy for loss of income in full.</p> <p>Changes to charging bands that would not impact on income levels.</p> <p>Reduced banding tariffs supported by a Town Council subsidy whilst maintaining a minimum charge.</p> <p>Increasing the availability of free, short stay on street parking availability - where it is safe and appropriate to do so.</p> <p>Increasing charges at specific sites to provide the Town Council with a regular income stream - in line with current strategy</p> <p>Introducing local residents parking schemes in specific areas - in line with the Residents Parking Policy</p>	<p>Any proposals that results in a net reduction in income not fully recovered by a Town Council subsidy.</p> <p>Changes to banding or charging periods that would reduce overall income levels – without Town Council subsidy.</p> <p>Proposals that would provide extended periods of free parking which would be unsustainable, inequitable and confusing to users when the charges were reinstated.</p> <p>Increasing the percentage of annual permits available in individual car parks.</p> <p>Changes to individual car park status i.e. short stay to long stay.</p>







## ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Tuesday 11 <sup>th</sup> December 2018
<b>Report Subject</b>	The Review of Garden Waste Charges in Flintshire
<b>Cabinet Member</b>	Cabinet Member Streetscene and Countryside
<b>Report Author</b>	Chief Officer for Streetscene And Transportation
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

In January 2018, Cabinet approved the introduction of a charge for the collection of garden waste, which formed part of the Stage One budget proposals for the 2018/19 financial year and aligned the Councils waste and recycling model towards the Welsh Government Collections Blueprint.

Cabinet requested that a full review of the charge should be undertaken at the end of the first full season and this report sets out both the outcome of that review and the associated financial assessment of the scheme.

### RECOMMENDATIONS

1.	That Scrutiny supports the continuation of the charging policy for the Garden Waste Service for 2019 and in subsequent years.
2.	That Scrutiny recommends Cabinet approves the continuation of the flat rate charging mechanism, without concessions and that the charge of £30 will continue to apply for each bin collection made during the 2019 season.
3.	That Scrutiny recommends Cabinet approve that from 2019, the annual review of the Garden Waste charge should be included in the annual portfolio review of fees and charges.
4.	That Scrutiny recommends Cabinet approves the request to Cabinet for the service to explore an alternative, technology based system to monitor payments and notify the waste collectors of a paid subscription, in readiness for the 2020 season and that £30k of the funds raised in the 2018-19 financial year are set aside to fund the new arrangement.

## REPORT DETAILS

1.00	BACKGROUND TO THE REVIEW OF GARDEN WASTE CHARGES
1.01	There is no statutory duty on the Council to collect garden waste however garden waste collections contribute significantly to the overall recycling performance through both the brown bin collection service and the garden waste collected at our Household Recycling Centres (HRC's).
1.02	The Council first introduced garden waste collections in 2003. At the time the service was offered mainly to urban properties with gardens, which accounts for around 80% of the number of overall properties in Flintshire. In 2011 on the introduction of the current Managed Weekly Collection service it was offered to all properties - both rural and urban.
1.03	<p>The collection service is provided from the 1st March to the 30th November, as this is when the demand for the service is at its highest and the majority of residents do not require the service over the winter period. The service provided residents with a 140L brown bin (for garden waste) which was collected alternately with a 180L black bin (for residual waste) on a fortnightly basis.</p> <p>The garden waste collected is taken to the Council's own 'open windrow' composting facility in Greenfield and turned into soil conditioner which is then made available to residents, free of charge at the Council's HRC sites.</p>
1.04	<p>WG Waste Collections Blueprint (2011) recommend that this discretionary service is offered as a chargeable service, which should help reduce landfill and generate revenue for the provision of other statutory services, such as dry recycling and food collections. It is worth noting that WG provide significant funding for the recycling services through the Single Environment Grant each year, although the amount received is falling as the grant has been significantly reduced over the past 3-4 years. The funding provided by WG does not match the cost of operating the full recycling service and the year on year reduction in the Single Environment Grant is encouraging Councils to follow their Blueprint more closely.</p> <p>A link to the blueprint is attached to this report however the advice on Garden Waste Collections is clear :</p> <p>Councils should:</p> <p><i>Apply charges for green waste collections (as allowed under the Controlled Waste Regulations 1994), and collect it only once a fortnight.</i></p>
1.05	In April 2015 Cabinet approved the introduction of a charge on properties where more than one brown bin was being used by residents. Around 2,200 residents subscribed to this service, which generated a revenue income of around £50,000 to the Council in 2017-18.
1.06	In line with the Corporate Charging and Income Policy it is important that all discretionary services achieve full cost recovery and therefore the charge for the garden waste service was intended and designed to represent that position. Subsequently, Cabinet approved the introduction of the £30

	<p>subscription charge for the collection of all garden waste in January 2018 and subscriptions were accepted from February 2018, with the new service commencing in April 2018. Following approval of the charging policy, payment mechanism were introduced to encourage online payments and telephone payments for the new service.</p>																								
1.07	<p>In the first year of the subscription process, 33,871 permits were sold.</p> <p>Of which</p> <p style="padding-left: 40px;">29,021 Properties ordered 1 permit 4,292 Properties ordered 2 permits 558 Properties ordered 3 permits</p> <p>This indicates that over 40% of residents have subscribed for at least one bin to be collected under the new service. The actual take up exceeded the financial target set for the service and generated an additional £166k over and above the £800k target - once the previous target for additional bins of £50k per year had been accounted for.</p>																								
1.08	<p>The review, requested by Cabinet has considered the following areas:</p> <ul style="list-style-type: none"> <li>• The subscription rate for 2019.</li> <li>• The potential to extend the service to operate over a full year.</li> <li>• Payment mechanisms.</li> <li>• The use of technology to log payments and record collections.</li> <li>• The potential to offer a reduced concessionary reduced rates for residents on benefits.</li> </ul>																								
1.09	<p><b>The subscription rate for 2019</b></p> <p>The options for charging arrangement in 2019 are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Option</th> <th style="width: 20%;">1<sup>st</sup> Bin (140L)</th> <th style="width: 20%;">2 or more bins</th> <th style="width: 45%;">Potential Additional Funding</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>£30</td> <td>£30/ per bin</td> <td>As existing</td> </tr> <tr> <td>2</td> <td>£35</td> <td>£35</td> <td>£169k</td> </tr> <tr> <td>3</td> <td>£40</td> <td>£40</td> <td>£338k</td> </tr> <tr> <td>4</td> <td>£45</td> <td>£45</td> <td>£508k</td> </tr> <tr> <td>5</td> <td>£50</td> <td>£50</td> <td>£676k</td> </tr> </tbody> </table>	Option	1 <sup>st</sup> Bin (140L)	2 or more bins	Potential Additional Funding	1	£30	£30/ per bin	As existing	2	£35	£35	£169k	3	£40	£40	£338k	4	£45	£45	£508k	5	£50	£50	£676k
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1.10	<p>Given that this was the first year of the service, it is thought that a rise in charges may be seen as unfair and may impact on the number of people subscribing for the service in the new year. Whilst there has been limited comment or criticism of the new service and the charge, there is a risk that take up may suffer if prices are raised at this point. It is therefore proposed that the price for the service is fixed at the same level for the 2019 season (£30 – Option 1).</p>																								

1.11	<p><b>The potential to extend the service to operate over a full year.</b></p> <p>Whilst the current service does not operate between December and February, there is also limited demand for the service during these periods and whilst a small number of requests have been received for a full year service, the majority of residents have accepted the service as provided. This position is supported by reviewing the green waste arising's from previous years which shows minimal levels of garden waste previously collected during this period. It should be noted that all HRC sites receive garden waste throughout the year.</p> <p>The proposal is therefore not to offer an extension of the service into the winter months and that collections continue to operate over the period March – November (inclusive)</p>
1.12	<p><b>Payment mechanisms.</b></p> <p>Options are now being considered to provide streamlined and easier payment mechanisms for residents, which may include Direct Debit with automated renewal arrangements. This will reduce the administrative burden on the service and it is expected that these arrangements will be in place in readiness for the 2020 season.</p>
1.13	<p><b>The use of technology to log payments and record collections.</b></p> <p>The system for the payment of the subscription requires the resident to contact the Council to subscribe to the service. This contact is either by website, phone or by calling in at one of the Council's Connect Centres. They are asked to provide an upfront payment and they are then posted out a pack, which contains a permit sticker and a copy of the terms &amp; conditions, along with an information leaflet of where to place the sticker. The stickers are coloured and have a bar code to prevent them from being duplicated which makes it easier for the collection crews to identify the additional bins at each property.</p>
1.14	<p>There are technology based systems available which will deliver a more efficient method of registering a bin to a property and indicating to the operatives that the collection has been paid for. This will speed up the management and payment process and will remove the need to issue stickers each year. It is recommended that options for this approach are considered and introduced in readiness for the 2020 season. The estimated cost of the implementation is £30k and it is proposed that the funding is found from the current year in order to purchase the new system.</p>
1.15	<p><b>The potential to offer a reduced rate for residents on benefits</b></p> <p>Staff have reviewed the take up of the service in 2018 and looked at options to provide a concession under the Council Tax reduction scheme (CTRS).</p> <p>The analysis showed that during the first year of implementation, 30% of resident who are in receipt of CTRS benefits subscribed to the garden waste service.</p>

1.16	The potential to offer a reduced rate for residents on benefits was considered during the first year of introduction however it would be difficult to provide such a discount without passing additional costs onto other non-eligible residents.
1.17	The management and administration around offering reduced rates for residents on benefits will be both costly and time consuming to carry out the checking and approving of evidence from residents, along with monitoring changes in resident's circumstances throughout the year which could lead to confusion when issuing permits.
1.18	It is therefore proposed that no reduced rate will be offered to residents on benefits and that the current flat rate of £30 should apply to all collections in 2019. The cost of the service will be reviewed annually in future and included within the Portfolio's annual review of fees and charges.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The financial benefit from the introducing the charge is significant and detailed in the report.
2.02	The delivery and receipt of the payments and stickers places a high demand on the service support team.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	With Cabinet Member.
3.02	With Environment Overview and Scrutiny Committee

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	A delivery project team is established and monitors the delivery of the garden waste charging project.

<b>5.00</b>	<b>APPENDICES</b>
5.01	None

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>Link to WG Blue print</p> <p><a href="http://www.wrapcymru.org.uk/sites/files/wrap/Municipal%20Sector%20Plan%20Wales%20-%20Collections%20Buleprint.pdf">http://www.wrapcymru.org.uk/sites/files/wrap/Municipal%20Sector%20Plan%20Wales%20-%20Collections%20Buleprint.pdf</a></p> <p><b>Contact Officer:</b> Stephen O Jones  <b>Telephone:</b> 01352 704700  <b>E-mail:</b> <a href="mailto:stephen.o.jones@flintshire.gov.uk">stephen.o.jones@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	WG – Welsh Government MWC – Managed Weekly Collections HRC - Household Recycling Centres CTRS – Council Tax Reduction Scheme



## ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE

<b>Date of Meeting</b>	Tuesday 11 <sup>th</sup> December 2018
<b>Report Subject</b>	North East Wales Metro
<b>Cabinet Member</b>	Cabinet Member for Streetscene and Countryside
<b>Report Author</b>	Chief Officer – Streetscene and Transportation
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

Following Cabinet approval of the Deeside Plan in 2016, a report to Scrutiny in March 2018 updated Members on the progress of the overall integrated transport strategy for Flintshire, which forms a key element of the North East Wales Metro proposals which are supported and promoted by Welsh Government (WG).

Eight months on, this report seeks to update Scrutiny on the progress of a number of ongoing schemes within the wider project whilst also informing Members on the recent award of additional Welsh Government funding following the Authorities successful grant applications under the Local Transport Fund.

### RECOMMENDATIONS

1	That Scrutiny note the progress made to date on Flintshire County Council's Integrated Transport solution and its links to the wider NE Wales Metro plans supported by Welsh Government.
2	That Scrutiny acknowledges the recent award of Welsh Government Local Transport Funding.

## REPORT DETAILS

1.00	BACKGROUND TO THE SCHEME
1.01	Cabinet approved the Deeside Plan in 2016, which included details of an integrated transport solution for the area. The transport arrangements form a key element of the North East Wales Metro project, which is being promoted by Welsh Government and the proposals are being extended to provide an Integrated Transport Strategy for the wider County area.
1.02	In order to provide a long term sustainable transport solution, it is essential that all modes of transport are successfully integrated whilst maintaining and promoting at its heart, a sustainable, affordable and environmentally friendly Public Transport Service with links to all of Flintshire and the wider region.
1.03	The proposals provide a platform which can be widened in scope to provide a transport solution for other local key areas of employment, particularly Broughton and the nearby Airbus site, thus providing seamless access for people wishing to work in the area whilst living in other areas of North/Mid Wales and North West England.
1.04	Since the last update to Scrutiny in March 2018, work has progressed at pace and funding has been received from WG from a number of funding areas. Further bids have recently been submitted to the WG 'Local Transport Fund' (LTF) for funding in the 2018 – 2021 period. As a result of the above process, Flintshire County Council have been successful in securing £1,373,500 Welsh Government funding in year (2018/19) with a further commitment of £2.675m in 2019/20 and £1.6025m in 2020/21 for the delivery of the schemes outlined below:
1.05	<p><b>Access to employment – Active Travel &amp; Bus stop infrastructure throughout Deeside Industrial Park.</b></p> <p>WG funding received during 2017/2018 enabled the construction of Active Travel Routes on Zone 3 of the Deeside Industrial Park. This not only completed the missing link to the National Cycle Route but also provided every business with a direct Active Travel link into their premises. This scheme was completed in September 2018.</p> <p>Following on from the completion of Active Travel Routes on Zone 3, proposals to continue this principle within Zone 2 consist of the following scheme elements;</p> <p><u>Priority 1:</u> £1.2m WG funding was received during 2018/2019 for the construction of an off-road footway / cycleway facility along the length of Parkway on Zone 2, thus creating a direct link from the north of the park to the south whilst also connecting into existing Active Travel Routes along its length.</p> <p><u>Priority 2:</u> The focus of this bid consists of an Active Travel facility along the length of Fourth Avenue. The proposed route will facilitate access to Parkway via the route of Second Avenue (Priority 1). The proposal will also provide southerly access to the National Cycle Network via the existing combined Bus / Cycle only link to Zone 3.</p>



	<p>£1.008m secured funding will enable construction within 2018/19 financial year.</p> <p><u>Priority 3:</u> To construct active travel and bus stop infrastructure around the loop of First Avenue within Zone 2. This section connects to an existing Active Travel link from Zone 1 which currently enters First Avenue and directs cyclists onto the existing carriageway. - Funding to be sought within 2019/20 financial year.</p>
1.06	<p><b>Developments for passenger growth – Deeside Corridor.</b> Legal cost of a formal bus framework (Quality Partnership), The provision of a new fleet of energy efficient Shuttle Buses, Highway infrastructure improvements etc.</p> <p>£100k WG funding was received during 2017/2018 to facilitate the preparation of Legal Documents (and associated Legal process) for the introduction of the Quality Bus Partnership for which is expected to be implemented early in 2019. Development of the Quality Bus Partnership Framework agreement with transport operators has been ongoing throughout 2018.</p> <p>The draft agreement has been presented to the operators in October and once agreed, this framework will provide an integrated ticketing system allowing seamless movement of passengers between multiple operators throughout the coastal corridor. This in-turn will provide a more affordable, convenient service allowing increased accessibility whilst removing barriers to transport that have previously been experienced (i.e. 20% of job seekers could not access work within Deeside due to prohibitive costs and the inconvenience of movement between operators with multiple tickets.</p> <p>£651k WG funding has also been received for the purchase of 5 new Euro 6 standard buses to upgrade of the existing vehicle provision for the Deeside Shuttle service. Following operator discussions and passenger monitoring, minor timetable adjustments will create a more integrated approach to the service provided. The new shuttle buses will be in operation from January 2019 and the enhancement of the vehicles will provide a much improved passenger experience.</p>
1.07	<p><b>B5129 Queensferry Roundabout to Denbighshire County Boundary.</b> The focus of this bid comprises of 3 main elements which will define a Quality Travel Corridor along the B5129 between Queensferry and the Denbighshire Border.</p> <p>Main Scheme elements consist of the following;</p> <ol style="list-style-type: none"> <li>1). Dedicated Bus Lane from Queensferry Roundabout to Shotton Lane.</li> <li>2). Bus Priority &amp; Traffic Management Measures from Shotton railway bridge to Brook Street</li> <li>3). Bus priority measures and improvements to public transport infrastructure from Brook Street, Shotton through to the Denbighshire border.</li> </ol> <p>£107,500 secured funding within 2018/19 financial year will enable a thorough process of Consultation to be undertaken through the engagement</p>

	<p>with key stakeholders for the proposed bus lanes and other features along the route (to include; businesses, residents, political representatives, emergency services, statutory bodies &amp; service users). Detailed design will also be achieved through the provision of in year funding.</p> <p>A further indicative award of £2.675m for 2019/20 and £1.6025m for 2020/21 (subject to satisfactory progress and provision of updated business cases), will facilitate the construction of the quality corridor.</p>
1.08	<p><b>Partial signalisation of Parkway Roundabout - Zone 2 DIP.</b></p> <p>The bid comprises of a partial signalisation of Parkway Roundabout on Zone 2 of the Deeside Industrial Park which is targeted at providing direct management of traffic exiting Parkway without unduly impacting upon eastbound traffic flows. The proposed improvements will reduce congestion, improve journey times &amp; accessibility to employment opportunities whilst also addressing the current accident history experienced at this location.</p> <p>The above proposals complement the recent award of Welsh Government funding for the implementation of Active Travel and Bus Stop Infrastructure improvements on Zone 2.</p> <p>£243,000 secured funding will enable construction within 2018/19 financial year.</p>
1.09	<p><b>A5104 Broughton to Saltney Cycleway Phase 2.</b></p> <p>The focus of this application comprises of a proposed 1.5 km shared use walking / cycling route located along the East bound side of the A5104 between Broughton and Saltney. Formalisation of this well utilised route will link communities such as Saltney, Saltney Ferry, Bretton and Broughton with Chester and major employment and retail sites.</p> <p>This proposal forms an integral part of the Welsh Government funded Mold to Broughton Cycleway feasibility study currently underway.</p> <p>Completion of this route would complement the existing West bound Shared use facility implemented in 2015.</p> <p>£15,000 has been secured for completion of the detailed design within this financial year which will enable construction within 2019/20 subject to available funding.</p>

















<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	The schemes will managed by in-house resources in the Streetscene and Transportation portfolio
2.02	The financial details of the various projects are detailed in the report.

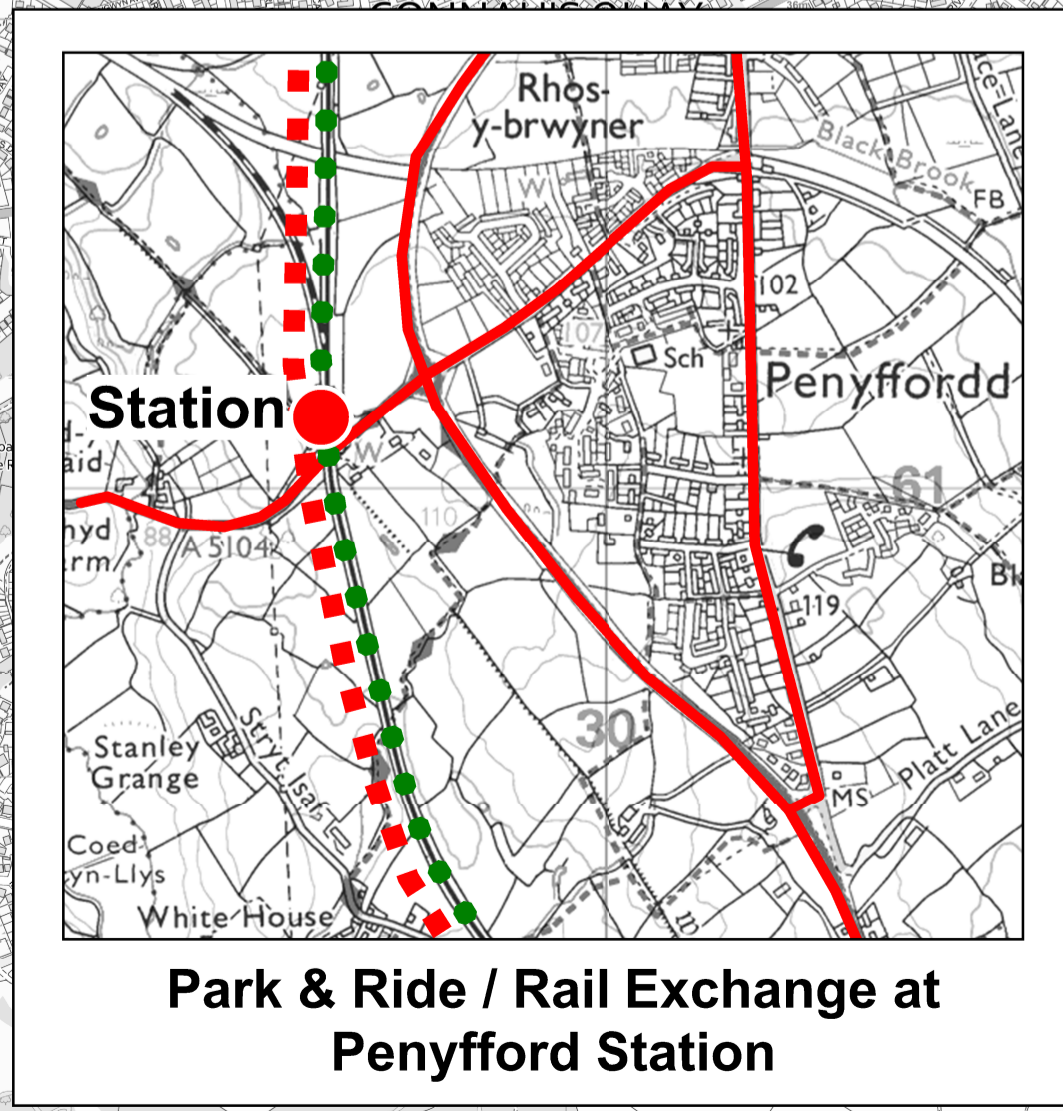
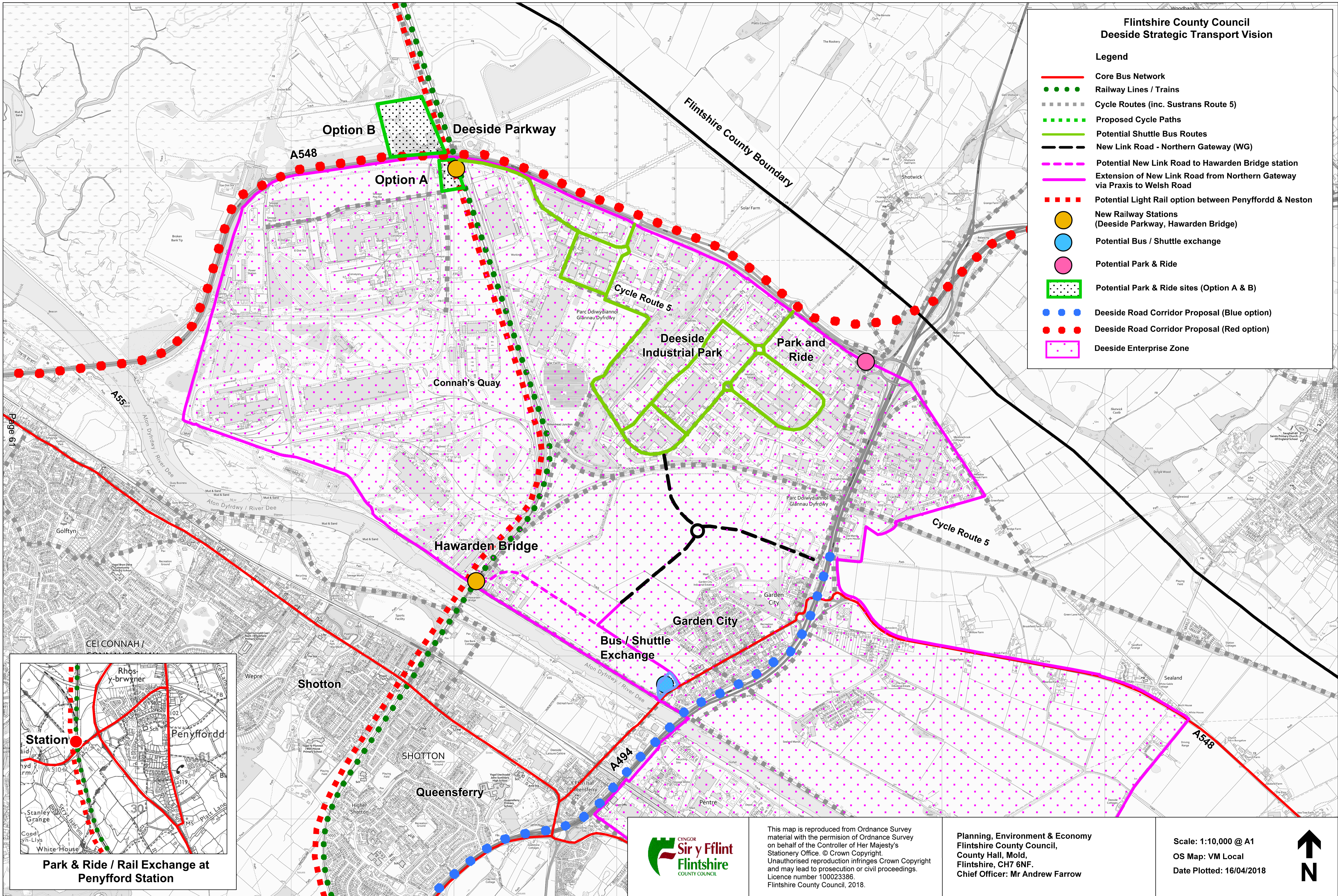
<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	<p>Consultation has taken place with:</p> <ul style="list-style-type: none"> <li>• Deeside Business Forum</li> <li>• DIP businesses</li> <li>• Local Members</li> <li>• Cabinet Member</li> <li>• Local Town and Community Councils</li> <li>• Welsh Government</li> </ul>
<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	The projects are managed following the corporate Project Management template.
<b>5.00</b>	<b>APPENDICES</b>
5.01	Appendix 1 – Plan of Flintshire County Council’s Integrated Transport proposal
<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><b>Contact Officer:</b> Stephen O Jones – Chief Officer – Streetscene &amp; Transportation</p> <p><b>Telephone:</b> 01352 704700</p> <p><b>E-mail:</b> <a href="mailto:Stephen.o.jones@flintshire.gov.uk">Stephen.o.jones@flintshire.gov.uk</a></p>
<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	None

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**Flintshire County Council  
Deeside Strategic Transport Vision**

**Legend**

-  Core Bus Network
-  Railway Lines / Trains
-  Cycle Routes (inc. Sustrans Route 5)
-  Proposed Cycle Paths
-  Potential Shuttle Bus Routes
-  New Link Road - Northern Gateway (WG)
-  Potential New Link Road to Hawarden Bridge station
-  Extension of New Link Road from Northern Gateway via Praxis to Welsh Road
-  Potential Light Rail option between Penyffordd & Neston
-  New Railway Stations (Deeside Parkway, Hawarden Bridge)
-  Potential Bus / Shuttle exchange
-  Potential Park & Ride
-  Potential Park & Ride sites (Option A & B)
-  Deeside Road Corridor Proposal (Blue option)
-  Deeside Road Corridor Proposal (Red option)
-  Deeside Enterprise Zone



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Planning, Environment & Economy  
Flintshire County Council,  
County Hall, Mold,  
Flintshire, CH7 6NF.  
Chief Officer: Mr Andrew Farrow

Scale: 1:10,000 @ A1  
OS Map: VM Local  
Date Plotted: 16/04/2018



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