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WEST DEVON COMMUNITY SERVICES COMMITTEE - TUESDAY, 12TH NOVEMBER, 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 3a - Free Parking Initiative (Pages 7 - 10)

b) Item 5 - Economy Service Delivery (Pages 11 - 14)

c) Item 6 - On-Street Civil Car Parking (Pages 15 - 34)

d) Item 7 - Approach to Car Parking Policy Review (Pages 35 - 38)

e) Item 8 - Tamar Valley AONB Management Plan Review 2014-2019; Consultation Draft
(Pages 39 - 44)

3. **Minutes** (Pages 45 - 48)

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Agenda Item 1

AGENDA – COMMUNITY SERVICES COMMITTEE – 12th NOVEMBER 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 10th September 2013 (previously circulated).

OPERATIONAL

5. **Economy Service Delivery**
Report of the Economy Manager 6
6. **On-Street Civil Car Parking**
Report of the Head of Environmental Services **To follow**
This report will follow as the costed draft business case will not be available until early November.
7. **Approach to Car Parking Policy Review**
Report of the Democratic Services Manager **To follow**
8. **Tamar Valley AONB Management Plan Review 2014-2019; Consultation Draft**
Report of the Economic Development Officer 10

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.”

This document can be made available in large print, Braille, tape format, other languages or alternative format upon request. Please contact the Committee section on 01822 813662 or email arose@westdevon.gov.uk

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

Likelihood	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
Impact						

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WEST DEVON BOROUGH COUNCIL

NAME OF COMMITTEE	Community Services
DATE	12 November 2013
REPORT TITLE	Free Parking Initiative
Report of	Chairman of Community Services Committee
WARDS AFFECTED	All

Summary of report:

This urgent report requests that Members consider allowing free parking in Borough Council Car Parks, in support of the Forum of Private Businesses, on Saturday 7 December 2013.

This report is considered urgent in light of the need for a decision to be made before the next scheduled Community Services Committee meeting.

Financial implications:

The anticipated loss of income from Borough Council car parks is £4,960.

RECOMMENDATIONS:

It is recommended that the Committee consider the request and the options outlined in the report to allow free parking in Borough Council Car Parks on 7 December 2013.

Officer contact:

Cathy Aubertin

Cathy.Aubertin@swdevon.gov.uk

01822 813650

1. BACKGROUND

1.1 The Forum of Private Business is, this year, supporting the inaugural Small Business Saturday in the UK on 7 December 2013. It is, therefore, requesting that local authorities offer free parking in their Car Parks on this day. The organisation believes that “parking charges discourage many consumers from shopping on the high street, consequently diminishing small businesses’ customer base”.

1.2 As a result of this request, officers have asked other local authorities in Devon if they are intending to participate in this initiative and, at the time of writing this report, four had reported that they are not (Plymouth, Torridge, Teignbridge and

Mid Devon), in addition to South Hams. Exeter had responded to say that they are considering offering additional parking time on top of the paid-for time.

2. CONSIDERATIONS

- 2.1 Officers have concerns that offering free parking all day will allow traders, workers and other commuters to park, leaving little parking available for shoppers and visitors and therefore negating the spirit of the offer.
- 2.2 On that basis, if Members are minded to support the initiative, the Committee may wish to consider limiting the free parking period to, for example, between 11.00am and 3.00pm. Such a proposal will help in minimising the impact of traders, workers and other commuters utilising the offer.
- 2.3 Another option Members may wish to consider is to follow the Exeter City approach and provide free parking time in addition to paid-for time (e.g. allowing a free two hour period in addition to a paid one hour ticket).

3. LEGAL IMPLICATIONS

- 3.1 The Council has power to provide off-street parking under the Road Traffic Regulation Act 1984 (as amended).
- 3.2 This Committee has the power to deal with the provision, management and control of car parks.
- 3.3 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.

4. FINANCIAL IMPLICATIONS

- 4.1 If free parking is provided all day, the anticipated loss of income for the Council from Borough Council car parks is £4,960.
- 4.2 If free parking were to be offered from 11am to 3pm only, the loss in income, although difficult to forecast, is more likely to be in the region of £3,800.
- 4.3 If free parking were to be offered in addition to paid-for time, the loss of income is further reduced, possibly to approximately £1,000 - £2,000.

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

Corporate priorities engaged:	Economy and Community Life
Statutory powers:	
Considerations of equality and human rights:	Not applicable

Biodiversity considerations:	Not applicable
Sustainability considerations:	Not applicable
Crime and disorder implications:	Not applicable
Background papers:	None
Appendices attached:	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.	Loss of income	Should Members agree to free parking all day for all motorists, this will have an impact on the Council's income.	3	4	12	↓	Members may agree to one of the alternative solutions, which will reduce the lost income or may not proceed with the initiative.	Community Services Committee

NAME OF COMMITTEE	Community Services
DATE	12th November 2013
REPORT TITLE	Economy Service Delivery
Report of	Economy Manager
WARDS AFFECTED	All wards

Summary of report:

This report details what the Council's Economy Team presently deliver and how future action plans will be formulated.

Financial implications:

To reduce the economy service revenue budget by £20,000 for financial year 2014/15.

RECOMMENDATION:

Members note the report and agree to the proposed process to achieve an economy service reduction.

Officer contact:

Nadine Trout, Economy Manager Nadine.Trout@swdevon.gov.uk

1. BACKGROUND

- 1.1 The Council's economy service underwent a review 12 months ago which resulted in the formation of an economy team in West Devon comprising of a shared Economy Manager and 1.6 FTE Economic Development Officers.
- 1.2 The role of the Council's economy team is to deliver the Economy Action Plan, which forms part of the Council's overall Connect Partnership Strategy.
- 1.3 In April this year the Council agreed to a £20,000 reduction in Economy Service Delivery for financial year 2014/15.

2. CURRENT ECONOMY SERVICE RESOURCE

- 2.1 In order to achieve the agreed £20,000 saving the existing work of the Economy Team will need to be scaled back.
- 2.2 At present the agreed Economy Team's workload per week is as follows:

Engaging businesses: 2.5 days

Business Voice forum, e newsletters, local chambers, BIDs and FSB engagement

Maximising funding opportunities: 2 days

EU funding, Heritage Lottery, Dartmoor LEAF, Council Grant Schemes

Developing sectors and supply chains: 3 days

Supporting key existing sectors and networks and developing local supply chains

Workforce development: 0.25 days

Keep abreast of initiatives and signpost opportunities to the business community

Business support and advice: 0.5 days

Procure, monitor and signpost to businesses a business support and advice service

Community led planning: 3 days

Engage in shaping business community led plans and inform the local plan process

Strategic working: 2 days

Develop and review the Economy Delivery Plan to complement partner activity

Research and intelligence: 1 day

Identify necessary research about the local economy to inform Council policy

TOTAL 14.25 days

- 2.3 Current officer resource equates to 11.75 days per week (2.5 days short of the total detailed above). A £20,000 reduction will mean activity will need to be reduced by a further 3 days per week equating to 8.75 days per week as of April 2014.

3. FUTURE ECONOMY DELIVERY

- 3.1 Increasingly the government focus is on supporting economic growth which includes providing a greater role for Local Enterprise Partnerships, as the channel for future national and European funding streams, as well as a commitment to initiatives such as the Plymouth and Peninsula City Deal as a way of bringing the private and public sector together to drive economic recovery.
- 3.2 In order to make the most of future funding streams and economy service resource it is advised that service delivery from April 2014 focuses on:



3.3 The Economy Manager proposes holding a series of workshops early next year (open to all Members and local businesses) to test the above concept and to formulate an action plan for April 2014 onwards when the current Action Plan ceases. The workshops will provide an opportunity to increase awareness of the changing strategic context that will influence the future work of the team and related Council services, such as planning.

4. LEGAL IMPLICATIONS

4.1 The Connect Strategy and the actions plan which sit within it is one of the Council’s key policy documents that defines its priorities and strategic direction and must be approved by Council.

5. FINANCIAL IMPLICATIONS

5.1 To reduce the economy service revenue budget by £20,000 for financial year 2014/15 as agreed by full Council on 16th April 2013.

6. RISK MANAGEMENT

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

Corporate priorities engaged:	Economy
Considerations of equality and human rights:	An impact assessment has been carried out on the Connect Strategy action plans.
Sustainability considerations:	An impact assessment has been carried out on the Connect Strategy action plans.
Crime and disorder implications:	An impact assessment has been carried out on the Connect Strategy action plans.
Background papers:	Resources Committee Minutes March 2013 Council Minutes April 2013
Appendices attached:	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	Impact on Economy Plan delivery	Risk that economy service provision will be too thinly spread and lack impact	5	1	5	↔	Current management procedures through the Connect Strategy are aimed at efficient use of resources.	Economy Manager

Direction of travel symbols ↓ ↑ ↔

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WEST DEVON BOROUGH COUNCIL

NAME OF COMMITTEE	COMMUNITY SERVICES COMMITTEE
DATE	12 November 2013
REPORT TITLE	APPROACH TO CAR PARKING STRATEGY REVIEW
Report of	Democratic Services Manager
WARDS AFFECTED	All

Summary of report:

To consider a report which seeks to outline an approach to reviewing the Council's Car Parking Strategy in time to recommend to the next Committee meeting on 21 January 2014 a schedule of car parking fees and charges for the 2014/15 Financial Year.

Financial implications:

There will be no cost implications arising directly from this report. However, there may be some financial implications depending on the recommendations arising from the strategy review.

RECOMMENDATIONS:

It is **RECOMMENDED** that:

1. a review be undertaken into the Council's Car Parking Strategy as outlined in paragraphs 2.1 to 2.3 below; and
2. the future governance in respect of the Car Parking Strategy Group be formalised as outlined in paragraphs 2.4 to 2.6 below.

Officer contact:

Darryl White, Democratic Services Manager (email: darryl.white@swdevon.gov.uk).

Lead Member contact:

Cllr Sampson, Vice-Chairman of the Community Services Committee (email: cllr.robert.sampson@westdevon.gov.uk).

1. BACKGROUND

- 1.1 At the most recent meetings of both the Audit Committee and the Car Parking Strategy Group, concerns were raised in respect of the Council's Car Parking Strategy document.

- 1.2 Specifically, these concerns related to the need to review the Council's Car Parking strategy regularly. The need to make best use of the available statistical evidence and methodology being used to set car parking fees and charges and for these to be referenced was also noted.
- 1.3 As a consequence, this report seeks to set out a way forward to address these concerns.

2. ISSUES FOR CONSIDERATION

Reviewing the Car Parking Strategy

- 2.1 One of the main issues identified by both the Strategy Group and the Audit Committee was the need to analyse in detail the baseline statistics and data generated within each Council Car Park. This information should be used, along with officer input and local and national benchmarking information, in order to provide suitable tariffs for the Borough.
- 2.2 To undertake this detailed research, it is suggested that two Members are nominated by the Committee to sit down with the Street Scene Manager and undertake in-depth analysis into the information.
- 2.3 Once this work is completed, it is then suggested that the evidence based recommendations which are generated should then be presented to a meeting of the Car Parking Strategy Group. The Strategy Group, in light of the analysis of the charges, should then consider and make its recommendations to the Committee at its next meeting on 21 January 2014.

Formalising the Strategy Group

- 2.4 The Audit Committee has also expressed its concerns in respect of the apparent lack of governance in the current process. In particular, the lack of an agreed set of terms of reference and there being no formal appointment process to the Strategy Group have been highlighted.
- 2.5 It is recommended that these points be picked up during the Annual Review of the Council Constitution during early 2014, with the appointments formally made at the Annual Council meeting in May.
- 2.6 In the meantime (and due to the tight time constraints), it is suggested that the main purpose of the Strategy Group should be to act as an informal consultee on the Car Parking Strategy, with its views being reported to the Community Services Committee.

3. RISK MANAGEMENT

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

4. OTHER CONSIDERATIONS

Corporate priorities engaged:	Community Life and Economy
Statutory powers:	Local Government Act 2000
Considerations of equality and human rights:	None directly related to this report.
Biodiversity considerations:	None directly related to this report.
Sustainability considerations:	None directly related to this report.
Crime and disorder implications:	None directly related to this report.
Background papers:	Council Constitution Car Parking Strategy Audit Committee Minutes: 17 September 2013
Appendices attached:	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			
Page 38	Statistical Information	<p>The statistical data is not available in time for evidence based recommendations to be made.</p> <p>The capacity to scrutinise reports is not available due to other work commitments.</p>	2	2	4	↔	Officers are already in the process of collating the requested data.	Street Scene Manager
	Short timescale	The timescale is very tight to ensure that a report is prepared in time for the next Community Services Committee meeting.	2	2	4	↔	Meetings will need to be scheduled in appropriately with sufficient notice being given to the required attendees.	Street Scene Manager

Direction of travel symbols ↓ ↑ ↔

NAME OF COMMITTEE	Community Services
DATE	12th November 2013
REPORT TITLE	Tamar Valley AONB Management Plan 2014 – 2019; Consultation Draft
REPORT OF	Economic Development Officer
WARDS AFFECTED	Bere Ferrers, Tamarside

Summary of report:

This report presents the Consultation Draft of the AONB Management Plan and outlines the current process and progress towards reviewing the Plan. Members are asked to comment on the contents of the Draft Plan and agree the process for approving the final version.

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. Members consider the Consultation Draft Plan and put forward any comments they may have; and,
2. Members agree to delegate approval of the Final version of the plan to the Chief Executive in consultation with the Chairman and Vice Chairman of this committee.

Officer contact:

Robert Plumb, Economic Development Officer on 01822 813620 or rplumb@westdevon.gov.uk

1. BACKGROUND

- 1.1 Under the Countryside and Rights of Way (CRoW) Act 2000 and as expressed in the original 1949 National Parks and Access to the Countryside Act, it is a statutory requirement for local authorities to produce Management Plans for their AONBs. As reported at the last Community Services Committee (Minute 10/09/13) it has been agreed that the review of the current Management Plan will be led by the Tamar Valley AONB Partnership on behalf of the relevant local authorities. 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 Consultation Draft version of the Plan is now presented to members for their detailed comments within the current consultation process.
- 1.4 The aim being to have the reviewed 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 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.
- 2.4 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.
- 2.5. 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.

- 2.6. Stakeholder engagement is an important element of plan review and the report to the previous committee outlined the various engagement activities leading up to the preparation of the Draft Plan. The current consultation process runs from 19th October until its closing date of 15th December. It includes a series of events which have been publicised through parish and town councils and through the local media. A questionnaire is also available to complete on line at www.tamarvalley.org/consultation or if people simply want to comment they can do so by sending their comments to consultation@tamarvalley.or.uk
- 2.7. After the end of the consultation period a summary of comments and issues, together with responses will be produced and included as an appendix of an amended and Final Version of the Plan. It will then be submitted to the Executive and local authorities for final approval.

3. ISSUES FOR CONSIDERATION

- 3.1 Members are now asked to go through the document and put forward any comments or raise any issues of concern they may have.
- 3.2 Copies of the Consultation Draft are available on the Borough Council's website and in the member's room. It is also available on the AONB website (see website address above)
- 3.3 In considering this version of the plan members are asked to comment on any factual errors or gaps they find, they are asked to review the policies as set out in each section – many of which are not significantly altered from the current plan. Members are in particular asked to examine the Priorities for Action, which appear at the end of each section of the plan. These will be the main focus of AONB's work programme over the next 5 years, if agreed.

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 and as amended in the CRoW Act (2000). 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

Corporate priorities engaged:	Economy and Environment
Statutory powers:	National Parks and Access to the Countryside Act 1949 Countryside & Rights of Way Act (2000) Localism Act 2011
Considerations of equality and human rights:	These are fully considered by the management plan.
Biodiversity considerations:	These are key issues included in the management plan review
Sustainability considerations:	These are key issues considered in the management plan review
Crime and disorder implications:	N/A
Background papers:	Report of regeneration officer to the Environment and Community Committee 16 th June 2009 on The Tamar Valley AONB Management Strategy 2009 - 2014
Appendices attached:	Annex A : Risk Assessment

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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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 **12th** day of **NOVEMBER 2013** at **2.00 pm**.

Present:

	Cllr R J Oxborough – Chairman
	Cllr R F D Sampson – Vice-Chairman
Cllr K Ball	Cllr M J R Benson
Cllr D W Cloke	Cllr A F Leech
Cllr N Morgan	Cllr D E Moyse

Substitute: Cllr R Musgrave

Corporate Director (AR)
Head of Environment Services
Democratic Services Manager
Economy Manager
Economic Development Officer
Committee & Ombudsman Link Officer

In attendance: Cllr W G Cann OBE

CS 20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr A Clish-Green (Substitute: Cllr R Musgrave) and from Cllr M E Morse.

CS 21 DECLARATION OF INTEREST

Cllr R J Oxborough – Minutes No CS 23 – Personal – Local Businessman.

***CS 22 ITEM REQUIRING URGENT ATTENTION**

The Chairman had requested that the undermentioned item of business be considered as an urgent item.

***CS 23 FREE PARKING INITIATIVE**

The Chairman presented a report requesting the Committee's view on whether free car parking should be allowed in the Council's car parks on Saturday 7th December 2013. The proposal had arisen from a request from the Forum of Private Business to support the inaugural Small Business Saturday. The Forum believed that parking charges discouraged many consumers from shopping on the high street, consequently diminishing the small businesses' customer base. A survey of neighbouring Devon district authorities showed that Plymouth City, Torridge, Teignbridge and Mid-Devon District Councils would not be supporting the proposal.

The Committee was advised that the Tavistock BID currently financed a free parking scheme on certain days and that Tavistock Town Council would not be supporting the Forum's proposal.

If implemented, the cost of the proposal could be around £4,960 but less if any variation is adopted such as free parking being available 11.00 am to 3.00 pm only.

It was **RESOLVED** that, having considered the request from the Forum and the options outlined in the officer's report to allow free parking in the Borough Council's car parks on Saturday 7th December 2013, they be rejected.

***CS 24 CONFIRMATION OF MINUTES**

The Minutes of the Meeting held on 10th September 2013, were confirmed and signed by the Chairman as a correct record.

***CS 25 ECONOMY SERVICE DELIVERY**

The Economy Manager presented a report (page 6 to the Agenda) detailing for the Committee how the Economy Service was currently delivered for the Council and proposals for future delivery. The Economy Team's agreed weekly workload currently equated to 14.25 days, however, the current officer resource equated to 11.75 days per week. In April 2013, the Council requested that the Economy budget be reduced by a further £20,000 which equated to 3 days a week equating to 8.75 days per week as of April 2014.

In the ensuing discussion, the Committee questioned whether the proposed staffing reduction was premature in the light of the proposals contained within Transformation 18 where the budget gap may be filled via other means. Given this discussion, it was **RESOLVED** that the proposal to reduce the current staffing level be deferred pending the budget discussions on the Council's budget for 2014/2015.

***CS 26 ON-STREET CIVIL CAR PARKING**

Subsequent to this item being listed at agendum 6, the report as finally prepared contained exempt information, therefore, the Committee agreed that it be considered under Part Two of the Meeting (Minute CS 32 – 2013/2014 below refers).

***CS 27 APPROACH TO CAR PARKING POLICY REVIEW**

Arising from Minute No AC 6 – 2013/2014, the Democratic Services Manager presented a report which sought to formalise the work of the Council's Car Parking Strategy Group and its reporting lines. Both the Strategy Group and the Council's Audit Committee had identified a strong need to analyse in detail the baseline statistics and data generated within each of the Council's car parks. Such information could then be used to inform the Council's decisions on car parking tariffs.

It was being proposed that two nominated Members of the Committee and the Street Scene Manager undertake an in-depth detailed analysis of this information.

The Audit Committee had been further concerned that there appeared to be a lack of any governance in respect of the modus operandi of the Car Parking Strategy Group, particularly in respect of no terms of reference nor any formal appointment process to the Strategy Group. It was being proposed that these issues be reviewed during the Annual Review of the Council's Constitution during early 2014 and that, in the meantime, the Strategy Group should act as an informal consultee on

Car Parking Strategy with its views being reported to the Community Services Committee.

It was **RESOLVED** that:

- (i) a review be undertaken into the Council's Car Parking Strategy as outlined in paragraphs 2.1 to 2.3 of the officer's report with Cllrs K Ball and J Moody being so appointed; and,
- (ii) the future governance in respect of the Car Parking Strategy Group be formalised as outlined in paragraph 2.4 to 2.6 of the officer's report.

***CS 28 TAMAR VALLEY AONB MANAGEMENT PLAN 2014 – 2019 CONSULTATION DRAFT**

Mr A Midlen, AONB Project Officer, attended the Meeting for this item.

Arising from Minute No CS 16 – 2013/2014, the Economic Development Officer presented a report (page 10 to the Agenda) on the Consultation Draft of the AONB Management Plan for the period 2014 – 2019. The detailed Consultation Draft had been made available to Members in both paper format and on the Council's web site. The Draft was also available on the Tamar Valley Service web site.

The Council had a statutory duty to develop and deliver a management plan with partners in the AONB.

It was **RESOLVED** that:

- (i) Members consider the Consultation Draft Plan and put forward any comments they may have; and,
- (ii) the Chief Executive, in consultation with the Chairman and Vice-Chairman of the Committee, be authorised to approve the final version of the Management Plan.

***CS 29 LOCAL GOVERNMENT ACT 1972, SECTION 100(A)(4)**

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

***CS 30 ON-STREET CIVIL PARKING ENFORCEMENT PROPOSAL UPDATE – (PARAGRAPH 3 – INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE AUTHORITY HOLDING THAT INFORMATION))**

Arising from Minute No CS 17 – 2013/2014, the Head of Environment Services and the Street Scene Manager presented a joint report updating the Committee on progress being made in negotiating with Devon County Council on the future provision of the on-street car parking service. Devon County Council was looking to save a significant amount in the delivery of the service to meet budget pressures. The report was seeking the Committee's support on progressing the current district partnership proposal for the provision of

the service which would be scrutinised by Devon County Council at the end of November.

It was **RESOLVED** that:

- (i) officers continue to develop and submit the integrated service proposal with any final decision to submit a bid on the service in principle being subject to a cost neutral position being achieved for West Devon (as described in the draft business case presented at Appendix A), and being delegated to the Head of Environment Services in consultation with the Chairman and Vice-Chairman of this Committee; and,
- (ii) the Council prepares for the management and financial impact as set out in paragraph 4.2 of the officers' report of delivering the off street car parking service should the draft proposal be unsuccessful and the future on-street service being delivered by Devon County Council.

(The Meeting terminated at 3.30 pm.)