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## WEST DEVON COMMUNITY SERVICES COMMITTEE - TUESDAY, 10TH SEPTEMBER, 2013

Agenda, Reports and Minutes for the meeting

### Agenda No    Item

1.    **Agenda Letter** (Pages 1 - 6)

2.    **Reports**

Reports to Community Services:

- a)    Item 5 - Rentplus - A New Model for Affordable Housing (Pages 7 - 30)
- b)    Item 6 - Leisure Centre Contract Monitoring (Pages 31 - 36)
- c)    Item 7 - Tamar Valley AONB Management Plan Review 2014-2019 (Pages 37 - 44)
- d)    Item 8 - Civil Parking Enforcement (Pages 45 - 50)
- e)    Item 9 - Operational Changes to the Off-Street Parking Places Order and Enforcement Policy (Pages 51 - 58)
- f)    Item 10 - Amendment to the Policy for Provision of Recycling Containers (Pages 59 - 64)

3.    **Minutes** (Pages 65 - 70)

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# Agenda Item 1

## AGENDA – COMMUNITY SERVICES COMMITTEE – 10<sup>th</sup> SEPTEMBER 2013

### PART ONE – OPEN COMMITTEE

1. **Apologies for absence**
2. **Declarations of Interest**  
Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

If Councillors have any questions relating to predetermination, bias or interests in items on this Agenda, then please contact the Monitoring Officer in advance of the meeting.

3. **Items Requiring Urgent Attention**  
To consider those items which, in the opinion of the Chairman, should be considered by the Meeting as matters of urgency (if any).

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### MINUTES

4. **Confirmation of Minutes**  
Regular Meeting held on 25<sup>th</sup> June 2013 (previously circulated).

### POLICY

5. **Rentplus – A New Model for Affordable Housing**  
Report of the Affordable Housing Manager 6  
  
**NOTE:** The Appendix to this report is confidential at the request of RENTplus. (11-27)

### OPERATIONAL

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**PART TWO – ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PUBLIC AND PRESS ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED (if any).**

If any, the Committee is recommended to pass the following resolution:

**“RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the Meeting on the grounds that exempt information may be disclosed as defined in the paragraph given in brackets below from Part I of Schedule 12(A) to the Act.”

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## **STRATEGIC RISK ASSESSMENT**

### **Reports to Members**

Members will be aware of the requirement to take account of strategic risk in decision making. This note is designed to support Members consider strategic risks as part of the assessment of reports from officers.

There are an increasing number of issues that we have a statutory requirement to take into account which affect all aspects of the Council's policies and service delivery (e.g. Human Rights Act). There are also discretionary issues we choose to highlight in our reports (e.g. Financial Implications, and Impact on Council Priorities and Targets). Common Law duty requires Local Authorities to take into account all things they need to take into account! The Courts hearing Judicial Review applications make this their starting point in deciding whether any decision is reasonable.

Officers have a responsibility to assess the implications of recommendations to Members. Members should ensure that before making a decision they have undertaken a similar consideration relating to the risks associated with the report.

Examples of risk to be considered:-

#### **Statutory Requirement :**

- Equalities and Discrimination, particularly Race Equality. (Consider the impact on each of the following equality areas: Race, Religion and Belief, Gender, Sexual Orientation, Disability, Age)
- Human Rights
- Crime and Disorder
- Health and Safety
- Employment Legislation
- Data Protection
- Freedom of Information
- Corporate activity with an impact on Areas of Outstanding Natural Beauty, National Parks, Sites of Special Scientific Interest, and biodiversity

#### **Corporate Requirement :**

- Impact on Council's Reputation
- Impact on Priorities, Cross-Cutting themes, Targets and / or Commitments
- Impact on Standing Orders / Financial Regulations
- Impact on Council's Assets
- Financial Risks
- Compliance with National Policies and Guidance
- Impact on Sustainability

Members' attention is drawn to the Risk Assessment section within each report. Members are encouraged to consider whether the report has satisfactorily identified all likely negative impacts and mitigating action that will be taken. Members also need to consider the opportunities presented by actions, noting that any change entails an element of risk. The challenge is to effectively manage that risk.

## RISK SCORING MATRIX

Impact/Severity		Target impact	Stakeholder impact	Finance impact
1	Insignificant	Low impact on outcome & target achievement & service delivery	Low stakeholder concern	Low financial risk
2	Minor	Minor impact on outcome & target achievement & service delivery	Minor stakeholder concern	Minor financial risk
3	Moderate	Moderate outcome & target achievement & service delivery	Moderate stakeholder concern	Moderate financial risk
4	Serious	High impact on outcome & target achievement & service delivery	High stakeholder concern	High financial risk
5	Very serious	Very high impact on outcome & target achievement & service delivery	Very high stakeholder concern	Very high financial risk
Likelihood/Probability		Risk	Opportunity	
1	Very low	Negligible chance of occurrence; has not occurred	Possible opportunity yet to be investigated with low likelihood of success	
2	Low	Low chance of occurrence; has occurred infrequently but within internal control	Opportunity being investigated with low likelihood of success	
3	Medium	Equal chance of occurrence or non occurrence; could occur more than once and be difficult to control due to external influences	Opportunity may be achievable with careful management	
4	High	More likely to occur than not occur; has occurred more than once and difficult to control due to external influences	Good opportunity which may be realised	
5	Very high	Very high chance of occurrence but not a certainty; has occurred recently	Clear reliable opportunity with reasonable certainty of achievement	

**Risk score = Impact/Severity x Likelihood/Probability**

<b>Likelihood</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	1	2	3	4	5
<b>Impact</b>						

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<b>NAME OF COMMITTEE</b>	<b>Community Services Committee</b>
<b>DATE</b>	<b>10<sup>th</sup> September 2013</b>
<b>REPORT TITLE</b>	<b>RENTplus – a new model of Affordable Housing</b>
<b>Report of</b>	<b>Affordable Housing Manager</b>
<b>WARDS AFFECTED</b>	<b>All</b>

**Summary of report:**

The report seeks approval to adopt RENTplus as an additional option for affordable housing in the local area. RENTplus is an innovative model which provides affordable rented housing with the option and assistance to purchase.

**Financial implications:**

There are no financial implications to the Authority. RENTplus homes are built without public subsidy and owned by socially responsible investors before sale to tenants.

The Authority will receive New Homes Bonus with the affordable homes enhancement for each new RENTplus home.

**RECOMMENDATIONS:**

It is recommended that the Community Services Committee approve RENTplus as an additional model for affordable housing in West Devon.

**Officer contact:**

Liam Reading – Affordable Housing Manager,  
[liam.reading@swdevon.gov.uk](mailto:liam.reading@swdevon.gov.uk) Tel: 01803 861306

**1. BACKGROUND**

- 1.1 There is a severe shortage of affordable housing. Grant funding from central Government for affordable homes have steadily reduced. The Homes and Communities Agency have responsibility for the affordable homes programme and are encouraging registered providers of affordable housing to explore new models of funding.

- 1.2 The national affordable rent programme 2011-2015 has introduced 5 yearly tenancies and allows registered providers to charge an affordable rent of up to 80% of open market rents. Many people on housing waiting lists aspire to own their own home but are unable to save for a deposit whilst paying expensive open-market rents.
- 1.3 The Housing Strategy for England identifies the need to introduce pension fund and private investment capital into affordable housing provision. Recent guidance to local authorities emphasises the need to widen access to affordable housing to hard working families on modest incomes, people in training and apprenticeships, and members of our armed services.
- 1.4 RENTplus was devised in the South West by a Plymouth-based development company (Pillar Land Securities Limited) working with a local housing association (Tamar Housing Society). This new affordable housing product was fully endorsed by the Rt Hon Grant Shapps MP, then Minister of State for Housing and Planning. Subsequently the Homes and Communities Agency has approved the RENTplus model through a short form agreement.
- 1.5 The RENTplus model was presented and discussed at a seminar of members of West Devon Borough Council on 12 March 2013. (see appendix 1).
- 1.6 Plymouth City Council have formally endorsed RENTplus as an affordable housing product which meets their requirements under Section 106 of the Town and Country Planning Act 1990.
- 1.7 Substantial pension fund investment has been identified for investment in RENTplus homes.

## **2. ISSUES FOR CONSIDERATION**

- 2.1 The key features of the RENTplus model are summarised below:
  - 2.1.1 RENTplus homes are new homes delivered to Homes and Communities Agency standards and acquired by RENTplus-UK Limited for pension funds or socially responsible investors, without any public subsidy. RENTplus-UK will lease the homes to a local housing association partner.
  - 2.1.2 The housing association partner leases the homes to tenants aspiring to home ownership for a series of five year tenancies at an affordable rent. Tenants on the waiting list are able to apply for a RENTplus home through Devon Home Choice.
  - 2.1.3 On a phased basis, beginning at the end of the first 5 year tenancy, a proportion of the RENTplus affordable rented homes will be released for purchase by tenants, who will have been supported to move from tenancy to home ownership. Tenants will be gifted a deposit by RENTplus-UK upon purchase (against an independent open market valuation), to aid purchase.

- 2.1.4 Those homes which are not sold at year 5 will be re-let to tenants for a further 5 year period, at the end of which a second batch of homes will be sold. This process repeats at years 15 and 20, at which time all homes will have been sold.
- 2.1.5 In circumstances where the tenant, another RENTplus tenant or the registered provider managing the RENTplus home, does not purchase and the home is sold on the open market, a proportion of the sale price is gifted to the Authority.
- 2.1.6 New RENTplus homes will be energy efficient, leading to a considerable saving of family expenditure on fuel costs and this saving, alongside the costs saved by affordable rent compared to private rent, will enable the tenant to save to augment the deposit gifted at the time of purchase.
- 2.1.7 The tenancy period provides an opportunity to demonstrate that the tenant is creditworthy through regular rent payments to aid their mortgage application.
- 2.2 The RENTplus model is well suited to villages where it is very difficult for young local people to afford to buy homes. RENTplus can complement the Plan-it Lite scheme and maintain sustainability in our rural areas.
- 2.3 The substantial investment funding identified for RENTplus homes, which is not dependent upon the availability of public subsidy, provides an opportunity to significantly increase the number of new homes available at affordable rents. The Authority will receive payment of a New Homes Bonus augmented by the affordable supplement for each new home.
- 2.4 Ready funding for the affordable component of developments can provide an impetus to developments with existing approvals, which may have stalled due to the economic climate.
- 2.5 RENTplus provides a complementary option for affordable housing nevertheless there is no intention to replace traditional social housing, which will be necessary for people in severe housing need and those with disability. However, RENTplus provides a new opportunity for many on the housing list who, with support, could achieve home ownership rather than a life in expensive and insecure private-rented accommodation. RENTplus homes promote and achieve a further step to mixed tenure developments.
- 3 LEGAL IMPLICATIONS**
- 3.1 If approved as an affordable housing option, RENTplus homes can be considered in individual planning applications.
- 3.2 The Council has an enabling role in the provision and support of housing need.
- 4. FINANCIAL IMPLICATIONS**
- 4.1 RENTplus will not have any costs to the Authority.

4.2 There is also potential for increased funding to the Council by means of New Homes Bonus.

**5. RISK MANAGEMENT**

5.1 The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

**6. OTHER CONSIDERATIONS**

<b>Corporate priorities engaged:</b>	Homes; Economy; Community Life
<b>Statutory powers:</b>	None
<b>Considerations of equality and human rights:</b>	None
<b>Biodiversity considerations:</b>	None
<b>Sustainability considerations:</b>	None
<b>Crime and disorder implications:</b>	
<b>Background papers:</b>	<p><i>Laying the Foundations: A Housing Strategy for England.</i> Nov 2011, London, Communities and Local Government Publications</p> <p><i>2011-2015 Affordable Homes Programme Framework.</i> 2011, London, Homes and Communities Agency</p> <p><i>Allocation of accommodation: guidance for local housing authorities in England.</i> June 2012, Department for Communities and Local Government</p>
<b>Appendices attached:</b>	Appendix 1: RENTplus Report - Presentation WDBC

## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
	Perpetuity	The RENT Plus model is based on tenants purchasing their homes. Homes provided under RENT Plus will ultimately therefore become market homes over time.	3	2	6	↔	It is proposed that RENT Plus is adopted as an additional affordable housing model to increase housing options and opportunities for local residents. It will not replace traditional rented housing which will continue to be provided and retained in perpetuity.	Affordable Housing Manager

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Direction of travel symbols ↓ ↑ ↔

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<b>NAME OF COMMITTEE</b>	<b>Community Services Committee</b>
<b>DATE</b>	<b>Tuesday 10<sup>th</sup> September 2013</b>
<b>REPORT TITLE</b>	<b>Leisure Centre Contract Monitoring</b>
<b>Report of</b>	<b>Ross Kennerley – Natural Environment and Recreation Manager Jon Parkinson – Leisure Contracts Manager</b>
<b>WARDS AFFECTED</b>	<b>All</b>

**Summary of report:**

This report highlights current performance and key issues of the leisure centre management arrangements with Leisure Connection (LC).

**Financial implications:**

The overall budget for 2013/14 is approximately £395,000 which includes the key costs of the contract management fee of £326,000 and £47,475 for repairs and maintenance.

**RECOMMENDATION:**

It is recommended that the Committee notes the current contract performance and welcomes increases in current usage figures.

**Officer contact:**

Jon Parkinson – [jon.parkinson@swdevon.gov.uk](mailto:jon.parkinson@swdevon.gov.uk) tel; 01803 861270

Ross Kennerley – [ross.kennerley@swdevon.gov.uk](mailto:ross.kennerley@swdevon.gov.uk) tel; 01803 861379

**1. BACKGROUND**

- 1.1 This report provides an update on current monitoring issues relating to the performance of the leisure contract with Leisure Connection, for the provision of management services at both Meadowlands (Tavistock) and Parklands (Okehampton) Leisure Centres.
  
- 1.2 Members will note the Council's approval of the extension of the leisure contract up to a maximum of 2 years to November 2016 back in April. This has also allowed a restructuring of the relationship between the Council, Leisure in the Community and Leisure Connection.

## 2. ISSUES FOR CONSIDERATION – CONTRACT PERFORMANCE

### Usage & Quality

- 2.1 Current usage figures for both leisure centres are outlined below for Q3, including July figures, (1<sup>st</sup> October 2012 – 31<sup>st</sup> July 2013) with a comparison to previous years for the same period. Both centres have seen their overall attendances increase compared to previous like figures;

First 10 months; Oct – July			
Site	2012/13	2011/12	2010/11
<b>Meadowlands - Swimming</b>	65,531	59,381	54,739
<b>Parklands - Swimming</b>	47,657	44,324	37,122
<b>Parklands - Fitness</b>	54,521	41,815	20,576

- 2.2 Meadowlands key usage figures;
- Increases in usage maintained across adult swimming and classes. Recent wet and wild sessions during summer holidays have proved popular.
  - Swim memberships have increased again to 342.
  - Swim school numbers continue to grow now reaching 368.
- 2.3 Parklands key usage figures;
- Swim memberships stand at 83 and swim school numbers are at 380.
  - Swim school and one to one lessons have shown good growth again.
  - Fitness use and memberships have increased with 878 members, also strong demand for personal training.
  - More fitness classes have been timetabled, along with regular gym challenges.
  - Overall attrition rate stands at just 1.74%, well below the industry average.
- 2.4 GP Referrals are offered at Parklands from Okehampton Medical Centre and Lifton Surgery. This service receives no funding from the health bodies and has attracted 31 people so far. As well Leisure Connection has submitted a tender proposal for the Devon Weight Management Programme; however DCC has now put this tender on hold.

### Repairs & Maintenance / Asset Management

- 2.5 Recent key works that have taken place at both sites are as follows with such works being part of Leisure Connection's maintenance costs and the Council's allocated revenue maintenance budget;

#### Meadowlands:

- Proposed Works;  
Works on the external lighting, re-grouting of the changing room floor and improvements to the toilet areas are scheduled to be completed in September.

Faults on pool air handling electric motors being investigated by LC and their specialist contractor. However this has now been repaired by SHDC's in-house electrician at a much lower cost.

- Completed works;  
External redecoration, emergency lighting upgraded and safety line system installed on roof.
- Other Works;  
Defects liability on the new boilers ends 7 September 2013. Retention of £1649 will be due.

#### Parklands:

- Proposed Works;  
LC will be making repairs to the air conditioning in the studio and gym as soon as possible. Engineers still assessing faults.
- Completed Works;  
External paths cleaned, potholes in entrance road repaired and various drain cleaning completed.  
Replacement front door, upgrading of gym TVs and repairs to gym equipment.

- 2.6 Both centres will be having their 6 monthly internal Health and Safety and Pool Safety Audits carried out in September. Also Leisure Connection is launching a programme of quality accreditations across various operational management areas, including health and safety.

### **Customer Feedback / User Groups**

- 2.7 Recent customer comments for April – July 2013 for both sites show;

Meadowlands;	14 negative	27 positive
Parklands;	12 negative	19 positive

- 2.8 The Meadowlands User Group met in July and The Parklands User Group last met in May, both groups had positive feedback. Along with other customer feedback, recent key issues raised are as follows;

#### Meadowlands:

- 17 positive comments on customer service, such as praising reception and aqua teachers.
- 3 negative comments on cleanliness in changing rooms and toilets, which were reported and cleaned at time. Just 2 negative comments on pool temperature. Other single comments were varied from price too high, website not updated, no mid week junior wet and wild and outdoor slide being overgrown.
- The User group issues over changing room floor cleaning and condition of toilets off the corridor will be addressed by future works.
-

### Parklands:

- 12 positive comments on customer service on staff being helpful and compliments on improvements to gym.
- Only 1 negative comment on poor cleaning and 5 comments on poor air conditioning. Other comments were varied, stating incorrect activity details given out, hair dryers and poor coffee.

## **Marketing Initiatives**

2.9 All marketing and publicity materials reflect the partnership management agreement with the key objectives of increasing the frequency of participation and broadening the range of activity across all sections of the community.

2.10 Recent initiatives have included;

- 50% off member joining fees
- Junior swim challenge – 16 swims at £1 each
- Swim Spectacular – promotions on crash courses, lessons, swim school, rookie lifeguarding and swim challenge awards.
- Attendance at Okehampton Show and Town Centre event. Also part of West Devon Connect Outreach.

## **3. LEGAL IMPLICATIONS**

3.1 The provision of leisure services is a discretionary activity. The Council has powers to deal with leisure facilities under the general power of competence provided by Section 1 of the Localism Act 2011 and s19 of the Local Government (Miscellaneous Provisions) Act 1976.

## **4. FINANCIAL IMPLICATIONS**

4.1 The Leisure Contract maintains its regular monthly financial payments to enable Leisure Connection to fulfil its business plans and operational arrangements for the running of both centres.

4.2 Ongoing repairs and maintenance obligations on WDBC are met from the allocated maintenance budgets. Anticipated capital works will be reported against the capital programme.

4.3 The approved contract restructure will enable LiTC to achieve VAT savings as well as their NNDR savings. The leisure contract budget for 2013/14 has been amended to reflect the annual savings offered to the Council from this restructure.

## **5. CONCLUSION**

5.1 As previously reported the relationship and partnership work with Leisure Connection / LiTC has improved over the past few years and with the recent work on the contract extension, this has continued. This is reflected in contract performance improvements across usage and customer feedback.

## 6. RISK MANAGEMENT

### 6.1

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Poor Contract Performance	Leisure Connections underperforms with financial and customer implications	5	2	10	↓	Regular contract performance monitoring and review measures implemented as required.	Head of Assets
2	Legislative changes on current financial arrangement	Failure of Council to receive full benefit of savings if finance or tax regime changes	4	2	8	↔	Early warning of legal changes that enable financial risk management	Head of Finance
3	Repairs, maintenance and life cycle costs	Ongoing costs of routine and lifecycle maintenance increase.	5	2	10	↓	Regular monitoring and inspections of centres. Overall asset management of centres, including site condition surveys. Cost benefit assessment of works in light of strategic review.	Head of Assets

<b>Corporate priorities engaged:</b>	Community Life
<b>Statutory powers:</b>	As above
<b>Considerations of equality and human rights:</b>	No issues identified
<b>Biodiversity considerations:</b>	No issues identified
<b>Sustainability considerations:</b>	Leisure Connection energy audit and carbon footprint reduction.
<b>Crime and disorder implications:</b>	Links to reduced crime and anti social behaviour.
<b>Background papers:</b>	Leisure Services Management Contract – Leisure Connection
<b>Appendices attached:</b>	

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<b>NAME OF COMMITTEE</b>	<b>Community Services</b>
<b>DATE</b>	<b>10<sup>th</sup> September 2013</b>
<b>REPORT TITLE</b>	<b>Tamar Valley AONB Management Plan Review 2014 - 2019</b>
<b>REPORT OF</b>	<b>Economic Development Officer</b>
<b>WARDS AFFECTED</b>	<b>Bere Ferrers, Tamarside</b>

**Summary of report:**

This report outlines the current process and progress towards the review of the AONB Management Plan. Members are asked to agree the overall approach and timetable, including how the Consultation Draft should be formally approved. A further report will then be submitted to the next committee in November to enable members to comment on the contents of the Draft Plan.

**Financial implications:**

The Borough Council makes an annual contribution of £8,600 towards the maintenance of the Tamar Valley AONB Service, which includes provision for the review of the Management Plan. There are no further budget implications relating to this report.

**RECOMMENDATIONS:**

It is recommended that:

1. That Members note progress thus far in reviewing the Tamar Valley AONB Management Plan and agree the process for consultation and adoption as set out in the report;
2. Members agree to delegate approval of the Draft Plan for consultation purposes to the Chief Executive in consultation with the Chairman and Vice Chairman of this Committee; and,
3. That the Consultation Draft be referred to the next Community Services Committee for Member comment.

**Officer contact:**

Robert Plumb, Economic Development Officer on 01822 813620 or [rplumb@westdevon.gov.uk](mailto:rplumb@westdevon.gov.uk)

**1. BACKGROUND**

- 1.1 Under the National Parks and Access to the Countryside Acts, it is a statutory requirement for local authorities to produce Management Plans for their AONBs. It has been agreed that this will be led by the Tamar Valley AONB Partnership on behalf of the relevant local authorities. The previous plans were agreed and adopted for the AONB in 2004 and 2009 and it has now become necessary to

undertake a further five year review. The new plan will need to be sent to the Secretary of State by March 2014. The Review is necessary to make sure that the Plans remain relevant to key partners in the light of changing circumstances and resources, new knowledge, and lessons learnt from implementation of previous Plans. The task of the review is to identify amendments that are necessary to ensure the plans remain a working document that reliably, and realistically, informs the management process itself and other processes such as the preparation of local plans.

- 1.2 The Borough Council is actively represented on the Executive and Partnership Board by both members and officers. Cllr Benson is the Deputy Chairman of the Partnership.
- 1.3 The AONB Partnership has been in the process of reviewing its Management Plan documents over the past 12 months, including workshops, open meetings and exhibitions. A draft version of the Plan is due for publication in October, with a view to carrying out extensive consultations in the autumn and publishing a revised final version in the New Year. The aim being to have reviewed the plan in place by the end of next March when the current plan expires.

## **2. Progress and Timetable**

- 2.1 Key Priorities for 2014-2019 have been identified as the following forces for change:
  - Planning
  - Renewables
  - Biodiversity
  - Food
  - Farming/woodland
  - It was recognised that the economy was a factor that should be reflected in positive policies across all action areas.
- 2.2. The changes to the planning system with the introduction of the National Planning Policy Framework will necessitate close working with the respective Local Planning Authorities to agree new planning policies for the AONB. Given the different status of the three local plans (Cornwall, West Devon, South Hams) with regard to their stage of development, some flexibility will be needed in approach.
- 2.3. Of particular concern throughout the AONB is the need to reconcile the wider ambitions for the installation of renewable energy capacity with the impacts on the character of the AONB. Neighbourhood Plans will also be of significance in ensuring that community needs are met whilst protecting the landscape character from the cumulative impacts of incremental small scale development.
- 2.4. Tamar Valley AONB has been a partner in the Interreg project 'Cordiale', in which approaches to community involvement in site monitoring, and the development of tools to stimulate a wood fuel market that is consistent with the landscape protection objectives of the designation are key. It is hoped to incorporate the learning from this work into the new plan.



- 2.5. The Strategic Environmental Assessment and Sustainability Appraisal will identify other aspects of the current plan that may need revision.
- 2.6. Stakeholder engagement is an important element of plan review. However, the previous plan is in place and its supporting documents provide a basis upon which to build. The relevant engagement activities so far include:-
- (i) Partnership Forum, meeting November 2012. Workshop and subsequent Partnership Executive working group meeting.
  - (ii) Ongoing engagement by the AONB Team through the various strands of day to day work and special projects.
  - (iii) AONB Team members also regularly attend a wide range of other organisations meetings at which they listen and take on board issues and priorities.
  - (iv) A small number of expert meetings have taken place on specific issues (e.g. planning) and more of these are planned.
  - (v) Finally, the AONB Team has undertaken an extensive programme of field trials as part of the Cordiale project from which a great deal has been learned. This experience will be fed into appropriate elements of the Plan. Furthermore, this work has not been done in isolation – the AONB Team has engaged a great many people and organisations during Cordiale implementation.
  - (vi) Additional ad hoc exercises are being planned: An email survey regarding issues and options across our whole public and professional database of contacts; consulting the public on the Draft Plan via formal response, and making use of a proposed Cordiale dissemination event in September for more direct engagement.
- 2.7. The State of the Environment Assessment/Sustainability Audit scoping report was sent to Natural England, Environment Agency, English Heritage and Local Authority partners in July 2012 and since then the AONB team has been working on the preparation of these documents as well as meeting with a range of partners to monitor progress and explore issues in more detail.
- 2.8. Further engagement of partners and statutory authorities took place through 4 Technical Working Groups during August this year including:
- (i) **‘Historic environment and local distinctiveness’ plus ‘planning and development’**
  - (ii) **‘Biodiversity’ and ‘farming, forestry and land management’**
  - (iii) **‘River and estuary use and management’ (not Water Quality), plus ‘Access and Recreation and Tourism’**
  - (iv) **‘Engagement and volunteering’ and ‘education and awareness’**
- 2.9. Since then responses are of being analysed. This will be followed by:-
- Revised Management Plan Policies and Actions (August-Sept 2013)

- Developing and refining the Environmental Assessment and Sustainability Appraisal objectives and assessing the AONB Review against them. (August-Sept 2013)

- Consultation on SEA Environmental Report and AONB Management Plan (Autumn/Winter 2013)

- Analysis of responses to consultation (Winter 2014)

2.10. Following that a summary of the issues and responses will be produced and included as an appendix of an amended and Final Version of the AONB Management Plan. It will then be submitted to the local authorities for final approval.

### **3. ISSUES FOR CONSIDERATION**

3.1 Accordingly members will see that there will be adequate opportunity for individual comments to be made during the consultation and adoption process including representations through both member and officer representatives on the AONB Partnership.

3.2 Nonetheless, it is important for the Borough Council, as one of the legal entities which make up the AONB area, to formally consider and comment on the Draft Plan and eventually approve the Final Plan before publication.

3.3 The Draft Plan is not yet ready for circulation and since the next available Community Services Committee is not until the middle of November, there needs to be a timely process for agreeing the Draft Plan for consultation purposes.

3.4 Accordingly, it is suggested that approval of the Consultation Draft be delegated to the Chief Executive in consultation with the Chairman and Vice Chairman of this committee.

3.5 There will then be an opportunity at the November committee for members to consider the Draft Plan and make their formal comments.

### **4. LEGAL IMPLICATIONS**

4.1 The Tamar Valley AONB Service derives its powers from the Government (through DEFRA) as a Nationally Protected Landscape as defined by the National Parks and Access to the Countryside Act of 1949. It does this on behalf of the Local Authorities which make up the AONB area. As such it is not a legal entity in itself and therefore the Management Plan, which directs the actions and policies relating to the activities of the AONB Service, requires the approval of the relevant local authorities.

4.2 Under Section 1 of the Localism Act 2011 the Council has a general power of competence to do anything an individual can do subject to any statutory restrictions.

### **5 FINANCIAL IMPLICATIONS**

5.1 The Borough Council makes an annual contribution of £8,600 towards the maintenance of the Tamar Valley AONB Service, which includes provision for the review of the Management Plan.

5.2 There are no further implications relating to this report.

## 6. RISK MANAGEMENT

6.1 The risk management implications are included at Annex A.

## 7. OTHER CONSIDERATIONS

<b>Corporate priorities engaged:</b>	Economy and Environment
<b>Statutory powers:</b>	National Parks and Access to the Countryside Act 1949 Localism Act 2011
<b>Considerations of equality and human rights:</b>	These are fully considered by the management plan.
<b>Biodiversity considerations:</b>	These are key issues included in the management plan review
<b>Sustainability considerations:</b>	These are key issues considered in the management plan review
<b>Crime and disorder implications:</b>	N/A
<b>Background papers:</b>	Report of regeneration officer to the Environment and Community Committee 16 <sup>th</sup> June 2009 on The Tamar Valley AONB Management Strategy 2009 - 2014
<b>Appendices attached:</b>	Annex A : Risk Assessment

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### ANNEX A: STRATEGIC RISK ASSESSMENT

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Lack of an up to date management plan.	Risk of withdrawal of funding from DEFRA and impact on the ability of the AONB Service to properly fulfil the aims of the AONB designation on behalf of the Local Authorities, including WDBC.	4	2	8	↓	Timely review of the Management Plan, as outlined in the report and ensuring there is a continuing process of review over the next 5 years.	EDO/NERTS Manager
2	Reputation of the local authorities, including WDBC	Possibility that if the policies are not robust and up to date that the reputation of the relevant Local authorities will be adversely affected.	4	2	8	↓	As above	EDO

Risk Score 20-25: very high; 12-19: high; 8-12; medium; <8: low

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## WEST DEVON BOROUGH COUNCIL

<b>NAME OF COMMITTEE</b>	<b>Community Services</b>
<b>DATE</b>	<b>10<sup>th</sup> September 2013</b>
<b>REPORT TITLE</b>	<b>Civil Parking Enforcement</b>
<b>Report of</b>	<b>Street Scene Manager</b>
<b>WARDS AFFECTED</b>	<b>All</b>

**Summary of report:**

This report updates Members on Devon County Council's (DCC) proposals in respect of Civil Parking Enforcement.

**Financial implications:**

None at this stage. The summary statement shows the cost pressure of the DCC proposal in its current form upon the Council.

**RECOMMENDATIONS:**

It is recommended that this Committee note the report, and that officers continue in working with partners at the County Council and other district authorities to reach a satisfactory service position.

**Officer contact:**

Cathy Aubertin  
[Cathy.Aubertin@swdevon.gov.uk](mailto:Cathy.Aubertin@swdevon.gov.uk)  
 01822 813650

**1. BACKGROUND**

- 1.1 West Devon Borough Council has been carrying out on-street parking enforcement on behalf of Devon County Council (DCC) under an Agency Agreement, since May 2008, when the service was transferred to DCC from the Police. This arrangement is mirrored throughout the County with other Councils.
  
- 1.2 DCC has now given notice to the Borough Council to terminate the current agreement on 31<sup>st</sup> March 2014 and propose a new agreement. Again, the proposal has been mirrored throughout the County. This service review aims to reduce the current service costs for DCC from £2,266,389 in 2011/12 to £1,857,704 thus saving £408,684 across the County.

## **2. DRAFT PROPOSAL**

2.1 Unfortunately, the draft proposal would not cover the Borough Council's costs in providing on-street enforcement and, therefore, officers are seeking further negotiations, together with other district authorities. A summary of the proposal is attached at Appendix 1.

2.1 Initial deadlines for responding to the proposal have been extended to 18<sup>th</sup> September 2013.

2.2 Further negotiations now need to take place to agree

- Actual service costs
- Benefits of integrated working
- Opportunities to offer the back office service for the DCC function

2.3 Environmental Services and Finance Officers are currently working to produce actual service costs, in order to produce a counter-proposal for discussion with DCC.

2.4 There are certainly economies of scale to be achieved by providing an integrated on- and off-street car parking service and these need to be clearly established to aid negotiations with the County Council.

2.5 There may be an opportunity for the South Hams and West Devon joint back office service to be expanded in order to host the 'Centralised' management posts, which would result in further economies of scale.

## **3. LEGAL IMPLICATIONS**

3.1 West Devon Borough Council has legal powers to carry out enforcement both on and off-street under the Devon County Designation Order made under the Traffic Management Act 2004.

## **4. FINANCIAL IMPLICATIONS**

4.1 Further work is currently being carried out in order to evaluate the proposal. If costs cannot be covered then the Borough Council may need to consider withdrawal from the provision of the service.

## **5. RISK MANAGEMENT**

5.1 The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

## **6. OTHER CONSIDERATIONS**

<b>Corporate priorities engaged:</b>	Community well being; access to services; towards excellence; customer first
<b>Statutory powers:</b>	
<b>Considerations of equality and human rights:</b>	Not applicable
<b>Biodiversity considerations:</b>	Not applicable
<b>Sustainability</b>	Not applicable



<b>considerations:</b>	
<b>Crime and disorder implications:</b>	Not applicable
<b>Background papers:</b>	None
<b>Appendices attached:</b>	None

## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1.	On-going negotiations/ discussions	That a satisfactory compromise solution is not reached	4	2	8	↓	On-going negotiations.  The desire to work in partnership to provide a cohesive and seamless on- and off-street parking enforcement service, to achieve economies of scale	C. Aubertin

Direction of travel symbols ↓ ↑ ⇄



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<b>NAME OF COMMITTEE</b>	<b>Community Services</b>
<b>DATE</b>	<b>10<sup>th</sup> September 2013</b>
<b>REPORT TITLE</b>	<b>Operational changes to the Off-Street Parking Places Order</b>
<b>Report of</b>	<b>Street Scene Manager</b>
<b>WARDS AFFECTED</b>	<b>All</b>

**Summary of report:**

This report looks to making operational changes to the Council's Off-Street Parking Places Order.

**Financial implications:**

Approximately £1,500 to advertise and undertake public consultation. This cost can be met from the Car Parks budget.

Additional income will be generated by the proposals but this is impossible to estimate. However, this will be monitored and reported to a future Committee meeting.

**RECOMMENDATIONS:**

It is recommended that this Committee recommend to Council that the following amendments are made to the Council's Off-Street Parking Places Order:

- Add a coach parking fee in Bedford Sawmills car park to the Order of £10 for all day parking and £5 for four hours.
- Reduce the 'grace' period currently afforded to motorists from 10 minutes to five minutes, and the Enforcement Policy to be amended accordingly.
- Add a piece of land in Simmons Road, Okehampton, to the Order to allow effective enforcement to be undertaken, as shown on Appendix 1.
- Add a coach parking fee in Bedford car park to the Order, set at the same rate as for car parking:
 

½ hour	£0.50
1 hour	£1.00
2 hours	£1.80
3 hours	£2.20
4 hours	£3.50
All day	£6.50

- Update the Order appropriately to allow enforcement to be undertaken in respect of motorists who pay for their parking via RingGo, the pay-by-phone facility.

**Officer contact:**

Cathy Aubertin

[Cathy.Aubertin@swdevon.gov.uk](mailto:Cathy.Aubertin@swdevon.gov.uk)

01822 813650

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**1. BEDFORD SAWMILLS CAR PARK**

- 1.1 Because of the increased use of this car park by coaches it is recommended that a separate coach parking fee be introduced of £10 for all day parking and £5 for four hours parking. Currently coaches pay the car parking fee of only £2, even though each vehicle takes up two or three car parking bays.
- 1.2 A coach parking fee would ensure equity for all motorists using the car park as well as generating some additional income.

**2. 'GRACE' PERIOD**

- 2.1 Currently, when a Civil Enforcement Officer (CEO) comes across a vehicle not displaying a valid Pay & Display ticket or permit, a ten minute grace period is allowed before a Penalty Charge Notice (PCN) is issued.
- 2.2 It is the Car Parking Strategy Group's recommendation that this grace period should be reduced to five minutes, in order that more effective and efficient enforcement may be carried out. The amendment would allow CEOs to move on from each enforcement area more quickly.
- 2.3 In addition, there is anecdotal evidence which suggests that motorists are aware of the current policy and take advantage of it by not purchasing a Pay & Display ticket at all, knowing that they have at least 10 minutes in which to, for example, visit a local shop/ business.
- 2.4 It is anticipated that this proposal would encourage more motorists to purchase Pay & Display tickets and, therefore, some additional income may be generated but this is impossible to quantify.

**3. MILL SITE, MILL ROAD, OKEHAMPTON**

- 3.1 It is recommended that the land shown on Appendix 1, Mill Site, Mill Road, Okehampton, be added to the Off-Street Parking Places Order, so that effective enforcement can be undertaken on the land.
- 3.2 Parking often occurs on the footpath of land in question so the proposal is that parking is permitted by the express permission of the Council only, which will eliminate the ability for motorists to park their vehicle on this land without obtaining permission, and therefore causing an obstruction to cyclists and pedestrians.

- 3.3 Although problems relate only to the footpath on this land, it is considered that it would be prudent, and cost-effective in the future, to add the whole area to the Parking Order so that enforcement may be undertaken if necessary once it is clear how the land will be used in the future.

#### **4. BEDFORD CAR PARK**

- 4.1 It is recommended that a fee be implemented for coach parking in Bedford car park, Tavistock, in order to eliminate the misuse of the current free parking, and that this fee be set at the same rate as for car parking, ie:

- ½ hour           £0.50
- 1 hour           £1.00
- 2 hours          £1.80
- 3 hours          £2.20
- 4 hours          £3.50
- All day          £6.50

- 4.2 Coach parking has always been free in Bedford car park, in order to encourage more visitors to the town. Unfortunately, in recent years, this has resulted in local coach companies parking their vehicles in the car park, possible in between school runs, therefore limiting or eliminating the availability of parking for visitor coaches.

- 4.3 Liaison and discussion with local coach companies results in changes in behaviour, but only for short periods, before the parking is again abused.

- 4.4 A reasonable parking fee would deter local coach drivers from parking their vehicles in the car park and free up space for visitor coaches.

- 4.5 Additional income would be generated from this initiative but, again, it is impossible to estimate the amount.

#### **5. RINGGO**

- 5.1 Although RingGo was implemented in all West Devon Borough Council car parks some time ago, the Parking Order was not updated to reflect this.

- 5.2 In order to effectively enforce any contravention by motorists who have paid for their parking via RingGo, our Off-Street Parking Places Order should be amended to reflect this alternative payment option.

#### **6. LEGAL IMPLICATIONS**

- 6.1 The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).

- 6.2 This Committee has the power to deal with the provision, management and control of car parks.

- 6.3 West Devon Borough Council has legal powers to carry out enforcement both on and off-street under the Devon County Designation Order made under the Traffic Management Act 2004.

#### **7. FINANCIAL IMPLICATIONS**

- 7.1 Making changes to the Off-Street Parking Places Order will cost approximately £1,500. This cost can be met from the Car Parks budget.
- 7.2 Additional income will undoubtedly be generated through the recommendations but it is impossible to quantify this. However, this will be monitored and reported to a future meeting of this Committee.

## 8. RISK MANAGEMENT

- 8.1 The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

## 9. OTHER CONSIDERATIONS

<b>Corporate priorities engaged:</b>	Community well being; access to services; towards excellence; customer first
<b>Considerations of equality and human rights:</b>	Not applicable
<b>Biodiversity considerations:</b>	Not applicable
<b>Sustainability considerations:</b>	Not applicable
<b>Crime and disorder implications:</b>	Not applicable
<b>Background papers:</b>	None
<b>Appendices attached:</b>	Appendix 1 – Simmons Road land



## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
Page 55	1. Motorists object to changes to Off-Street Parking Places Order	Public consultation exercise and advertising of the changes	2	2	4	↓	<p>Motorists will have the opportunity to make their views known through the public consultation exercise.</p> <p>If many objections are received, a further report will be presented to this Committee for Members to consider.</p> <p>Warning notices, rather than PCNs, will be issued following the implementation of any changes to the Parking Order.</p>	C. Aubertin
	Ineffective enforcement	If the changes are not implemented, enforcement in respect of the above areas will be ineffective.	3	3	9	↓	<p>If changes to the Parking Order detailed above are implemented, effective enforcement will be key in managing those changes.</p>	C Aubertin

Direction of travel symbols ↓ ↑ ⇄

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<b>NAME OF COMMITTEE</b>	<b>Community Services Committee</b>
<b>DATE</b>	<b>10 September 2013</b>
<b>REPORT TITLE</b>	<b>Provision of Recycling Containers</b>
<b>REPORT OF</b>	<b>Waste Development &amp; Contracts Manager</b>
<b>WARDS AFFECTED</b>	<b>All West Devon Wards</b>

**Summary of report:**

The Informal Waste Project Group has considered the impact of recent budgetary restrictions on the provision of recycling containers and proposes that the Community Services Committee gives consideration to charging for replacement recycling containers under specific circumstances.

**Financial implications:**

In the last financial year, the cost of procurement of all recycling containers and lids was around £27,500. The recent scouring exercise has reduced the available revenue budget for this financial year to £14,500.

**RECOMMENDATIONS:**

The Informal Waste Project Group is recommending that the Community Services Committee:

1. authorises the change of procedure which allows for charging for recycling containers under circumstances as presented in paragraphs 3.2 to 3.5 of this report; and,
2. that any changes considered necessary to the terms as highlighted in this report are delegated to the Head of Environmental Services in consultation with the Chair and Vice Chair of the Community Services Committee.

**Officer contact:**

Jane Savage (Waste Development & Contracts Manager)  
 01822 813657  
[jsavage@westdevon.gov.uk](mailto:jsavage@westdevon.gov.uk)

## **1. BACKGROUND**

- 1.1 The Council supplies waste containers for recycling to domestic properties. The containers are supplied to the property for the use of the occupants and should not be removed when the occupant moves on. They remain the property of the Council at all times.
- 1.2 The Council do not in general provide containers for domestic refuse and this report deals only with containers for recycling purposes.
- 1.3 Since the service change in 2010, around 40% more households receive garden waste collections and 65% more households receive food waste collections. The number of domestic properties within the borough has also continuously increased and both these factors have contributed to a rise in the cost of supplying containers.
- 1.4 The total amount spent on all recycling containers in 2012-13 amounted to around £27,500. However, current financial pressures have resulted in a reduction in the funds available during this and future financial years. There is increasing pressure to ensure that the budget reflects true need and that public funds are used effectively.
- 1.5 Evidence shows that residents and businesses are using the containers for purposes other than household waste recycling. In addition, an amount of useable containers are disposed of by residents each year, possibly because they are perceived to have little value as they can be obtained easily and free of charge.
- 1.6 Whilst the cost of delivery of recycling containers to households is within the waste contract price, there is a need to be mindful of the environmental impact of deliveries across the widespread district of West Devon and the effect that excess deliveries incur on the rest of the service by diverting resources.

## **2. RECENT IMPROVEMENTS**

- 2.1 A number of improvement to the way containers are procured, stored and distributed have already been agreed by the informal waste project group. A number of procedural changes have also been approved which include encouraging residents to pick up containers from outreach visits, swapping rather than simply replacing damaged stock, reclaiming misused containers, and specifying the maximum number of containers allowed per property based on the number of residents in the property.

## **3. CHARGING PROPOSAL**

- 3.1 These improvements alone are unlikely to meet the budget shortfall and do not fully address misuse issues. The introduction of charges, in certain circumstances, is therefore recommended.
- 3.2 In order to continue to offer an equitable service, each domestic property will continue to be allowed, in the first instance, the following free of charge:

Maximum of 2 x recycling boxes\*

1 x kerbside caddy\* & 1 x kitchen caddy  
Maximum of 4 x garden sacks  
Lids

\*Additional boxes and kerbside caddies will be allowed dependent on number of adults in the household.

- 3.3 Worn or damaged containers will be swapped on a one to one basis.
- 3.4 All other requests may be subject to the following charges which will cover current prices and minimum administration costs:
- |                   |       |
|-------------------|-------|
| Recycling box     | £5.00 |
| Large food caddy  | £5.00 |
| Small food caddy  | £1.50 |
| Garden waste sack | £1.50 |
- 3.5 More emphasis will be made on communicating with residents and landlords that the containers remain the property of the Council and should at all times remain with that property.
- 3.6 The Informal Waste Project Group will evaluate the service and review costs on an annual basis.
- 3.7 Introducing charges for additional recycling containers is unlikely to raise any significant income, however it is expected to reduce demand and therefore improve the financial and environmental sustainability of the service.

#### **4. LEGAL IMPLICATIONS**

- 4.1 This report is related to the powers outlined in the Environmental Protection Act 1990 which outlines the Council's statutory duty to collect waste in a way determined by the collecting authority. As part of its statutory obligation the Council should periodically review the service for efficiency and effectiveness.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 In the last financial year, the cost of procurement of all recycling containers and lids was around £27,500. The recent scouring exercise has reduced the available revenue budget for this financial year to £14,500. Whilst charging for containers is unlikely to raise enough income to bridge this gap, it is anticipated that demand for containers will reduce thus reducing the pressure on the current and future years' budgets.

#### **6. RISK MANAGEMENT**

- 6.1 The Risk Management implications are shown at the end of this report in the Strategic Risks Template.

#### **7. OTHER CONSIDERATIONS**

<b>Corporate priorities</b>	Community Life
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<b>engaged:</b>	Environment Economy
<b>Statutory powers:</b>	The Environment Protection Act 1990
<b>Considerations of equality and human rights:</b>	Improved distribution through outlets such as outreach will improve local availability for collection.
<b>Biodiversity considerations:</b>	Not applicable
<b>Sustainability considerations:</b>	The contract will allow the Council to continue to its commitment to maintain and improve recycling services
<b>Crime and disorder implications:</b>	Not applicable
<b>Background papers:</b>	None
<b>Appendices</b>	None



## STRATEGIC RISKS TEMPLATE

No	Risk Title	Risk/Opportunity Description	Inherent risk status				Mitigating & Management actions	Ownership
			Impact of negative outcome	Chance of negative outcome	Risk score and direction of travel			
1	Revenue Budget	Savings may not be enough to meet shortfall	3	3	9	↔	Policies must be clear and robust	Waste Development & Contract Manager
2	Recycling participation reduced	Participation may be reduced if residents perceive this as a reduction in service	3	1	3	↓	Changes will be communicated comprehensively and with sensitivity.	Waste Development & Contract Manager

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# Agenda Item 3

At a Meeting of the **COMMUNITY SERVICES COMMITTEE** held at the Council Chamber, Council Offices, Kilworthy Park, Drake Road, **TAVISTOCK** on **TUESDAY** the **10<sup>th</sup>** day of **SEPTEMBER 2013** at **2.00 pm**.

**Present:**

Cllr R J Oxborough – Chairman	
Cllr R F D Sampson – Vice-Chairman	
Cllr M J R Benson	Cllr A Clish-Green
Cllr D W Cloke	Cllr A F Leech
Cllr M E Morse	

**Substitutes:** Cllr M Ewings Cllr J Sheldon

Corporate Director (AR)  
Head of Environmental Services  
Leisure Contracts Manager  
Affordable Housing Projects Officer  
Street Scene Manager  
Economic Development Officer  
Committee & Ombudsman Link Officer

**In attendance:** Cllr J Moody

**CS 11 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr K Ball, Cllr D E Moyse (Substitute Cllr J Sheldon) and from Cllr N Morgan (Substitute Cllr M Ewings).

**CS 12 DECLARATIONS OF INTEREST**

Cllr M Ewings – Personal – Minute No CS 18 – 2013/2014 – Member of the Tavistock BID Partnership.

**\*CS 13 CONFIRMATION OF MINUTES**

The Minutes of the Meeting held on 25<sup>th</sup> June 2013, were confirmed and signed by the Chairman as a correct record.

**\*CS 14 RENTPLUS – A NEW MODEL OF AFFORDABLE HOUSING**

Dr Ian McKenzie, Director of RENTplus, attended the Meeting for this item.

The Affordable Housing Manager presented a report (page 6 to the Agenda) on RENTplus as an additional option for affordable housing in the local area. RENTplus offered an innovative model which would provide affordable rented housing with the option and assistance to purchase. RENTplus homes would be built without public subsidy and would be owned by socially responsible investors before sale to tenants. In so doing, the Council would receive the New Homes Bonus with the affordable enhancement for each new RENTplus home.

RENTplus homes would be new homes leased to a local housing association partner. In turn the housing association would lease the

homes to tenants aspiring to become home owners for a series of 5 year tenancies at an affordable rent. Tenants on the waiting list could apply for a RENTplus property through Devon Home Choice. Beginning at the end of the first 5 year tenancy, a proportion of RENTplus affordable rented homes would be released for purchase by tenants who would be supported financially to move from tenancy to home-ownership.

An appendix on RENTplus was presented with the report, however, at the request of RENTplus it was not published with the Agenda.

The Committee noted that RENTplus appeared to be aimed at those on Band E on the Devon Home Choice criteria, however, recent consultations had indicated that perhaps Band E should be removed from the criteria. It was the Committee's view that Band E should be retained to help those with aspirations to home ownership.

It was **RESOLVED** that RENTplus be adopted as an additional model for providing affordable housing in West Devon.

It was **FURTHER RESOLVED** to **RECOMMEND** that Council:

- (i) adopts RENTplus as part of its Section 106 agreement within the housing allocation policy; and,
- (ii) that both Council and Devon Home Choice retain the Band E category as many applicants for the RENTplus scheme would come from this category.

**\*CS 15**

#### **LEISURE CENTRE CONTRACT MONITORING**

Mr J Smith, Contracts Manager for Leisure Connection, and Mr D Smith, the site manager for Meadowlands, attended the Meeting for this item.

The Natural Environment & Recreation Manager and the Leisure Contracts Manager presented a joint report (page 28 to the Agenda) on the current performance and key issues of the leisure centre management arrangements with Leisure Connection. Attendance at both Meadowlands (swimming only) and Parklands (swimming and fitness) had increased during the 10 month period of October to July year-on-year since 2010/2011 (3 years). In addition, it was noted that there had been 31 GP referrals from the Okehampton Medical Centre and Lifton Surgery and in response to a question, the Committee was advised that a suitable qualified member of staff was employed at Parklands and that it was hoped that a similarly qualified member of staff would soon be appointed to Meadowlands to enable GP referrals to take place there.

It was noted that repair and maintenance works had been carried out at both sites in accordance with the contract and that both centres would be having their 6 monthly internal Health and Safety and Pool Safety Audits carried out during September.

As had been previously reported, the relationship and partnership work with Leisure Connection/Leisure in the Community had improved during the past few years and the recent agreement to extend the contract for a

further two years has encouraged this to continue and manifested in performance improvements and positive customer feedback.

It was **RESOLVED** that the report be noted and the increase in usage figures across both sites be welcomed.

**\*CS 16**

**TAMAR VALLEY AONB MANAGEMENT PLAN REVIEW 2014 – 2014**

The Economic Development Officer presented a report (page 33 to the Agenda) on the current process and progress towards the review of the Tamar Valley AONB Management Plan. The current management plan had been approved by this Committee's predecessor the Environment & Community Committee on 16<sup>th</sup> June 2009 (Minute No EC 4 – 2009/2010) and it was now necessary to undertake a further five year review.

The AONB Partnership, which included both elected Members and officers of the Borough Council within its membership, had been reviewing its Management Plan documents during the past twelve months, including workshops, open meetings and exhibitions to generated public participation. It was proposed to publish a draft version of the Plan in October 2013, with a view to carrying out extensive consultations during the autumn and publishing a revised final version in the New Year. The adopted final Plan would then need to be in place by the end of March 2014.

It was **RESOLVED** that:

- (i) the progress made in reviewing the Tamar Valley AONB Management Plan be noted the process for consultation and adoption as set out in the officer's report be also noted;
- (ii) the Chief Executive, in consultation with the Chairman and Vice-Chairman of this Committee, be authorised to approve the Draft Plan for consultation purposes; and,
- (iii) the Consultation Draft be presented to the next Meeting of this Committee for Member comment.

**\*CS 17**

**CIVIL PARKING ENFORCEMENT**

The Street Scene Manager presented a report (page 39 to the Agenda) on a proposal by Devon County Council to terminate the current County-wide on-street parking enforcement agreement on 31<sup>st</sup> March 2014 and to replace it with a new County-wide agreement which could accrue savings to the County Council in the order of £408,684.

The proposal put forward by Devon County Council would not cover the Borough Council's costs in providing on-street enforcement, therefore, officers were seeking further negotiations and in partnership with other district authorities. Environmental Services and Finance officers were currently working to produce actual service costs to produce a counter-proposal to the County Council.

It was **RESOLVED** that officers continue working with partners at Devon County Council and the other district authorities to reach a satisfactory service position.

**OPERATIONAL CHANGES TO THE OFF-STREET PARKING PLACES ORDER**

The Street Scene Manager presented a report (page 45 to the Agenda) proposing changes to the Council's Off-Street Parking Places Order in respect of car parks at Bedford Sawmills, Gulworthy, the Bedford car park, Tavistock, the Mill Road car park, Okehampton and a reduction in the "grace" period for issuing Penalty Charge Notices.

It was proposed to introduce a separate parking fee for coaches using the Bedford Sawmills car park. Currently coaches using this car park paid the rate for a car; the proposal was to introduce an all-day rate of £10.00 with a £5.00 fee for four hours parking. The Committee suggested that the parking fees board should clearly state that parking fees for coaches included both coaches and mini-buses: a clear legal definition to be supplied.

Coaches making use of the Bedford car park in Tavistock currently benefitted from free parking and it was being proposed that coaches using the dedicated coach parking area be subject to the same parking fee regime as cars using the regular car park. In discussion the Committee was advised that both Tavistock Town Council and the Tavistock BID offered an inducement for coach operators/drivers to visit Tavistock and to propose a parking fee for coaches may prove to be counter-productive. It was the Committee's view that some interim action was required to deter local school coaches from utilising the dedicated parking space all day before introducing a parking fee.

Presented with the report at Appendix 1 was a Land Registry map showing an area at the Mill Road car park which it was proposed to include within the Off-Street Parking Places Order to enable effective enforcement to take place on vehicles which park on the land without a Council permit.

The Car Parking Strategy Group had recommended that the current 10 minute grace period currently enjoyed be reduced to 5 minutes to allow for a more effective and efficient enforcement to be carried out. It was anticipated that such a move would encourage more motorists to purchase Pay & Display tickets which may result in additional income. The Committee was advised that neither Tavistock BID nor the Chamber of Commerce supported such a proposal as it appeared contrary to initiatives currently being undertaken to increase footfall within Tavistock.

It was **RESOLVED** to **RECOMMEND** to Council that amendments be made to the Council's Off-Street Parking Places Order to the effect that:

- (i) a coach parking fee be added to the Bedford Sawmills car park to the Order of £10 for all day parking and £5.00 for four hours and that the fee charge display board clearly shows that the fee is for both coaches and minibuses;
- (ii) the "grace" period currently afforded to motorists be retained at 10 minutes;

- (iii) the area of land at Simmons Road, Okehampton as marked on the Land Registry map given at Appendix 1 to the report be added to the Order to enable effective enforcement to be undertaken;
- (iv) the proposal to introduce a coach parking fee at the Bedford car park, Tavistock be deferred to enable suitable action to take place to encourage school bus operators to not use the dedicated coach parking area as a convenient place to park their coaches prior to the school contract runs and that a further report on the success of this be presented to a future meeting of this Committee; and,
- (v) the Order be updated to allow for enforcement to be undertaken in respect of motorists who pay for their parking via RINGGO, the pay-by-phone facility.

**\*CS 19**

**PROVISION OF RECYCLING CONTAINERS**

The Waste Development & Contracts Manager presented a report (page 51 to the Agenda) on a proposal by the Informal Waste Project Group that charges be made for the replacement of recycling containers in specific circumstances. Whilst each domestic home across the Borough had received containers for recyclables, evidence had shown that some residents and businesses were using the containers for purposes other than household waste recycling. In addition, residents disposed of usable containers each year knowing that they could easily obtain replacement containers free of charge.

The Informal Waste Project Group was proposing that worn or damaged containers be swapped on a one-to-one basis and that other requests may attract a charge that would cover the current price plus minimum administrative costs.

It was **RESOLVED** that the recommendations of the Informal Waste Project Group that:

- (i) the change in procedure to allow charging for recycling containers under circumstances as set down in paragraphs 3.2 to 3.5 of the officer's report be adopted; and,
- (ii) that any changes considered necessary to the terms as highlighted in this report are delegated to the Head of Environmental Services, in consultation with the Chairman and Vice Chairman of the Community Services Committee, to accept.

(The Meeting terminated at 5.05 pm.)

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